

EXECUTIVE COMMITTEE MEETING AGENDA

April 02, 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. A motion was made to accept the previous business meeting minutes from 02/05/25 as presented and was seconded. The motion passed.
- VI. Treasurer's report: Vote to approve report as presented, or as amended.
 - a. Michael presented an updated treasurers report, report is attached.
 - b. One membership from November/December.
 - c. Meetings northwest fee was posted.
 - d. The first deposit to Walkers Bluff Casino has been paid. Another payment is due 60 days before the conference.
 - e. Mark received hog hunt letter from Mike.
 - f. A motion was made to accept the treasurer's report with amendment to correct the date. The motion was seconded and passed.
- VII. Committee Updates:
 - a. Awards – Angie – no update
 - b. Bylaws – Dale – no update
 - c. Communications – Angie / Niki
 - i. Nara to circle back with Angie on business cards.
 - ii. Nara is still working on Facebook access with Loren. Cat and Dale offered to post for us if no one has Facebook.
 - iii. Newsletter:
 1. The scholarship application will be attached as it was last year. With the deadline

approaching, we need to get the newsletter posted ASAP.

2. Request for Paper and Request for Sponsors be included. Dale is working on getting sponsors for the conference and will reach out to previous sponsors over the last 10 years. He will send around the sponsor document so we can all work towards gaining sponsors.
3. Dale is working on a skeleton agenda to include.
4. Nara will continue working on newsletter and is still looking for photos from last year's conference. He will send the newsletter to The Board a quick review before sending to Meetings Northwest to post.

d. Membership – James

- i. Membership committee has a meeting tomorrow.

e. Nominating – Dale– no update

f. Operations Manual – Dale

- i. Changes approved at conference have been sent to Meetings Northwest so they will be updated on the website. No further changes are expected in the near future.

g. Program/Conference – Nara

- i. Thank you letters for last year's sponsors were sent out.

h. Scholarship Committee – Michael

i. Time & Place – Nara / Dale

- i. We are still waiting for an updated contract from Meetings Northwest. No one on the board has received any new emails regarding the contract.
- ii. Registration needs to go live as soon as possible. A motion was made to keep all fees the same as last year and was seconded. The motion passed.

VIII. New Business

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

- June 4, 2025

X. Adjournment

- a. A motion was made to adjourn and was seconded. The motion passed.

Association of Conservation Engineers

2025 Conference Treasury Report

As of April 1, 2025

Checking Account Detail	Deposits	Exp.	Balance	Notes
Opening Balance			\$ 1,101.18	January 1, 2025
Deposits				
2024 Conference Receipts				
Direct Payments				
2024 Membership Dues				
Direct Payments				
Meetings NW - 2/7/2025	\$ 40.00			1 Member
				Total Receipts - \$40 (1 Member)
Scholarship Donations				
Interest Earned	\$ 0.62			Jan.-Apr.
Transfer from Savings	\$ 5,000.00			
Transfer from Savings	\$ 2,000.00			
Invoices/Payments				
Walker's Bluff Casino		\$ 4,174.31		1st Deposit - Lodging
Meetings NW		\$ 1,215.93		ACE 2024 Services 11/1 to 12/31 2024 (Website - \$229.25, Membership - \$49.75, Event - \$95.50)
Total	\$ 7,040.62	\$ 5,390.24	\$ 2,751.56	

Savings Account Detail	Deposits	Exp.	Balance	Notes
Opening Balance			\$ 22,932.34	January 1, 2025
Deposits				
Monthly Dividend - 1/2025-4/2025	\$ 14.02			
Transfer to Checking		\$ 5,000.00		
Transfer to Checking		\$ 2,000.00		
Total	\$ 14.02	\$ 7,000.00	\$ 15,946.36	

CD Account Detail	Deposits	Exp.	Balance	Notes
Opening Balance			\$ 23,410.35	January 1, 2025
Deposits				
Dividend - 1/29/25	\$ 294.45			
Total	\$ 294.45	\$ -	\$ 23,704.80	

Scholarship Report	Deposits	Exp.	Balance	Notes
Opening Balance			\$ 3,992.12	January 1, 2025
Deposits				
Dividend - 1/29/2025	\$ 49.59			
Total Deposits/Expenditures	\$ 49.59	\$ -	\$ 4,041.70	
Net Gain			\$ 49.59	

Account Totals	
Checking Account	\$ 2,751.56
Savings Account	\$ 15,946.36
CDs	\$ 23,704.80
Total Deposits	\$ 42,402.72
Scholarship Fund (In CD above)	\$ 4,041.70
Net Loss	\$ (2,057.50)

2025 Conference Report	Deposits	Exp.	Balance	Notes
2025 Conference Receipts				
Direct Payments				
2025 Conference Dues Payments	\$ 40.00	\$ -		1 Memberships for 2025
2025 Conference Expenses				
Walker's Bluff		\$ 4,174.31		2025 Conference Hotel Deposit
Meetings NW		\$ 95.50		2024 Conference Charges (11/1-12/31/2024)
Totals (Deposits & Expenses)	\$ 40.00	\$ 4,269.81		
Net Loss			\$ (4,229.81)	

2025 Organizational Operations Report	Deposits	Exp.	Notes
Net Dividends	\$ 259.50		Total Dividends minus Scholarship Dividends
2025 Conference Dues Collections			
2025 Membership Dues (Meetings NW)	\$ 40.00		1 Membership
2025 Attendees (Meetings NW)			
Meetings NW		\$229.25	Website Services (11/1/2024 through 12/31/2024)
			33092
Total	\$ 299.50	\$ 229.25	
Net Surplus		\$ 70.25	
2025 Unexpensed Payments	Deposits	Exp.	Notes