



ATMAE
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The Association of
Technology,
Management, and
Applied Engineering

ATMAE Board of Directors Meeting 12pm eastern, July 18, 2014

Present on the Call: Royall Mack, Bob Chin, Jeff Cunion, John Wyatt, Rod Flanigan, Aco Sikoski, Jesse, Joyce Wilkerson, and Kimberly LaBounty, Michele Anderson, Kelly Schild and Vivian Ross from Apex Management.

Unable to make the call: Bill Hallock & Lynda Kenney

Meeting Minutes:

Royall called the meeting to order at 11:04am central time.

Approval of the minutes:

Bob moved to approve the minutes from the May Board meeting. The motion was seconded, and unanimously approved.

Administration Update:

Kimberly noted she received verbiage to add as an addendum to the current contract between Apex and ATMAE. She had not forwarded it to Bill because she was waiting to see if the budget would be approved, knowing the budget included an increase to fees to bring on a marketing associate. Should it be approved, she will draft the addendum to include both items.

Kimberly also noted that Nancy Bifulco in the Apex office recently reached out to John Wyatt regarding treasurer duties. She noted the final monthly payment of approximately \$26,000 has been paid to AMR, but explained that with the three months of paying two management companies, ATMAE is short in cash, and may need to pull from investments to cover operational expenses. Discussion ensued regarding possible amount, intended expenses and revenue. Royall requested Kimberly discuss the amount needed with Nancy for August, September and possibly October. Kimberly should email financial needs to the board and if funds are needed, to request that amount then.

John Wyatt noted he had a brief conversation with Nancy and has another scheduled, but raised the option for establishing a financial policy for the organization in which Kimberly (the Executive Director) would have authority to

sign for up to a certain amount. Discussion ensued regarding best practices and the amount to establish. ***John then moved that ATMAE establish a financial policy in that Kimberly (the executive director) be provided signing authority for payments up to \$5,000, and above would require the signature of the Treasurer (or board member). The motion was seconded and unanimously approved.***

Kimberly briefly reviewed the dashboard. She then shared highlights of her call with Mark Miller regarding certification. She noted that, while Mark has several volunteers assisting with several projects, the current focus is on pricing for certification, especially for groups, and the six sigma exam. Kimberly noted they are hoping to raise prices to gain additional revenue, and discussed putting together a package for the exams that would include the study guide a video and other references, concluding with the exam. Since no pricing increase has been decided, the budget has not been changed. Additionally, since pricing for six sigma has also not been established, that revenue is not reflected in the budget.

Michele updated the board regarding the journal and accreditation. She shared that a call for submissions for the special supplement on the journal has been sent, and as a side benefit, she has received two accreditation leads from those she sent the call to. She is closing out activities related to accreditation visits and preparing for hearings on November 19th. She has a timeline for upcoming tasks and activities and has shared this with Dr. Anderson. Additionally, she has seen lots of interest from schools needing re-accreditation. She has established the agenda for the hearings and is setting up the agenda for the workshops. The survey to accreditation visit team members continues to reap wonderful comments. Looking ahead, accreditation's big project is the review of the accreditation standards. Michele concluded by answering questions regarding the accreditation portion of the 2014-2015 budget – who is a consultant and their costs. (One day visits are \$500 - \$400 of which goes to the consultant - and \$250 for a follow-up. The budget includes hopeful projections of ten visits. The reserve to operations line item is for fees that come in and then out to fund future visit expenses. Michele suggested the financial process for determining how these budgeted figures are established could be in a written procedures document. Michele was asked if any fees to Rick were included in the budget? Michele replied that Dr. Anderson gave no indication of his need for such inclusion.

Annual Conference:

Kelly reported that registration for the conference is now open! She reminded the board members to use the board code when registering. Additionally, she will make the board members' hotel reservations if she is provided with the arrival and departure dates. Sessions: each track has its own page on the website. Today she will be sending a blast highlighting one of the keynote speakers, and plans are to continue with marketing schedule as outlined. With regard to sponsorship, she confirmed a NEW sponsor, Kelly Engineering. She is reaching out to past supporters as well as working to build the list. Kelly thanked board members for sharing potential sponsor contacts and urged the board to continue to share those contacts

with her, especially St. Louis companies. Royall reminded the board that he needs six students for the NIAC sessions. He asked that the names of students be given to Kim by August 8th.

ATMAE Graphic Identity and the addition of a font:

This was tabled since Lynda was unable to make the call.

2014-2015 Fiscal Year Budget:

The board quickly reviewed the proposed budget. Kimberly noted changes were made based on the requests made during the St. Louis meeting. Jeff inquired about the scholarships noting those amounts should be updated to allow them to be handed out at the November meeting. Discussion ensued regarding prior processes and subcommittees. Doug was in charge of a subcommittee; AMR would send out a notice, committee would review applications. Rod offered to serve on the committee. Jeff also volunteered to serve. Kim will reach out to Doug to discuss. She confirmed the application will be updated and placed on the website.

Royall suggested a mid-year review of the budget versus actual, and forecasting overview of where ATMAE will continue to gain revenue and have expenses. ***It was moved and seconded to approve the 2014-2015 fiscal year budget as presented, with the addition of the scholarship funds of \$5,000 and \$1,000. The motion was approved.***

John Wyatt quickly noted that he has been communicating with the robotics committee for both the current year's competition and for the next conference.

Moved and seconded to adjourn. The meeting was adjourned at 12:11pm central time.