



Arkansas Academy of Mechanical Engineering (AAME)

Fall Meeting Minutes

September 18th, 2020

CALL TO ORDER AND OPENING STATE OF THE ORGANIZATION REMARKS

The Annual Meeting of the Arkansas Academy of Mechanical Engineering was called to order at 1:03 p.m. CDT on Friday, September 18th, 2020, by President Cristine Wolf. She opened the meeting by thanking membership and the Board for effectively continuing with the organization's business in spite of COVID-19 related restrictions and especially Melynda for helping us stay on track.

IN ATTENDANCE

Zane Boatwright

Jeff Hayes

Melynda Hart

Richard Hossley

Dan Hughes

Ted Ivy

Kyle Johnson

Don Johnston

Richard Hossley

Jim Kimzey

Will Myers

Bob Norwood

Darin Nutter

Pete Opper

Lamar Pettus

Brian Porbeck

Rob Porbeck

Darren Talley

Katrenia Taweel

Tom Weiss

Cristine Wolf

APPROVAL OF PREVIOUS MEETING MINUTES

Secretary Pete Opper submitted the minutes from the July 17th, 2020 Board Meeting for approval. The minutes were distributed to membership by Melynda on September 14th. There was a request to correct the description of the minutes from "Annual Meeting" to "Board Meeting" and Secretary Opper agreed to incorporate the change. Jeff Hayes motioned to accept the minutes, Don Johnston seconded and the board approved.

TREASURER'S REPORT

Treasurer Jeff Hayes presented the Treasurer's Reports, starting with General Accounts report. He explained that the new fiscal year 2021 began on July 1st. Member contributions for this quarter were only \$1,350 and \$2,736.07 was transferred to the Scholarship Spending Account to cover the previous negative balance. Treasurer Hayes noted that we realized a \$4,047.38 gain in investment income. The General Accounts ending balance was \$249,646.89. The General Accounts Report is shown below.

2020-2021 (FY2021) 1st 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

August 31, 2020

			Change from Last Report
Beginning Balance as of July 1, 2020:		\$ 246,985.58	
Income:			
Member Contributions	\$ 1,350.00		\$ 1,350.00
Matching Gift Contributions	\$ -		\$ -
Misc. Income	\$ -		\$ -
Total	\$ 1,350.00	-----> \$ 1,350.00	\$ 1,350.00
Expenses / Transfers out:			
Student Competitions	-		\$ -
Special Projects	-		\$ -
Banquet Expenses	-		\$ -
Misc. Expenses	-		\$ -
Transfers to:			
Scholarship Investment Account	-		\$ -
Scholarship Spending Account	(2,736.07)		\$ (2,736.07)
Total	\$ (2,736.07)	-----> \$ (2,736.07)	\$ (2,736.07)
Investment Income, Expenses, and Gain/Loss:			
Interest Income:			
Investment Act. (TRP)	\$ 107.32		\$ 107.32
Spending Act. (N/E)	\$ 42.38		\$ 42.38
Overhead:			
Foundation	\$ (35.73)		\$ (35.73)
Development	\$ (178.66)		\$ (178.66)
Investment Gain/Loss	\$ 4,112.07		\$ 4,112.07
Total	\$ 4,047.38	-----> \$ 4,047.38	\$ 4,047.38
Ending Balance as of August 31, 2020		\$ 249,646.89	\$ 2,661.31
Location of General Account Funds:			
Spending Account:	\$ 94,115.64		
Investment Account:	\$ 155,531.25		
Total	\$ 249,646.89		

Submitted Sept. 18, 2020 by: Jeff Hayes, AAME Treasurer
AAME: Honoring Distinguished ME Graduates, Promoting UA Mechanical Engineering

Summarizing the Scholarship Report, Treasurer Hayes reminded everyone that the named scholarship program has been in place for about a year now. For FY 2021, we started with \$141,751.96, and we've had contributions of \$5,550 with one contribution actually coming from a non-member. We received investment income of \$3,912.68, and with the previously mentioned General Accounts transfer of \$2,736.07, the ending balance was \$153,847.37. President Wolf commented that while the Scholarship Investment Account is endowed, the individual named scholarships are not "endowed" but considered permanent. The Scholarship Accounts Report is shown below.

2020-2021 (FY2021) 1st 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

August 31, 2020

			Change from <u>Last Report</u>
Beginning Balance as of July 1, 2020:		<u>\$ 141,751.96</u>	
Income / Transfers In:			
Member Contributions	\$ 5,550.00		\$ 5,550.00
Matching Gift Contributions	-		\$ -
Transfers in to:			
Scholarship Investment	-		\$ -
Scholarship Spending	2,736.07		\$ 2,736.07
Total	<u>\$ 8,286.07</u>	\$ 8,286.07	\$ 8,286.07
Expenses:			
Student Scholarships:			
Fall Semester	-		\$ -
Spring Semester	-		\$ -
Misc. Expenses	-		\$ -
Total	<u>\$ -</u>	\$ -	\$ -
Investment Income, Expenses, and Gain/Loss:			
Interest Income:			
Investment Act. (TRP)	\$ 102.78		\$ 102.78
Spending Act. (N/E)	\$(0.80)		\$ (0.80)
Overhead:			
Development	\$(171.10)		\$ (171.10)
Foundation	\$(34.22)		\$ (34.22)
Investment Gain/Loss	\$ 3,912.68		\$ 3,912.68
Total	<u>\$ 3,809.34</u>	\$ 3,809.34	\$ 3,809.34
Ending Balance as of August 31, 2020		<u>\$ 153,847.37</u>	\$ 15,753.88
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Location of Scholarship Account Funds:			
Spending Account:		\$ 1,504.85	
Investment Account:		<u>\$ 152,342.52</u>	
Total		<u>\$ 153,847.37</u>	

Submitted September 18, 2020 by: Jeff Hayes, AAME Treasurer
AAME: Honoring Distinguished ME Graduates, Promoting UA Mechanical Engineering

COMMITTEE REPORTS

✓ **Awards Committee**

President Wolf again stated the need for a volunteer to take on the chairmanship for this committee. She expressed that the job does not involve a tremendous amount of work, but just determining the student and alumni award recipients each year. President Wolf said she would work with Dr. Nutter to complete this task for this year.

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

Chairman Zane Boatright said that there was nothing to report.

✓ **Finance Committee Report**

Chairman Robert Porbeck presented the Finance Committee Report. He stated that his first priority is to set the budget for Fiscal Year 2021. For general member contributions, we often run about \$35,000 in member

contributions, but last year we were short, most likely due to cancellation of the banquet. He said he was hopeful that members would catch up and this would return to a normal level. President Wolf asked if the proposed 2021 scholarship budget was just for regular AAME scholarships, or was it intended to cover named scholarships? Chairman Porbeck said his intention was for the amount to include both. A discussion followed regarding the need for the Board to vote on and approve the new budget now. If a change is required later in the year, a revision can be proposed and approved with another vote. Lamar Pettus said that if the budget were to include the Endowed Scholarship account, the income would also need to be included in the general budget. More discussion followed and it was agreed that named scholarship income and expenses should not be part of the planned 2021 budget. President Wolf requested that Chairman Porbeck remove the named scholarship amounts from the expense budget. Melynda commented that funds to cover 2020-2021 Fall AAME Scholarships were transferred prior to the start of this fiscal year. President Wolf asked to adjust the budget for regular AAME Scholarships to \$7,000 for spring 2021. Don Johnston motioned to approve, Chairman Porbeck seconded, and the Board approved. The excerpted Finance Report shown below lists 2019-2020 historical values, the 2020-2021 Quarter 1 actuals and the updated and approved 2020-2021 (FY2021) budget.

2020-21 (FY2021) 1st Quarter Finance Report

Historical Financial Reports 12/31/2019				
Year End		2019/20 06/30/20	2020/21 08/31/20	2020/21 Budget
Active Membership		175	175	
Contributing Members		61	5	
% of Active Membership		35	3	
Proposed Member Contribution		\$300	\$300	300
Members with Matching Programs				
INCOME				
Member Contributions - General		\$ 26,075.00	\$ 1,350.00	\$ 35,000.00
Member Contributions - Scholarships		\$ 46,380.00	\$ 5,550.00	\$ 10,000.00
Matching Funds		\$ 2,088.00		\$ 1,500.00
Investment income, expenses, gain/loss	General	\$ 1,163.48	\$ 4,047.38	\$ 5,000.00
	Scholarship	\$ (183.38)	\$ 3,809.34	\$ 4,000.00
Misc Income				
Total Income		\$ 75,523.10	\$ 14,756.72	\$ 55,500.00
Expenditures				
Scholarships	Fall	\$ 6,750.00		
	Spring	\$ 6,075.00		\$ 7,000.00
Transfer to Scholarship Investment Account	Fall			
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	\$ -	\$ 31,500.00
Income exceeds expenditures by:		\$ 53,934.90	\$ 14,756.72	\$ 24,000.00
Open Account		\$ -		
General Investment Account		\$ 152,048.45	\$ 155,531.25	
General Investment Spending Account		\$ 94,937.13	\$ 94,115.64	
Scholarship Investment Account		\$ 144,488.03	\$ 152,342.52	
Scholarship Spending Account		\$ (2,736.07)	\$ 1,504.85	
Endowment Fund (Restricted)				
Total AAME Assets		\$ 388,737.54	\$ 403,494.26	

President Wolf thanked Chairman Porbeck for his work.

✓ **Fundraising Committee**

Chairman Chris Weiser was unable to attend. President Wolf had received his report and said the big news was that the University of Arkansas met its \$1.2 billion goal for Campaign Arkansas. Darin Nutter added that to support students in urgent need, 30 alumni donors had given \$33,000 in a couple of days for COVID-19 related financial emergencies. An application process is required for students to apply for help and a committee will review the requests to decide how to award the money. As an example of someone needing assistance, one student had to stay home in Tennessee due to being at risk and had trouble with completing programming work for a senior level class. If on campus, he would have likely received assistance by working with a study group. Some of these new funds will be used to hire a grad student to provide one-on-one tutoring for a couple of weeks. Other students have lost part-time jobs due to COVID-19 and need help. President Wolf asked our members might donate to that fund. Darin said to go to the UA Mechanical Engineering webpage, click on the "giving" link and designate the donation to be for "50 for the Future".

✓ **Membership Committee Report**

Chairwoman Katrenia Taweel reported that plans for the 2022 campaign will start in April and that, without solicitation, members have already identified six alumni to nominate. The membership committee is proposing a new nomination form to be used in the future which was distributed to the board via email prior to the meeting. The main change is to clarify that the nominator should express why they believe their nominee should be inducted. Instead of just stating, "see resume", the nominator should list the highpoints of the person's career. Checkboxes were also added to confirm the nominee meets minimum membership requirements. President Wolf agreed the changes were good improvements, and asked Zane Boatwright and Lamar Pettus if a vote were required to approve the new form. They both agreed that it was not necessary. Bob Norwood asked if the revised form should be reviewed by the University for Privacy and other concerns, Melynda said that she saw nothing on the new form that should raise any concerns. President Wolf thanked Bob for bringing up the potential issue. She then thanked Chairwoman Taweel for her work and directed her to press forward with using the new form.

✓ **Student Liaison Committee**

Chairman Darren Tally reported that remote resume reviews have been the main recent activity. Seven student resumes have already been reviewed with seven additional reviews pending. Bob Norwood commented that for the first time in years he was able to interact with a student and that it was a very rewarding experience. He thanked Chairman Tally for organizing the new process. Chairman Talley thanked Melynda for her contributions to the program. Dr. Nutter requested that a remote mentoring program be developed. In particular, some female students have had a hard time getting good mentors. President Wolf thanked Chairman Tally for his work.

MECHANICAL ENGINEERING DEPARTMENT UPDATE

Dr. Nutter reported that the department was for the most part successfully operating under COVID-19 restrictions. He received some feedback from a student this morning that this semester was good, not great, but they were making the best of it. The most difficult thing for students finding an effective way to study in groups.

They are trying to do it virtually, but it's more difficult. The department is trying to help as much as possible. Positive COVID-19 cases on campus are down to 305 from previously almost 1000. Many students have chosen to work remotely when there is an option, and about 50% of classes are face-to-face or a combination of remote and face-to-face. Enrollment across campus and the M.E. department was flat, with an enrollment of 27,593. Planning of spring class schedules is already underway. Over 50 mechanical engineering grad students are enrolled that faculty are working with. Dean John English was asked by the Chancellor to take another position as the Vice Chancellor for Research and Innovation for a 1 year term. He's still our dean and may return full-time, but there will be an interim dean assigned for the meantime. Finally, the ABET accreditation is coming up in October.

OLD BUSINESS

1. President Wolf stated that Bob Harrison has a conflict with the Board meeting, but he had let her know that the promotional video for the named scholarship program is not yet completed.

NEW BUSINESS

1. Proposal to reduce the minimum experience level for membership to 10 years.
 - a. Dr. Ajay Malshe spoke in favor of the change, saying that the average age of national engineering academy engineers is 70, and among other points, stated that younger engineers could bring new thinking to the organization. Katrenia Taweel added that younger members could help provide more effective mentoring to students. President Wolf said that part of our mission statement is to honor achievements in career in engineering and some members may feel that 10 years isn't adequate experience to obtain AAME membership. Some other U of A academies are considering this change, but thus far have not implemented it.
 - b. The Board was asked to consider the idea open mindedly and we will vote on the proposal at the January meeting. Another option might be to create an associate membership.
2. 2021 Banquet venue and logistics planning
 - a. Melynda has booked the Fayetteville Town Center for April 16th, but hasn't yet made a deposit. She spoke with the Town Center and caterers as to how the banquet could be held in-person. We can fit about 100 people there while maintaining proper 6 foot social distancing. Not much planning has been done at this point.
3. Active membership tracking
 - a. President Wolf said there had been some discussion with the membership committee concerning tracking active members. Melynda has a list she uses for sending emails to membership, but it is not the official AAME active member list. There are provisions in the by-laws that if someone passes on they become designated as a distinguished member. Jeff Hayes said that he maintains a spreadsheet tracking membership and active status that goes back to 1982. He changes a member's status if he is notified that a member has deceased or if they resign. Members with an "active" status aren't necessarily making annual contributions. This list is currently the official active member list. Bob Norwood requested that a chairperson be designated as the authorized person to track membership and that this process should be documented. Zane said that if we do document it, we could have a committee develop a process

document, or guide, on how this membership status tracking should be performed. Lamar Pettus added that we can setup a policy or procedure to designate it without putting in the by-laws.

- b. President Wolf asked Bob Norwood if he would write a draft procedure, and that she would check with the I.E. Academy to see how they track membership. Bob said he would include Zane, Lamar and President Wolf when developing the draft. Zane Boatwright said he thought an operations manual would be a good way to do it and to keep it out of the by-laws.

CONCLUSION

President Wolf adjourned the general meeting and asked board members to stay on the call for the closed Board Meeting to discuss new member nominations.

BOARD OF DIRECTORS, OFFICERS AND MEMBERSHIP COMMITTEE CLOSED MEETING

IN ATTENDANCE

Tom Weiss

Jeff Hayes

Will Myers

Bob Norwood

Pete Opper

Katrenia Taweel

Cristine Wolf

The AAME Officers and Board members reviewed the roster of candidates for election to AAME by the Membership Committee and voted on candidates to be certified for election. The certified candidates will be included on the ballot planned to be sent to the membership at the end of October.

The closed Board Meeting was adjourned. The next AAME meeting is planned to be held in January.

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