

# 1-18-2013 FINAL

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**Arkansas Academy of Mechanical Engineering (AAME)  
January 2013 Board of Directors Meeting  
January 18, 2013  
Minutes**

The Board of Directors Meeting of the Arkansas Academy of Mechanical Engineers was called to order at 9:00am CDT on Friday January 18, 2013 by President Zane Boatright. Following his opening remarks, the assembled members signed an attendance roster, and President Boatright noted those members who were participating on the telecom.

**In attendance:** By-laws Committee Chairman Bill Green, Newsletter Editor Russ Rasnic, Mac Hogan, Past President Jack Murders, President-Elect Bob Harrison, Treasurer Mike Hays, President Zane Boatright, Melynda Hart, and MEEG Department Head Jim Leylek.

**Telecom participants:** Secretary Cristine Wolf, Larry Young, Finance Chairman Frank Porbek, Awards Committee Chairman Rick Couvillion, and Dr. Helmut Wolf

**Approval of AAME Board Minutes:**

President Zane Boatright presented the minutes of the AAME Board Meeting in October 2012 to the Board for approval – a motion was made to approve the minutes by Dr. Wolf, was seconded, and the minutes from the October 2012 AAME Board Meeting were approved.

**U of A Mechanical Engineering Department and Special Projects Report:**

On behalf of Dr. Jim Leylek, MEEG Department Head, Melynda Hart presented the ME Department and Special Projects Report. The following is a listing of the expenditures of the ME Department for Special Projects:

**Mechanical Engineering Special Projects Expenditures  
as of 01/15/2013**

<b>Item</b>	<b>Cost</b>
Deposit from AAME	\$11,500.00
Coffee, Coffee Supplies, & Candy for Students	\$1,913.05
Jake Pitts Student Travel - Engineers Abroad (Belize)	\$709.75
Adriel Paradise - Creative Project	\$145.40
CDIO Books for ME Faculty	\$868.70
1/4 of ME 222 Remodel	\$3,359.55
Society of Hispanic Professional Engineers - 4 Students	\$420.00
<b>Balance</b>	<b>\$4,083.55</b>

Melynda also noted that a \$2.2 Million dollar renovation of the Mechanical Engineering Building has begun, funded by the University of Arkansas. The department is very excited about the renovation and the improvements that are being made to the building. She noted that they are losing two offices; the assembled noted that one of the offices needed cleaning out anyway, and it has been replaced by an

# 1-18-2013 FINAL

elevator shaft. Dr. Leylek noted that this is only a temporary measure to provide a workable environment for the building itself, and any future occupant, but that it is ONLY a temporary measure, and does not provide everything the department needs. The University understands the fact that MEEG has additional needs for space, labs, etc. and this will be addressed in the future.

**Treasurer’s Report:**

Treasurer Mike Hays provided the Treasurer’s report.

He noted the later transfer of the 2011 scholarship funds resulted in the larger scholarship line item. He also noted that there may have been some end of year additional updates, which he will fold into the Treasurer’s report for the Annual Meeting in April. The following are is the Treasurer’s report:

PRELIMINARY FINANCIAL REPORT			
December 31, 2012			
	Beginning Balance as of January 1, 2012 . . . . .		\$ 64,401.13
<b>INCOME:</b>			
	I. Member Contributions . . . . .	\$ 19,533.05	
	II. Matching Contributions . . . . .	6,225.00	
	III. Interest Income . . . . .	7,245.10	
	IV. Misc. Income . . . . .	-	
	Total . . . . .	\$ 33,003.15	
<b>EXPENDITURES:</b>			
	I. Annual Meeting Costs . . . . .	\$ 7,477.97	
	II. Scholarships . . . . .	30,000.00	
	III. Solar Splash Competition. . . . .	3,000.00	
	IV. Student Competitions . . . . .	3,000.00	
	V. Special Projects . . . . .	8,500.00	
	VI. Newsletter Printing . . . . .	191.82	
	VII. Operations, Misc. . . . .	124.46	
	Total . . . . .	\$ 52,294.25	
	Less \$20,000.00 Transfer to Endowment Fund 1/24/2012 . . . . .		\$ (20,000.00)
	Ending Balance, December 31, 2012. . . . .		\$ 25,110.03
<b>LOCATION OF FUNDS:</b>			
	U of A Foundation, Open Account . . . . .		\$ 13,449.90
	U of A Foundation, Endowment Earnings Cash Fund . . . . .		11,660.13
	Subtotal . . . . .		\$ 25,110.03
	Endowment Fund (Restricted), Net Asset Value . . . . .		\$ 183,624.48
	Total AAME Assets . . . . .		\$ 208,734.51

The Treasurer’s Report was moved for approval, seconded, and unanimously approved.

## **Finance Committee Report:**

Finance Committee Chair Frank Porbeck provided the Finance Committee Report (which is an excellent Excel package.) Bob Harrison summarized the Finance Committee Report initially, until Frank was able to join the telecon. The following is an excerpt from the Finance Committee Report with budget proposed and adopted per the vote of the AAME Board

*"This report presents the annual budgets and the year ending actual income and expenditures for the years 2003 through 2012, plus the 2013 Proposed Budget.*

### **2012 Year-End**

*Alarmingly, 2012 income fell to only 75% of the 2011 level, following a decrease of almost 10% in 2011 income relative to 2010. As you will see in the reports presented on page 5, there was a huge decrease in the number of contributing members (58 in 2012, 88 in 2011, and 94 in 2010) as well as a 6.5% decrease in contributions per contributing member. Expenditures of \$72,294 exceeded income of \$33,003 by \$39,291. This, however, was in line with the approved budget and is skewed by a transfer of \$20,000 to the Endowment Fund and by "make-up" spending for traditional projects such as the Scholarships, Solar Boat, Special Projects, and Student Competitions which were not funded in 2011, in effect deferring 2011 budgeted expenditures to 2012.*

### **2013 Proposed Budget**

*The adopted 2013 Budget is a balanced budget.*

*Income: The proposed 2013 Budget includes an income projection of \$40,000. This is \$7,000 more than the 2012 total income.*

*Expenditures:*

*Proposed 2013 Budgeted Expenditures matches the projected income, allowing full traditional funding of scholarships, solar splash and student competitions, and special projects."*

Mac Hogan made a motion for setting a goal of \$600 contribution per member. The Board agreed with this idea, with the caveat that it be phrased as a goal; Secretary Cristine Wolf noted that if we are having difficulties even achieving the minimum contribution from members, attempting to elicit more from members may be problematic. Secretary Wolf suggested an amendment to the motion with wording of "a minimum contribution of \$250 per member with a goal of \$600 per member". The motion was passed with the amended language. Frank Porbek said that he noted that a number of regular contributors had not made their 2012 dues contribution, and that he believes it may just have slipped their minds. It was noted that in 2011 an individual reminder/statement was sent to members, but that a similar statement was not sent out in 2012. It was suggested that a 2012 dues reminder statement be sent out to members with a request that, if they have not already, they pay their 2012 dues prior to the 2013 Annual Business Meeting. A motion was made by Secretary Wolf that such a reminder note be included in the notice of the Annual Business Meeting. Subsequently, it was decided a motion was not required; Mike Hays suggested an amended list be used, so that those members who have made lifetime contributions are not billed. It was agreed that an invoice be sent out to those who have not paid. The assembled agreed that another statement should go out in the November timeframe. There was additional discussion of how to encourage additional participation in AAME by members. One of

# 1-18-2013 FINAL

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the ideas was to have AAME members speak to classes about their careers. Also suggested was a request in the newsletter for more participation. It was suggested that the committee chairs recruit additional members and/or apprentices to take over once they feel the need to step down, and to provide backup. It was noted that some past Board members could be helpful if they could still participate. Bill Green noted that any members can participate/listen in the Board meetings. President Zane Boatright suggested a Strategic Planning Committee be implemented. It was noted that the AAME Constitution allows for "additional committees" as necessary. Finance Committee Chairman Frank Porbek proposed the 2013 Budget, which was a deficit budget with budgeted expenditures exceeding budgeted income by \$3,500.

**Income:** The proposed 2013 Budget includes a reduced income projection of \$35,000 respective of the sharp decline in member contributions and contributions per contributing member over the last 2 years. This is \$2,000 more than the 2012 total income. The assembled agreed to set the anticipated member contributions to \$30,000; which results in a balanced budget, which was approved by the Board.

**Expenditures:** Proposed 2013 Budgeted Expenditures exceed the projected income by \$3,500 while allowing full traditional funding of scholarships, solar splash and student competitions, and \$8,500 for special projects. The assembled agreed that the budget for the annual meeting would be increased to \$9000 to allow for use of a photographer and florist (last year the MEEG staff created the centerpieces, but it was very time consuming.)

## **Conduct and By-Laws Committee Report:**

Chairman Bill Green summarized the proposed amendments to the AAME Constitution and By-Laws, both of which addressed updates regarding voting and canvassing procedures. Honorary AAME Board Advisor Lamar Pettus had provided assistance with the wording of the amendments. Both amendments were approved by the Board and will be presented to the membership at the 2013 Annual Meeting for approval.

## **Membership Committee Report:**

Neither Wayne Norton nor Bob Norwood was able to participate in the Board Meeting. Bob Harrison, however, noted that our incoming 2013 class consists of some very enthusiastic members, and that we should harness that enthusiasm for increased AAME participation.

## **Awards and Nominations Committee:**

The report was presented by Chairman Dr. Rick Couvillion – no change from the last Board meeting. He noted that there are two nominations for Outstanding Alumni – AAME Member Gene Mann was nominated by Curtis Mann. There is an additional Outstanding Alumni nominee; however Rick requested that that name be withheld from the minutes since the person has not yet been notified. A.J. Malshe is the Department Awards chairman, and is going to focus on the Young Outstanding Alumni nominees – Robin Prince is the current nominee. Dr. Couvillion had to sign off after his report to proceed to class.

## **Newsletter Report:**

Editor Russ Rasnic is working on the latest newsletter. MEEG and AAME activities to be included in the newsletter were discussed.

## **Fundraising Report:**

# 1-18-2013 FINAL

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Mac Hogan summarized the activities of the fundraising committee in the absence of Chairman Chris Weiser. Mac suggested that a formal fundraising campaign remain on hold until the CDIO activities are ramped up further.

## **Strategic Planning Committee:**

President Boatright noted that he did not have anything specific to report, but that after his term as President his plan is to spend more time with the new strategic planning committee and work on strategic planning initiatives.

## **Old Business/Reports:**

### **A. CDIO**

Dr. Jim Leylek

Dr. Leylek noted that a CDIO projects day, which would combine students from both Fayetteville and Fort Smith, is in work to be established, and that he has support from the Dean. He noted that a meeting with Dassault had been very successful, and that Dassault representatives will be visiting Arkansas in the first week of March for the Arkansas Aerospace Summit. There was also discussion of a visit to Stanford to assess practices in their Mechanical Engineering Department. The Board asked Dr. Leylek if they could be of assistance with the CDIO activities, and he replied that all help is welcome. Any companies could provide projects for students to work on and apply CDIO principles; it is just preferable for the projects not to be time critical.

### **B. Membership Nominations- Review and approval**

Wayne Norton

Bob Harrison summarized the AAME 2013 class. The new elected members are: A. J. Malshe, Habid Habibi, James Evans, Smith Reed, John Sidwell, Richard Royal, and Philip Nelson.

## **New Business/Reports:**

**A. April Meeting** - The Annual Meeting will be on 12, 13 April 2012, with the banquet the evening of the 12<sup>th</sup>, and the Annual Meeting the morning of the 13<sup>th</sup>. Jack Murders noted that we need to organize a presentation to new members prior to the banquet.

**1. New Member introductions** - President Boatright noted that Bob Harrison had graciously agreed to do the new member introductions.

**2. Speaker** – The Board discussed the possibility of a representative from Dassault/Little Rock to be this year's speaker. Dr. Leylek would introduce the speaker, with a CDIO summary. Some additional speaker options were discussed for future Annual Meetings, including George Combs.

## **President's Remarks**

The Board discussed the update of the AAME logo, which was an item of discussion at the last annual meeting, but which has not been accomplished. This will be addressed at the next annual meeting. President Boatright then adjourned the meeting and expressed thanks for everyone's participation.