

**Association of Conservation Engineers**  
**Executive Board Meeting**  
**10/15/17**

Attendees: Holly Bentz (President), Natalie Little (President-Elect, 2017 Conference Chair), Joel Krause (Past President), Howard Thomas (Treasurer), Terra McParland (Secretary), Bo Vandergriff (2018 Conference Co-Chair), Janet Gillis (2018 Conference Co-Chair), Norval Olsen.

Absent: Dale Gunter (Past President), Dave Bumann (Member-At-Large) and Linda Logan (Member-At-Large)

Location: Courtyard Marriott, Ogden, Utah

Notes by: Terra McParland, Secretary

Meeting started: 2:30 pm MST

1. Holly Bentz called the meeting to order. Doesn't have a specific agenda.
2. Treasurer's report – Howard Thomas
  - a. The reporting period for the Treasurer's Report is from September 17, 2016 to October 13, 2017.
  - b. Total balance as of Oct. 13, 2017 = \$22,133.39 (sum of checking, savings and CD balances)
  - c. Total debits and deposits during reporting period; Debits = \$22,248.86 and Deposits = \$24,702.93.
  - d. The 2016 Conference Report will be included in the Treasurer's report discussed at the annual meeting. The conference netted a surplus of \$5,864.40.
  - e. Scholarship fund balance = \$3,720.89 –This is funded by last year's silent auction and any dividends. There was a recipient this year. This balance does not include the deduction of \$1,500 for this year's scholarship recipient. At this point the balance is not self-sustaining so additional funding options need to be determined. Perhaps adding a donation line to the registration form. Also, reducing the scholarship award value from \$1500 to \$500 per year. The scholarship committee will be tasked with coming up with ideas to address sustainability for the fund.
3. Secretary Report – Terra McParland/Howard Thomas
  - a. This report was tied into Howard's treasurer's report. He will be obtaining the latest membership information from Meetings Northwest (MNW) in the next few days and will report to the group upon receipt.
  - b. His latest information indicates that we have 32 members that paid for 2017 membership. Last year's conference did not include membership payment for 2017 dues.
  - c. Online membership dues payment occurred this year for the first time. Membership reminder cards were sent out to those prior members that had not renewed this summer.
  - d. Conference registration also occurred online. 2018 dues were part of the conference registration this year. MNW will send out a mass email to those previous members that

did not attend this year's conference. The email might be tied into sending out the next newsletter.

- e. Terra will work more with MNW this year since Howard did most of the coordination last year due to the new system.
4. 2017 Conference Business – Natalie Little
- a. Program Shared with Group
  - b. 29 registrations including 7 guests and 4 vendors (24 full registrations, 5 partial registrations)
  - c. We are below the expected 90 room nights so Natalie is working with the hotel to determine final penalties. She expects to need to pay about \$1,100 for the shortfall. However, it was noted that the meeting rooms were all free.
  - d. 15 people signed up for Thursday field trip
5. 2018 Oklahoma Conference Planning
- a. Next year's potential conference dates are October 14<sup>th</sup> -18<sup>th</sup>, 2018 in Norman, Oklahoma.
  - b. Bo introduced Janet who will be coordinating the conference next year. She will coordinate with Natalie and other executive board members as needed for planning next year's conference.
  - c. First on Janet's agenda is to finalize the hotel rates and contract. She is looking at the Embassy Suites. Her rate was quoted as \$129/night and includes breakfast, and happy hour beer/wine and appetizers. It was suggested that she follow up to make sure that is the government rate.
  - d. Potential site visits include the National Weather Center, OK City Bombing site, Iron Wolf and Hall of Fame.
  - e. Janet is going to reach out to additional vendors and the nearby universities.
  - f. It was shared that we try to shoot to provide 15 Continuing Education Credits (CEUs) for the conference planning purposes.
6. Old Business
- a. For the conference awards, Holly will present the project awards and Norval will present the Eugene Baker award.
  - b. Committees. No Reports.
    - i. It was noted that the President-Elect fills positions for the Nominating Committee.
    - ii. The Nominating Committee for the Executive Board will include Gary W., Norval O., Tom H. and Joel K. They will prepare a slate of board members for elections to be held on the last day of the conference. Natalie Little will be the next President.
  - c. Newsletter.
    - i. Natalie noted that 2 newsletters that went out this year. Her intern can produce one more newsletter in November but she'll be changing jobs so we'll have to find a newsletter editor for any subsequent newsletters for the year.
    - ii. No more hardcopy newsletters will be sent out.

- iii. Terra requested that all newsletters be added to the webpage. The Feb 2017 one was not posted.
  - iv. As noted above, the newsletter email will be coordinated with the dues request through MNW.
  - d. Life Member pins. Holly to send pins to members as she did not bring them to the meeting.
7. New Business
- a. Conference attendance and membership is down.
    - i. Holly would like to create a one-year task force to develop a strategy and accomplish tasks associated for increasing membership and conference attendance. It was noted that we already have a Membership Committee so Holly agreed to helm that committee and request input from the members during the conference. This Committee will provide recommendations to the Executive Board. The Board felt the Committee should develop concrete goals such as 10% increase in membership and 40 conference attendees for example.
    - ii. Suggested committee members include Joel K., Howard T., Terry B., Gary Wilken, and Tom H.
    - iii. Ideas to discuss include are conference relevance, meeting every other year, shorter conferences, adding our conference on to another national meeting, promoting our conference in ASCE or in a booth at other conferences.
    - iv. We also discussed previously that updating the Facebook page and really spelling out the benefits of this organization on both our website and Facebook (i.e., 15 CEU's for license renewal, low cost membership dues, sharing of pertinent projects/conservation issues).
  - b. Natalie has goals she'd like to accomplish in this coming year:
    - i. Update the Operations Manual and By-Laws
    - ii. Submit the organization for non-profit status (501c). She had heard that obtaining non-profit status is much easier now and she's hoping that this status will generate more revenue in donations to the group.
  - c. Membership Certificates. Joel asked if we were doing these anymore. Group discussed and it will be hard to generate these since our membership database now goes through MNW. If we are not going to provide, we might need to update the bylaws or operations manual as needed.
8. Next meeting – general business meeting is Monday, Oct. 16th

Meeting ended: 5:15 pm PST.

End of meeting notes.