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The Association of  
Technology,  
Management, and  
Applied Engineering

## **ATMAE Board of Directors Meeting 12pm eastern, September 19, 2014 Meeting Minutes**

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

**Unable to make the call:** Dr. Jeff Cunion, Dr. Aco Sikoski, and Mr. Jesse Kamm

### **Meeting Minutes:**

#### **I. Call to Order**

The teleconference meeting of the ATMAE Board of Directors was called to order at 11:11 a.m. Central Time by Dr. Hallock.

Review of Agenda: Move agenda item IV.b.i *“Dashboard: Loss of Members”* to an earlier position on the agenda.

#### **II. Approval of Minutes**

Mr. Mack motioned to approve the August 22, 2014 Board meeting minutes; the motion was seconded and approved unanimously.

#### **IV. Administrative Update**

Kim LaBounty provided background on the attachment *“ATMAE Membership/Certification Data”* and noted that the values on past reports did not agree with ATMAE financial data. Corrections to the information resulted in a net decrease in members. The Board requested more specific information that rules out the transition of member data to a new membership system. A comprehensive and factual analysis is requested prior to the next Board meeting to ascertain whether there is any missed information during conversion to a different system, possible varying definitions of “member”, or whether prior reports may have contained incorrect information.

Dr. Kenney exited the call at 11:25 a.m. Central Time.

#### **III. Treasurer’s Report**

#### A. Review of Financial Statements

Dr. Wyatt reported an operating deficit of \$21K and expressed concern about deficits in certain program services areas. Kim explained the distribution of the monthly management fee across program service categories and that typical revenue amounts, which are cyclical, may not always cover incurred expenses. A budget versus actual end-of-year analysis will also be completed. AMR was paid a management services fee in the fourth fiscal quarter period of April to June, 2014 which overlapped fees paid to Apex for active performance of ATMAE services. A motion was entered to accept the report of the treasurer, which was seconded and approved unanimously.

#### B. Financial Policies

Dr. Wyatt discussed the absence of ATMAE-specific financial policies, the development of which he has been working on with Nancy Bifulco of Apex. Other organizations' policies are being referenced as examples of best practices. The Board of Directors is requested to review and provide comments by October 10 in time for discussion at the October 17 Board meeting. It was also requested to identify the date by which the annual audit is due and whether an audit is required every year. Evenhouse & Company Certified Public Accountants were engaged for this year's audit.

#### IV. Administrative Update

Kim announced that Maureen O'Brochta joined the staff and will be focusing on ATMAE content marketing. Her initial charge is to focus on conference marketing, but she will focus on special projects. Maureen's background is in marketing and her efforts will be dedicated to ATMAE exclusively.

The Six Sigma exam is completed and has been made ready for order fulfillment. The numbers of certified members, as they relate to overall variances in membership numbers, have also been found to be fewer than previously reported. Certification fee increases were also discussed, as were revised group rates.

#### V. Accreditation Update

Michele Anderson reported on enhanced ethics training for the peer review teams that includes specific subjects such as confidentiality, impartiality, and conflicts of interest. A joint session with the Society of Manufacturing Engineers (SME) is scheduled for the morning of Friday November 21 at which the four pillars of manufacturing, as they relate to accreditation, will be discussed. CHEA requires that its recognized programs evaluate themselves periodically for quality; in keeping with that requirement a survey was administered to the peer reviewers regarding their site visit experience in spring 2014. The results of the survey are informing the team member and team chair training sessions scheduled for November. ATMAE will also issue a call for volunteers to help build additional capacity to handle the expected volumes of reviews in the future.

ATMAE accreditation is also undergoing a periodic review of its standards, policies, and procedures and is in an open comment period that is facilitated through the use of a blog that was opened on September 12 and which will remain open until November 12. Comments are accepted by ATMAE members, schools, students, administrators, parents,

industry, and anyone with an interest in the program. Comments are not restricted to accredited entities. Comments will be collated and reviewed by the ATMAE Standards and Accreditation Committee at its scheduled meeting on the evening of November 20, 2014. That meeting will be the start of a year-long review, revision, and comment period that will conclude in November 2015.

## VI. Conference Update

### A-C. Registration, Program, and Sponsorship

Kelly Schild reported on the current registration numbers noting they are tracking ahead of last year, and that sponsorships are being actively solicited. Kelly attended the IMTS conference in Chicago to gain access to potential sponsors. The robotics competition is currently comprised of five teams; the goal is to have ten.

### D. Awards

A call for awards will be issued for an October 17 target submission date. Drs. Chin, Flanigan, and Wyatt volunteered to review the conference papers.

### E. Schedule of Board Meetings

The draft schedules were reviewed and revisions were discussed that include conducting a business meeting and strategy session on Wednesday November 19. The revised schedule for Wednesday will reflect the following and business can carry over to Saturday's agenda.

- 12:00 p.m. to 1:00 p.m. Meeting of the ATMAE Executive Committee
- 1:00 p.m. to 5:00 p.m. Board business meeting and strategy session
- 5:00 p.m. to 7:00 p.m. Meeting with the chairs of the independent Boards and division leaders
- 7:00 p.m. to 9:00 p.m. (cancelled)

## VII. New Business

### A. Board and Division Elections

Dr. Wilkerson provided an update about term expirations and those who expressed an interest in serving in various capacities. Clarification was also provided on term expirations. Kim mentioned that there are sufficient numbers of volunteers to fill all vacancies with the exception of those in the Student Division.

### B. Other Business

Mr. Mack expressed thanks to Drs. Flanigan and Wyatt for their assistance in developing the pecha kucha session. Two additional students are needed to fill out the session.

## VIII. Adjournment

The meeting was adjourned at 12:25 p.m. Central Time by Dr. Hallock.