

Association of Conservation Engineers
Executive Board Conference Call
09/13/18

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), Sarah Lau (At-Large Member), Janet Gillis (2018 Conference Co-Chair)

Meeting started: 4:00 pm CST

1. Minutes:
 - a. Minutes from Previous Executive Board Meeting (07/12/18). Not discussed but emailed to board members for review prior to this month's meeting. Tom Hohman was also on the call in July so the minutes will be revised to so note. 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 formal Treasurer's report. The following payments were made: \$1,000 for hotel deposit, MNW - \$266.77 and \$617.82, Fee for incorporation - \$25. Let Howard know if any payments are required. He will bring the checkbook to the conference. Janet said there were no more payments to the hotel but will need one to Iron Wolf. Howard will pay upon receipt of invoices.
3. 2018 Meeting Schedule: Future meeting date is 10/14/18 at the conference in Norman, OK, starting at 2:30 pm CST. Hans will miss the meeting due to travel timing.
4. Membership: No Membership report for this meeting.
5. Conference:
 - a. 2018 Conference.
 - i. All speaker slots are filled.
 - ii. Early deadline is this coming Friday.
 - iii. For the hotel, one issue is that you cannot use the national reservation line but need to instead call the Norman hotel directly. However, sometimes there are different new staff on the line that are not aware of this. Janet is to go talk to the hotel in person and make sure that future guests get accommodated. She will also compare our registration list with the hotel to make sure that we get credit for all of our guests because some people might have made reservations already without going through ACE.
 - iv. Holly will do the nametags if she gets the registration list 2 days ahead of time. She will bring them to the conference.
 - v. Janet is will forward final headcounts to catering.
 - vi. Natalie will do the attendance certificates and bring to the conference.
 - vii. Natalie will prepare a message for the agenda and to email out to the attendees prior to the conference. She'll try to highlight bringing silent auction items.
 - viii. Janet is going to ask for a one week extension for the hotel due to the registration issues.
 - ix. Janet has all the bios and will finalize the speaker schedule soon.

- x. Natalie will start asking for a weekly headcount from Meetings Northwest.
 - xi. Janet is waiting to see numbers for the Th. visits before ordering the bus.
 - xii. Janet is assigning Bo to have a computer for presentations. Holly will have a backup computer.
 - xiii. Terra asked if there was anything to print to hand out at the conference and there is nothing needed.
 - xiv. We will take 5 minutes and give an overview of the website to the attendees and possibly present the Treasurer's report. Howard will lead that overview.
- b. 2019 Conference:
 - i. The hotel is reserved and Howard sent a deposit.
 - ii. Terry will bring a flyer to the OK conference to "Save the Date".
 - c. 2020 Conference:
 - i. MO was thinking about hosting but they might consider 2021 since it is their Agency's 60th anniversary that year. He will let us know as soon as they have decided.
6. Committees:
- a. Newsletter (NL). Terry's group will do the newsletter again next year but he needs the members to send materials to include. We'd hope to have a newsletter in January and July.
 - b. Operations and Bylaws. The by-laws and operations manual changes were posted and will be discussed on Sunday at the next Executive Board meeting.
 - c. Awards.
 - i. A member was nominated for the Baker award. However, according to the bylaws, we need to get board approval 60 days in advance of the conference. We were reviewing the nomination outside of this requirement. Holly is to find out if the member will be attendance and if not, we will wait until next year to award him the Baker award.
 - ii. A Conservation award proposal was received. It is up to the committee to determine which level to award.
 - d. Scholarship. We haven't heard anything. Terra is on the committee and will follow up with Champak to see if there were any submissions.
7. Old Business
- a. Non-Profit status. Once the bylaws and operations manual are approved, Howard can send them to the IRS and we will officially be a non-profit organization.

Meeting ended: 5:00 pm CST.

End of meeting notes.