

EXECUTIVE COMMITTEE MEETING MINUTES

August 21, 2024
1:30 PM Eastern Time
Via Google Meet

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) met.
- 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 from 05/22/24, 07/15/24, and 08/07/24 as presented and was seconded. The motion passed.
- VI. Treasurer's Report: Vote to approve report as presented, or as amended.
 - a. Second payment for the conference hotel has been sent.
 - b. Check for scholarship was cleared by the bank.
 - c. Mike reregistered the organization with the secretary of state.
 - d. \$1,700 in conference contributions.
 - e. Meetings NW bill doesn't show up on the current report.
 - f. A motion was made to accept the Treasurer's Report as presented and was seconded. The motion passed.
- VII. Committee Updates:
 - a. Bylaws-Dale Brockamp
 - i. Discussed updating the bylaws to include Evelyn's name in the laws. If we find something in the next couple of years, we will add her name with the next change. Everything that is public facing is correct which is the most important. Nara will circle back next year.
 - b. Awards-Lorin Woodin
 - c. Membership-James Rogers
 - i. Letter template has been developed and is being sent around.
 - d. Program/Conference-Nara Sin

- i. Abstracts received
 - 1. Nara received another submission but 4 more are needed.
 - ii. Sponsors/Exhibitors
 - iii. Conference Agenda & Schedule of Activities
 - 1. The Sunday Business Meeting time can shift depending on Board flight times.
 - 2. Nara will adjust the Wednesday schedule to have enough time for the Business Meeting.
 - 3. Nara and Catalina to select moderators to assist with the conference schedule.
- e. Operations Manual-Dale Brockamp
 - i. Add page numbers to the document.
 - ii. General Procedures: revise to generalize business meetings at the conference to the first and third day and leave out specific times.
 - iii. Item 9. First Morning Business Meeting: the President shall appoint a parliamentarian shall be removed.
 - iv. Item 10. First Morning Business Meeting: Revise to “act on membership issues”.
 - v. Item 3. Final Business Meeting: revise to “The President-Elect will provide update regarding committee assignments.”
 - vi. Item 1: Awards Banquet Program: Add f: Brief introduction for the next year’s host about the next year’s conference.
 - vii. Meetings: Remove language of the first meeting will follow immediately follow the annual conference, the fourth paragraph, and revise the second paragraph to include the use of technology and adjust the requirements.
 - viii. B. Awards General: update deadline to “two weeks prior to the annual meeting”.
 - ix. Procedures update 1b. 30 days. 1c. 30 days. 1.d two weeks and plaques should be presented to the awarded within 45 days.
 - x. F. Communications General: further discussions are needed to finesse communications language. Overall, we like the idea that the newsletter and documents are the responsibility of a small group potentially including the President, Communications Chair, and President-Elect.
 - xi. I. Scholarship General: Add Evelyn’s name to the scholarship name.
- VIII. New Business
- IX. Action Items
 - a. Dale will make revisions to the Operations Manual prior to the next business meeting.
 - b. Nara set the bio and draft program due date as before the next Business Meeting.
- X. Future Meeting Dates: 4th Wednesday, every 2 months at 1:00 PM Central Time:
 - September 25, 2024 – meeting is being adjusted to Sept 12th at 12:00 central.
 - Additional meetings as required nearing the conference
- XI. 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 August 20, 2024

Checking Account Detail	Deposits	Exp.	Balance	Notes
Opening Balance			\$ 5,519.87	January 1, 2024
Deposits				
2024 Conference Receipts				
Direct Payments				
Meetings NW	\$ 2,500.00			
				Total Receipts - \$2,500.00
2024 Membership Dues				
Direct Payments				
Meetings NW - 3/13/2024	\$ 130.00			2 Members
Meetings NW - 7/5/2024	\$ 40.00			1 Member
				Total Receipts - \$170 (3 Members)
Scholarship Donations	\$ -			
Interest Earned	\$ 3.55			Jan.-July
Transfer from Savings	\$ 7,500.00			
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 1/1 to 2/29 (Website -\$167.25, Membership - \$73.25, Credit Card Fees - \$4.67)
Meetings NW		\$ 619.25		ACE 2024 Services 3/1 to 4/30 (Website - \$345, Event \$268.50, Credit Card Fees - \$5.75)
High Country Motor Lodge		\$ 6,138.37		2024 Conference Hotel Deposit
Meetings NW		\$ 183.75		ACE 2024 Services 5/1 to 5/31 (Website - \$99, Membership - \$54.13, Event - 30.62)
Meetings NW		\$ 437.90		Ace 2024 Services 6/1 to 6/30 (Website - \$315.50, Membership - \$23.50, Event - \$26.25, Credit Card 2nd Qtr fees - \$72.65)
Missouri Secretary of State		\$ 10.45		2024 Annual Registration
Total	\$ 10,173.55	\$ 7,768.74	\$ 7,924.68	

Savings Account Detail	Deposits	Exp.	Balance	Notes
Opening Balance			\$ 16,561.65	January 1, 2024
Deposits				
Monthly Dividend - 1/2024-12/2024	\$ 25.89			
Transfer to Checking		\$ 7,500.00		
Total	\$ 25.89	\$ 7,500.00	\$ 9,087.54	

CD Account Detail	Deposits	Exp.	Balance	Notes
Opening Balance			\$ 22,378.70	January 1, 2024
Deposits				
Dividend - 1/31/24	\$ 182.36			
Dividend - 3/29/2024	\$ 185.80			
Dividend - 5/1/2024	\$ 93.67			
Dividend - 7/29/2024	\$ 279.03			
Total	\$ 740.86	\$ -	\$ 23,119.56	

Scholarship Report	Deposits	Exp.	Balance	Notes
Opening Balance			\$ 5,268.71	January 1, 2024
Deposits				
Dividend - 1/31/2024	\$ 42.93			
Dividend - 3/29/2024	\$ 43.74			
Dividend - 5/1/2024	\$ 22.05			
Dividend - 7/29/2024	\$ 65.69			
Total Deposits/Expenditures	\$ 174.42	\$ -	\$ 5,443.14	
Net Gain			\$ 174.42	

Account Totals	
Checking Account	\$ 7,924.68
Savings Account	\$ 9,087.54
CDs	\$ 23,119.56
Total Deposits	\$ 40,131.78
Scholarship Fund (In CD above)	\$ 5,443.14
Net Loss	\$ (4,328.44)

2024 Conference Report	Deposits	Exp.	Balance	Notes
2024 Conference Receipts				
Direct Payments				
Meetings NW - 7/5/2024	\$ 2,500.00		\$ 2,500.00	
2024 Conference Dues Payments	\$ 170.00	\$ -	\$ 2,670.00	3 Memberships for 2024
2024 Conference Expenses				
Meetings NW		\$ 47.00		2023 Conference Charges (12/1-12/31/2023)
Meetings NW		\$ 268.50		2024 Conference Charges (3/1-4/30/2024)
High Country Motor Lodge		\$ 6,138.37		2024 Conference Hotel Deposit
Meetings NW		\$ 30.62		2024 Conference Charges (5/1-5/31/2024)
Meetings NW		\$ 26.25		2024 Conference Charges (6/1-6/30/2024)
Totals (Deposits & Expenses)	\$ 2,670.00	\$ 6,510.74		
Net Loss			\$ (3,840.74)	

2024 Organizational Operations Report	Deposits	Exp.	Notes
Net Dividends	\$ 595.88		Total Dividends minus Scholarship Dividends
2023 Conference Dues Collections	\$ 800.00		
2024 Membership Dues (Meetings NW)	\$ 170.00		3 Memberships
Meetings NW		\$950.25	Website Services (12/1/2023 through 11/30/2024)
Meetings NW		\$190.73	Membership Services (12/1/2023 through 11/30/2024)
Missouri Secretary of State		\$10.45	2024 Annual Registration
Total	\$ 1,565.88	\$ 1,151.43	
Net Surplus		\$ 414.45	
2024 Unexpensed Payments	Deposits	Exp.	Notes