

Association of Conservation Engineers
Executive Board Conference Call
03/15/18

Attendees: Natalie Little (President), Terry Boyd (President-Elect), Terra McParland (Secretary), Howard Thomas (Treasurer), Hans Nielson (At-Large Member), Janet Gillis (2018 Conference Co-Chair), Sarah Lau (At-Large Member)

Absent: Dale Gunther (Past President), Holly Bentz (Past President), Bo Vandergriff (2018 Conference Co-Chair),

Meeting started: 4:00 pm CST

1. Minutes
 - a. Minutes from Previous Executive Board Meeting (01/04/18). Not discussed but emailed to board members for review prior to this month's meeting. Minutes were approved.
2. Treasurer's Report.
 - a. No Treasurer's report for this meeting. The only activity was that Meetings Northwest (MNW) was paid since the last report.
3. Membership:
 - a. Howard indicated that he has received checks for \$340 for membership. He will work with MNW to send out a membership reminder.
 - b. Normally the membership requests should go out in January with a reminder in March. This year was delayed and was in February and will be in April.
4. Conference:
 - a. 2017 Conference. No report.
 - b. 2018 Conference.
 - i. The contract for the hotel was reviewed by Natalie and Howard and signed.
 - ii. Registration will start in the middle of June with a similar pricing structure.
 - iii. She hopes to have a list of speakers by the end of May.
 - iv. Terry offered to print/fold and staple the conference brochure at no cost to ACE. He'd like the materials sent to him three weeks prior to the conference if possible. He can also make a banner.
 - v. Janet is using the same expected numbers of attendees as Ogden's conference.
 - vi. The airport is 3 miles from the hotel and she is thinking having guests either use Uber and also will help coordinate rides.
 - c. 2019 Conference:
 - i. Terry asked Janet to send him the room nights and expected numbers of attendees for his planning purposes.
 - ii. Terry is still looking at Gulf Shores vs. Mobile. If he can get the same prices and no minimum food/drink limit, he will select the Gulf Shores. He'll report back at the next meeting.

5. Committees:

- a. Natalie will send an email to all committee heads to invite them to the May, July and September board meeting calls. She is going to request updates from the committees prior to our meeting if they cannot attend.
- b. Newsletter. The last newsletter went out and she has not found anyone who has stepped up to fill the editor position. Natalie asked Terry or Howard since they were hosting upcoming conferences, if they had anyone available to help. Terry will check with one of his retiring staff and let the group know next meeting. Natalie indicated that it could be written in Publisher format.
- c. Operations and Bylaws. Natalie will ask them to update both documents and send the changes to the Executive Board by the next meeting. She'd like to see the fonts/styles/margins cleaned up, look at gender neutral language, and review procedures we no longer use. It was noted that the membership needs to review the changes 30 days before they vote on them at the conference. Therefore, it would be good to get the changes noted in the July newsletter if possible.
- d. Membership. At the last conference, a large group had volunteered to get together to come up with ideas to increase the membership base. As of yet, it doesn't appear that this group has met so Natalie will prompt the group via email to find out if any progress has been made and request and update/report at the next meeting.

6. Old Business

a. Website:

- i. It was suggested to put the bylaws and operations manual on the website. Motion carried. Once the new versions are approved at next year's conference they should be added.
- ii. Also the presentations from the 2017 Conference need to get posted. Natalie has copies of all the presentations so will get them compiled and sent to Howard for posting.
- iii. It was suggested to also add to the website a spot to donate to the scholarship fund and a place to update membership information. Howard will check with MNW.
- iv. The website will be updated with non-profit status once obtained.

b. Non-Profit status. Natalie hopes to have a draft of the non-profit status submission by the next meeting. Natalie will develop a proposal next month for moving forward.

c. By-Laws and Operations: Natalie received a 2007 version which was cleaned up. However she was wondering why some of the references to chairperson had been changed to Chairman. No one knew why they had been changed. She will reach out to that committee to find out why they were changed in the recent version.

7. Next executive meeting is scheduled for May 10 at 4:00 pm CST. Future meeting dates are 7/12/18 and 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.