

**Arkansas Academy of Mechanical Engineering  
Board Meeting Minutes 2011  
October 7, 2011**

1. **Call to Order.** The Fall 2011 AAME Board Meeting was called to order at 2:05 PM CDT by President Jack Murders. The meeting was held in the Mechanical Engineering Building on the University of Arkansas campus in Fayetteville.
2. **Introductions.** Attendees in person were Jack Murders, President Elect Zane Boatright, Wayne Norton, Russ Rasnic, Don Caple, Mike Hays, Chris Weiser, Dr. Rick Couvillion, Dr. Jim Leylek, and Melynda Hart. Bob Harrison participated via teleconference.
3. **Minutes:** The minutes from our June 10, 2011 board meeting were unanimously approved by the Board.
4. **Treasurer's Report:** Treasurer Mike Hays presented the Treasurer's Report. As part of our discussion, Mike noted that our fundraising is still a little bit behind last year. Typically, fund raising improves when we send out our election ballot and invoice reminder. The board vote unanimously to accept the Treasurer's report.
5. **Committee Reports.**
  - A. **Finance Committee Report:** Committee Chairman Porbeck was unable to attend the meeting, and there was no further discussion regarding this subject.
  - B. **Conduct/By-Laws & Constitution Report:** Zane confirmed that the updated By-Laws are posted on our website ([http://www.meeg.uark.edu/AAME\\_By-laws\\_2011.pdf](http://www.meeg.uark.edu/AAME_By-laws_2011.pdf)). He had nothing new to report.
  - C. **Membership Report:** President Murders presented the Membership report as Chairman Mike Stewart was unable to attend. Four candidates for election were submitted to the board for certification. The board unanimously voted to certify all four candidates. Two of the four were certified and voted for induction last year, but they were unable to attend the 2011 induction banquet. It was unclear to the board if those two must go through a re-vote. President Murders was asked to investigate and determine how this situation should be handled.
  - D. **COE Awards Nominations:** Committee Chairman Dr. Rick Couvillion reported that he is working on one potential candidate for an Outstanding Alumni award. There are no Outstanding Young Alumni candidates under consideration at this time. Given the October 17 deadline for nominations, it will be difficult to get anyone presented for the 2012 banquet.

**E. Newsletter Report:** Committee Chairman Russ Rasnic presented his draft for the Fall newsletter. The Board liked the content and asked that Zane Boatright put together a paragraph on our Strategic Plan initiative. Chairman Rasnic asked for photos from the contributors and for logo files from Melynda, who will provide them. The newsletter should go out by mid-October.

**F. Fundraising:** Committee Chairman Chris Weiser led our discussion. He presented some information and publications from another Academy group within the College of Engineering. The board had a long discussion on fundraising. Highlights are: The group (AAIE), which is approximately the size of AAME, has been able to build an endowment close to \$1,000,000 (ours is approximately \$200k). With this endowment, they were able to fund \$37,000 in scholarships during the 2009-2010 year (AAME gave out \$10,000 in scholarships). The Board consensus was that we need to build our endowment to have the desired positive impact on the students, faculty, and facilities of the Department of Mechanical Engineering.

The board reviewed a fundraising letter from another Academy in which the membership was challenging 100 members to commit to \$1,000 donations within a two year period. It was reported that this was a successful campaign.

The Board agreed that we need to develop sales 'tools' for soliciting donations from membership. Chris showed us Departmental and Scholarship booklets that were put together for another engineering department with the aid of their Academy group. It was agreed that the Department of Mechanical Engineering needs a similar tool to use for recruiting and fundraising. Dr. Leylek mentioned that many of the materials needed are already prepared for such a booklet, and he believes we can go above and beyond what has been presented. There was interest from the Board in helping to fund the generation of a Department of Mechanical Engineering booklet similar to what was shown. Melynda agreed to do some research on cost.

The Board reviewed the fundraising letter and forms developed by Mac Hogan and others, and asked that the information be sent out to the Membership as soon as possible. President Murders agreed to get that done.

President Murders volunteered to coordinate further meetings between the University, Dr. Leylek, Chris Weiser, Mac Hogan, and himself to move forward with developing a more focused fundraising effort.

**6. Mechanical Engineering Department Report:** Dr. Leylek presented the ME department report. He presented an overview of the Capabilities and Research Focus for each Faculty Member. He presented a Summary of the CDIO (Conceive, Design, Implement, & Operate) initiative for the Mechanical

Engineering curriculum. This initiative is designed to produce graduates who are ‘**ready to engineer**’ by employing, among other things, project-based, **hands-on** learning integrated with group learning experiences beginning Freshman year. Dr. Leylek told the Board that he needs AAME involvement for the Initiative to be successful. The Board heartily endorsed the CDIO Initiative! Dr. Leylek presented his Strategic Initiatives for the Fall 2011 semester. It included summaries of the CDIO initiative, changes in advising strategy, and he outlined the strategy on undergraduate study. Finally, Dr. Leylek talked about developing a strategy for recruiting Ph.D. students to the U of A program by contacting the major engineering schools who do not have a Ph.D. program.. The Board endorsed Dr. Leylek’s vision and thanked him for his report.

## **7. Old Business Reports:**

- A. Lifetime Lump Sum Dues Proposal: Update:** Frank Porbeck was unable to attend our meeting, so this discussion was put on hold until the Winter meeting.
- B. Strategic Plan Update:** Zane Boatright presented a draft of a Strategic Plan for AAME. The draft was not intended to be the Strategic Plan, but it was more of a document to initiate discussion. The Board was enthusiastic about the draft and asked Zane to make some revisions to the document and then solicit further comments and feedback from the Board. The plan is to have a working document for approval at our Winter Meeting. The Board would like to possibly present the Strategic Plan for approval to the full membership at our Spring 2012 Annual Meeting.
- C. 2012 Banquet:** Cost estimates were presented for holding the Annual Banquet at the U of A Alumni House on campus. It looks like we will save a few hundred dollars by holding the banquet on campus. The Board agreed to pay an additional \$250 charge to hold our annual Board Meeting at the Alumni House as well. The Board approved the menu and asked that we offer Tenderloin, Chicken, and Salmon as meal options. Melynda and Jack will work on getting local hotel rooms blocked at Carnall Hall and Staybridge Suites. Jack will get with Cristine to discuss speaker ideas for the banquet.
- D. Winter Meeting:** President Murders reminded the Board that the Winter Meeting is currently scheduled for January 20, 2012. The original location was proposed as Fayetteville but Jack will explore Fort Smith as an alternative since the Fall meeting was held in Fayetteville.

- 8. Adjournment:** The meeting was adjourned at approximately 4:05pm.

Secretary, Wayne Norton (1)