

**Association of Conservation Engineers**  
**Executive Board Conference Call**  
**07/12/18 (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), Janet Gillis (2018 Conference Co-Chair), **Tom Hohman**.

Meeting started: 4:00 pm CST

1. Minutes:
  - a. Minutes from Previous Executive Board Meeting (05/10/18). Not discussed but emailed to board members for review prior to this month's meeting. A correction is needed, Under Committees, Operations Manual and By-Laws. Publishing must occur 30 days before the conference for voting purposes instead of 60 days. 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. No Treasurer's report for this meeting.
3. 2018 Meeting Schedule: Future meeting date is 9/13/18 starting at 4:00 pm CST (5:00 EST, 3:00 MST, 2:00 PST)
4. Membership: No Membership report for this meeting.
5. Conference:
  - a. 2018 Conference.
    - i. Natalie, Bo and Janet had a meeting to go over the details.
    - ii. All speaker slots are filled.
    - iii. Prices – decided to go with last year's pricing even though different rates were discussed at the previous meeting. It was going to be easier to get it quickly posted on Meetings Northwest (MNW).
    - iv. Registration should be open within a week.
    - v. Janet will send Terry the program for printing by the first of Sept.
  - b. 2019 Conference:
    - i. Terry has received a revised contract since the last meeting. He will give the deposit. Room rates will be current at the time government per diem rate.
    - ii. They are charging a venue fee but it will go away if we get enough registrants.
    - iii. Natalie was ok with Terry signing the contract since he is President-Elect.
6. Committees:
  - a. Newsletter (NL). Terry has a staff member available to write the newsletter. The group is shooting for the end of July to send the newsletter out. Sometimes we have an award intent form to fill out but we will eliminate that step of the process since things are a little behind this year. Natalie to send the last year's NL format to Terry. MNW will send out the newsletter as an attachment to the registration.

- b. Operations and Bylaws. The committee has worked hard to develop changes. It was agreed by the board that the Surety Bond is no longer required. It costs \$100-200 annually. The proposed changes need to be posted 30 days prior to the conference or by 9/14/18. MNW will post them on the website and Howard will put a note in the newsletter noting as such. Membership certificates were discussed and decided to be eliminated but if possible, long-term membership should be recognized during the banquet.
- 7. Old Business
  - a. Non-Profit status. The paperwork is ready to send in. It was noted that there was concern about moving forward without the by-law changes approved. However, it was agreed to submit without the bylaws at this time. There are two steps for application, one to the State of Missouri and the second step is to submit the paperwork to the IRS. Natalie will send the paperwork around to the board for signatures and it will be sent back to Howard to apply for the first step.

Meeting ended: 5:00 pm CST.

End of meeting notes.