

Association of Conservation Engineers
Executive Board Conference Call
05/16/19

Attendees: Terry Boyd (President), Natalie Little (Past President), Howard Thomas (President-Elect), Matt Prenger (Treasurer), Terra McParland (Secretary).

Absent: Bill Scheperle (At-Large Member), Holly Bentz (Past President), Justin Fessler (At-Large Member), Loren Woodin (2020 Conference Chair)

Meeting started: 4:00 pm CST

1. Non-Profit Status – Howard
 - a. Last month it was reported that we were denied. Howard will look into it over the next few months.
 - b. Ideally Terry would like this resolved before the conference to help solicit donations/sponsors.
2. Update on Memorandum of Agreement (MOU) between ACE and US Forest Service (FS) – Natalie
 - a. No news for additional support.
 - b. Holly was going to reach out to Washington but Natalie hasn't heard anything.
 - c. For now, we have to assume FS will not be able to attend the conference but Natalie will let us know if she hears otherwise.
3. Review of 2019 conference – Terry
 - a. Terry called hotel last week, clause in contract for hurricane that if hotel not able to be open, the contract is void.
 - b. Presentations: So far 7 submitted papers. 14-16 had signed up at conference. Terry will send a reminder to those that have not formally submitted. May 31 is deadline. Can get local speakers if needed. Will also try to get some presenters for any of the main activities we're doing. He had extended original April 15 deadline and is hopeful that he fills the slots. Also it was noted that some of the conference attendees were from FS that might be waiting to find out if they will be able to attend.
 - c. Terry has reached out to FWS, Corps of Engineers, and is thinking of reaching out to a nearby engineering school. However, he knows that many want to see the agenda first so he is working on that.
 - d. Terry asked if we need so many registration options? Last year not all were used. Perhaps keep full membership or 1 day as option? Not needed for 2 days. But it is easier for Meetings Northwest (MNW) to roll over registration template from last year so we will keep as is. Terra also requested a summary of conference costs be added so that people know costs before needing to go all the way through registration.
 - e. Terry is going to raise exhibitor fee to \$600 (he'll let Tracy at MNW know) and keep attendee registrations same as last year. Will work with MNW to add a line for sponsors and perhaps scholarship donations.

- f. Terry got a list of all the exhibitors from last 5 years. Terry put together letters for sponsorships and exhibitors. He's got about 80 names to send the request to. Hopes to get 20 to sign up. If anyone knows anyone to be exhibitor, email Terry their contact and he'll send a letter.
 - g. He's going to check to see if the Education Foundation of his Agency will donate money to the conference. In the past, they donated \$1000.
 - h. Haven't picked food yet as a little early.
 - i. His original evening dinner was through Five Rivers but they need to decorate for Halloween so in case they cannot be used, he is looking into Plan B, maritime museum in Mobile.
 - j. The hotel doesn't have a shuttle from either nearby airport so the attendees will plan for Uber or cabs. Terry will also look at the possibility to get driving vans from motor pool, pick up some people if it helps.
4. Review of 2020 conference – Loren Woodin (unable to be on call so not discussed).
 5. Newsletter – Not discussed.
 6. Membership
 - a. Terry has not heard from Sarah Lau for membership committee update. He will try to reach out and invite her to our next meeting.
 - b. Terry has prepared a letter to SE fish directors and park directors but not sent yet. He will send around any materials to the Board before sending for review.
 - c. The committee is working on a letter inviting for membership and the conference. He'll follow up to see status. Membership Committee members are going to send them out to their regions.
 - d. Terry asked if we have a membership certificate? Natalie said there hasn't been one since she's been involved. However, Terry might need one generated for Alabama members to allow them to get permission for reimbursement. Terra will generate them if needed. Terry will let her know.
 7. Meeting Minutes – Not discussed.
 8. Treasurer's Report – Matt
 - a. \$4,416 checking, Savings \$5,394.64, CD \$20,110.70. The CD includes scholarship balance. Since the last meeting he has paid one bill, \$1,914.50 for MNW website redesign. Will likely be under \$3k budget.
 9. Non-Profit Status – Howard
 - a. Our application was denied but Howard hasn't had a chance to see why. He will follow up and resubmit as needed.
 10. Next executive meeting is scheduled for Th., July 18th at 4:00 pm CST. Final meeting before conference will be September 5th.

Meeting ended: 4:44 pm CST.

End of meeting notes.