



The Association of Technology, Management, and Applied Engineering
Board of Directors Meeting
Wednesday • November 20, 2013 • 5:30-7:00 p.m.
Minutes

Draft – not yet accepted

PRESENT: Lynda Kenney (Chair), William Hallock, Joyce Wilkerson, Aco Sikoski, Doug Koch, John Wyatt, Rod Flanigan, Jesse Kamm, Royall Mack, Bob Chin, Diane Dufek (Interim Executive Director, non-voting), John Martini (Past Chair Advisor, non-voting), Sue Radwan (Governance Consultant). Recorder: Jeannette McCoy

ABSENT: Jeff Cunion, Nick Calkin

1. Opening remarks – Chair Kenney – clarified that new Board members do not vote at this meeting. Their term of office takes effect at the Annual Meeting of the Association on Friday, November 22, 2013, at which time they will be sworn into office.
2. Appoint Vice-Chair for meeting – William Hallock
3. Review, Changes/Additions, and Approval of Agenda – no changes or additions to the agenda.
4. Approval of Consent Agenda –
 - A. Acceptance of the September 26, 2013 minutes
 - B. Acceptance of the October 18, 2013 minutes
 - C. September & October ATMAE/Foundation Financial Reports
 - D. September & October Certification Reports
 - E. September & October Membership ReportsMotion made by Royall Mack, seconded by Joyce Wilkerson, to approve the Consent Agenda. No discussion, and the motion passed on a voice vote.
5. Old Business
 - A. Board of Directors 2013 Annual Planning Updates/Closure
 1. Investment Policy Task Force—Bill Hallock, Chair
Recommend a Finance Committee be established, consisting of three members. Would allow for a more in-depth review/deliberation of the Association's finances.

2. Bylaws Review Task Force—Jeff Cunion, Chair – Royall Mack reported that the Bylaws have been updated.
3. Industry Relations Committee—Royall Mack, Chair – focus efforts on students; two sessions at this year’s conference; need to find ways in which ATMAE can be marketed to industry/attract industry to ATMAE;
4. Past Chair Task Force—Lynda Kenney, Chair – Goal was to identify candidates for elections/nominations which was accomplished; Committee now dissolved.
5. Think Tank Task Force—Bob Chin, Chair – collected ideas but need to organize and decide on results.
6. Student Task Force—Nick Calkin, Chair – several discussions but no action taken at this time.

B. History of NAIT/ATMAE – moved to Saturday, November 23, Board Agenda.

C. Classification of Instructional Programs (CIP) – Lynda Kenney – change every 10 years. ATMAE missed opportunity in 2010 and encouraged the process to get started now. Presentation to discuss this is on Friday @ 2:55 pm in Bourbon Room.

6. New Business

A. Appointments – None at this time

B. Approve Scholarships – Doug Koch
Three individuals selected – 2 for Kicklighter and 1 for Strandberg. E-mail was sent to the Board earlier with the details and a request to approve. No objections were received. Need to ratify recommendations. Approved with 1 abstention.

C. Executive Director’s Monthly Report – Diane Dufek – presented new version of Dashboard format for comments/approval. Diane was asked to include financial data when possible. Liked brevity. Format was approved with further improvements/changes made as needed.

D. Evaluation of ED—90-day; 6-months; 1-year – Lynda Kenney – Evaluations suspended until permanent Executive Director is hired.

E. 2014 St. Louis Conference Theme – Board brainstormed ideas for the 2014 conference theme. Decided on a version of the following: “Technology – the Gateway to Tomorrow” OR “Technology – Gateway to Tomorrow”.

F. Annual Membership meeting agenda – included in Board packet for reference.

- G. 2014 White Paper theme – papers to be submitted around next year’s conference theme. Could eventually be used to send to industry.
- H. RFP presentations/interviews update – motion made by William Hallock, seconded by Royall Mack, to go into Executive Session to discuss the RFP presentations and interviews. Motion carried. Diane Dufek, Interim Executive Director, and Jeannette McCoy, VP of Operations, were asked to leave the meeting.

ATMAE Executive Board –Executive session

Present: Royall Mack, Lynda Kenney, Bill Hallock, Joyce Wilkerson, Bob Chin, Doug Koch. Non-voting members present were new elect board members and John Martini

Bill Hallock moved to continue with the RFP process. Second by Joyce Wilkerson. Motion was approved.

Motion to adjourn was made by Royall Mack. Seconded by Lynda Kenney. Motion Approved. Meeting adjourned at 7:28 PM.