



The Association of
Technology,
Management, and
Applied Engineering

ATMAE BOARD OF DIRECTORS MEETING
November 5, 2016
9am EST (15-minute break from 10:30am-10:45am)
ATMAE Annual Conference
DoubleTree by Hilton Hotel at the Entrance to Universal
Orlando

Present: John Wyatt (Chair), Dominick Fazarro (Vice Chair), David Brinkruff, Sharon Rouse, Tarek Mahfouz, Erik Devito, Andy Anderson, John Hausoul (ATMAE Executive Director), and Alyssa Ebersole (ATMAE Program Coordinator).

Joined via Phone: Victor Brown

Absent: Saxon Ryan and Heshium Lawrence

Call to Order: John Wyatt called the meeting to order shortly after 9am EST.

Closed Session: A motion was made by Dominick Fazarro and seconded by Erik Devito to hold an Executive Session to discuss the RFP status. This motion was approved. The meeting resumed at 9:33am CST.

Formation of Committees:

- Tarek Mahfouz and Sharon Rouse were assigned to head a nominating committee
- David Brinkruff was assigned to head a leadership committee
- Erik Devito and David Brinkruff assigned to form a bylaws committee

ATMAE Board of Directors and ATMAE Board of Accreditation: A motion was made by Dominick Fazarro to propose changes to the bylaws for both the Board of Directors and the Board of Accreditation to allow the Board of Director's Vice Chair to serve as a liaison between both boards and also to serve as a liaison between the Board of Directors and the ATMAE Leadership Divisions and Focus Groups.

The Board of Accreditation to vote on this decision to change the Accreditation bylaws. A request was also made to amend the Board of Directors' bylaws to include an amendment to allow a representative from the Board of Accreditation to serve as a non-voting ATMAE Board of Directors member. This can be formalized by by-laws although it has been informally offered to the Chair of the Board of Accreditation since June of 16.

Board of Accreditation Staffing: A discussion was held about Board of Accreditation's proposed request to develop an incremental staff position. Andy Anderson said that this



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topic was discussed in an earlier Board of Accreditation meeting but a decision was not voted upon or finalized. Andy Anderson said that a budget approval process is necessary before a staffing decision is made.

Appointment of Treasurer Position: A motion was made by John Wyatt to nominate Sharon Rouse as the Board of Directors Treasurer. This was seconded by Erik Devito and Tarek Mahfouz. The Board unanimously approved this appointment and Sharon Rouse accepted this position.

Scheduling of Monthly Board of Directors Meetings: A decision was made to retain the 3rd Friday of the month at 1pm CST schedule. The meetings are to last approximately 90 minutes. Erik Devito recommended using/developing a template to develop the meeting agenda to expedite decisions on topics that require a vote. Erik Devito to share this template with the board at a later date.

Summer Board of Directors Meeting in Cincinnati, OH: A decision was made to hold the 2017 Summer Board of Directors Meeting on Thursday, June 15th and Friday, June 16th. A decision was also made to invite Neil Littell, President of the Student Division to this meeting. The Board voted to pay for his millage to travel to Cincinnati from Athens, OH.

Action Plan/Strategic Doing:

- **Division Updates:** The Board of Directors to send their Division/Focus Group updates to Dominick Fazarro.
- **Certification/LMS:** A discussion was held about developing a LMS module-based system managed by ATMAE's Certification Board of Directors. A pilot program execution, estimated at roughly \$3,500 was discussed. A motion was made by Erik Devito to push this pilot program forward and was seconded by Dominick Fazarro. The Certification Board of Directors to create an action plan with deliverables. This motion was approved.

Future Conferences:

2018 Annual Conference: John Hausoul led a discussion about the 2018 ATMAE conference. At this time a location has not been selected. John Hausoul asked the Board to send him a list of cities they would like to consider vetting. A discussion also occurred about exploring the option to hold the conference at a university that has a conference center. The biggest concern here was most universities with Conference Centers also have football programs. Even mid-size football programs have schools taken over on Fridays and Saturdays. Also there is no way to prepare because college schedules come out AFTER contracts have been signed.



Co-Locating with ICTM in 2017: John Hausoul presented the opportunity to co-locate the 2017 ATMAE Annual Conference with the 2017 International Conference of Technology Management (ICTM). Staff was seeking the permission to check with the 2017 Hotel to determine if this co-location was feasible. A motion was made to reject this idea for 2017 and table the decision and further discussion for 2018. Motion made by Erik Devito and seconded by Tarek Mahfouz. This motion was approved.

Meeting Adjourned: A motion was made by John Wyatt to adjourn the meeting and was seconded by Dominick Fazarro and Tarek Mahfouz. This motion was approved. The meeting ended at 11:53am EST.