



The Association of
Technology,
Management, and
Applied Engineering

ATMAE Board of Directors Meeting August 22, 2014 Call-In Meeting

Present on the Call: Bill Hallock, Jeff Cunion, John Wyatt, Rod Flanigan, Aco Sikoski, Jesse Kamm, and Kimberly LaBounty, Michele Anderson, Kelly Schild and Vivian Ross from Apex Management.

Unable to make the call: Royall Mack, Bob Chin, Joyce Wilkerson & Lynda Kenney

Meeting Minutes:

Bill called the meeting to order at 11:16am central time.

Approval of the minutes:

Rod moved to approve the minutes from the July Board meeting. The motion was seconded by John, and unanimously approved by the board.

Treasurer's Report:

John noted that he and billing are all up to date; the last check to AMR went out last month. Additionally there is an old checking account and new checking account, and he would like to close out old one. Kimberly will work with Nancy to do so. With regard to the 990 tax return for the fiscal year, Nancy received a quote from both the prior auditor and someone she has worked with. The prior firm quoted \$10,900 and Evenhouse quoted \$9,800. John feels a fresh pair of eyes would be good. ***John moved to have Evenhouse perform the audit and prepare 990. Bill seconded. The motion was approved.*** Bill requested John and Nancy to work on financial policies and procedures, noting it would be good to have something next month as a start. John will work with Nancy on a document.

Administration Update:

Kimberly reported on developments since budget approval, including the purchase of the journal software, bringing in a temp to put together accreditation database for the website so that viewers will be able to find schools by state, program, etc. and interviewing for the part-time marketing person. Additionally,

Kimberly noted she visited Millersville. Finally, she noted she has not worked on the awards or scholarships and asked for help with those areas.

Michele updated the board regarding the journal and accreditation. She shared that the board of Accreditation vacancies have been filled. She is also looking at future expiration dates of terms and possibly adjusting them so the rotation is more effective. With regard to the standards review, a blog has been set up and she is planning for the two-month open comment period to begin around September 1st. The standards review is a year-long process. Additionally, notices were sent to schools for the hearings in November and she is working on developing new materials for the accreditation training and related sessions in November. ATMAE has several requests for consultants for schools that are not currently accredited, and we are building out our list of viable leads. Finally, she is working on 2015 accreditation, noting many schools are adding programs; none deleting. Michele gladly reported that the University of Houston will be a new school applying for accreditation! With regard to the ATE conference in October, she is working with several people and is hoping to get approval to attend. Bill noted that several ATE programs are grants in the schools we accredit. Also, there will be a CHEA report due December of 2015 and she has started work to ensure that is prepared in time.

Annual Conference:

Kelly reported that registration for the conference is now open. We currently have 13 people and tracking ahead. Weekly messages are being sent promoting the conference. There is one team signed up for robotics. They also will be pushing more via social medial. With regard to the program she is getting logistics finalized.

There are three sponsors currently and two exhibitors. Kelly plans to focus efforts more strongly in September. Two of the three sponsors are not a past sponsor and are from industry, rather than from a university. In looking ahead to 2015, she has narrowed selection down to the Sheraton and Westin in Pittsburgh. Kelly noted the Sheraton better meets the needs of the conference and she is reviewing the facility contract.

There being no further business, it was moved and seconded to adjourn the meeting. The meeting was adjourned at 11:48am central time.