



The Association of  
Technology,  
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## **October 23, 2015 11:00 AM Via Conference Call**

**Present:** Bill Hallock, Robert Chin, Justin Yang, Rod Flanigan, Royall Mack, Jeff Cunion, Jesse Kamm, John Wyatt, John Hausoul

**Absent:** Susan Ely, Joyce Wilkerson

**Visitors/ Staff:** Kelly Schild, Rachel Drochter

### **Meeting Minutes:**

John Hausoul called the meeting to order at 11:05 AM.

#### Approval of the minutes:

Jeff Cunion corrected the minutes to show his attendance. With this change, Robert moved to approve the minutes from the September Board meeting. The motion was seconded by Royall and unanimously approved by the Board.

#### Treasurer Report:

Jesse and John gave an overview of the financials. They stated that there will be a year-to-date comparison on financial reports moving forward. Some Board members suggested creating visual aids like pie charts, as a financial 'snapshot' along with numbers moving forward (expenses versus revenue broken down by category). It was mentioned that these visual aids would be helpful for the incoming board to gain a better understanding of the current financial state of the Board.

#### Membership Report:

Rachel gave an overview of the membership report. She noted that numbers and certification are increasing. Board members suggested that ATMAE keep record of marketing and solicitation methods they have been used to increase membership in order to understand what worked best.

#### Accreditation:

Kelly gave an overview of accreditation activities. She mentioned that she is currently coordinating the next round of school visits for 2016. Kelly also notified the Board that ATMAE has submitted the addendum and draft interim report to



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CHEA and should hear feedback by the end of the month. This document will be reviewed by the Accreditation Board for approval at the conference. John gave a progress report on Amendment to ATMAE Accreditation Policies and Procedures document. He stated that he has been working closely with Andy and suggested that the Board approve all but the last two bullet points. John suggested that the second to the last bullet point remain the same and Jesse Kamm suggested the last bullet point be removed. Royall moved to approve these changes to the Amendment document. The motion was seconded by Jeff and unanimously approved by the Board.

#### Conference:

John and Kelly gave a conference update to the Board. John pointed out that Sarah is no longer with ATMAE or Apex. Kelly mentioned that all Board member hotel rooms are set up and that she would be sending all confirmations to the Board today. In 2014, ATMAE had 408 people registered. So far for 2015, ATMAE has 327 but is still working on getting Accreditation Board, students, and some speakers registered. Out of the 204 presentations planned, 196 of them have a presenter registered. Kelly reviewed the budget and said that ATMAE staff are beginning to cut costs where they can (i.e. catering, etc.). A full conference budget overview will be available in December. John also stated that the conference hotel is sold out and suggested that the Board have a post-conference discussion surrounding the idea of increasing the room block for future conferences. John pointed out the Board schedule for the conference. He also encouraged members of the Board to go to some of the specialty division meetings. Lastly, John mentioned that plans are underway for the summer Board meeting in June and the Strategic doing meeting on Saturday at this Board Meeting.

There being no further business, it was moved and seconded to adjourn the meeting. The meeting was adjourned at 11:55am.