

**Arkansas Academy of Mechanical Engineering**  
**Board Meeting Minutes 2012**  
**January 20, 2012**

1. **Call to Order:** The Winter 2012 AAME Board Meeting was called to order at 10:05 AM CST by President Jack Murders. The meeting was held in Room 101 of the Baldor Technology Center on the University of Arkansas – Fort Smith campus.
2. **Introductions:** Attendees in person were Jack Murders, President Elect Zane Boatright, Secretary Wayne Norton, Treasurer Mike Hays, Russ Rasnic, Mac Hogan, Keith Bradshaw, Bob Harrison, and Dr. Jim Leylek. Past President Cristine Wolf, Dr. Rick Couvillion, and Melynda Hart participated via teleconference.
3. **Minutes:** The minutes from our October 7, 2011 meeting were unanimously approved by the Board.
4. **Mechanical Engineering Department Report:** Dr. Leylek presented a brief report and update on important matters within the department. He discussed the need for a new building to house the Department of Mechanical Engineering. A new facility to house Mechanical Engineering is currently on the University's Master Plan but it has no priority. In order to gain priority, seed money of \$5-\$10 Million is needed from outside sources. The current trend is that the University is unlikely to build single use facilities, and it is most likely that any new building would contain Mechanical Engineering within a multiple story building shared by other departments. We have been encouraged to work with other potential 'tenants' to raise and/or find funding for seed money for a new building South/Southeast of the Bell Engineering Center. There is much to be done in terms of funding a new facility. The board suggested that renderings of a facility would be helpful in fundraising efforts. Dr. Leylek reported that there is discussion ongoing about the possibility of adding an Aerospace Engineering degree within the department of Mechanical Engineering. Dr. Leylek has made contact and is developing relationships with organizations in Aerospace and they support such an expansion. Dr. Leylek is finding much support for his CDIO initiative (see June meeting minutes). The Dean is certainly supportive and has approved adding new staff positions to support the added workload created by the CDIO initiative.
5. **Treasurer's Report:** Treasurer Mike Hays presented the Treasurer's Report. Mike recommended that he transfer to the ME department the balance of funds budgeted for 2011. He also recommended that we transfer \$20,000 from the AAME Open Account into AAME Endowment Fund. The Board voted unanimously to accept the Treasurer's recommendations.
6. **Committee Reports –**
  - A. **Finance Committee Report:** Bob Harrison presented Frank Porbeck's report in Frank's absence. As usual, the report was very well done. The

Board voted to present Frank's proposed budget to the Membership with the exception that 2011 expenses will not be part of the 2012 budget.

- B. Conduct/By-Laws & Constitution Report:** President Murders and Past President Wolf discussed confusion on some of the wording regarding who is on the Board and in what capacity. Zane Boatright will look into this issue and present ideas for clarification of the By-Laws during the Annual Meeting.
- C. Membership Report:** President Murders presented the Membership report. The election was held and results were certified per the by-laws. Three new candidates were elected and there are two candidates who remain eligible from the 2011 election. Melynda is working toward collecting bios and photos for the banquet.
- D. Nomination Committee Report:** There was nothing new to report.
- E. Newsletter Report:** Russ is putting the finishing touches on the latest newsletter, and it is set to go out in the next couple of weeks. It was suggested that AAME publish hardcopies of at least one Newsletter per year for recruiting and fundraising purposes. There was Board agreement that this should be looked into further.
- F. Fundraising Report:** The Board had a wide ranging discussion about Fundraising and AAME's role in this and other areas. There was no consensus about what AAME's role should be in spearheading an effort to fund seed money for a building – however we clearly want to help in some way. In regard to general fundraising, the Board discussed how we can generate enthusiasm within our membership and do more for the Department – financially and otherwise. There was no consensus but this was certainly a very good discussion. The Department is working on a 'brochure' to sell the department, and that is needed to sell alums on AAME and AAME members on increasing financial support and participation. Financial support is a key component of AAME's purpose and this will help. There was also discussion and desire to increase AAME's interaction on campus with students, faculty, and administration.

## 7. Old Business Reports:

- A. Lifetime Lump Sum Dues Proposal - Update:** The Board discussed the Lifetime Dues proposal. After discussion, the Board decided that we do not want to adopt a Lifetime Dues plan at this time. The Board discussed different levels of membership (Gold, Silver, Bronze, etc.) and acknowledgement for extraordinary contributions, but no action was taken regarding these subjects.
- B. Strategic Plan Update:** Zane Boatright presented the latest revision of a Strategic Plan for AAME. The Board voted to accept the document as our official Strategic Plan, and it will be presented to membership at our Annual Meeting. This will be a working document subject to modifications as needed. From this Strategic Plan, Action Items will be

developed with clear objectives and dates for completion. The Board thanked Zane for all his hard work in putting together the plan.

C. **2012 Banquet Details:** Melynda is pulling together banquet details and everything is moving along very well.

D. **Banquet Speaker:** Jack will find a speaker for the Annual banquet.

**8. New Business Reports:**

A. **President's Announcements and Remarks:** There was nothing new to report. The next meeting will be our Annual Banquet on April 20, 2012.

9. **Adjournment:** The meeting was adjourned at approximately 12:30pm.