

09-16-2016 MINUTES

**Arkansas Academy of Mechanical Engineering (AAME)
Annual Meeting and Board of Directors Meeting
Sept 16, 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 1:00pm Central Time on Friday Sept 16, 2016, by President Mac Hogan. President Hogan welcomed the assembled membership and asked if there were any opening comments; the membership recommended that the meeting proceed.

IN ATTENDANCE:

Mac Hogan	Cristine Wolf	Bob Norwood
Lamar Pettus	Darin Nutter	Don Johnston
Bill Green	Will Myers	Jim Evans
Melynda Hart	Stan Allen	Russ Rasnic
Bob Harrison	Jeff Hayes	
Via Teleconference:	Zane Boatright	Jim Bacon

APPROVAL OF BOARD MEETING MINUTES

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

✓ **TRESURER'S REPORT:**

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 \$6619.53.

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ARKANSAS ACADEMY OF MECHANICAL ENGINEERING			
UNIVERSITY OF ARKANSAS, ME BUILDING, FAYETTEVILLE, AR 72701, 479-575-4153			
<u>FINANCIAL REPORT</u>			
Aug 31, 2016			
			Change from Last Report
Beginning Balance as of January 1, 2016	\$	64,279.36	
INCOME:			
I. Member Contributions	\$	19,237.00	\$ 2,250.00
II. Matching Gift Contributions		1,716.80	\$ 1,316.80
III. Interest Income		6,710.02	\$ 2,249.58
IV. Misc. Income		-	\$ -
Total	\$	27,663.82	\$ 5,816.38
EXPENDITURES:			
I Transfer to Scholarship Account	\$	-	\$ -
II Student Competitions		-	\$ -
III Special Projects		-	\$ -
IV. Annual Meeting Costs		19,128.22	\$ 19,128.22
V. Operations, Misc.		582.76	\$ 451.06
Total	\$	19,710.98	\$ 19,579.28
Ending Balance, Sept. 30, 2015	\$	72,232.20	\$ (13,762.90)
LOCATION OF FUNDS:			
U of A Foundation, Open Account	\$	29,770.61	\$ (15,963.12)
U of A Foundation, Endowment Earnings Cash Fund		42,461.59	\$ 2,200.22
Subtotal	\$	72,232.20	\$ (13,762.90)
U of A Foundation, Endowment Fund (Restricted), Net Asset Value	\$	202,189.14	\$ 1,541.00
Total AAME Assets	\$	274,421.34	\$ (12,221.90)
Prepared on 9/1/2016 by: Jeff Hayes, AAME Treasurer			
AAME: Honoring Distinguished ME Graduates, Promoting UA Mechanical Engineering			

ARKANSAS ACADEMY OF MECHANICAL ENGINEERING			
UNIVERSITY OF ARKANSAS, ME BUILDING, FAYETTEVILLE, AR 72701, 479-575-4153			
<u>SCHOLARSHIP ACCOUNT REPORT</u>			
Aug 31, 2016			
			Change from Last Report
Beginning Balance as of January 1, 2016	\$	12,581.71	
INCOME:			
I. Member Contributions	\$	1,500.00	\$ -
II. Matching Contributions		-	\$ -
III. Interest Income		37.82	\$ 9.26
IV. Transfers Into Account		-	\$ -
V. Misc. Income		-	\$ -
Total	\$	1,537.82	\$ 9.26
EXPENDITURES:			
I. Scholarships to Students	\$	7,500.00	\$ 750.00
II. Transfers Out of Acct	\$	-	\$ -
III. Misc. Expenses		-	\$ -
Total	\$	7,500.00	\$ 750.00
Ending Balance, Dec. 31, 2015	\$	6,619.53	\$ (740.74)
LOCATION OF FUNDS:			
U of A Foundation, AAME Scholarship	\$	6,619.53	\$ (740.74)
Prepared 9/1/2016 by Jeff Hayes, AAME Treasurer			
AAME: Honoring Distinguished ME Graduates, Promoting UA Mechanical Engineering			

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COMMITTEE REPORTS:

✓ **Membership Committee Report:**

Chairman Bob Norwood presented the membership report. There are twelve qualified candidates for induction for 2017. (Two additional candidates have been deferred – one because of inability to attend the 2017 Induction Banquet, and the other did not graduate from an ABET accredited institution – there will be additional discussion of this in the By-Laws section.) Earlier in the year he had concerns that sufficient candidates would be identified, however in the last few months, the membership has actively recruited and submitted candidates for membership.

✓ **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.

✓ **Fundraising Committee:**

Chris Weiser was unable to attend; the report was provided by President Hogan. The Campaign Arkansas kickoff was this weekend. Approximately \$29M of the \$68M goal of the COE has been raised at this point. There are a variety of goals of the Campaign, such as increased faculty / student ration, increased research levels (goal of increase of 15-17%). It has been noted that there has been no increase in public funding of the University of Arkansas in the past five years. There is being an increased push for out-of-state students, whereby the higher out-of-state tuition will contribute to the improvements of University infrastructure. The Dean of the College of Engineering is traveling to out-of-state locations to solicit support for the Campaign Arkansas

✓ **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 was not present, but had provided an email update that the award write-up for the AAME nominee for the Distinguished Alumni award is almost complete and he expects approval.

✓ **Newsletter and Publicity Report:**

Newsletter Editor Lamar Pettus is planning another newsletter, and is planning on featuring the AAME Creative Projects participation. It was suggested that the article should note that a significant time commitment is not

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required, and that the help can be provided via teleconference or VTC. Bob Norwood and Mac Hogan volunteered to provide write-ups on the Creative Projects advisory effort.

✓ **Student Liaison Committee:**

Chairman Will Myers presented the Student Liaison Committee report. He noted that during his career he had worked on a number of product development tips and roadmaps, and offered these materials to the Creative Projects advisory team. The Mock Interviews and Resume Workshop is coming up next week, and Will is soliciting support from AAME. Jim Evans has volunteered to assist on Monday and Tuesday, but additional support is needed. The membership suggested coordinating the Fall AAME meeting with the University STEM fair so that AAME members who travel for the meeting could be available to support the Mock Interviews and workshops. The membership discussed creating a calendar for AAME to include such events and include it in the newsletter.

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

Special Projects report was presented by Interim Department Head Darin Nutter and Operations Manager Melynda Hart. Currently there are over 800 freshmen engineering students (XX ME). Two additional faculty members have been hired, one of whom is coming from Northwestern University and is a design specialist. A third faculty member will also be hired. Dr. Nutter thanked the four AAME members who have been assisting with Creative Projects in the Department, and stated that this assistance has made a “huge difference” to the students. President Hogan noted that he had taken on the advisory role for the door design of the Falcon jet. He stated that the team has a good start, and he feels that he will be able to provide assistance. Bob Norwood also met with his team this morning. He noted that he “has trouble not offering solutions”. President Hogan encouraged other AAME members to volunteer; Dr. Nutter noted that the time required is not a lot. Regarding research, the MEEG Department is now third in the COE for research grants. He also summarized the University initiative to define goals and measurement metrics. The Chancellor wants to increase the visibility of the University of Arkansas, as opposed to the University being “the best kept secret” in the academic world. Dr. Nutter closed by saying that his goal is to have a positive impact on others. Melynda Hart noted that the Department has managed the change in Department Head well, and there is sufficient staff to be able to support the Department as well as activities such as AAME.

NEW BUSINESS:

Candidates for 2017 AAME Induction:

Chairman Bob Norwood summarized the AAME nominations for induction in 2017. He quoted an excerpt from the AAME website stating that the Academy selects outstanding members of the Mechanical Engineering discipline. For the benefit of the Board, in the membership nominations packet Bob also included the eligibility requirements and limits and restrictions. The members of the nominations committee are: Bob Norwood, Vice Chair Jim Evans, Don Johnston, Tom Weiss, etc. Board responsibility is to review and certify the candidates for inclusion on the ballot for election by AAME. There is one candidate who is not an ME graduate, but is a graduate of the U of A, which is allowed by the by-laws. There is one candidate who is not a graduate of an

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ABET accredited institution, which is not in accordance with By-law 1.A.4. That candidate has been deferred from the 2017 class; AAME will review By-law 1.A.4 to see if AAME wishes to entertain a change to that requirement. The candidate under consideration has a degree from a highly regarded international university; international universities are not ABET accredited. Vice Chairman Jim Evans researched the CTI requirements, and determined that CTI is equivalent to ABET. It was determined by the Board that since equivalency had been established the nominee is eligible.

The Board of Directors approved and certified the slate of 11 nominees, with the deferral of the nominee that is currently out of the country and will not be able to attend the induction banquet. That nominee will be resubmitted for induction for the 2018 class.

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.
- 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.

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- 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