

## Arkansas Academy of Mechanical Engineering (AAME) Annual Business Meeting Minutes April 24<sup>th</sup>, 2021

### CALL TO ORDER AND OPENING STATE OF THE ORGANIZATION REMARKS

The Annual Business Meeting of the Arkansas Academy of Mechanical Engineering was called to order at 10:04 a.m. CDT on Saturday, April 24<sup>th</sup>, 2021, by President Cristine Wolf. President Wolf opened by thanking Melynda Hart for setting up the virtual meeting and then giving a quick summary of the state of the organization. AAME's financial health is good, the budget that Finance Chairman Rob Porbeck has put together looks good, and the scholarship program is going well. We have some members that are having some health issues and we should keep them in our thoughts and prayers. Rick Couvillion is retiring, which will be a loss to the M.E. department, but we wish him the best and look forward to his continued participation with AAME. Antoine Ajarrista of Dassault Falcon, one of our members that has been a big supporter of U of A Mechanical Engineering, will be relocating back to Paris, France.

### IN ATTENDANCE

Mike Anderson	Danny Hughes	Lamar Pettus
Stacey Archer	Ted Ivy	Greg Sisti
Zane Boatwright	Jack Murders	Darren Talley
Rick Couvillion	Will Myers	Katrenia Taweel
Bill Green	Bob Norwood	Tom Weiss
Bob Harrison	Darin Nutter	Cristine Wolf
Melynda Hart	Pete Opper	
Jeff Hayes	Foye Penn	

### APPROVAL OF PREVIOUS MEETING MINUTES

Secretary Pete Opper submitted minutes from the January 15<sup>th</sup>, 2021 Winter Board Meeting for approval, which was emailed to membership by Melynda on April 21st. He noted that one change had been made after distribution to change the name of the meeting to the "Winter Board Meeting". A motion was made to approve along with a second, and the Board approved the minutes.

### TREASURER'S REPORT

Treasurer Jeff Hayes presented the Treasurer's Reports for the 3<sup>rd</sup> quarter of the 2021 Fiscal Year (the quarter ending on March 31<sup>st</sup>). Starting with the General Accounts report, the ending balance was \$289,717.67 which compares well against the FY2021 beginning balance of \$246,985.58 back on July 1, 2020. We had member contributions of \$22,675, reflecting improved contributions in the 3<sup>rd</sup> quarter. Expenses continued to be low because of COVID. The general account is still funding the scholarship spending account so \$13,537.07 was transferred out for scholarships along with a \$1300 transfer to the scholarship investment account. The latter transfer corrected an error where the U of A Foundation had incorrectly deposited scholarship investment funds

into the general account. \$33,905.16 of income was generated from investment gains. The General Accounts Report is shown below.

**FY2021 (2020-2021) 3<sup>rd</sup> Quarter General Accounts Treasurer's Report**

ARKANSAS ACADEMY OF MECHANICAL ENGINEERING  
 University of Arkansas, ME Bldg., Fayetteville, AR 72701, 479-575-4153  
General Accounts Report  
 as of March 31, 2021

			Change from Last Report
<b>Beginning Balance as of July 1, 2020:</b>		<b>\$ 246,985.58</b>	
<b>Income:</b>			
Member Contributions	\$ 22,675.00		\$ 9,725.00
Matching Gift Contributions	\$ 988.00		\$ 288.00
Misc. Income	\$ -		\$ -
Total	\$ 23,663.00	-----> \$ 23,663.00	\$ 10,013.00
<b>Expenses / Transfers out:</b>			
Student Competitions	-		\$ -
Special Projects	-		\$ -
Banquet Expenses	-		\$ -
Misc. Expenses	-		\$ -
<b>Transfers to:</b>			
Scholarship Investment Account	(1,300.00)		\$ (1,300.00)
Scholarship Spending Account	(13,536.07)		\$ (4,050.00)
Total	\$ (14,836.07)	-----> \$ (14,836.07)	\$ (5,350.00)
<b>Investment Income, Expenses, and Gain/Loss:</b>			
<b>Interest Income:</b>			
Investment Act. (TRP)	\$ 171.54		\$ (22.81)
Spending Act. (N/E)	\$ 53.50		\$ 0.65
<b>Overhead:</b>			
Foundation	\$ (110.83)		\$ (38.32)
Development	\$ (554.16)		\$ (191.60)
Investment Gain/Loss	\$ 34,345.11		\$ 12,874.20
Total	\$ 33,905.16	-----> \$ 33,905.16	\$ 12,622.12
<b>Ending Balance as of as of March 31, 2021:</b>		<b>\$ 289,717.67</b>	<b>\$ 17,285.12</b>
<hr/>			
<b>Location of General Account Funds:</b>			
Spending Account:		\$ 86,631.18	
Investment Account:		\$ 203,086.49	
Total		\$ 289,717.67	

Submitted April 24, 2021 by: Jeff Hayes, AAME Treasurer  
 AAME: Honoring Distinguished ME Graduates, Promoting UA Mechanical Engineering

There was some general discussion regarding what seems to be a trend of companies discontinuing their charitable contribution matching programs, which is reflected by a decrease in this income type for AAME.

Presenting the Scholarship Report, Treasurer Hayes stated that the 3<sup>rd</sup> quarter ending balance was \$204,152.20, compared to the FY2021 beginning balance of \$141,751.96 back on July, 1<sup>st</sup> 2020. For this quarter, an additional \$3,650 of member contributions toward scholarships were received, along with the \$13,536.07 transferred in from the general account to pay the regular unnamed AAME scholarships that are funded each year. These scholarships have not yet been paid out of the account, and thus are not reflected in the expense section. Melynda confirmed that scholarships totaling \$15,500 for fall 2020 and spring 2021 have been disbursed to the students; however, the expenses do not appear in the accounting system used by the foundation due to the University's transition in ERP systems. The two accounting systems are currently not synced and expenses will

be cleared from UA accounts that are used to pay the awards to foundation accounts at the end of the fiscal year. Treasurer Hayes further stated that we are up to \$32,564 in investment gains for the Fiscal Year. The Scholarship Accounts Report is shown below.

**FY2021 (2020-2021) 3<sup>rd</sup> Quarter Scholarship Accounts Treasurer's Report**

ARKANSAS ACADEMY OF MECHANICAL ENGINEERING  
 University of Arkansas, ME Bldg., Fayetteville, AR 72701, 479-575-4153  
**Scholarship Accounts Report**  
 as of March 31, 2021

			Change from Last Report
Beginning Balance as of July 1, 2020: .....		<u>\$ 141,751.96</u>	
<b>Income / Transfers In:</b>			
Member Contributions .....	\$ 16,300.00		\$ 3,650.00
Matching Gift Contributions .....	-		\$ -
Transfers in to:			\$ -
Scholarship Investment .....	-		\$ -
Scholarship Spending .....	13,536.07		\$ 4,050.00
Total .....	<u>\$ 29,836.07</u>	\$ 29,836.07	\$ 4,050.00
<b>Expenses:</b>			
Student Scholarships:			
Fall Semester .....	-		\$ -
Spring Semester .....	-		\$ -
Misc. Expenses .....	-		\$ -
Total .....	<u>\$ -</u>	\$ -	\$ -
<b>Investment Income, Expenses, and Gain/Loss:</b>			
Interest Income:			
Investment Act. (TRP) .....	\$ 165.16		\$ (22.01)
Spending Act. (NE) .....	\$ (0.31)		\$ 0.07
Overhead:			\$ -
Development .....	\$ (534.34)		\$ (184.92)
Foundation .....	\$ (106.86)		\$ (36.98)
Investment Gain/Loss .....	<u>\$ 33,040.52</u>		\$ 12,250.31
Total .....	<u>\$ 32,564.17</u>	\$ 32,564.17	\$ 12,006.47
Ending Balance as of . as of March 31, 2021 .....		<u>\$ 204,152.20</u>	\$ 19,706.47
<b>Location of Scholarship Account Funds:</b>			
Spending Account .....		\$ 15,501.81	
Investment Account: .....		<u>\$ 188,650.39</u>	
Total .....		<u>\$ 204,152.20</u>	

Submitted April 24, 2021 by: Jeff Hayes, AAME Treasurer  
 AAME: Honoring Distinguished ME Graduates, Promoting UA Mechanical Engineering

President Wolf thanked Jeff, and commented that we hope he continues performing Treasurer duties. Jeff said he enjoys doing the job, and his predecessor Mike Hayes had performed the role for 17 years.

**COMMITTEE REPORTS**

✓ **Awards Committee**

President Wolf thanked Mike Anderson for taking on chairmanship of the Awards committee and that a nomination had been submitted for the Alumni award.

### ✓ **Conduct, By-Laws & Constitution Committee Report**

Chairman Zane Boatright reported there was nothing new to report, and that no requested changes have been received. He said he had expected discussion regarding proposed membership requirement changes. President Wolf said the discussion had evolved to the possibility of creating an associate membership level instead of lowering the age requirement for full membership, and that she planned to work with Katrenia on this. Zane said nothing else to add. Bob Harrison mentioned that there is an early career advisory council at the U of A that might be another way to get younger M.E. alumni involved at the University level before becoming eligible for AAME membership, and then use that as a pipeline into AAME. Dr. Nutter said that top M.E. students are often nominated to the early career council. Some discussion on this subject followed. Bob Norwood added that he has utilized the list of recent M.E. graduates eligible for membership and then researched their current professional level online using resources such as LinkedIn. President Wolf thanked members for the input.

### ✓ **Finance Committee Report**

President Wolf said that Chairman Robert Porbeck was working at a charity event, and that she and Treasurer Hayes would be presented the Finance Committee Report in his absence. Treasurer Hayes said that the Income and Expense Graph graphically shows what was discussed during the Treasurer's report, we've income growth coupled with low expenses when compared to previous years. The Total Funds and Member Contributions Graphs were also reviewed. Tom Weiss expressed concern that since 2016, there has been a steady decrease in the number of members making contributions, even though total contributions have been going up. Tom asked if we had considered doing more to encourage contributions. An extensive discussion followed, regarding various factors such as COVID impacts and that we can't require contributions due to tax status. Tom suggested that we send out more solicitations for contributions, perhaps mirroring organizations such as the Arkansas Alumni Association. President Wolf said that she had sent an email solicitation about 4 weeks ago, but perhaps future requests for contributions might be more effective if some of the data from the finance report were included. Bob Harrison said that we should try to get more members directly involved in the organization, in committees and service positions to help energize them. President Wolf asked sponsors of new members to reach out to them to consider getting involved after they are inducted. Treasurer Hayes said that perhaps we should reach out to members and ask them what we should be doing to get more participation.

Discussion then turned to the proposed Fiscal Year 2022 budget. Treasurer Hayes, noted that the figures on the proposed budget were color coded, with historical data in black, the current FY2021 budget in red, and the proposed FY2022 budget in blue. He mentioned that the new budgeted income amounts are intended to be conservative and noted that expected company match income has been reduced while named scholarship contribution increased slightly. We currently have three permanent named scholarships (a named scholarship is created after the contributed reaches \$10,000 in giving to the program), and those will pay interest to the scholarship spending account regardless of how we budget. For planned expenditures, we plan to have two new member induction banquets in FY2022, the first in October 2021 (to make up for the cancelled April 2020 and April 2021 banquets) as well as a normally scheduled April 2022 banquet. These have been budgeted at a total expense of \$36,000. Melynda said that the October 2021 Banquet is booked to be held at The Record in downtown Bentonville, due to lack of availability of venues in Fayetteville. Members were encouraged to book rooms at the Doubletree in Bentonville as soon as possible; Melynda has previously emailed this information to

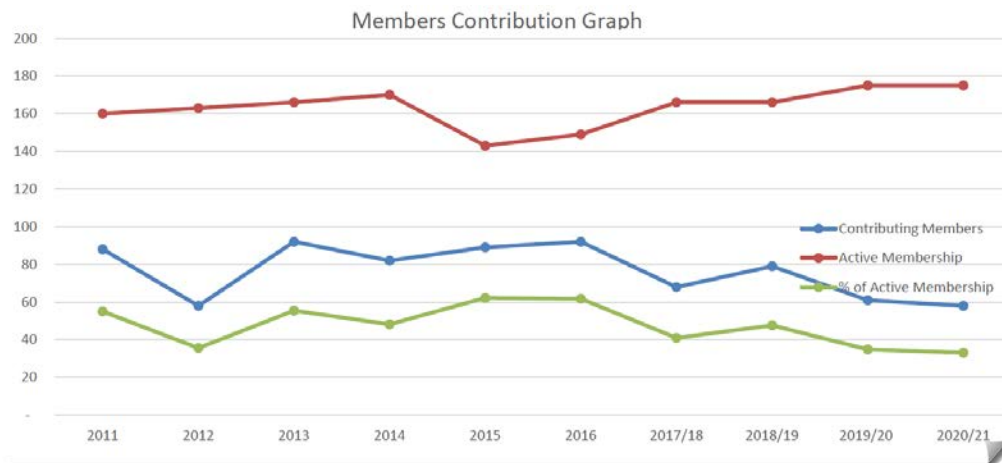
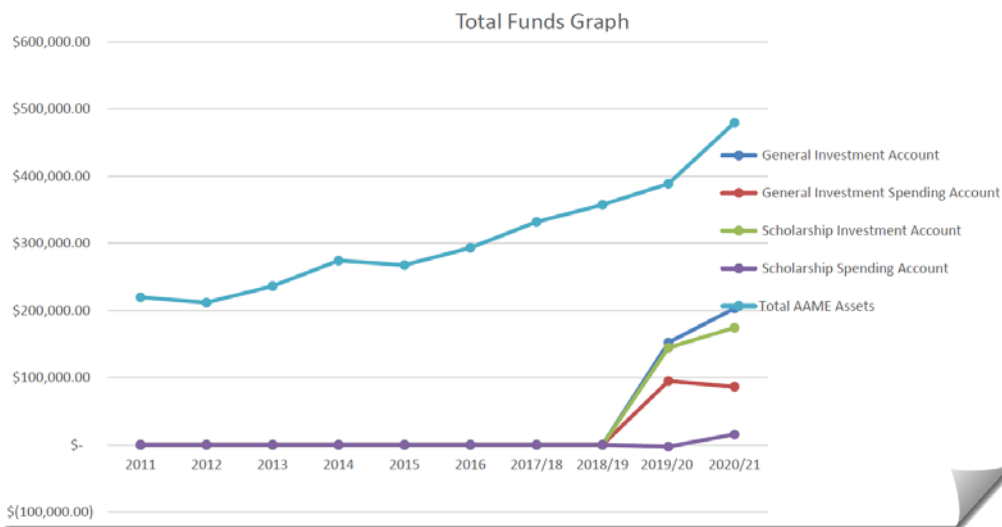
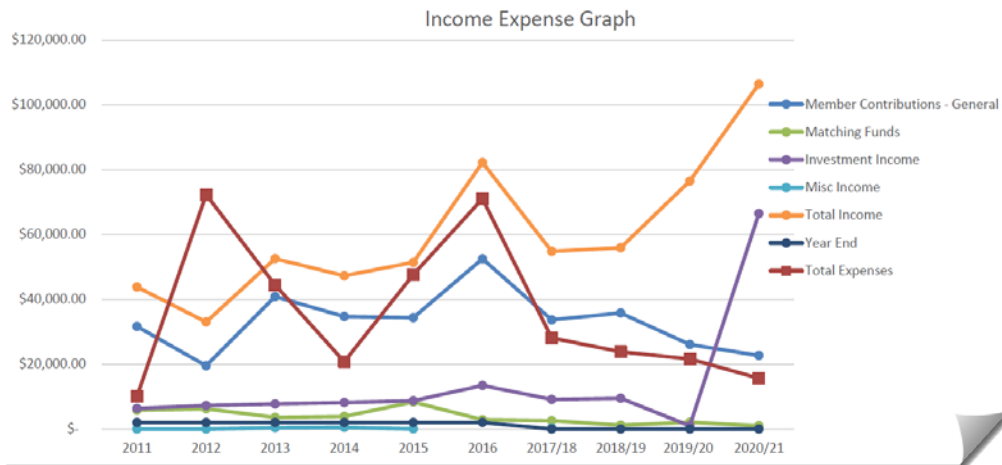
membership. Bob Harrison motioned to approve the budget, Tom Weiss seconded, and the board voted to approve. The Finance Report is excerpted and the approved FY2022 (2021/2022) Budget is show below.

**FY2021 Finance Report and FY2022 Approved Budget**

		Historical Financial Reports		2020/21 Budget	2021/2022 Budget 4/24/2021
		4/24/2021	Year End		
Active Membership			175	175	
Contributing Members			61	58	
% of Active Membership			35	33	
Proposed Member Contribution			\$300	\$300	300 300
Members with Matching Programs					
<b>INCOME</b>					
Member Contributions - General		\$	26,075.00	\$	22,675.00
Member Contributions - Scholarships		\$	46,380.00	\$	16,300.00
Matching Funds		\$	2,088.00	\$	988.00
Investment income, expenses, gain/loss	General	\$	1,163.48	\$	33,905.16
	Scholarship	\$	(183.38)	\$	32,564.17
	Total	\$	980.10	\$	66,469.33
Investment Income					
Misc Income					
Total Income		\$	76,503.20	\$	106,432.33
<b>Expenditures</b>					
Scholarships	Fall	\$	6,750.00	\$	9,486.07
	Spring	\$	6,075.00	\$	6,151.57
Operating	Annual Meeting	\$	1,872.61	\$	18,000.00
	Miscellaneous, Ops	\$	140.59	\$	1,500.00
Special Projects		\$	6,750.00	\$	5,000.00
Solar Splash Competition					
Student Competitions					
Newsletter Printing					
Total Expenditures		\$	21,588.20	\$	15,637.64
Income exceeds expenditures by:		\$	54,915.00	\$	90,794.69
Transfer to Scholarship Investment Account	Fall / Spring			\$	14,836.07
Open Account		\$	-		
General Investment Account		\$	152,048.45	\$	203,086.49
General Investment Spending Account		\$	94,937.13	\$	86,631.18
Scholarship Investment Account		\$	144,488.03	\$	174,312.75
Scholarship Spending Account		\$	(2,736.07)	\$	15,501.81
Endowment Fund (Restricted)					
Total AAME Assets		\$	388,737.54	\$	479,532.23

Updated Finance Charts that include data effective though the FY2021 3<sup>rd</sup> Quarter are shown below.

## FY2021 Finance Report Charts



President Wolf took a moment to remind members that the suggested annual member contribution is \$300 to go toward the AAME operating budget, and contributions may be made above and beyond that for the named scholarship program or for other purposes that you can direct. Contributions can be made by check and mailed

to Melynda or by electronic payment. Mailing instructions and online payment links are on the AAME website at <https://aame.uark.edu/resources/> , click the “Giving” link.

✓ **Fundraising Committee**

Chris Weiser has stepped down and Bob Harrison has agreed to assume the chair of fundraising. Bob said he plans to get with Chris to learn the state of things and is not yet ready to give a status. President Wolf thanked Chairman Harrison for taking on the role.

✓ **Membership Committee Report**

Chairwoman Katrenia Taweel said that Bob Norwood and Tom Weiss are retiring from the membership committee and thanked them for their service and helping to coach her up. She added that two or three new committee members are needed and the job only requires a few hours of work per year. Chairman Taweel asked any interested members to please contact her. The 2022 campaign for new members is planned to be kicked off in the month of May, and that an email to membership requesting nominations is planned to be sent sometime in the next couple of weeks. President Wolf thanked Tom and Bob for their service and Katrenia for her work as Chairwoman.

✓ **Student Liaison Committee**

Chairman Darren Talley reported that two semesters of mock interview reviews have been completed with 15 AAME members providing support to about 37 M.E. students. The remote review process worked pretty well. Chairman Talley thanked everyone who volunteered and said he is looking forward to adding an in-person component back to the program this fall. Bob Harrison commented that the mentorship program is a good way to get more AAME members involved with service. President Wolf said she gets a tremendous kick from mentoring, and that it’s an awesome way to give back. Chairman Talley said some volunteers didn’t get a student to mentor. Dr. Nutter said that the program could be expanded to include juniors. President Wolf suggested that adding sophomores to the program might also help those looking for advice. Creating videos with advice for students and a website resource with sample resumes is something we would like to do in the future. Chairman Talley said that currently Student Liaison is a one person committee, just himself, and that he could use help from anyone that might be interested.

**MECHANICAL ENGINEERING DEPARTMENT UPDATE**

Dr. Nutter started by saying that this year has been about perseverance. Remote learning has been harder on sophomores than seniors. Initially, many students felt it was freeing to have more flexibility with the learning process, but are now growing tired of it. While the staff is grateful to have a secure job, they are also ready to get back to in person teaching. With learning from home, there are more distractions, but also a sense of isolation which impacts connecting with classmates and studying together. Instead of the typical bell-curve grade distribution, many classes have a bi-modal result. F grades have risen from 5% to 20% for juniors and seniors. Students receive less partial credit on exams, because more questions are multiple choice. Group projects have been negatively impacted. Monty Roberts has done great job trying to maintain strong labs maintaining some in-person learning. As department head, Dr. Nutter misses the hallway conversations, and

getting random updates and randomly learning of issues from students and staff. Staff with children at home have been impacted a lot. Dr. Nutter has been in the office every day for last 3 weeks, and has found that to be refreshing. He expects classes to be back to normal and conducted fully in-person this fall. This summer, 8 of 10 classes will be in-person. Offices are expected to be fully staffed by mid-June. We will be able to take advantage of the remote tools we have learned to use to supplement the learning process. University fall enrollment applications are up 20% for this fall, expecting to have 27,500 students. Mechanical Engineering will graduate about 100 students in May, totaling about 140 graduates for this year. M.E. is down about 20 students for incoming sophomores from the freshman engineering program with total M.E. enrollment at about 550 students. The students really appreciate the AAME scholarships, and the resume review and mentoring advice. Rick Couvillion is retiring, what a great career, he's been serving students for 40 years, and has made such an impact in so many students' lives and he will be greatly missed. Interviews are being conducted for a new assistant professor with a manufacturing focus. Johnathon Paape was recently hired as the new M.E. Academic Counselor and Student Success Coach. Three more faculty offices are being added downstairs in the M.E. building. Dr. Nutter is excited about the October AAME banquet being held in-person, which should help motivate membership. Bob Norwood asked how COVID has affected graduating seniors finding jobs. Dr. Nutter said he thought the situation was worse last year. Fewer seniors are without jobs this year, only 10-15% haven't been hired and about half of those haven't been looking yet. Dr. Nutter said that students were getting jobs from across the country. The new dean, Kim Needy, former dean of the graduate school, has come in and filled the deanship quite well. She's very student focused and was also the former department head of Industrial Engineering.

The M.E. department is in the final stages of an ABET re-accreditation process, which occurs every 6 years. The review takes about a year to complete. This cycle's review process was largely performed last fall, with some required back-and-forth between ABET and the department in the meantime. The department expects a final statement from ABET to be provided in July. There were 4 shortcomings initially noted by the ABET review. As background information, the M.E. department has both a set of Student Learning Outcomes (7 in total) and a set of Program Educational Objectives (PEOs). Students are expected to meet the PEOs several years after graduation. There are internal and external constituents to the MEEG program, M.E. faculty and staff are considered internal and AAME alumni are one of the external constituents. PEOs are routinely reviewed, discussed, and approved every two to three years. The M.E. department is currently having all constituents review and approve a new set of PEOs. Based on feedback from other constituents, a revised set of PEOs are being considered. This proposed set of updated Program Educational Objectives was distributed to membership and were shown via PowerPoint slides (see below) during the meeting. The proposed new PEOs have five objectives for students to demonstrate within a few years of graduation and are shown below.



## Proposed ABET Program Educational Objectives Slide



The slide features a dark red header with the University of Arkansas logo and the text 'UNIVERSITY OF ARKANSAS'. Below this, a grey bar contains 'Department of MECHANICAL ENGINEERING'. The main content area is white with a drop shadow effect. The title 'Proposed Updated ABET PEOs' is in a large, bold, black serif font. Below the title is a bulleted list of objectives. The last two items in the list are highlighted in red text.

UNIVERSITY OF  
ARKANSAS

College of  
Engineering  
Department of  
MECHANICAL ENGINEERING

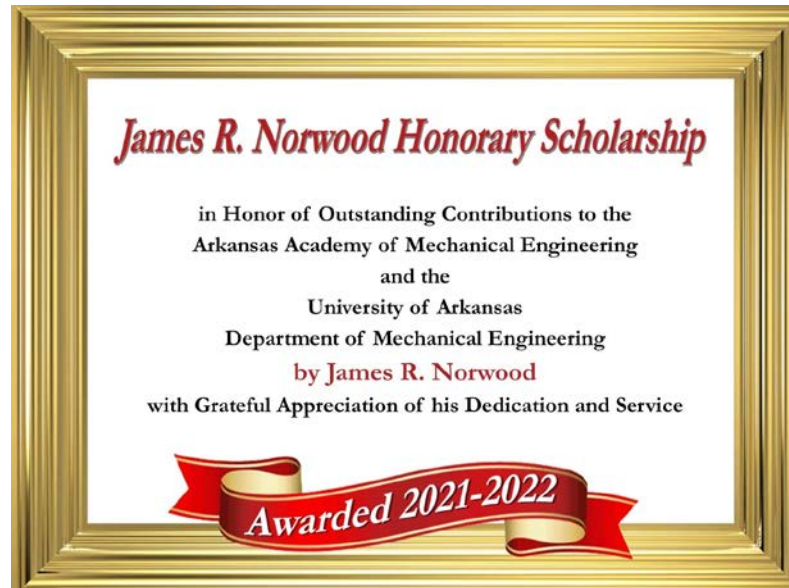
### Proposed Updated ABET PEOs

- The BSME Program Educational Objectives (PEOs) are to produce graduates who, within a few years of graduation, are expected to:
  - Contribute to the economic development of Arkansas and the world through the practice of Mechanical Engineering;
  - Meet or exceed the needs and expectations of mechanical engineering employers in industry, government, and private practice;
  - Engage in professional activities that promote the mechanical engineering profession, provide continuing self-development, and **develop leadership potential**;
  - Succeed in graduate study and research, if pursued; and
  - **Become licensed professional engineers, if pursued.**

Dr. Nutter asked that AAME review and consider the proposed new PEOs for approval. After some discussion, Zane Boatwright motioned to approve, Bob Norwood seconded, and the AAME members unanimously voted to approve (20-0). Consistent with the newly added PEO to become licensed professional engineers, some additional discussion followed regarding the importance of emphasizing to students how critical it is for them to take the Fundamentals Exam near the time of graduation.

### OLD BUSINESS

1. Update on Tiered Scholarship Donation Recognition Program
  - a. President Wolf said that the program was started 2 years ago, with around \$57,000 raised so far. We transferred \$100,000 from the regular endowment at the beginning. \$157,000 in 2 years is great. Members should remember they don't have to make a large donation all at once, you can make smaller contributions over time and when or if it reaches \$10,000, a named scholarship will be created. Our scholarships really help students that need it.
  - b. President Wolf went on to recognize and thank Bob Norwood for his many years of service to AAME and to University of Arkansas Mechanical Engineering. In special recognition of Bob, AAME will award the James R. Norwood Honorary Scholarship at either the Fall 2021 or Spring 2022 banquet.



## **NEW BUSINESS**

- a. Katrenia Taweel and Stacy Archer are at the end of their 3 year terms as directors. President Wolf has asked both to stay on an additional year and they have agreed. President Wolf then nominated both to continue as Board of Director members for one additional year. The motion was seconded, and membership voted to approve.
- b. President Wolf asked the members to please actively look for new board members.

## **BOARD MEETING**

Bob Harrison nominated Cristine Wolf to continue as AAME President for an additional year. President Wolf said she was willing to continue, but she has served 3 terms and asked that we look hard for a new president-elect for next year so that AAME has some new vision and leadership. Pete Oppen has said he is willing to continue to serve as Secretary and Jeff Hayes is willing to continue as Treasurer. Zane confirmed that there should be nominations made for anyone to continue as an officer into a new term. Bob Harrison nominated that Cristine Wolf continue as President, Pete Oppen continue as Secretary and Jeff Hayes continue as Treasurer, Will Myers seconded, and the Board voted to approve.

## **REGULAR MEETING RECONVENE**

President Wolf thanked the officers for serving, and thanked all the committee chairpersons:

Awards – Mike Anderson  
Finance – Rob Porbeck  
Conduct and Bylaws - Zane Boatwright  
Fundraising – Bob Harrison  
Special Projects – Dr. Darin Nutter  
Membership – Katrenia Taweel  
Student Liaison – Darren Talley

We are in need of a chairperson for Newsletter and Communications.

President Wolf said that some major goals for the 2021-2022 year are to grow the scholarship endowment fund to reach more students and to grow the mentoring and resume review service provided to students.

## **CONCLUSION**

President Wolf thanked everyone for attending and said she looked forward to seeing everyone in person in October. She then adjourned the meeting. The next AAME meeting is planned for June or July.

*Minutes prepared and respectfully submitted by Pete Opper, 2020-2021 AAME Secretary, with special thanks to Melynda Hart for assistance.*