



The Association of
Technology,
Management, and
Applied Engineering

ATMAE BOARD OF DIRECTORS MEETING

January 27, 2017

1pm CST

Conference Call

Present: John Wyatt (Chair), Dominick Fazarro (Vice Chair), Sharon Rouse (Treasurer) Victor Brown, Saxon Ryan, Heshium Lawrence, Tarek Mahfouz, David Brinkruff, Erik Devito, John Hausoul (ATMAE Executive Director and Secretary).

Call to Order: John Wyatt called the meeting to order shortly after 1pm CST.

Approval of the minutes: A motion was made by Heshium Lawrence to approve the minutes from the November 3rd and 5th meetings and seconded by Sharon Rouse. The November 2016 minutes were unanimously approved by the board

Treasurer's Report: Sharon Rouse and John Hausoul outlined the financials for ATMAE and stated that ATMAE continues to out perform last year in total revenues as well as net revenues. John Pointed out that certification revenues finally surpassed last YTD because of a very strong December. There were no questions.

Conference Reports:

- 2016 Final Report – Revenues significantly outperformed both Budget estimates and previous years' levels.
- 2017 Conference Report – John Hausoul reported that early budget development for the 2017 conference demonstrates that ATMAE can offer significant more value to attendees (50th Anniversary Banquet Gala, sit-down lunch with Key note/Awards ceremony) without increasing costs to registrants. The net revenue for the association will be reduced by approximately 30K with this model. The Board agreed that this change was preferable.
- 2018 Location. John Hausoul reported that ATMAE's Meeting Planner conducted an extensive search of approximately 50 hotels in 11 cities. John presented a chart outlining the types of issues identified by ATMAE in past years and described limitations to obtaining appropriate hotels for meetings. The single pargets factor was room night costs which were limited to 135 or less. After review the Board agreed to 200 or less for the cost of a room night. The Board also decided to allow staff to choose between 2 hotels (Kansas City and Omaha) for the 2018 meeting with a final report to the Executive Committee.

Administrative Reports: John Hausoul reported that Alys Ebersole has resigned. The uncertain nature of ATMAE contract precludes hiring a full time/permanent replacement so a Temp will be hired at 30 hours per week to do administrative work. John Hausoul will



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assume all responsibilities for JTMAE and the Conference submission process. Membership numbers still track slightly higher as do certification. John Hausoul reminded the Board again that until ATMAE is producing solid year round benefits this will stay consistent as members do not perceive value in ATMAE Membership beyond the Conference and Journal. As participation in those two areas declines for a member, they drop their membership.

New Business

ATMAE/SCME Proposal: The board reviewed a proposal by SCME to support a collaboration between SCME and ATMAE on their NSF Funded ATE Center. Through their work on ATMAE Nano Tech Working group and through our conferences SCME will promote their courses and ATMAE will also support them through our website and future LMS delivery. A motion to support this proposal was made by Eric Devito and seconded by Dominick Fazarro. The vote was unanimous in support.

ATMAE Social Link Proposal: John Wyatt and John Hausoul discussed the proposed plan to add an overlay called social link upon the database. The principle benefit to the members will be a year round app that will act like Facebook or LinkedIn where the center of the activity is focused on the the member not the association. It is hoped that members will use the convenient app in their down time to upload their work, successes, and interests thereby sharing and cooperating more with other members. This will be a major step in creating “year round value” for ATMAE with regards to member networking. John Hausoul negotiated with YourMembership to get these benefits for less than \$500. Sharon Rouse motioned for approval of the proposal to add this service. Tarek Mahfouz seconded the motion. The motion was passed unanimously.

Nanotechnology/LMS Proposal: John Hausoul described the latest work on moving the Nanotechnology course forward. The materials have been developed but after beta testing it was determined that further course design was need to make the course saleable. The course content providers could not do this work in a timely manner so John Hausoul approached a leading course designer (Hap Aziz) to complete the project. The development will cost 3,000 for one module or 6,000 for all three. Heshium Lawrence motioned that we pay 3,000 for one module and beta test before determining if another 3,000 should be spent on the next two modules. Tarek Mahfouz seconded this motion. The vote was unanimous in support of this proposal.

Accreditation Issues: Prior to discussing the Accreditation Issues Saxon Ryan motioned that the group move into Executive Session Dominick Fazarro Seconded this motion. The vote was unanimous All non voting members of the Board were asked to leave the call.

Decision: The Board Approved to submit letter drafted by John Wyatt to the Board of Accreditation inviting them to budget discussions using the process approved by Both Board in November 2015.



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Decision: The Board Approved to submit letter drafted by John Wyatt to the all Board chairs and the Executive Director instructing that all non-essential spending and contracts are to be put on hold until further notice given the RFP process. It was made clear that site visits for accreditation were considered essential and should continue unabated.

Meeting Adjourned: A motion was made by Sharon Rouse to adjourn the meeting and was seconded by Eric Devito. The meeting ended at 3:20pm CST.