

**Association of Conservation Engineers**  
**Executive Board Conference Call**  
**09/05/19**

Attendees: Terry Boyd (President), Holly Bentz (Past President), Natalie Little (Past President), Howard Thomas (President-Elect), Matt Prenger (Treasurer), Terra McParland (Secretary, late to meeting), Bill Scheperle (At-Large Member), Justin Fessler (At-Large Member),  
Absent: Loren Woodin (2020 Conference Chair), Sarah Lau (Membership Committee Chair)

Meeting started: 4:00 pm CST

1. Review of 2019 conference – Terry
  - a. The hotel does not provide transportation but Terry will make arrangements to make sure board members are picked up from the airport. Terry said to send him our flight information so that he can arrange transportation to the hotel.
  - b. Terra suggested that the website be updated to fix the deadline date for the hotel and to add Pensacola as an airport to fly into.
  - c. So far there are 7 exhibitors.
  - d. The Th. activities might flip times due to potential construction/traffic.
  - e. Terry asked when the welcome email was to go out. Natalie said she sent one out about 3 weeks before the conference with general information.
  - f. Holly said she also sent out a silent auction reminder about 2 weeks out.
  - g. Terry asked when/how we find out food choices from the attendees? Natalie said that she reserved 2 vegetarian dishes for each meal. Terry will probably do the same and will follow up to find out the vegetarian options for the cookout.
  - h. Terry reminded the group that the hotel rooms are at the discounted rate for two days before and two days after the conference.
  - i. Terry would like to pass out Membership Certificates as we have not done so in many years. He will get a membership list from Meetings Northwest (MNW) and print them up.
  - j. Terra will print the PDH certificates before the conference since she has the seal. Natalie will forward the template. Terra will also forward it to Terry so he can print extras out if needed at the conference. Terry will sign the certificates before or after the Sunday Board meeting.
  - k. Terry will print the nametags. Holly will send her template to Terry and Charles. She used mail merge in the past to print out the tags and did them last year for the OK conference. She suggested putting a miniature agenda in the nametags and others agreed it is handy.
  - l. Unfortunately, Natalie and Holly are unable to attend due to changes in conference attendance approvals and budgets. They will be missed.
2. Review of 2020 conference – Loren
  - a. It will be held in Laramie, WY in October of 2020.

- b. Will be discussed more in future Board meetings.
- 3. Review of 2021 conference – Howard
  - a. Terry asked if MO DNR is still able to host and Howard confirmed.
  - b. They have not yet selected a location (St. Louis, Jefferson City, etc.)
  - c. Will be discussed more in future Board meetings.
- 4. Newsletter – Terry
  - a. No discussion
- 5. Non-Profit Status – Howard
  - a. Howard has not been able to submit the new application. He will try to do so before the conference.
- 6. US Forest Service (FS) – Natalie
  - a. Emilee Blount will be handling the internal Forest Service agency approval for attendees and will be the main point-of-contact for the Forest Service for this year's conference.
- 7. Membership –Terry/Sarah
  - a. Terry did not have an update from Sarah but the membership committee has been reaching out individually to garner membership.
- 8. Awards – Holly
  - a. Today was the deadline for awards. Holly will send them to the committee to be evaluated and coordinate with Allison for getting the awards made. She will send them to Terry's office ahead of the conference.
- 9. Treasurer's Report – Matt
  - a. Current checking balance is \$7,384.88. There are some outstanding invoices to pay for the conference. He has received several payments from MNW. He is tracking conference costs and receipts and so far it looks like we have about \$1,845 surplus but final tallies will be completed after the conference.
  - b. There will be no Baker award this year.
- 10. Scholarship – Terra
  - a. Terra will follow up with Champak to see if there were any submissions for the scholarship this year.
- 11. Terry will be out of cell/email service from Sept 11 to 25. He will try to reach out when he gets phone service if someone needs something.
- 12. Next executive meeting is scheduled for Th., October 17<sup>th</sup> at 4:00 pm CST for half an hour to go over any immediate conference needs.

Meeting ended: 4:45 pm CST.

End of meeting notes.