

## 2013 Annual ATMAE Membership Meeting

Friday, November 22, 2013, 1:00-1:50 pm

### Minutes

*Draft – not yet accepted.*

1. **Welcome/Call to Order:** Dr. Lynda Kenny welcomed the ATMAE members and called the meeting to order at @ 1:05 pm Swearing in of the newly elected officers was conducted by Chair Kenny. Annual awards were presented for Distinguished JTMAE Referee; Best ATMAE Conference Proceedings Paper; Faculty Excellence Award; Industry Innovation; and Charles Keith Award.
2. **Agenda Approval:** Motion made to move two items up on the agenda - Items 7. B. 9 & 17 to number 5. Motion passed.
3. **Approval of Minutes:** A motion was made to approve the November 16, 2012 membership meeting minutes. Motion passed.
4. **Item 7. B. 17.** RFP's to association management companies: Chair Kenny gave a summary and description of what the RFP process had been, why, what they were looking for, etc. and explained the scoring process as well as the visits and interviews that were conducted. The top six companies were selected.
5. **Item 7. B. 9. Foundation / Foundation Scholarship Committee:** Chair Kenny explained that the Board of Directors was concerned about the Foundation operations (lack of activity), the investment account structure, the Executive Director's responsibilities/performance, and the fact that the recent fundraising activities didn't work out. The Board decided to disband the Foundation Board on a temporary basis.
6. **Constitution Revision:** The Board of Directors is recommending changes to the Constitution as follows: removing the Vision and Mission. INTENT OF REVISION: remove this statement from the constitution as the Board is charged with oversight for the Association, including maintaining the currency and relevance of ATMAE's Mission and Vision, and having it embedded in the Constitution constrains the Board's ability to adapt and revise the Mission and Vision statements as needed.

A motion was made, and seconded, to approve the changes.

Questions/comments from members:

Was the required notice given to the membership? Dave Monforton indicated that appropriate notification had been sent to all ATMAE members.

Mission and vision belongs to the membership, not the Executive Board. Dave Monforton responded with a recommendation to move the mission and vision to the Bylaws. The vision and mission should remain as it is.

Applied Engineering - where is it – isn't this why we moved from NAIT to ATMAE?  
Against the motion because it is just a removal and not a movement to the Bylaws. The  
MEMBERSHIP needs to be the ones to make these changes.  
Constitution has to remain, but the vision and mission needs to keep up – can't be static.

Question was called. By show of hands, motion failed.

7. **Executive Director's Annual Report**—Ms. Diane Dufek, Interim Executive Director, updated the members on the following:
  - A. Finances – end of fiscal year 2013 (6/30/2013) \$534,235 compared to \$438,500 at end of fiscal year 2012 (6/30/2012).
  - B. Accreditation – completed work for report to CHEA; re-recognition for 10 years granted with additional report due at a yet-to-be-determined date; three new schools added
  - C. Certification – continue work toward accreditation of certification program; revamped certification program with new platform, new exam modules, and greater industry involvement being rolled out at this year's Conference.
  - D. JTMAE – reviewing current article review processes; continued discussions related to possible fee structure to support administrative staff time; established Distinguished JTMAE Reviewer Service Aware.
  - E. Foundation – responsibility for Foundation is now under ATMAE Executive Board of Directors; discussion of its future purpose and direction will occur at this year's Conference; awarding of scholarships completed, as established; day-to-day financial accounting handled by AMR and reported to Executive Board on monthly basis.
  - F. Membership – currently 1,357, Insider converted to on-line, interactive publication; SmartBrief-customized, tailored newsletter being sent to all members; three new student chapters established; launched new, web-based membership system.
  - G. Conference – 2012 Conference yielded record profit for ATMAE - \$104,000; implemented several changes suggested on 2012 conference evaluations.
  
8. **Chair's Annual Report** – Chair Kenny updated members on the following:
  - A. Strategic Plan
    1. Key issues
    2. Goals
  
  - B. Annual Activities
    1. Leadership Breakfast
    2. Students
    3. Bylaws Review / Constitution Revision
    4. Investment Policy
    5. Industry Relations
    6. Past Chairs
    7. Think Tank
    8. Evaluations
    9. Foundation / Foundation Scholarship Committee
    10. JTMAE Call for Papers
    11. Women in Technology Initiative
    12. Elections
    13. Conference Locations
    14. White Papers

- 15. Budget
- 16. Marketing Plan
- 17. RFP's to association management companies

**9. Questions and Recommendations to the Board of Directors (from the members):**

**RFP for Management Services:**

Ray Dietz: "Not opposed to an RFP, what is not appreciated is there was no transparency, no one knew the how, why, who it was sent to, when will the decision be made. Why was it not transparent?"

Ahmad Zargari: "Clarity is the key to our success. Our association should be a transparent unit; it appears that some of the independent board chairs did not even know about what was going on until Wednesday, the members all deserved to know what was going on. Didn't know there was not a Foundation. We have a lot to do to become transparent and provide clarity. Without transparency people will listen to rumors."

John Sutton: "Been involved for a numbers of years and in many leadership roles, and what has developed is very problematic. Why was the membership not asked about the satisfaction or dissatisfaction of the management company? There is a clear lack of transparency, and I have a problem with that."

John Wright: "Support the RFP process, it is their duty as a Board to look into what's best for the organization. If I go back to the change from NAIT to ATAME – set strategic plan and execute; there has been a lack of execution of the strategic plan. Part of the RFP process is to address that."

Ray Dietz: "No one here is opposed to the RFP process. What we oppose is not knowing – no transparency, what's wrong with marketing, if we don't know the problem, how can we help. Where is the communication breakdown? Very disappointed. The communication is gone. We can't let the membership know after the fact."

Nir Keren: "We are an association and a member association; now we are hiding behind rights. Do not hide behind the Executive Board rights – communicate."

Response from Chair Kenny – "The Board did announce to everyone, did communicate this process, prior to the membership notice we notified the leaders. Apologized if the roll out was not perfect. The Board of Directors are volunteers too and care as much or more. We would never do anything to jeopardize the association. The future is what we are concerned about."

**Other Items:**

Future Conferences: Can the timing be changed to late October/Early November.

**10. Closing Comments**

**11. Meeting Adjournment:** A motion was made, and passed, to adjourn at 2:10 p.m.