

Association of Conservation Engineers
Executive Board Conference Call
11/09/17

Attendees: Natalie Little (President), Terry Boyd (President-Elect), Terra McParland (Secretary), Howard Thomas (Treasurer), Dale Gunther (Past President), Hans Nielson (At-Large Member), Bo Vandergriff (Conference Co-Chair), Janet Gillis (2018 Conference Co-Chair)
Absent: Holly Bentz (Past President), Sarah Lau (At-Large Member)

Meeting started: 4:00 pm CST

1. Minutes of Last Meetings at the conference – Not discussed but emailed to board members for review. Terra is still waiting for Treasurer’s reports to fill in the financial information, Howard to email her a revised copy. No Secretary’s Report.
2. Treasurer’s Report.
 - a. Conference: Howard to summarize for the next board meeting. Expenses were still being tallied from the conference and being paid out. Marriott has not requested additional money for the rooms not booked at this time which was a concern at the conference.
 - b. There is still confusion about whether dues are part of the conference registration so we need to send Meetings Northwest (MNW) a request to make that clear on the website. People that attended the 2017 conference are paid through 2018. Those that did not attend, we need to send a reminder to pay dues to the members through MNW.
 - c. A Motion was made to include membership only to the full registrations. Motion carried.
3. Membership:
 - a. Howard to send Terra contact information about MNW so she can assist Howard with the coordination about membership with them.
 - b. A vendor had requested an attendance list. After discussion a Motion was made to add the list of attendees with the names, company/agency, and emails to the conference minutes that will get sent to the members via MNW. Motion carried.
4. OK 2018 conference
 - a. Janet provided information about three hotel options (Holiday Inn, Embassy Suites, and Marriott). She’s leaning towards the Holiday Inn. The board agreed to this selection. This hotel allows catering/food to be brought in. Next she will work on negotiating a room price. Natalie mentioned requesting the government rate at minimum.
 - b. There will be a complimentary room for the hospitality.
 - c. Janet will try to get a contract in the next few weeks. She asked who should sign the contract and it should be Natalie and Howard.
 - d. Janet asked if it was ok to pay by company credit card and then get reimbursed but the board requested that payments be made through ACE checks whenever possible. Howard will pay the bills directly.

- e. Natalie offered to coordinate with Janet offline about any other questions she might have.
5. Old Business
- a. Non-Profit status. Tom H. is to send non-profit information to Natalie. She will develop a proposal for moving forward.
 - b. Committees. Terra is to go through the membership list and take off any committee members that are no longer active members. Natalie took care of this after the meeting.
 - c. Newsletter (NL)
 - i. Natalie reminded the group that there is no current NL editor and Tosha (Natalie's Intern) has agreed to write the Dec NL. She is then leaving and a future newsletter editor is needed.
 - ii. Natalie would like to have the NL done by Dec. 15 and receive articles from Dec 1-11.
 - iii. She'd also like another NL to go out in July. More would be beneficial if an editor is found.
 - iv. An ad should go in the newsletter seeking NL volunteers
 - d. 2019 Conference.
 - i. Terry has contacted two locations and hasn't decided whether to do Mobile or the beach. He'll decide which has the best price and report to the board when he has that information.
6. Next executive meeting is scheduled for Jan. 4 at 4:00 pm CST. Natalie will send out meeting invitations out to the group for future meetings as well. Tentative dates are 3/15/18, 5/10/18, 7/12/18, 9/13/18 all starting at 4:00 pm CST (3:00 EST, 5:00 MST, 6:00 PST)

Meeting ended: 5:00 pm CST.

End of meeting notes.