

09-12-2014

**Arkansas Academy of Mechanical Engineering (AAME)  
September 2014 Board of Directors Meeting  
September 12, 2014  
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 9:30 am on Friday September 12, 2014, by President Bob Harrison. The call to order was followed by State of the Organization remarks by President Harrison. He noted that his goals for the 2014 – 2015 term are progressing, with progress in the initiatives for student liaison, and mock interviews.

**IN ATTENDANCE:**

Present at the meeting were President Bob Harrison and the following AAME Board Members: President-Elect Russ Rasnic, Treasurer Jeff Hayes, Jim Evans, Will Myers, Richard Royal, Paul Ford, Jim Evans, Larry Roe, Keith Bradshaw, Bob Herrington, Dr. Jim Leylek, Melynda Hart; Secretary Cristine Wolf, Zane Boatright, Rob Porbeck, and Bob Norwood participated via teleconference.

**APPROVAL OF BOARD MEETING MINUTES**

President Harrison presented the minutes of the AAME Annual Meeting and Board Meeting in June 2014, as recorded by Secretary Cristine Wolf to the assembled members for approval – after noting that Jim Evans should be added to the list of attendees (which Secretary Wolf updated in those minutes) a motion was made to approve the minutes, was seconded, and the minutes from the June 2014 AAME Annual Meeting and Board Meeting were approved.

**TRESURER'S REPORT:**

<b>ARKANSAS ACADEMY OF MECHANICAL ENGINEERING</b>	
UNIVERSITY OF ARKANSAS, ME BUILDING, FAYETTEVILLE, AR 72701, 479-575-4153	
FINANCIAL REPORT	
July 31, 2014	
Beginning Balance as of January 1, 2013	\$ 34,029.39
<b>INCOME:</b>	
I. Member Contributions	\$ 17,252.35
II. Matching Contributions	1,950.00
III. Interest Income	6,077.80
IV. Misc. Income	510.00
Total	\$ 25,790.15
<b>EXPENDITURES:</b>	
I Scholarships	\$ -
II Student Competitions	-
III Special Projects	-
IV. Annual Meeting Costs	18,507.13
V. Newsletter	-
VII. Operations, Misc.	2,209.39
Total	\$ 20,716.52
Ending Balance, July 31, 2014.	\$ 39,103.02
<b>LOCATION OF FUNDS:</b>	
U of A Foundation, Open Account	\$ 13,849.74
U of A Foundation, Endowment Earnings Cash Fund	25,253.28

Treasurer Jeff Hayes provided the Treasurer’s report, noting that contributions are up to more historic levels. He noted that there are some pre-payment costs for next year’s annual meeting included in the budget line item for this year. He also noted that this report closes as of the end of July, and the next report will commence in August. Treasurer Hays stated that former Treasurer Mike Hayes had assisted with the report, and will assist on an as required basis in the future. There was a generous scholarship contribution that was included; there was also a question from one member about an annual dues contribution that they had made but the check has not yet cleared. That will be investigated.

<b>ARKANSAS ACADEMY OF MECHANICAL ENGINEERING</b>	
UNIVERSITY OF ARKANSAS, ME BUILDING, FAYETTEVILLE, AR 72701, 479-575-4153	
SCHOLARSHIP ACCOUNT REPORT	
July 31, 2014	
Beginning Balance as of January 1, 2014 . . . . .	\$ 25,107.48
<b>INCOME:</b>	
I. Member Contributions . . . . .	\$ 1,050.00
II. Matching Contributions . . . . .	-
III. Interest Income . . . . .	79.38
IV. Transfers Into Acct . . . . .	-
V. Misc. Income . . . . .	-
Total . . . . .	\$ 1,129.38
<b>EXPENDITURES:</b>	
I. Scholarships to Students . . . . .	\$ 7,500.00
II. Transfers Out of Acct . . . . .	-
III. Misc. Expenses . . . . .	-
Total . . . . .	\$ 7,500.00
Ending Balance, May 31, 2013. . . . .	\$ 18,736.86

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

**COMMITTEE REPORTS:**

**Finance Committee Report:**

Rob Porbeck was slightly late in dialing into the meeting; President Harrison provided notes included with the report; the assembled reviewed the Finance Committee Report. Contributions are running a little behind; the average funds per member are down. It was agreed that President Harrison would send out a similar letter to the one that former President Boatright sent out a few years back. So far, only 50 members have contributed this year, as opposed to 80+ members who had contributed at this time last year. It was suggested that statements sent out would be of assistance. There was discussion of setting up a website contribution link, but there is the complicating factor of needing to include AAME on the subject line of the check that is made out to the U of A Foundation.

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

Chairman Zane Boatright noted that the AAME Procedures Manual is close to being ready for an approval vote by the membership. He asked if the questions about how to handle AAME support to the UAFS and UALR students had been resolved. President Harrison noted that he had discussed this with Department Head Dr. Leylek, and College of Engineering (COE) Dean English, and the University guidance is that U of A Fort Smith

engineering students and U of A Fayetteville engineering students may all receive support from AAME. Additional discussion of this will be conducted in a later section of the meeting.

**Membership Committee Report:**

Chairman Bob Norwood noted that the membership drive this year had been very successful. He believes that setting a goal as we did in the January 2014 Board Meeting was a contributor to this success, as was individually polling AAME members at the Annual Meeting. Of the 14 members that volunteered to perform a nominee search, 13 came up with names, and of those candidates, the eight nominees for 2015 are the result. Chairman Norwood noted that Vice Chair Wayne Norton will be stepping down but continuing as a member of the membership committee; Jim Evans has volunteered to serve as Vice Chairman of the committee.

**Awards and Nominations Committee:**

Chairman Rick Couvillion was not present; Bob Harrison noted that he had reported that he is working on the nominations.

**Newsletter and Publicity Report:**

Russ Rasnic (In-coming President and Newsletter Editor) discussed adding the articles to the newsletter that were cut last time due to space constraints, adding an article calling for folks to submit their AAME annual contributions. Russ will be continuing to try to help Melynda/staff by encouraging any authors to submit complete articles versus outlines for the publication.

**Student Liaison Committee:**

Will Myers noted that mock interviews are being planned and the committee is working on lining up the necessary personnel to perform the interviews. It was noted that Bob Norwood had signed up to assist on the mentoring committee – he asked if that would be possible to perform via phone. Will Myers noted that he had mentored a student in India for ASME, and that had been done via long distance. It was agreed that mentorship could be done by phone if necessary, including email. Dr. Leylek stated that students should be encouraged to get as many resume reviews as possible; it was emphasized that guidance on resumes from academic advisors and AAME industry reps should be consistent. A proposal was made by Jim Leylek that videotaping mock interviews might be of assistance. It was suggested by Dr. Leylek that resume reviews and mock interviews should be performed every semester, with coordination between AAME reps and U of A staff to ensure consistency. Bob Norwood suggested that a template for resumes would be helpful. President Harrison noted that coordination with the U of A would be necessary. It was also asked if resume reviews could be performed via email – this would allow remote AAME members to be helpful.

**Fundraising Committee:**

Chris Weiser was unable to attend the meeting; he had provided an email status that there were no significant updates to report.

**ME Special Projects:**

Dr. Jim Leylek presented the MEEG Special Projects report. No additional expenditures from the June accounting were made, so a table is not included here. A video showing the concept of a 'smart classroom' was presented – an initiative the Department is pursuing. Dr. Leylek's Remarks regarding ME Updates were the following:

- a) Update on ABET process
  - i) External reviewer positive regarding CDIO efforts and initial information
  - ii) Campus review dates: 10/4 & 5 for Fort Smith and 10/6 & 7 for Fayetteville
  - iii) Thanks to AAME for support relating to CDIO initiative, Virtual Machine Shop, & CP Projects
- b) Industry Visits
  - i) Trips and meetings are starting to show "dividends"
  - ii) Industry sponsored projects have been received and new CP coordinator has been named
- c) Faculty Updates
  - i) New faculty member – Wenchao Zhou. Research focus on manufacturing and 3-D printer materials

**OLD BUSINESS/REPORTS:**

**A. Procedures Manual:**

Zane Boatright will polish the current version and present it to the Board in the January meeting, with prior review by President Harrison and the Senior Advisory Council. The desire is to have the manual ready to put to a Board vote at the next Board meeting.

**B. Uninvolved Members:**

In the last Board Meeting, President Harrison noted that he and Mike Steward had a discussion on how to get members more actively involved with AAME. President Harrison said he had not proceeded further with any action; AAME is a volunteer organization, and the more involvement the members have with students and with activities, those activities will galvanize the membership into participation. Membership Chair Bob Norwood noted that total 'active' members are around 150; if we reach the cap of 200, then discussion of inactive members may be required. It was noted that the number for the cap in the by-laws can be changed by the membership. President noted that 50-60% of the 'active' members are really active in the organization. The desire is to grow the organization and maintain involvement of members. Bob Norwood noted that what has attracted him more than anything else is the opportunity to give back to an institution that laid the foundation of his career. With more members that are remote to Fayetteville and to Arkansas, if AAME can find more ways those members can interact with students remotely (phone, email), that will help motivate member involvement. He believes that focusing energy on finding ways to involve remote members, then the membership dues will follow. He said instead of spending time worrying about inactive members, spend time facilitating remote participation, and spend time recruiting new members. President Harrison stated that the organization is pursuing these initiatives, but feels that outreach to uninvolved members is valuable and should

also be pursued. Mike Stewart has volunteered to work on outreach efforts – it was suggested that the talking points should focus on soliciting membership support to activities, as opposed to simply soliciting funds.

**C. Nominations for Membership for 2015:**

Bob Norwood presented the nominations for election for induction into membership in AAME in 2015. All eight nominees have met the membership requirements and are eligible for membership. There were two nominees who did not meet the requirements for membership – one had not been graduated 15 years; the other had not received the required type of degree from an accredited institution. These two nominees were excluded. The nominees were all voted on and certified as eligible to be submitted to the membership at large for voting into membership. The nominees and their sponsors are as follows:

- Robert David Gross (sponsor: Don Johnston)
- Mark Martin (sponsor: Chris Weiser)
- Robert Clyde Ragland (Sponsor: Richard Royal)
- Ted R. Taylor (Sponsor: Frank Porbeck)
- Cyrus Randall Underwood, Jr. (Sponsor: Russ Rasnic)
- John David Williams (Sponsor: Foye Penn)
- Mark Wolthuis (Sponsor: Hamid Habibi)
- H. Franklin Woolard (Sponsor: Don Johnston)

**D. Discussion of Student Liaison Committee Expansion:**

- i. Mentoring Program
- ii. Student Advisory Council
- iii. Resume Review UAFA

**NEW BUSINESS:**

**A. Lifetime Memberships**

- a. Bob Herrington would like to donate \$5K with matching from Dow, prior to Dow discontinuing his matching contribution ability. Mr. Herrington requested that this amount be “banked” and considered to be his annual dues for ~10 years.
- b. Bob Harrison talked about previous conversations regarding lifetime memberships; however, the academy does not officially have that type of program. The Board agreed that the gift would count for multiple years and that Herrington’s membership would be an “honorary” lifetime status.

**B. Fund Raising Ideas**

President Harrison called for ideas for fundraising efforts, particularly for scholarships

**C. Venue for January Board Meeting**

President Harrison is looking for companies to visit in conjunction with the January meeting, similar to the Caterpillar trip that was made by the Board during an earlier meeting trip. Suggestions for companies relating to biomed, automotive, & oil & gas were made. President Harrison mentioned NUCOR in Blytheville and stated that he plans to contact them.

**D. Venue and Speaker of 2015 Annual Meeting**

AAME was able to secure space in the Fayetteville Town Center again this year, although not the same room. Regarding speaker possibilities, President Harrison mentioned Charles Morgan and Mark Martin.

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Dr. Leylek recommended contacting Jerry Adams, president of Arkansas Research Alliance and volunteered to contact him regarding availability

**PRESIDENTS CLOSING REMARKS:**

President Harrison then adjourned the meeting.

Prepared and Submitted by Cristine L. Wolf, AAME Secretary, with thanks to Melynda Hart for inputs and assistance.