

07-31-2015

**Arkansas Academy of Mechanical Engineering (AAME)
Board of Directors Meeting
July 31, 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 1pm Central Time on Friday July 31, 2015, by President Russ Rasnic.

IN ATTENDANCE: AAME Officers and Board Members present at the meeting were: President Russ Rasnic, Past President Bob Harrison, President-Elect Mac Hogan, Treasurer Jeff Hayes, Lamar Pettus, ME Department Operations Manager Melynda Hart, Foye Penn, Don Johnston, Bill Green, Jim Evans, Richard Royal, Will Myers, and Rick Couvillion. Attending by teleconference were: Secretary Cristine Wolf, Bob Norwood.

✓ **APPROVAL OF BOARD MEETING MINUTES**

President Rasnic presented the minutes of the AAME Annual Meeting in April 2015, as recorded by Secretary Cristine Wolf to the assembled members for approval; a motion was made to approve the minutes, was seconded, and the minutes from the April 2015 Annual Meeting were approved.

✓ **TRESURER'S REPORT:**

Treasurer Jeff Hayes provided the Treasurer's report. He noted that there have been a number of generous contributions and matching contributions. Contributions have fallen off since June, however; Melynda Hart noted that dues reminder notes would be included with the ballots in October. The Treasurer's Report was moved for approval, seconded, and unanimously approved.

ARKANSAS ACADEMY OF MECHANICAL ENGINEERING	
UNIVERSITY OF ARKANSAS, ME BUILDING, FAYETTEVILLE, AR 72701, 479-575-4153	
FINANCIAL REPORT	
June 30, 2015	
Beginning Balance as of January 1, 2015	\$ 60,499.16
INCOME:	
I. Member Contributions	\$ 20,369.70
II. Matching Contributions	7,250.00
III. Interest Income	4,302.67
IV. Misc. Income	50.00
Total	\$ 31,972.37
EXPENDITURES:	
I Transfer to Scholarship Account	\$ 15,000.00
II Student Competitions	-
III Special Projects	14,500.00
IV Annual Meeting Costs	17,180.03
V Operations, Misc.	757.06
Total	\$ 47,437.09
Ending Balance, June 30, 2015	\$ 45,034.44
LOCATION OF FUNDS:	
U of A Foundation, Open Account	\$ 13,500.95
U of A Foundation, Endowment Earnings Cash Fund	31,533.49
Subtotal	\$ 45,034.44
U of A Foundation, Endowment Fund (Restricted), Net Asset Value	\$ 216,132.34
Total AAME Assets	\$ 261,166.78

COMMITTEE REPORTS:

✓ **Membership Committee Report:**

Chairman Bob Norwood noted twenty-four members have volunteered to solicit candidates for membership; thirty-seven candidates have been identified. Of the target of eight nominations, five are currently in work. Chairman Norwood suggested that an email from the President to the general membership distribution to encourage additional submission of candidates prior to the 1 September deadline might be helpful. He encouraged the volunteer sponsors who have not yet submitted names to do so prior to the 1 September deadline. There was a discussion of being more proactive in tracking and keeping in touch with new graduates. Melynda Hart noted that the Department is maintaining contact with a number of graduates via LinkedIn.

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

Honorary Membership: Chairman Zane Boatright will be checking on language in the by-laws regarding honorary membership to see if any edits to the language need to be made. Also, regarding retiring ME Professors, he will check to see what the by-laws language requirements are for whether they should be included in AAME once they retire.

✓ **Fundraising Committee:**

Chairman Chris Weiser was unable to attend.

✓ **Finance Committee Report:**

Chairman Rob Porbeck was unable to attend, but provided the Finance Committee Report. Income - YTD is about \$31K. Expenditures total \$47k and include \$14,500 for special projects. The special projects total reflects both 2014 and 2015. Since AAME did not transfer scholarships or special projects in calendar year 2014, the year ended with a \$26k surplus. With one year of scholarships, two years of special projects, and about 60% of typical contributions received to date, 2015 is showing a deficit of \$20k. Years 2014 and 2015 must be taken together to get an accurate picture of the academy finances. The number of contributing members to date is 54 or about 60% of the usual number of contributors. There is typically a year end surge of contributions. The total number of members for the purposes of this graph has been adjusted this year to include only living members and is 144. Past President Harrison suggested soliciting all members to increase their contribution by \$100.

✓ **Awards and Nominations Committee:**

Chairman Rick Couvillion noted that there is a very strong candidate for COE Distinguished Alumni; Chris Weiser recommended a candidate for Outstanding Young Engineer.

✓ **Newsletter and Publicity Report:**

Russ Rasnic (In-coming President and Newsletter Editor) noted that he was unable to provide the latest newsletter in time for publication prior to this meeting; it will be forthcoming, however.

✓ **Student Liaison Committee:**

Chairman Will Myers has developed a template/procedure for mock interviews, based on the successful mock interviews conducted earlier. The COE, however, has recommended that the ME Department contact the

University office in charge of conducting mock interviews, to ensure that AAME is working within University guidelines. There was discussion of how interviewing has changed over the years, and how the students can best be helped to conduct effective interviews.

✓ **ME SPECIAL PROJECTS REPORT AND BUDGET:**

Ms. Melynda Hart presented the Special Project financials; the current balance is \$7425.91. It was noted that Ms. Hart has been promoted to Operations Manager in the ME Department, and congratulations were expressed. It was noted that three ME Department staff members have been lost in 2015; only one has been replaced so far, Brenda Bunch is the new fiscal support admin. Regarding creative projects (CP), nine Industry-sponsored CP projects have been confirmed for AY 2015-2016, with additional four under consideration; three UA-related CP projects have been approved. There was additional discussion regarding possible industry field trips where additional relationships with the University and ME Department could be established.

OLD BUSINESS/REPORTS:

A. Scholarship Guidelines

Changes made at Annual Meeting have been finalized into the AAM process.

B. Engine Week/STEM/Career Fair Decision

There has been a push to schedule activities coincident to assist with scheduling of alumni and external participants. The COE would like to have Academies work together during STEM Fair; full coordination will probably need to be next year. Past President Bob Harrison will meet with COE in September.

C. Campaign Arkansas Committee Status

President-Elect Mac Hogan noted that Campaign Arkansas is currently at an approximate total of \$18M funds raised.

NEW BUSINESS:

A. 2016 Annual Meeting Venue/Date

April 8 & 9, 2016 – UARK Bowl

B. Student Presentations at BOD Meetings

This is a possibility for future Board Meetings to familiarize the students with AAME.

C. Pursuing Database for Academy Member Locations

AAME would like for members to welcome/maintain contact with new graduates coming into their area.

Additional discussion was conducted regarding re-energizing “inactive” members, and “pass-the-hat” fundraising at Annual Meetings.

PRESIDENT’S CLOSING REMARKS AND ACTIONS:

07-31-2015

The following action items were noted during the meeting as distributed by President Rasnic subsequent to the meeting:

- Russ Rasnic to send out a call for nominations to the membership with Bob Norwood's guidelines listed in newsletter.
- Russ/Melynda to include article in newsletter to alums regarding their interest in becoming AAME members.
- Mac Hogan/Russ to collaborate on a plan to reach out to new grads regarding availability of alums in the geographic areas their careers take them.
- Lamar Pettus to work with Zane to determine the impact on membership makeup when UA professors retire. Will revisit at next meeting.
- Russ to send handwritten note to Robert Biggadyke on behalf of AAME to keep him informed of what AAME activities. Verify mailing address.
- Russ to write article for newsletter asking members for additional \$100 minimum donation over and above dues.
- Don Johnston to contact Jack Murders on the Razorback extrusions to see if they can be sliced and used as gifts, revenue generators, etc.
- Melynda to include article in newsletter regarding industry partnerships.
- Bob Harrison to discuss target for Winter Meeting field trip with Drs. English and Lylek.
- Russ/Melynda to meet with Brian Harrison's office to get parity on how they would like our mock interview/resume review procedures to be. Russ to follow up with Will Myers on finalizing plan, date. Jim Evans to assist.
- Bob Harrison to obtain specifics on what using AAME as beta test organization for online donations would entail, and whether or not there will be a deduction for the Alumni Association if it is done this way.
- Bill Green to work with Zane Boatright to define inactive, disengaged, unengaged, uninvolved, non-contributing, non-participating member definition for by-laws.
- Jim Evans to work on a plan to bring back non-contributing members for presentation at next meeting.
- Russ/Melynda to discuss non-paying annual meeting attendees and how to ensure all attendees pay for annual banquet charges. Plan for future meetings.
- Russ to evaluate changing format of Annual meeting to make it more interesting to all involved. (This was a discussion conducted subsequent to the Board Meeting.)

President Rasnic adjourned the meeting.

Prepared and Submitted by Cristine L. Wolf, AAME Secretary