



The Association of
Technology,
Management, and
Applied Engineering

ATMAE BOARD OF DIRECTORS MEETING

February 19th, 2016 1:00 PM

Via Conference Call

PRESENT: John Wyatt (Chair), Dominick Fazarro (Vice Chair), Victor Brown, Erik Devito, Rod Flanigan, Justin Yang, David Brinkruff, John Hausoul (Executive Director, Secretary)

Absent: Bill Hallock, Susan Ely

John Wyatt called the meeting to order at 2:00 PM CST.

Approval of the minutes:

A motion was made by Erik Devito to approve the minutes from the 1/16 meeting and seconded by Victor Brown. It was unanimously approved by the Board.

Agenda Change:

John Wyatt announced a desire on the part of the Executive Committee to change the agenda to make the action items first on the agenda and have reports be at the end of the agenda to ensure that all decisions would be given fair review. If there are questions regarding reports and the meeting runs out of time they can be addressed via email. There was no dissension.

The Agenda and Action Plan was discussed. It was agreed that each component of the Plan would be discussed and board members would volunteer to work on various projects. Eric Devito requested that a chart be made regarding these activities and John Hausoul promised it for the next meeting.

Action Plan:

John Hausoul reviewed action plan changes recommended at the last meeting and the progress made since.

Several additional changes were suggested to the new Membership Plan. Specifically, several recommendations were made:

- The issue 4 Year members and that will be made prominent.



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- Mentoring is a tactic but not the goal
- Tactics will also include 2 newly developed marketing pieces

Dean's/Chair Program. John Wyatt, David Brinkruff and (possibly) Bill Hallock with set up a call with Dr. Zargari, Dr. Sutton, Kelly Schild and John Hausoul to discuss data collection efforts.

Grant Writing Task Force. Justin Will check with Susan Ely to determine if ATMAE can gain access to Purdue list of grants.

Membership - Student Recruitment. John reported on contests associated with the student portion of the conference. Casey Fitch Randolph agreed to work with the Women in Technology to develop a unique competition for Women at the conference.

Dean's Program. John Wyatt reported on work being completed on the Dean's project. A next set set of action items were introduced (and added to the action plan) given the success of the past action items which involved consolidation of divisions.

Corporate Membership: Victor and Eric agreed to help John Hausoul with corporate recruitment.

Treasurers Report – John Hausoul gave the financial update on the January 2016 financials in Susan Ely's absence.

Administrative Reports – John gave various administrative reports including membership, which continues to trend higher than the same period last year. The Board requested that ATMAE develop a survey regarding all drops. John Said their would be time to develop this once the new staff person started.

Conference Report – Revenues were still coming in from the 2015 Annual Conference. While there are still outstanding invoices although its expected that total revenues will be slightly less than last year. Staff recognized this prior to the conference and were able to adjust expenses to ensure a positive net revenue for the conference.

Changes made to the previous conference schedule were approved space wise with the hotel after a visit made by John Hausoul and Keri Leonard. John also informed the Board that several workshop were under development and that more information would be given at the next meeting.



As of the time of the meeting ATMAE did not have sufficient data to know if we were tracking well for submissions as historically over 80 percent of abstracts were not submitted until the last week.

The Meeting was adjourned at 2:30 PM.