



The Association of  
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Applied Engineering

## **ATMAE BOARD OF DIRECTORS MEETING**

### **April 28, 2017**

### **1pm CST**

### **Conference Call**

**Present:** John Wyatt (Chair), Dominick Fazarro (Vice Chair), Sharon Rouse (Treasurer) Victor Brown, Saxon Ryan, Heshium Lawrence, David Brinkruff, Glenn Rettig (Board of Accreditation) Kelly Schild, (Staff) John Hausoul (ATMAE Executive Director and Secretary). Jim Thompson (Guest, Future Executive Director of ATMAE)

**Call to Order:** John Wyatt called the meeting to order at 1:10 pm CST.

**Approval of the minutes:** A motion was made by Dominick Fazarro to approve the minutes from the March meetings and seconded by Sharon Rouse. The March 2017 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 Wyatt pointed out that he had concerns with the amount listed as Accreditation reserves. He has asked the Accreditation Director to provide him with some background information on this number and she has; however, he still has concerns and his questions are not yet resolved. There will need to be further conversations regarding the budget and reserves moving forward. He looks forward to working with Glenn Rettig on this.

#### **Administrative Reports:**

- **2017 Conference Report** – Reviews were completed and acceptance/rejection letters were sent out. Information regarding papers will be sent out by the end of April. Marketing has been completed to schools and business in Ohio focusing on the increased amount of student activities. The new schedule is online and registration is live. At this point we have 3 very early bird registrants and one sponsor.
- **Membership:** Membership numbers still track slightly higher as do certification. It appears that the new proposal approved in February by the board and begun in March regarding peer-to-peer recruiting with Tarek Mahfouz is working with a 50% renewal rate amongst those contacted.
  - Social Link has 760 discrete logins but John Hausoul pointed out that postings have to go up in order for Social Link to be used. Each Board member has the ability to post and have it read by every member. It is essential for us to use this if we want it to catch on.



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- **Certification/Training:** Certification numbers are up. John Hausoul reported that the certification numbers will be budgeted revenue targets maybe significantly. We will have more information in the April and May financials.
  - **Nano-technology/LMS** John Hausoul also reported that the Nano-tech course design work being completed by Hap Aziz is complete and under Beta review by members of the Board of Directors, Board of Certification, and Nano-Tech Task Group.

### New Business

- **Wright Policy Paper ([Link](#))** After reviewing the White Paper in February, the Board of Directors requested Dr. Wright to draft an ATMAE policy paper which was reviewed at the meeting. The policy paper formalizes the Scope and Identity of ATMAE as defined by the Board and Membership when the name change occurred from NAIT to ATMAE. The Board felt the policy was needed to make it absolutely clear who ATMAE is and what we ATMAE represents. Approval of the policy as written was introduced by Dominick Fazarro and seconded by Dave Brinkruff. The policy was approved unanimously and is now posted on ATMAE's website. A letter to all members describing the purpose and intent of the policy with a link to the policy will be sent as soon as possible.
- **ASEE Meeting Attendance Proposal.** ASEE ETC is the single largest group of potential 4 year members and potential educational institutions assembled in the US. The ETC has formed The Engineering Technology National Forum (ETNF) chartered to to initiate and maintain a national conversation and national actions on issues important to the future of Engineering Technology education. It is the plan of the ETNF *to assemble project teams to develop and implement action plans to pursue as many of the NAE recommendations as soon as possible.* They are seeking help from all who would like to be an integral part of what we hope to be a major influence on the enhancement, recognition and growth of engineering technology in coming years. The next official meeting of the ETNF is at the upcoming ASEE Annual Conference in Columbus, OH. The meeting will be on Sunday, June 25th at 11:30am, and the entire agenda will focus on developing action plans to pursue the NAE recommendations and to kick-start project teams to undertake those plans.”

Sharon Rouse proposed sending Dr. John Wright, with the official title of *Senior Fellow*, to this meeting to represent ATMAE's interests in this regard. Dave Brinkruff seconded the motion. Dr. Wright will report back to the Board his findings and determine if future cooperation is valuable. The Board approved to pay for travel expenses not to exceed \$1000.00. The motion was passed unanimously.



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### **JTMAE Tech Update**

JTMAE requested to have a volunteer (over a period of one month) learn how to manage Peertrack. This individual will document all activities for JTMAE to serve as procedure document in the future.

Over time there have been a few struggles with the implementation of the system. It is felt that this would be an opportune time to develop a volunteer's knowledge of the system and develop a formal procedure guide so that it becomes standard knowledge. Peertrack unfortunately does not have this procedure guide in place. \$1500 was allocated out of the monies already approved for transition.

**Meeting Adjourned:** The meeting was adjourned at 2:26 PM.