

APPROVED MINUTES

**Arkansas Academy of Mechanical Engineering (AAME)
Annual Meeting and Board of Directors Meeting
June 24, 2016
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 9:00am Central Time on Friday June 24, 2016, by President Mac Hogan. President Hogan welcomed the assembled membership, and invited College of Engineering (COE) Dean John English to make a few remarks. Dean English noted the following statistics, and stated that this is an exciting time to be part of the University of Arkansas (U of A) COE:

- 850 freshmen in COE; 2020 goal for undergraduate enrollment is 3500; could attain that goal in two years
- Bulk of the student growth has been in Mechanical Engineering (ME)
- 2013 tenured faculty – 103; now up to 117
- Plan to address faculty, research enterprise and added staff for research support
- Developing bold proposal to the chancellor to address where we will be in 2021
- Spoke of campus planning and infrastructure changes
- Have received numerous awards and grants
- Meeting with other engineering schools in area about cooperating with computer science programs.

IN ATTENDANCE:

Jack Murders	Rick Couvillion	Jim Evans
Chris Weiser	Russell Pennington	Lamar Pettus
Bill Green	Lamar Currington	Jim Bacon
Melynda Hart	Stan Allen	John English
Keith Bradshaw	Russ Rasnic	Mac Hogan
Bob Harrison		
Via Teleconference:	Rob Porbeck	Darin Nutter

APPROVAL OF BOARD MEETING MINUTES

President Hogan presented the minutes of the AAME Annual meeting in April 2016, 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 2016 Annual meeting and Board meeting were approved.

✓ **TRESURER'S REPORT:**

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Treasurer Jeff Hayes provided the Treasurer's report. AAME is aligning the organization's reports to match the U of A fiscal year reporting year ending June 30. Reports indicate increases in our overall financials and the endowment fund, with the latter due to stock market activity. Scholarship funds currently at \$6750.

ARKANSAS ACADEMY OF MECHANICAL ENGINEERING			
UNIVERSITY OF ARKANSAS, ME BUILDING, FAYETTEVILLE, AR 72701, 479-575-4153			
<u>FINANCIAL REPORT</u>			
May 31, 2016			
			Change from 12/31/15 Report
Beginning Balance as of January 1, 2015			\$ 64,279.36
INCOME:			
I. Member Contributions	\$ 16,987.00		\$ 16,987.00
II. Matching Gift Contributions	400.00		\$ 400.00
III. Interest Income	4,460.44		\$ 4,460.44
IV. Misc. Income	-		\$ -
Total	<u>\$ 21,847.44</u>		<u>\$ 21,847.44</u>
EXPENDITURES:			
I Transfer to Scholarship Account	\$ -		\$ -
II Student Competitions	-		\$ -
III Special Projects	-		\$ -
IV. Annual Meeting Costs	-		\$ -
V. Operations, Misc.	<u>131.70</u>		<u>\$ 131.70</u>
Total	<u>\$ 131.70</u>		<u>\$ 131.70</u>
Ending Balance, Sept. 30, 2015			\$ 85,995.10
			\$ 21,715.74
LOCATION OF FUNDS:			
U of A Foundation, Open Account	\$ 45,733.73		\$ 17,324.25
U of A Foundation, Endowment Earnings Cash Fund	40,261.37		\$ 4,391.49
Subtotal	<u>\$ 85,995.10</u>		<u>\$ 21,715.74</u>
U of A Foundation, Endowment Fund (Restricted), Net Asset Value ..	\$ 200,648.14		\$ (2,564.17)
Total AAME Assets	<u>\$ 286,643.24</u>		<u>\$ 19,151.57</u>
Prepared on 6/12/2016 by: Jeff Hayes, AAME Treasurer			
AAME: Honoring Distinguished ME Graduates, Promoting UA Mechanical Engineering			

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<u>SCHOLARSHIP ACCOUNT REPORT</u>			
May 31, 2016			
			<u>Change from</u>
			<u>12/31 Report</u>
Beginning Balance as of January 1, 2016		\$12,581.71	
INCOME:			
I. Member Contributions	\$ 1,500.00		\$ 1,500.00
II. Matching Contributions	-		\$ -
III. Interest Income	28.56		\$ 28.56
IV. Transfers Into Account	-		\$ -
V. Misc. Income	-		\$ -
Total		\$ 1,528.56	\$ 1,528.56
EXPENDITURES:			
I. Scholarships to Students	\$ 6,750.00		\$ 6,750.00
II. Transfers Out of Acct	\$ -		\$ -
III. Misc. Expenses	-		\$ -
Total		\$ 6,750.00	\$ 6,750.00
Ending Balance, Dec. 31, 2015		\$ 7,360.27	\$ (5,221.44)
LOCATION OF FUNDS:			
U of A Foundation, AAME Scholarship		\$ 7,360.27	\$ (5,221.44)
Prepared 6/12/2016 by Jeff Hayes, AAME Treasurer			
AAME: Honoring Distinguished ME Graduates, Promoting UA Mechanical Engineering			

COMMITTEE REPORTS:

✓ **Membership Committee Report:**

Vice Chairman Jim Evans presented the membership report. Seeking 40 nominees to target 10 new members; however currently only have two nominees. Last year's number of nominees was outstanding. The end of summer is critical time for the Membership Committee, and they need help from the overall membership in identifying candidates. He requested all members to mentally review their U of A network of friends and colleagues, and to review the database of graduates. He also suggested consulting Bob Norwood. He reminded the membership that AAME can have one non-UA graduate nominee per year. Dean English stated that the U of an Alumni Association is working on a better and more comprehensive database that could help.

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

Co-chair Bill Green presented the report of the Conduct and By-Laws committee. He noted that the two changes that were made last year have been posted to the AAME By-Laws; the committee currently has no items for consideration by the Board.

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✓ **Fundraising Committee:**

Chris Weiser noted that the \$80M target for College of Engineering (Campaign Arkansas) – Currently reduced to \$68.5M – currently received \$26.6M. Replacement for Kelly Sartorius as Director of Development is ongoing. The slate of nominees for the position has been reduced to three but no one has been hired yet. Not sure if any of it is earmarked for MEEG capital. This was discussed, and it was noted that all areas have needs.

✓ **Finance Committee Report:**

Chairman Rob Porbeck presented the Finance Committee Report. Expenses so far have been low; 39 members have contributed so far and that is down although total per person is up. Jim Evans questioned how to set up accounting to reflect fiscal year and show that folks are contributing during the correct year. There was one matching gift but there were ten matching gifts last year. Currently AAME is \$16,500 in the black.

✓ **Awards and Nominations Committee:**

Chairman Rick Couvillion noted that AAME has a strong nominee for the Distinguished Alumni award and he expects approval.

✓ **Newsletter and Publicity Report:**

Lamar Pettus is the new AAME Newsletter Editor, and is now fully engaged, and stated that the membership should expect newsletter in 2 to 3 weeks. He requested the membership to send any info you want included. Targeting once a quarter for newsletter frequency. He likes the member profiles, and plans to continue them. President Hogan would like the newsletter to be distributed to all alumni and industry partners, especially since it is emailed.

✓ **Student Liaison Committee:**

Chairman Will Myers presented the Student Liaison Committee report. The February mock interviews and Resume Reviews at Career Development day went well. Greenland High School asked for help with a robot design in late January and that went well. April CDIO competition with sophomore teams: David Albers is directing the effort. Five seniors are working on a scissor lift project. More projects will be forthcoming. Bob Harrison asked if there was a calendar of events to show competition dates or industry project dates so that members can plan to be there or help support. Rick Couvillion said that a calendar could be developed. David Albers has ten projects scheduled for the fall and needs advisory help. Jack Murders has several projects working with students and the campus through Marshalltown. He said it was most rewarding. President Hogan expressed the full support of AAME for industry-based projects. Faculty support is major limiting factor – there is a need to be creative and to solicit AAME to help with this. Rick Couvillion will assemble list and calendar. Darin Nutter asked if AAME would commit to be the senior advisor for these projects. It would be a two semester commitment. President Hogan said AAME would pursue the opportunity and that it would be good for all involved. David Albers will develop the job description and provide said to AAME for consideration.

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

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Special Projects report was presented by Interim Department Head Darin Nutter and Operations Manager Melynda Hart. The Mechanical Engineering Department has hired 3 full time faculty and expects to hire a 4th that is senior level for full professor in research who will start in January. Dr. Jim Leylek stepped down and Darin Nutter is interim department head for the next year. Jim will remain on the faculty and work on research.

Darin Nutter noted:

- He is excited about the young faculty coming in.
- He would like to focus on research but not lose focus on job of teaching.
- He wants AAME to focus on helping existing faculty.
- Don't expect changes in AAME or MEEG
- Support CDIO initiatives and projects.

Melynda introduced Ms. Phyllis Drainger her new assistant.

OLD BUSINESS/REPORTS:

A. Aligning the AAME Fiscal Year with the University of Arkansas Fiscal Year – Jeff Hayes

Treasurer Jeff Hayes noted that there have been discussions of aligning the AAME fiscal year (currently calendar year) with the University of Arkansas fiscal year (July 1 – June 30). He noted that member gifts would still be categorized by calendar year for tax purposes. No prohibitions against this change exist in the By-Laws. The change was approved.

B. Academy Leadership Forum Changes and Multi-Academy Functions – Bob Harrison

Four years ago the Academy Leadership Forum was instituted, constituted by the Academy Presidents, In-Coming Presidents, and Department Heads. The objective of the Forum has evolved into a goal of having the Academies work together for the common good. One of the suggestions in this vein is for Academies to invite each other to various site visits, where multiple disciplines would benefit. Bob had suggested a reduced forum might be more conducive for action, and hosted a meeting of just the Academy Presidents at his house. It was noted that at the Clean Harbors site visit, the company asked whether students could work on projects for them. This is being coordinated with the COE/MEEG, and a multi-disciplinary robotics project is in-work. He noted that the new Chancellor Steinmetz is on a "listening tour" of the various departments at the University. Dr. Leylek has already had such a meeting with the Chancellor. The challenges in the MEEG department (understaffing and underfunding) will hopefully be addressed.

NEW BUSINESS:

- Leadership changed with Dr. Nutter replacing Dr. Leylek. President Hogan noted that the only constant is change.
- AAME leadership held preliminary discussions with Dr. Nutter about AAME goals and plans, but with a focus on following his priorities and agenda. AAME will align with that.
- Faculty meeting this summer to establish priorities and share with BOD at fall meeting.
- President Hogan said he is holding up on proposing new facility plans to while Dr. Nutter is settling in to his new position.

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- Dr. Nutter said his goal is to strive for continuous improvement towards quality students, graduating with design experience. He has been at the Department for 22 years.
- President Hogan asked that we revisit where we are using our resources to confirm we are getting the results we want. This is done the standard business environment, and should be done at AAME. Asked all to look at where our funds go.
- President Hogan noted that 3D printing is a big hit at the MEEG, operating 24-7. Don't want it to become obsolete. Rick Couvillion said that it is being overused and he has had to restrict job sizes. President Hogan said that at Ford, every design engineer has a 3D printer. He would like to revisit adding capacity or going larger, sharing with other departments and is seeking input.
- Discussions were held about submitting Antoine Ajarrissta for membership.

President Hogan adjourned the meeting of the AAME Board of Directors and Officers.

Minutes taken by Bob Harrison; Official version Prepared and Submitted by Cristine L. Wolf, AAME Secretary