

Association of Conservation Engineers
Executive Board Conference Call
05/10/18 (Revised)

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

Meeting started: 4:00 pm CST

1. Minutes
 - a. Minutes from Previous Executive Board Meeting (03/15/18). Not discussed but emailed to board members for review prior to this month's meeting. Times for future meetings were noted as incorrect. Minutes were approved with the change and a revised version will be sent to the group and to Howard for posting.
2. Treasurer's Report.
 - a. No Treasurer's report for this meeting. The only activity was that some memberships were received. Howard will send balances for inclusion in minutes (note: not received so will be included in next month's minutes).
3. Membership:
 - a. According to Meetings Northwest (NW), we have 38 active members, 9 honorary/life and 1 student. From 2017, we had 15 members no renew. The board approved sending out a second request from NW for the 15 that did not renew.
 - b. Normally the membership requests should go out in January with a reminder in March. This year was delayed and was in February and in April.
4. Conference:
 - a. 2017 Conference. No report.
 - b. 2018 Conference.
 - i. Janet sent out a tentative list of activities.
 1. State Park – reaching out for a visit
 2. Wind Energy Co. – trying to set up a tour
 3. Thursday field trip will be the OK Memorial and National Weather Service which is \$50/person. Board agreed that the conference budget will subsidize some of the cost.
 - ii. Registration will start in the middle of June with a similar pricing structure. We agreed for \$400 early registration and \$450 for late and it will include membership.
 - iii. Vendors will be \$600 plus time to speak.
 - iv. She needs 2 more speakers.
 - v. Reminder that 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.

- c. 2019 Conference:
 - i. It will be at Gulf State Park and will use current government rate at that time. He has reviewed the draft contract.
 - ii. He may need a deposit and will coordinate with Natalie and Howard.
 - iii. He discussed whether breakfast would be included with room cost.
 - iv. Terry suggests flying into Pensacola and he'll have vans to pick up attendees. If Mobile, it would be farther from airport and people would need to rent cars.
 - v. It was agreed to shoot for 120 room nights.
- 5. Committees:
 - a. Natalie will send an email to all committee heads to invite them to the 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. Terry has reached out to a retiree who will prepare the next newsletter. Natalie to send the format in Microsoft Publisher. The newsletter will need to go out in July and will need to include the call for awards and scholarship and conference information. A draft version will be targeted at the next board meeting
 - c. Operations and Bylaws. The committee is working on making changes to both documents for sharing with the board at the next meeting. This needs to be published **2** **1** month before the conference for voting purposes.
 - d. Membership. Holly reported that she plans to schedule a conference call with her committee and hit hard before the conference. Howard suggested sending information to the OK state agencies, Forest Service, OK Univ. and National weather. Bo is to provide a list of contacts to share with the membership committee.
- 6. Old Business
 - a. Non-Profit status. Natalie is working with Tom and Howard on the non-profit application. Howard will pass it around for the needed signatures.
- 7. Next executive meeting is scheduled for July 12 at 4:00 pm CST. Future meeting date is 7/12/18 9/13/18 starting at 4:00 pm CST (5:00 EST, 3:00 MST, 2:00 PST)

Meeting ended: 5:00 pm CST.

End of meeting notes.