

EXECUTIVE COMMITTEE MEETING AGENDA

February 05, 2025

1:00 PM Central Time

Via Microsoft Teams

Invited Attendees:

- Nara Sin, AZ – President
- Mark Urbanovsky, TX – President-Elect
- Niki Lambrou, TX – Secretary
- Michael Sestak, MO – Treasurer
- Catalina Weaver, FL – Past President
- Dale Brockamp, IL – 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 meeting. Vote to approve minutes as presented, or as amended.
 - a. No previous meeting minutes to approve.
- VI. Treasurer's report: Vote to approve report as presented, or as amended.
 - a. Michael presented an updated treasurers report, report is attached.
 - b. All payments from the 2024 conference are complete. It was a financially successful conference with a net gain of just under \$6k.
 - c. A motion was made to accept the treasurer's report as presented and was seconded. The motion passed.
- VII. Committee Updates:
 - a. Awards – Angie – no update
 - b. Bylaws – Dale – no update
 - c. Communications – Angie / Niki
 - i. Nara provided next steps:
 1. Nara will email Loren to get access to the Facebook account.
 2. Nara will start working on the next newsletter. Old newsletters are on the website, work from a previous one. Send helpful photos from conference to Nara to include in the newsletter.
 3. Dale will send Nara a template for the newsletter in publisher and will have a firm date for the conference sometime next week.
 - d. Membership – James – no update
 - e. Nominating – Dale – no update

- f. Operations Manual – Dale – no update
- g. Program/Conference – Nara
 - i. Nara will send a link to last year's conference presentations.
- h. Scholarship Committee – Michael
 - i. Michael will work on a letter for the hog hunt for Loren.
 - ii. Discussed MNW contract, Nara to circle back
- i. Time & Place – Nara / Dale
 - i. Walkers Bluff Casino (WBC) had another group book the week of October 12-16. They will see if ACE can overlap with the other group.
 - ii. A similar deal was provided in Arizona regarding rooms blocks. It's agreed not to extend the rate past Sept 12th.
 - iii. We should be able to hit this minimum with our typical conference purchases, not too much risk. Discussed providing additional snacks for the hospitality room if we aren't on track to hit the minimum.
 - iv. The 2024 conference had a \$14,200 food and beverage cost.
 - v. Conference fees from Meetings North West (MNW) will not be available to ACE when the deposit is due. ACE will have to temporarily cover costs; Michael will check that we are liquid enough to swing the cost.
 - vi. What if WBC can't host ACE Oct 12-16? The group appears to have flexibility regarding what week the conference is hosted. Dale will search around for other conferences so we can try not to pick the same week. Cat prefers the week before rather than the week after.
 - vii. SOBA Conference Aug 25-28
 - viii. NRPA Conference Sep 16-18
 - ix. Dale will send updated contract from WBC to Nara for signing.

VIII. New Business

- a. Dale and Terry prepared draft Thank You letters. Nara will reach out to MWN to follow- up / distribute.
- b. Discussed ACE business cards to pass out with the website/QR code and information. Terry can print cards if we come up with the design. Angie will create design, Nara will send what's to be included on the card.

IX. Action Items

X. Future Meeting Dates: 1st Wednesday, every 2 months at 1:00 PM Central Time:

- April 2, 2025
- June 4, 2025

XI. Adjournment

- a. A motion was made to adjourn, seconded, motion passes.

2025 ACE Conference Venue – Carbondale, Illinois

Walker's Bluff Casino Resort

777 Walkers Bluff Way

Carterville, IL 62918

Room Commitments and Details:

The guest room block includes 40 rooms per night. Some rooms are \$130/night and some are \$140/night. Individual guests will pay for their own rooms. Total number of rooms reserved = 170.

Sunday	10/12/25	40 rooms
Monday	10/13/25	40 rooms
Tuesday	10/14/25	40 rooms
Wednesday	10/15/25	38 rooms
Thursday	10/16/25	12 rooms

The guest room block and rates will be held until September 12, 2025 (30-days before the event). After that date, the rooms could be resold and the rates could change.

If ACE chooses to hold the room block and rate after September 12, 2025, ACE will be given a 15% attrition on the total number of rooms without penalty. This works out to 25 rooms. If ACE books fewer than 145 rooms for the conference, ACE will be charged the full rate for any room less than 145. There is no cost to ACE if we do not request to hold the room block after September 12, 2025.

Check-in time is 4:00 PM and check-out time is 11:00 AM. Room reservations will be held until 11:00 PM the date of arrival. The hotel tax is 8%.

The Grand Master Suite (1 of 4) would make an awesome hospitality room. The rate for this suite is \$330/night. ACE could reserve this room for 2 nights of the conference, or someone from IL DNR could reserve the suite as their guest room all 4 nights, and ACE could pay them the difference for using it as a hospitality room.

Meeting and Banquet Room Rental:

Based on food and beverage commitments, the meeting and banquet room rental, including tables, chairs, tablecloths, etc. is FREE. ACE will be charged separate fees for using microphones & sound system, internet, projectors, screens, podium, etc.

Food and Beverage Commitments and Details:

The contract is based on attendance of 50 guests (including spouses and vendors) throughout the conference. The current base cost for food & beverages is \$14,850 which does not include taxes or

service charges. Walker's Bluff will allow a 15% attrition on our contracted food & beverage revenue without penalty. If our food and beverage cost falls below \$12,623 (\$14,850 x 85%) ACE will be charged the difference up to \$12,623. Buffet breakfasts are included in the cost proposal.

Food & Beverage includes all meals, break snacks, box lunches for field days, soda, coffee, alcohol, appetizers, deserts, etc. It does not include bartender fees, sales tax, or service charges (tips).

Summary of ACE Expenses for 2025 Conference:

Below is the estimated summary of charges for ACE:

1. Hospitality Suite	\$712		
2. Food & Beverages+ AV Equipment			
Sunday	\$1,290		
Monday	\$3,610		
Tuesday	\$2,125		
Wednesday	\$7,935		
Thursday	\$1,200		
	Total	\$16,160	(about \$1,300 of this is AV rental charges)
3. Service charge (21%)		\$3,394	
4. Sales tax (7.25%)		\$1,318	
	Grand Total	\$21,584	

Other Significant Expenses:

Bus Rental on Tuesday and Thursday

Off-site dinner on Tuesday Evening

Hospitality Room Expenses

Deposit & Prepayment:

20% due upon signing the contract	\$4,200
20% due 90-days prior to arrival (7/12/25)	\$4,200
60% due 30-days prior to arrival (9/12/25)	\$12,600

Association of Conservation Engineers

2024 Conference Treasury Report

As of December 31, 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			
Meetings NW	\$ 1,700.00			
Meetings NW	\$ 15,275.00			2024 Sponsors (6) Attendees (15)
Meetings NW	\$ 14,750.00			2024 Sponsors (6) Attendees (34)
Meetings NW	\$ 450.00			2024 Sponsors (1)
				Total Receipts - \$34,715
2024 Membership Dues				
Direct Payments				
Meetings NW - 3/13/2024	\$ 130.00			2 Members
Meetings NW - 7/5/2024	\$ 40.00			1 Member
Meetings NW - 9/25/2024	\$ 160.00			4 Members
Meetings NW - 10/3/2024	\$ 40.00			1 Member
				Total Receipts - \$370 (8 Members)
Scholarship Donations				
Interest Earned	\$ 5.47			Jan.-Dec.
Scholarship Cash	\$ 1,225.00			Conference Silent Auction
Scholarship Check	\$ 90.00			Conference Silent Auction
Scholarship Check	\$ 8.00			Conference Silent Auction
Transfer from Savings	\$ 7,500.00			
Transfer from Savings	\$ 5,000.00			
Transfer to Savings		\$ 20,749.99		
Transfer from Savings	\$ 1,920.33			
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
2024 Scholarship Award Winner		\$ 1,500.00		Hannah Sundararajan
High Country Motor Lodge		\$ 6,138.37		2024 Conference Hotel Deposit
Citizen Tours		\$ 3,630.00		Conference Field Trip Transportation
Michael Sestak		\$ 7,723.69		Conference Hotel Reimbursement
Catalina Weaver		\$ 184.65		Hospitality Reimbursement
Nara Sin		\$ 697.39		Reimbursement Conf Booklet Printing
Mountain Spirits Flagstaff		\$ 92.54		Hospitality Reimbursement
Walgreens		\$ 3.99		Bottled Water
Nara Sin		\$ 91.00		Hospitality Reimbursement
Grand Canyon National Park		\$ 300.00		Debit - Nat. Parks Entrance Fee
Charn McAllister		\$ 1,000.00		Conference Ethics Presentation
Meetings NW		\$ 2,438.53		ACE 2023 Services 8/1 to 9/30 (Web - \$491.50, Membership - \$26.25, Conf. - \$716.62, CC Fees - \$1204.16)
Meetings NW		\$ 521.86		Ace 2024 Services 7/1 to 7/31 (Website - \$181, Membership - \$25, Event - \$261.25, Credit Card fees - \$54.61)
Dale Brockamp		\$ 102.21		Conference Reimbursement
High Country Motor Lodge		\$ 1,920.33		Final Payment - Reimbursed Michael Sestak
Citizen Tours	\$ 373.00			Refund - Citizen Tours
Loren Woodin		\$ 229.60		Hospitality Reimbursement
Meetings NW		\$ 169.77		ACE 2024 Services 10/1 to 10/31 (Membership - \$23.50, Conf. - \$123.00)
Sara Lau		\$ 322.83		Ace Awards Reimbursement
Total	\$ 51,166.80	\$ 55,585.49	\$ 1,101.18	

Savings Account Detail	Deposits	Exp.	Balance	Notes
Opening Balance			\$ 16,561.65	January 1, 2024
Deposits				
Monthly Dividend - 1/2024-12/2024	\$ 41.03			
Transfer to Checking		\$ 7,500.00		
Transfer to Checking		\$ 5,000.00		
Transfer to Checking	\$ 14,790.00			
Transfer to Checking	\$ 5,959.99			
Transfer to Checking		\$ 1,920.33		
Total	\$ 20,791.02	\$ 14,420.33	\$ 22,932.34	

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			
Dividend - 10/29/2024	\$ 290.79			
Total	\$ 1,031.65	\$ -	\$ 23,410.35	

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			
2024 Scholarship Award Winner		\$ 1,500.00		Hannah Sundararajan
Dividend -10/29/2024	\$ 48.98			
Conference Silent Auction	\$ 1,323.00			
Total Deposits/Expenditures	\$ 1,546.40	\$ 1,500.00	\$ 5,315.12	
Net Gain			\$ 46.40	

Account Totals	
Checking Account	\$ 1,101.18
Savings Account	\$ 22,932.34
CDs	\$ 23,410.35
Total Deposits	\$ 47,443.87
Scholarship Fund (In CD above)	\$ 5,315.12
Net Gain	\$ 2,983.65

2024 Conference Report	Deposits	Exp.	Balance	Notes
2024 Conference Receipts				
Direct Payments				
Meetings NW - 7/5/2024	\$ 2,500.00		\$ 2,500.00	
Meetings NW - 8/26/2024	\$ 1,700.00		\$ 4,200.00	
Meetings NW - 10/2/2025	\$ 15,435.00		\$ 19,635.00	
Meetings NW - 10/9/2026	\$ 14,790.00		\$ 34,425.00	
2024 Conference Dues Payments	\$ 370.00	\$ -	\$ 20,005.00	49 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)
Meetings NW		\$ 261.25		2024 Conference Charges (7/1-7/31/2024)
High Country Motor Lodge		\$ 6,138.37		2024 Conference Hotel Deposit
Citizen Tours		\$ 3,630.00		
Individual Reimbursements		\$ 8,937.54		2024 Conference (Hospitality - \$516.46, Hotel Fees - \$7723.69, Printing - \$697.39)
Meetings NW		\$ 716.62		2024 Conference Charges (8/1-9/30/2024)
Citizen Tours	\$ 373.00			Refund for Tuesday Field Trip
Charn McAllister		\$ 1,000.00		Ethics Presentation
Meetings NW		\$ 123.00		2024 Conference Charges (10/1-10/31/2024)
High Country Motor Lodge		\$ 1,920.33		Final Conference Payment
Totals (Deposits & Expenses)	\$ 35,168.00	\$ 29,237.85		
Net Gain			\$ 5,930.15	

2024 Organizational Operations Report	Deposits	Exp.	Notes
Net Dividends	\$ 612.94		Total Dividends minus Scholarship Dividends
2023 Conference Dues Collections	\$ 800.00		
2024 Membership Dues (Meetings NW)	\$ 370.00		8 Memberships
2024 Attendees (Meetings NW)	\$ 1,640.00		49 Attendees
Meetings NW		\$1,622.75	Website Services (12/1/2023 through 10/9/2024)
Meetings NW		\$241.98	Membership Services (12/1/2023 through 10/9/2024)
Meetings NW		\$1,341.84	Credit Card Fees (12/1/2023 through 10/9/2024)
Missouri Secretary of State		\$10.45	2024 Annual Registration
Ace Awards - Plaques		\$322.83	2023-2024
			33092
Total	\$ 3,422.94	\$ 3,539.85	
Net Deficient		\$ (116.91)	
2024 Unexpensed Payments	Deposits	Exp.	Notes