



The Association of
Technology,
Management, and
Applied Engineering

**ATMAE Board of Directors Meeting
Friday, February 16, 2018, 2-3:30P EST
Minutes**

Attendees: Matthew Harvey, Heshium Lawrence, Tarek Mahfouz, Sai Ramaswamy, Mark Dotson, and Saxon Ryan

Guests: John Wyatt, Glenn Rettig (Accreditation), Mark Miller (Certification), and Jim Thompson, Caitlin Schwab-Falzone and Melissa Smith (ATMAE staff)

The meeting was called to order at 2:05P (EST)

A motion was made by Tarek and seconded by Mark Dotson to approve the January 2018 minutes. Motion passed.

Strategic Plan

- Divisions
 - Updates on Plan of Work
 - Construction – Tarek shared that they are working on questions for certification and discussing possible locations for site visits during Conference
 - Safety – Saxon is following up regarding their next meeting
 - Management – Mark D. stated they have a tentative meeting scheduled and have had some follow-up regarding budget.
 - Student – Heshium commented they are hashing out the robotics competition rules and regulation. Should be finalizing. Should be ready by end of February. Getting feedback from advisors. Matthew asked about seeing it before it went out.
 - WITMAE – Matthew attended recent meeting and said it went well and they are excited about Conference and their own track and looking to do a social.
- Website
 - Updates
 - The website committee has received questions and staff is getting responses back now. Plan to follow-up. Once comments are tabulated, committee and staff can meet with YourMembership and determine timeline. Hoping for no more than 20 weeks. After further discussion, it was decided to update critical parts of the website and work on new website simultaneously.

January 2018 Financials

Tarek reviewed the January 2018 financials and things are looking good. There were no questions from the Board.

Bylaws

Tarek updated the board on the status of the bylaws changes and noted that not all the board roles would be changing, mainly the chair position. There was discussion about the length of the board chairs term. Tarek mentioned that the board had already adopted the bylaws changes and

that at this point we need to move forward. Will plan to have bylaws on the March 2018 Board agenda.

Committee Reports

- Accreditation
Glenn reported they are busy coordinating site visits and working on making accreditation more inclusive of applied engineering and technology management. Findings should be coming to the Board of Accreditation.
- Conference
 - 2018 Conference
 - Updates
Matthew gave an update on the Conference Committee. Have a good representation and hoping to provide some insight on current and future meetings. Staff will be in Kansas City and hope to meet with a few folks there.
 - Future Conferences
 - Update
Staff shared they have received several good proposals with the increased room rate. Should have some good options to review at the March 2018 Board meeting.
- Membership
 - Membership Committee Update
Currently membership numbers remain flat. The committee making phone calls has gotten nine members to renew. They will be receiving an updated list of those not renewed through January 2018.
- Certification
Mark Miller gave an update on certification, along with the report provided by staff. Note: staff report on numbers is a snapshot in time as far as numbers of those certified. Had a brief discussion about certificates and staff is now sending all newly certified a certificate and will look to send ones to those that renew.

With no new business to come before the Board, the meeting adjourned at 3:21P EST