

## EXECUTIVE COMMITTEE MEETING AGENDA

May 22, 2024

1:00 PM Central Time

Via Microsoft Teams

### Invited Attendees:

- Catalina Weaver, FL – President
- Nara Sin, AZ – President-Elect
- Niki Lambrou, TX – Secretary
- Michael Sestak, MO – Treasurer
- Dale Brockamp, IL – Past President
- Loren Woodin, WY – Past President
- ~~Angela Lindgren, PA – At-large Member~~
- James Rogers, AR – At-large Member

- I. Call to Order
- II. Roll Call of attendees
- III. Quorum (5)
- IV. Changes to Agenda
- V. Review Meeting Minutes from the last ACE Board of Directors. Vote to approve minutes as presented, or as amended.
  - a. A motion was made to accept the previous business meeting minutes as presented and was seconded. The motion passed.
- VI. President's report
  - a. A meeting was held on 5/20/24 to further discuss conference details.
  - b. Catalina resent the Call for Sponsors and Call for Papers again on 5/20/24.
- VII. Secretary report
  - a. Confirmed committee meeting minutes do not need to be uploaded to the website.
- VIII. Treasurer's report: Vote to approve report as presented, or as amended.
  - a. The report includes the dues that were collected but does not have an exact number of memberships. Will need to contact Meetings Northwest if we would like to get an exact number. Michael removed the notes from the report that list the exact membership numbers.
  - b. All costs from the 2023 Conference have been paid.
  - c. A motion was made to accept the Treasurer's Report as presented and was seconded. The motion passed. The report follows these minutes.
- IX. Committee Updates:
  - a. Bylaws-Dale Brockamp – The group has not yet met but have identified a few things that need to be corrected. Dale thinks we could simplify the membership language in the by-laws and come back at a later date. The changes will be presented for approval at the conference.
  - b. Awards-Loren Woodin
    - i. Has not yet received any information. Not due until September.

- ii. When we receive abstracts, Nara will send award application to help boost submissions.
- c. History-Loren Woodin - nothing to report.
- d. Membership-James Rogers - nothing to report.
  - i. Catalina will include James in the email chain with Terry regarding the Membership Committee.
  - ii. Catalina will check that she distributed the membership list to the committee chairs.
  - iii. Membership committee is meeting on 6/3/24.
- e. Program/Conference-Nara Sin
  - i. Abstracts received
    - 1. Two abstracts received.
    - 2. The Program Committee doesn't review the abstracts, but the chair will take a brief look and accept them.
  - ii. Sponsors/Exhibitors
    - 1. Nara received an email from a vendor asking about the benefits of the Sponsors/Exhibitors. He created a document that can be used to send to other potential sponsors.
    - 2. Catalina will share last year's sponsors with Nara.
  - iii. Conference Agenda & Schedule of Activities
    - 1. Working towards a signed contract by June 3<sup>rd</sup>.
    - 2. Proposal received from Little America.
      - a. The biggest concern with Little America is that they require us to use their catering.
      - b. If Loren could do Wyoming over again, he would have done more outside food rather than the Little America catering.
      - c. Good idea to consider a hotel that includes breakfast or having breakfast available.
      - d. Nara will look into if Little America has airport transportation available.
    - 3. Nara sent out for two other proposals.
      - a. NAU conference center
      - b. Roadside model
    - 4. The City of Flagstaff Tourism might be able to help finding transportation services.
- f. Past Presidents-Loren Woodin - nothing to report.
- g. Scholarship-Mike Sestak: Applications received
  - i. 5 applications received.
  - ii. The committee is getting together 6/11 to review the applications.
  - iii. The scholarship winner can attend the conference, fee waived, but must cover their travel. Further discussion is needed on if the bylaws can be revised to include paying for the winner's conference travel. Would be considered for future years, not 2024 recipient. Discuss at Conference Business Meeting.
- ~~h. Communications-Angela Lindgren~~

- i. Operations Manual-Dale Brockamp - nothing to report.
- j. Nominating-Dale Brockamp- nothing to report.
- k. Time and Place-Michael Sestak
  - i. Florida can't commit to next year. In search of another location.
  - ii. Will try to get the word out and gain interested in hosting.
- X. New Business
- XI. Future Meeting Dates: 4<sup>th</sup> Wednesday, every 2 months at 1:00 PM Central Time:
  - July 17, 2024, at 12:30 Central (meeting moved from July 24)
    - i. An August meeting will be set during the July meeting.
  - September 25, 2024
  - Additional meetings as required nearing the conference.
- XII. Adjournment
  - a. A motion was made to adjourn and was seconded. The motion passed.

\*Meeting minutes are noted in blue.

# Association of Conservation Engineers

## 2024 Treasurer's Report

### As of May 22, 2024

Checking Account Detail	Deposits	Exp.	Balance	Notes
Opening Balance			\$ 5,519.87	January 1, 2024
Deposits				
2024 Conference Receipts				
Direct Payments				
				Total Receipts - \$0
2024 Membership Dues				
Direct Payments				
Meetings NW - 03/13/2024	\$ 130.00			2 Members
				Total Receipts - \$130 (2 Members)
Scholarship Donations	\$ -			
Interest Earned	\$ 1.82			Jan.-May
Transfer from Savings	\$ -			
Invoices/Payments				
Meetings NW		\$ 133.85		ACE 2023 Services 12/1 to 12/31 (Website - \$23.50, Membership - \$23.50, Event - \$47.00, 4th Qtr. Membership Fees - \$39.85)
Meetings NW		\$ 245.17		ACE 2024 Services 11/1 to 11/30 (Web -\$167.25, Membership - \$73.25, Credit Card Fees - \$4.67)
<b>Total</b>	<b>\$ 131.82</b>	<b>\$ 379.02</b>	<b>\$ 5,272.67</b>	

Savings Account Detail	Deposits	Exp.	Balance	Notes
Opening Balance			\$ 16,561.65	January 1, 2024
Deposits				
Monthly Dividend - 1/2024-12/2024	\$ 16.48			
<b>Total</b>	<b>\$ 16.48</b>	<b>\$ -</b>	<b>\$ 16,578.13</b>	

CD Account Detail	Deposits	Exp.	Balance	Notes
Opening Balance			\$ 22,378.70	January 1, 2024
Deposits				
Dividend Payment - 1/31/24	\$ 368.16			
<b>Total</b>	<b>\$ 368.16</b>	<b>\$ -</b>	<b>\$ 22,746.86</b>	

Scholarship Report	Deposits	Exp.	Balance	Notes
Opening Balance			\$ 5,278.71	January 1, 2024
<b>Total Deposits/Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,278.71</b>	
<b>Net Gain</b>			<b>\$ -</b>	

Account Totals	
Checking Account	\$ 5,272.67
Savings Account	\$ 16,578.13
CDs	\$ 22,746.86
<b>Total Deposits</b>	<b>\$ 44,597.66</b>
Scholarship Fund (In CD above)	\$ 5,278.71
<b>Net Gain</b>	<b>\$ 7,512.83</b>

2024 Conference Report	Deposits	Exp.	Balance	Notes
2024 Conference Receipts				
Direct Payments			\$ -	
2024 Conference Dues Payments		\$ -	\$ -	
2024 Conference Expenses				
<b>Totals (Deposits &amp; Expenses)</b>	\$ -	\$ -		
<b>Net Gain</b>			\$ -	

<b>2024 Organizational Operations Report</b>	<b>Deposits</b>	<b>Exp.</b>	<b>Notes</b>
Net Dividends	\$ 386.46		Total Dividends minus Scholarship Dividends
2023 Conference Dues Collections	\$ 800.00		
2024 Membership Dues (Direct Pay)	\$ -		
2024 Membership Dues (Meetings NW)	\$ 130.00		2 Memberships
Meetings NW		\$0.00	Website Services (11/1/2022 through 11/30/2023)
Meetings NW		\$0.00	Membership Services (11/1/2022 through 11/30/2023)
Missouri Secretary of State		\$0.00	2023 Annual Registration
<b>Total</b>	<b>\$ 1,316.46</b>	<b>\$ -</b>	
<b>Net Surplus</b>		<b>\$ 1,316.46</b>	
<b>2024 Unexpensed Payments</b>	<b>Deposits</b>	<b>Exp.</b>	<b>Notes</b>