

Association of Conservation Engineers
Executive Board Conference Call
02/07/17

Attendees: Holly Bentz (President), Natalie Little (President Elect), Dale Gunther (past President), Joel Krause (past President), Linda Logan (Member-at-Large), Howard Thomas (Treasurer), Terra McParland (Secretary)

Absent: Dave Bumann (Member-at-Large)

Meeting started: 3:30 am CST

1. Minutes of Last Meeting – Not discussed but emailed to board members on 11/18/16. No Secretary's Report.
2. Treasurer's Report.
 - a. Balance through end of Jan. 2016 \$25,764.81.
 - b. This is about \$2,100 more than last year at this time. However it includes the scholarship money that was not expended last year (\$1,500)
 - c. Conference report will be presented during next board meeting.
3. Membership:
 - a. Howard has sent the membership database to Meetings Northwest (MNW).
 - b. He is working with them to get final questions answered.
 - c. They will be sending a test email around to the group in a few weeks to track bad emails.
 - d. Terra to send Lynda's latest membership database that Lynda has used with some of the current bad emails denoted.
 - e. It was discussed that for the returned emails, MNW will mail an update request using the last known address.
 - f. Holly mentioned we might want to exclude members >10 years old or something similar.
4. Ogden 2017 conference
 - a. Natalie has a list of 10 potential speakers and asked for input about the timing of contacting them. She is hoping to send out confirmations in March and Dale recommended requesting confirmation in August to allow enough time to find replacements.
 - b. Add a call for papers to the Newsletter – email to Natalie and due by April 14th
 - c. It was agreed to allow 45 minutes per presentation – 30 minutes for talk and 10-15 min for Q&A.
 - d. If someone asks for extra talking time ahead of time, it is up to Natalie to decide if it fits in the program.
 - e. Natalie has been working on the Thursday tour and so far it includes a Capital tour in the am, lunch in Salt Lake City and a Park City tour. From around 9-5. Possibly Olympic museum.

- f. Natalie is working on this conference alone so it was suggested to get with Tyrone to request additional help or his recommendations for help. Natalie will have an intern that can help some. Holly reminded Natalie to utilize her Program Committee members – herself and Terra for help. Natalie to set up a future meeting with the Committee.
 - g. Joel suggested also discussing internal FS conference marketing. Natalie to set up a conference call with Tyrone and others to discuss this issue.
5. Old Business
- a. PDH certificates. Holly to finish this up soon. The plan is to bring them already filled out to the next conference. Holly will email the form to Natalie.
 - b. Someone noted that the website needs the new officers to be updated. Holly will follow-up.
 - c. Newsletter (NL)
 - i. Terra reminded the group that there is no current NL editor and Lynda at HDR agreed to write the current NL.
 - ii. It is almost ready to go out (awaiting a little input for awards, etc.) and will be emailed only.
 - iii. An ad will go in the newsletter seeking NL volunteers
 - d. 2017 dues were not included in the registration for the 2016 conference like in the past. MNW will send out an invoice for 2017 dues this year.
6. Next executive meeting is scheduled for May 9, 2017 at 4:00 pm CST.

Meeting ended: 4:30 pm CST.

End of meeting notes.