

**Association of Conservation Engineers**  
**Annual Business Meeting**  
**10/16/17**

Executive Committee Attendees: Holly Bentz (President), Natalie Little (President-Elect, 2017 Conference Chair), Joel Krause (Past President), Howard Thomas (Treasurer), Terra McParland (Secretary), Dave Bumann (Member-At-Large), and conference attendees  
Absent: Dale Gunter (Past President), and Linda Logan (Member-At-Large)  
Location: Courtyard Marriott, Ogden, Utah  
Notes by: Terra McParland, Secretary

Meeting started: 4:30 pm PST

1. Holly Benz called the meeting to order.
2. Minutes from last year's meeting were not read but were accepted by group.
3. Howard Thomas reviewed the current Treasurer's Report with the group
  - a. Total balance as of October 13, 2017 = \$22,133.39. Net gain since last year is \$5,515.80 due mostly to surplus from last year's conference.
  - b. Scholarship fund balance = \$3,720.89 – there was a recipient this year for \$1,500 which needs to be deducted from the balance.
  - c. The 2016 conference report indicated a gain of \$5,864.40.
  - d. Operational costs for 2017 appear to be at a slight loss so far this year since we had startup costs for Meeting Northwest for collecting online dues.
  - e. Joel K. moved to approve Treasurer's Report, Tom H. seconded. Accepted by group.
4. Terra McParland and Howard Thomas reviewed the Secretary's Report with the group
  - a. Meetings Northwest took care of collecting dues this past year. Membership is down to 47 paying members.
  - b. Last year's dues were not included in the 2016 conference so the only dues collected were those obtained using the online registration. This year's conference registration included dues so all attendees currently are members for 2018.
  - c. A dues request will go out in the November time-frame for those in our membership database that were not in attendance.
  - d. It was noted that membership needs to grow for this organization to keep operating.
  - e. Kathleen S. moved to approve Secretary's Report, Howard T. seconded. Accepted by group.
5. Committee Reports:
  - a. Bylaws committee: No activity this year.
  - b. Awards Committee: No report at this time. Breagan was unable to attend the conference this year and has asked to remain on the committee but that someone else be appointed Chair. Awards will be presented at the Annual Banquet.
  - c. History Committee: No report at this time.
  - d. Program Committee: Next year's conference will be held in Norman, OK. Date to be finalized but potential date is October 14-18.

- e. Newsletter Committee: Norval O. provided a Committee Report (attached).
  - i. He suggested that ACE recognize Lynda Cliburn for her hard work as the newsletter editor for 20 years.
  - ii. Two newsletters went out last year (Feb 2017 and July 2017). The committee suggests that we publish 3 per year (one soon after conference, one mid-winter to provide information about upcoming conference and one in the summer with new complete conference information).
  - iii. Hardcopy newsletters are not sent out anymore which was decided at last year's annual meeting.
  - iv. **A new newsletter editor is needed.**
- f. Social Media Committee: Norval O. provided a Committee Report (attached).
  - i. Holly has posted some information on Facebook throughout the year.
  - ii. The website has been updated periodically with newsletters and various updates.
  - iii. There were some good ideas this year:
    - 1. Add a section called "Faces of ACE" to highlight members.
    - 2. Also some suggestions to update our photos on the website to show projects besides recreation since we all do so many other types of projects.
    - 3. The committee should take these suggestions and hopefully implement them this coming year.
- g. Membership Committee:
  - i. Holly has agreed to chair this committee and wants to increase size this year with goal to increase membership.
  - ii. She asked for volunteers – Tom H., Howard T., Terry B., Gary W., Terra M.
  - iii. There will be several teleconference meetings to come up with ideas and implement a membership drive and increase conference attendance.
  - iv. A few ideas from the general membership included:
    - 1. Send one more membership postcard mailing
    - 2. Members to make phone calls to previous members and to solicit new members (new replacement staff for previous member's positions).
    - 3. Focus on members that can drive to the conference
- h. Nominating Committee
  - i. This year's committee will consist of Gary W., Tom H., Joel K., and Norval O.
  - ii. Attendees were encouraged to go up to anyone on the nominating committee that are interested in being on the Executive Board.
- i. Operations Manual Committee. No report.
- j. Past Presidents Report: No report.
- k. Scholarship Committee:
  - i. Champak P. reported that one scholarship was awarded this year (\$1,500).
  - ii. Scholarship Committee needs to meet to determine how to make the fund sustainable.

- iii. Ideas included: reduce the amount, awarding every other year, add a request for scholarship donations to the registration.
- iv. Also suggested advertising more to universities near the next conference location.
- l. Spouse Advisory Committee: No report. No spouse program was provided this year since the past few years, the groups thought they'd enjoy doing their own activities. ACE needs to determine whether this committee should continue.
- m. Time and Place Committee: No Report.
- 6. Old Business: None.
- 7. New Business:
  - a. Another business meeting will be held on Weds.
  - b. Natalie (President-Elect) will work with Howard to get non-profit status (501c). Tom H. did this process for another organization he is in and offered to send some examples to Natalie. A motion was made to authorize Natalie to obtain non-profit status for ACE. Joel K seconded and the motion passed.
- 8. Dave B. made a motion to adjourn. Howard T. seconded. Accepted by group.
- 9. Next meeting – general business meeting is Weds. Oct 18<sup>th</sup>

Meeting ended: 5:12 pm PST.

End of meeting notes.