

# ASSOCIATION OF CONSERVATION ENGINEERS

BOARD OF DIRECTORS MEETING  
July 26, 2023 3:00 PM Central Daylight Time

## MEETING MINUTES

### Attendees:

Dale Brockamp, President  
Matt Prenger, Treasurer  
Sarah Lau, Secretary  
Bill Scheperle, Past President  
Mark Urbanovsky, At-Large

Absent: Catalina Weaver, President Elect; Loren Woodin, Past President; Nara Sin, At-Large member

A Board of Directors meeting was held via WebEx virtual conference system beginning at 3:09 PM Central Daylight Savings Time on Wednesday, July 26, 2023. The Following Agenda Items were covered during the meeting.

- I. Call to Order and Roll Call of attendees.
- II. Members had reviewed the meeting minutes from the ACE Board of Directors meeting on May 24, 2023. A motion to approve the minutes was moved and seconded. The motion carried.
- III. Matt Prenger went over the Treasurer's report as of July 26, 2023. Sarah Lau moved to accept the report and was seconded by Mark Urbanovsky. The motion passed. Following are the balances as of 7/26/2023:

<b>Account Totals</b>	
Checking Account	\$ 560.19
Savings Account	\$ 11,547.18
CDs	\$ 22,032.65
Total Deposits	\$ 34,140.02
Scholarship Fund (In CD above)	\$ 4,616.00

Matt will collect mailing addresses for Catalina and Sarah so he can fill in a form that needs to be submitted to the Missouri Secretary of State in August. He has addresses for the rest of the board members.

- IV. 2023 ACE Conference Update:

- Registrations & Deadlines – So far 9 attendees and 2 guests have registered. Dale will request that Autumn send a reminder email out to the membership on August 1.
- Hotel Reservations - The deadline for reserving rooms at the ACE rate is August 8, 2023. Dale will request that Autumn send a reminder email out to the membership on August 1. Attendees must call the hotel directly to get the reduced rate. After August 8, the rate will go up to \$209/night.
- Facilities & Conference Location – Mark Urbanovsky has confirmed these. They are reflected on the ACE website and in the July 2023 newsletter.
- Papers/Presentations – All of the conference presentation slots have been filled. Mark asked for suggestions for the welcome and keynote speakers and wondered whether they need to be engineers. The board recalls several of these speakers who weren't engineers. Several suggestions were made, including someone involved in the Texas Wildlife film that will be shown at the conference. He has someone in mind from Fredericksburg for the welcome.
- Field Trips/Schedules – The field trip schedules have been set. Mark received quotes from bus companies to provide coach transportation on Tuesday and Thursday. Since there are usually a lot fewer people on the Thursday fieldtrip, he is going to request a quote for coach transportation for Tuesday only. Once the number of attendees for Thursday is known, he'll determine whether a coach is needed or if a couple of vans will be adequate.
- Sponsors & Vendors – Mark has commitment for 2 sponsors at the Bronze level and one at the Contributor level.
- Attendee certificates certifying CEU/PDH – Bill will send the certificate template that he used in Missouri to Dale. Dale will take care of printing certificates. Bill recommends taking some extra card-stock for the certificates to the conference and having the hotel print any certificates needed for last-minute registrants.

#### V. Committee Reports:

- A. Membership – The committee is compiling a list of contacts from all states and plans to send them a letter with links to the ACE website and conference registration.
- B. Communications/Newsletter – Dale will ask Loren how to get others added as Admin to the Facebook page so that they can add information regarding the conference.
- C. Scholarship – No update.
- D. Awards – Award form has been updated and posted to the Website. At least one state is planning to submit a nomination.

Dale asked whether award winners are expected to attend the conference. Here is information from the Bylaws, Operations Manual, and submittal package:

**Current Bylaws:**

“Carl V. Anderson Conservation Project Engineering Awards. Established in honor of Carl V. Anderson who championed the need for recognizing superior projects within the field of Conservation Engineering, these awards are given annually as recognition to those members and/or their departments whose work, as judged by their peers and associates, best exhibits the goals and objectives of The Association of Conservation Engineers. Three award levels are made annually: The Award of Excellence, the Award of Merit, and the Award of Honor. At the annual conference, the award-winning projects are displayed and the recipients provide a brief verbal synopsis to the membership.

The Awards Committee shall make recommendations to the Board of Directors for the above awards supported by written, detailed nominations presented by the membership no later than sixty days prior to the annual meeting. Awards shall be presented at the annual meeting.”

**Current Operations Manual:**

“Upon notification of Board of Directors approval of a nominee for an award, the chair of the Awards Committee should promptly forward to the Secretary the name of the nominee(s) with the inscription for the plaque. The Secretary should receive this not later than 45 days prior the conference. The inscription on the plaque should briefly and concisely state the reasons for the award to the individual selected.

e. The President shall verify the attendance of the award winner at the annual conference and banquet. If necessary, the President will inform the award winner(s) of their selection and formally invite the winner(s) to attend the annual Association Awards Banquet to receive the award. The President arranges all other matters relating to the presentation.”

**Submittal Package:**

- Winners will be notified to prepare a digital Project Panel to bring for display and presentation at the ACE 62<sup>nd</sup> Annual Conference... or at a successive conference.
- Winner Project Panel: To be completed before the 2023 Conference or successive conference.
- A project presentation is required of those winning entries receiving an Award of Excellence or an Award of Merit, and is requested, but option, from the winner of the Award of Honor.

The board discussed the possibility of updating the Bylaws and Operations Manual to reflect current presentation standards and to consider whether award winners

must attend the conference.

VI. Old Business – None.

VII. New Business – None.

VIII. 2023 Proposed Board of Director Meeting Dates – 4<sup>th</sup> Wednesday, late afternoon

- August 23, 2023
- September 27, 2023

IX. Matt Prenger moved and Sarah Lau seconded the motion to adjourn. The motion carried.