



The Association of
Technology,
Management, and
Applied Engineering

February 20, 2015 11:00 AM Via Conference Call

Present: William Hallock, Joyce Wilkerson, Susan Ely, Robert Chin, Justin Yang (partial), Rod Flanigan, Royall Mack, Jesse Kamm, John Hausoul

Absent: Jeff Cunion, Lynda G. Kenney,

Visitors/ Staff: Kelly Schild, Rachel Drochter

Meeting Minutes:

Bill Ballock called the meeting to order at 11:05 AM.

Conference:

Kelly did a recap of her conference site visits in Orlando. ATMAE is suggesting that we select the Double Tree Hilton at the Entrance to Universal Orlando. Kelly noted that all of the meeting rooms are in one space near the exhibit hall and everything is on one level. The room rate is \$124 per night and a \$10 credit will be given to ATMAE for each room sold.

Approval of the minutes:

Royall Mack moved to approve the minutes from the January Board meeting. The motion was seconded by Robert Chin and unanimously approved by the Board.

Treasurer's Report:

According to Change in Net Assets within the Independent Audit Report Review, ATMAE lost \$125,180.76. Budget projections for 2015 ATMAE is set to lose \$87,856. John reviewed Budget Projects for 2015 Total Revenue versus Total Expenses. Looking at July 2014 to January 2015, ATMAE has lost revenue in certification, membership and publications. ATMAE made revenue through the accreditation and the conference (see page 21). John also reviewed this in more detail in the Projected Net Profit/Loss graph on page 23. John reviewed the Budget Analysis of Five Programs on page 24. This document breaks down the expected revenue and cost of each of these five ATMAE programs (accreditation, certification, conference, membership, publications).



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The Schedules for Functional Expenses for Year End June 30, 2014 document was discussed. Schedule A includes program expenses. Schedule B includes Administrative costs. The management fees under Schedule A reflects payments made to both the old and new management firm during the transition and accounts for ATMAE's lose.

The Statement of Financial Position document was reviewed. John explained that we are still working on an assessment of how assets flow in and out of accreditation. Moving forward, when revenue comes in, financial reports will reflect what percentage will be going to reserves versus operations costs. John explained that the permanently restricted net assets is for foundational money and for scholarships. Temporary restricted net assets could be used if need be.

The Board discussed publication costs, particularly the high cost of publishing JTMAE. The board discussed the 7% open rate on JTMAE and the decline of article submissions over the last year.

The board ended the treasurer's report by agreeing to discuss program priorities and plans of action in next month's meeting. The Board agreed that there is a need to discuss reprioritizing and reorganizing resources and invest in revenue driven initiative.

Accreditation:

John had a call with the Chair of the Accreditation Board. During this call, John discussed the Board's desire to have a pipeline dashboard that outlined where programs were in the accreditation program. The Chair of the Accreditation Board stated that it would be appropriate to ask this dashboard of Michele. The Executive Committee thought it would be beneficial John were a liaison to the Accreditation Board on Budgetary issues to ensure that development of the 2015-16 budget would occur smoothly. The Chair would like to see this request of the Accreditation Board in writing.

Membership:

Membership numbers have steadied and seem to have plateaued. John discussed the success of the recent membership appeal to non-ATMAE related academics that were found using ASEE-ETD membership lists. John also described a membership contest. It is staff's hope that this contest bring in new members.



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There being no further business, it was moved and seconded to adjourn the meeting. The meeting was adjourned at 12:02 pm.