

01-16-2015

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**Arkansas Academy of Mechanical Engineering (AAME)  
January 2015 Board of Directors Meeting  
January 16, 2015  
Minutes**

**CALL TO ORDER AND OPENING STATE OF THE ORGANIZATION REMARKS:**

The Board of Directors Meeting of the Arkansas Academy of Mechanical Engineering was called to order at 1:00pm am on Friday January 16, 2015, by President Bob Harrison at NUCOR Yamato Steel, after a tour of the facility. The call to order was followed by State of the Organization remarks by President Harrison. The organization is behind in the yearly raising of dues. A reminder letter will be going out to all members. He noted that the student mentoring program is ongoing, with great efforts by that committee. He noted that the resume guidance he is implementing in his own company. Arrangements for the banquet and speaker for the annual meeting are progressing.

**IN ATTENDANCE:**

AAME Board Members and others present at the meeting were: President Bob Harrison, Will Myers, Rob Porbeck, Frank Porbeck, President Elect Russ Rasnick, Mac Hogan, Treasurer Jeff Hayes, Bob Norwood, and Dr. Jim Leylek. Attending by teleconference: Secretary Cristine Wolf, Bob Harrington, Paul Ford, Jim Evans, Bill Green, Zane Boatright, Rick Couvillion, Richard Royal, and Melynda Hart.

**APPROVAL OF BOARD MEETING MINUTES**

President Harrison presented the minutes of the AAME Annual Meeting and Board Meeting in September 2014, as recorded by Secretary Cristine Wolf (with assistance from Melynda Hart) to the assembled members for approval; a motion was made by Mac Hogan to approve the minutes, was seconded by Russ Rasnic, and the minutes from the September 2014 AAME Annual Meeting and Board Meeting were approved.

**TRESURER'S REPORT:**

Treasurer Jeff Hayes provided the Treasurer's report, noting that contributions are still coming in. There have been some very generous donations, but the number of giving members is lower than it should be. Bob Norwood noted that a contribution form was sent out along with the election forms in September. The Treasurer's Report was moved for approval, seconded, and unanimously approved. Copies of Treasurer's Report and Scholarship Report follow on page 2 of these minutes.

| <b>ARKANSAS ACADEMY OF MECHANICAL ENGINEERING</b>                         |               |
|---|---------------|
| UNIVERSITY OF ARKANSAS, ME BUILDING, FAYETTEVILLE, AR 72701, 479-575-4153 |               |
| FINANCIAL REPORT  |               |
| (preliminary, final by 1/31/2015)   |               |
| Dec. 31, 2014   |               |
| Beginning Balance as of January 1, 2013                                   | \$ 34,029.39  |
| <b>INCOME:</b>  |               |
| I. Member Contributions   | \$ 34,722.35  |
| II. Matching Contributions  | 3,450.00      |
| III. Interest Income  | 8,156.10      |
| IV. Misc. Income  | 510.00        |
| Total   | \$ 46,838.45  |
| <b>EXPENDITURES:</b>  |               |
| I Transfer to Scholarship Account   | \$ -          |
| II Student Competitions   | -             |
| III Special Projects  | -             |
| IV. Annual Meeting Costs  | 18,507.13     |
| V. Newsletter   | -             |
| VII. Operations, Misc.  | 2,278.90      |
| Total   | \$ 20,786.03  |
| Ending Balance, Dec 31, 2014.   | \$ 60,081.81  |
| <b>LOCATION OF FUNDS:</b>   |               |
| U of A Foundation, Open Account   | \$ 32,768.71  |
| U of A Foundation, Endowment Earnings Cash Fund                           | 27,313.10     |
| Subtotal  | \$ 60,081.81  |
| U of A Foundation, Endowment Fund (Restricted), Net Asset Value           | \$ 213,642.86 |
| Total AAME Assets   | \$ 273,724.67 |

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| SCHOLARSHIP ACCOUNT REPORT  |              |
| (preliminary, final by 1/31/2015)   |              |
| December 31, 2014   |              |
| Beginning Balance as of January 1, 2014                                   | \$ 25,107.48 |
| <b>INCOME:</b>  |              |
| I. Member Contributions   | \$ 2,300.00  |
| II. Matching Contributions  | 800.00       |
| III. Interest Income  | 97.76        |
| IV. Transfers Into Acct   | -            |
| V. Misc. Income   | -            |
| Total   | \$ 3,197.76  |
| <b>EXPENDITURES:</b>  |              |
| I. Scholarships to Students   | \$ 17,250.00 |
| II. Transfers Out of Acct   | \$ -         |
| III. Misc. Expenses   | -            |
| Total   | \$ 17,250.00 |
| Ending Balance, May 31, 2013.   | \$ 11,055.24 |
| <b>LOCATION OF FUNDS:</b>   |              |
| U of A Foundation, AAME Scholarship.                                      | \$ 11,055.24 |

**COMMITTEE REPORTS:**

**Finance Committee Report:**

It was reported by Rob Porbeck that the average dollars per giving member has remained about the same since 2013. Unfortunately this year the number of giving members is down, as was noted in the Treasurer's report. There was discussion of raising the price of the banquet charge per member, in order to help with budget balance. (Later in the meeting, a motion was made and approved to raise the price of the banquet for AAME members to \$35.) The average number of paying members in attendance has been 80. There was discussion of how members should pay for themselves and their guests, but all money goes into the same account, so a single check is acceptable. The 2015 budget received motion and second to be accepted, and was accepted by the Board. Refer to the Finance Committee Report for the 2015 budget.

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

The recent honorary election was discussed; the Board had solicited input from the membership at large; there were 62 ayes' and one abstain. Additional opinions were expressed via email, but may or may not have submitted a ballot. Chairman Zane Boatright will determine whether the By-laws need to be adjusted to allow for the Board to be able to have latitude in such "extenuating circumstances."

**Membership Committee Report:**

Chairman Bob Norwood noted that the model that has been adopted by the committee for soliciting new members is working – the committee solicits members to pledge to find one or two potential members for the next year, and then works with those members to generate nominees. Chairman Norwood polled the assembled members as to who would be willing to try to find nominees. He requested the Board select a target number of nominees as was done in 2014. He thanked Melynda Hart and Morgan Rae Smith of the ME Department for their work in creating a database of all nominee candidates, which will be maintained in the ME office, and updates will be provided by the Membership Committee. By virtue of residing in the ME Department, the database will always be accessible.

**Awards and Nominations Committee:**

Chairman Rick Couvillion reported that he has three candidates under consideration for next year's COE outstanding engineer awards; he is trying to work with spouses to keep the potential nominees from being cognizant of their possible selection.

**Newsletter and Publicity Report:**

Russ Rasnic (In-coming President and Newsletter Editor) solicited Newsletter ideas, and also articles from the Board at Large.

**Student Liaison Committee:**

It was suggested that twice yearly resume training sessions would be helpful for the ME student body.

**Fundraising Committee:**

Chris Weiser was not able to attend, but provided a report which was read by President Harrison. Chris is in discussions with Dean English about additional funds to be placed in our scholarship endowment. He continues to work with Kellie Knight of the COE for contributions to AAME. He recommends that a solicitation of a \$600 contribution (as opposed to the nominal \$250 dues) be requested of the AAME members. The extra funds would be used towards the AAME endowment.

**ME SPECIAL PROJECTS REPORT AND BUDGET:**

Dr. Jim Leylek presented the MEEG Special Projects report. President Harrison noted how enthusiastic their host company for today’s meeting, NUCOR, was to have AAME visit, and how they would like to partner with the University of Arkansas COE for recruiting and support.

CDIO: Dr. Leylek noted that the faculty and curriculum committee are discussing ways to incorporate CDIO in the total ME curriculum to provide for vertical & horizontal integration. He noted that additional, state-of-the-art equipment, such as 3D printers, could be used as the current ones are in operation almost 24 hours/day.

The Special Projects funds from 2013 have been expended. President Harrison inquired regarding a few of the expenditures, which were explained by Melynda Hart, including funding of conference attendance. Dr. Leylek and Melynda Hart noted that it would help the department if they were able to maintain some flexibility in the budget, in order to be able to target high impact items should they arise. The Board agreed that they should maintain flexibility. Dr. Leylek noted that he is working to have industry fund certain special projects.

**Mechanical Engineering Special Projects Expenditures  
as of January 8, 2015**

| <b>Deposits:</b>               | <b>Cost</b>         |
|--------------------------------|---------------------|
| Deposit from AAME (01/24/2012) | \$ 11,500.00        |
| Deposit from AAME (10/14/2013) | \$ 14,500.00        |
| <b>Total</b>                   | <b>\$ 26,000.00</b> |

| <b>Creative Project Expenditures:</b>                       |                     |
|---|---------------------|
| Mobile Test Stand   | \$ 533.41           |
| UA Rocket Team - NASA Student Launch Projects (SLP)         | \$ 3,239.47         |
| The YOU of A 3D Printer                                     | \$ 788.70           |
| NASA Robotics Mining Competition (LunaBot)                  | \$ 8,640.00         |
| University Nanosat Program (UNP)-ARAPAIMA Propulsion System | \$ 259.16           |
| Bridge Design Project (Mechanics of Materials)              | \$ 1,213.03         |
| <b>Total</b>  | <b>\$ 14,673.77</b> |

| <b>Student Travel Expenditures:</b>                            |           |
|--|-----------|
| Student Travel - Engineers Abroad (Belize)                     | \$ 709.75 |
| Society of Hispanic Professional Engineers (2013) - 4 Students | \$ 420.00 |

|  |           |                 |
|--|-----------|-----------------|
| Society of Hispanic Professional Engineers (2014) - 3 Students | \$        | 161.50          |
| Dinner for Baja Team after Competition                         | \$        | 135.15          |
| <b>Total</b>   | <b>\$</b> | <b>1,426.40</b> |

**Departmental Expenditures:**

|   |           |                 |
|---|-----------|-----------------|
| <i>Coffee, Coffee Supplies, &amp; Candy for Students</i>                    | \$        | 2,039.94        |
| <i>Various Student Support (Pizza, posters, recruiting, etc.)</i>           | \$        | 1,721.21        |
| <i>1/4 of ME 222 Remodel</i>  | \$        | 3,359.55        |
| <i>Special Events (Open house, alum recognition, student banquet, etc.)</i> | \$        | 2,540.14        |
| <b>Total</b>  | <b>\$</b> | <b>9,660.84</b> |

|                |           |               |
|----------------|-----------|---------------|
| <b>Balance</b> | <b>\$</b> | <b>238.99</b> |
|----------------|-----------|---------------|

**OLD BUSINESS/REPORTS:**

**A. Mentoring Program:**

President Harrison noted that the mentoring program can be a great asset to the ME Department, and can also allow remote AAME members to become more involved with supporting the department. He noted that there were some complexities and some concerns, however. President Harrison suggested setting up a basic framework, and performing a beta test with two to three students. Will Myers agreed that easing into the program might provide an easier introduction of the program. President Harrison noted that it had been his desire to implement this program during his tenure (assisted by Russ Rasnic and Will Myers), but that he would rather see it done gradually and done right, if it takes longer than his term. AAME is seeking input from the students and the faculty as to what types of mentoring will help them the most. The Board determined that a streamlined plan (1 page) should be developed and presented to the membership at the Annual Meeting. The program should be agile and flexible.

**B. Banquet Speaker and Annual Meeting Location:**

The 2015 AAME Annual Meeting Banquet speaker will be Mr. Leon Topalian, Vice President and General Manager of NUCOR Corporation. There was some discussion of the suggested length of the presentation, with the suggestion that it should be enjoyable for spouses as well.

The location of the annual meeting will once again be the Fayetteville Town Center – there will be another group using the center - and some of the logistics details still need to be worked. The annual meeting will be at the ME Department. The Chancellor Hotel is the selected hotel for this year, with a block of rooms reserved, but it is not recommended for next year.

There was some discussion of the fact that the College of Engineering Awards Banquet hotel is the Embassy Suites Rogers; the decision was made a few years back to select a hotel in Fayetteville since some members wanted to be better connected to the University and the Department.

**NEW BUSINESS:**

**A. Scholarship Selection Criteria:**

The University and the COE have requested that AAME document the AAME Scholarship Selection Criteria. Rick Couvillion noted that the criteria have been documented by the committee as they have been implemented up till now. Dr. Leylek stated that the criteria should be cut and dried so that no accusations of favoritism could be made. There was discussion of how financial need is determined. The scholarship amounts were discussed; Rick Couvillion noted that the Scholarship Committee has felt that the amount should be variable based on need. After additional discussion, a motion was made and seconded to establish a baseline of \$1500 per scholarship. Additional discussion yielded many voices against the motion, wanting to stay with flexibility in the amount. The vote was to keep the written criteria as is (the vote was 4 in favor, 6 opposed, with President Harrison abstaining). The following text is of the email documenting the selection criteria that was sent by President Harrison to Dr. Leylek:

***ARKANSAS ACADEMY OF MECHANICAL ENGINEERING SCHOLARSHIP AWARD GUIDELINES***

*The Arkansas Academy of Mechanical Engineering (AAME) awards scholarships each year based on academic performance and financial need. The following guidelines apply to the selection and distribution of these scholarships:*

- *Eligible students are those whose primary degree plan of study is through the Mechanical Engineering Department at the University of Arkansas – Fayetteville, or its affiliates.*
- *Eligible students must be in good academic standing with the department and University of Arkansas, be of good moral character, and entering their junior or senior year the following semester to be considered for an AAME scholarship award. Graduate students in mechanical engineering may be considered as well.*
- *Eligible students must be enrolled full-time for both fall and spring semesters of the academic year.*
- *Eligible students must have a minimum cumulative GPA of 3.0 at time of scholarship application.*
- *Eligible students must have a verifiable financial need to be considered.*
- *Preference of award given to students with higher financial need than GPA.*
- *Award amounts should be consistent among recipients with similar needs, with a minimum of \$500, but no more than \$1500, per academic year.*

*The Awards Committee of the Department of Mechanical Engineering will administer the application, selection, and distribution process, in accordance with the above guidelines. The department will notify AAME upon selection and ensure the recipients are present at AAME's annual banquet the year of selection.*

**PRESIDENTS CLOSING REMARKS:**

President Harrison recommended that the target number for 2016 nominees should remain 8. The Board unanimously recommended that this target be adopted. A motion was made and approved to increase the member price for the banquet should be increased to \$35 per person.

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President Harrison thanked everyone for coming to the NUCOR facility and participating in the tour. He noted that Dr. Leylek was an excellent resource in helping to select the venue. After motion made and seconded, President Harrison then adjourned the meeting.

*Prepared and Submitted by Cristine L. Wolf, AAME Secretary, with thanks to President Harrison, Bob Norwood, and Melynda Hart for inputs and assistance.*