



## **SPECIAL SESSION BOARD MEETING AGENDA UTAH ENGINEERS COUNCIL**

August 31, 2016 - 12:00 Noon

Van Boerum & Frank Associates 330 South 300 East  
Salt Lake City

(lunch provided for \$5 per person)

### **Members Present:**

Charles Vono, Chair  
Jed Lyman, Vice-Chair  
Max Gandy, Treasurer  
Brian Warner, 1<sup>st</sup> Past Chair  
Rob Kesler, 2<sup>nd</sup> Past Chair  
David Cline, Newsletter  
Matthew Roblez  
Daniel Canning  
Chris Perry – on phone  
Roberta Schlicher  
Dannie Pollock  
Angie Tymofichuk  
Regina Eco  
Scott Stebbins  
Dan Perry – on phone  
Susan Merrill

AIAA  
ASPE  
ASHRAE  
ASCE  
ACEC  
GSL-EWB  
ASCE  
ASCE  
IEEE  
SAME  
AAEE  
SAMPE  
SWE  
AIAA  
UCLS  
Executive Secretary

### **Members Absent:**

UCEA  
ITE  
Craig Wilkinson  
SEAU

### **Guests**

Juli Burton  
newsLINK

### **1. Introductions and welcome back to officers and committee chairs – Charlie Vono**

The meeting began at 12:10 p.m. Charlie Vono welcomed everyone to the meeting. Introductions were made. Charlie Vono wanted to be sure that anyone could reach him if needed and gave his cell phone number which is 801-745-5879. Charlie suggested that important emails be followed up by a phone call.

### **2. Approval of Minutes – May 4, 2016**

**Motion:** Roberta Schlicher moved to accept the minutes. Brian Warner seconded the motion. The motion carried unanimously.

**3. Membership Committee: Welcome Angie Tymofichuk as new Membership Chair – Charlie Vono**

Angie Tymofichuk was introduced to the Board. She is from SAMPE and will serve as the new Membership Committee chair.

**4. Vote to admit SAMPE to UEC – Charlie Vono**

**Motion:** Brian Warner moved to accept SAMPE's membership application into the UEC. Matt Roblez seconded the motion. The motion carried unanimously.

**5. Newsletter - David Cline**

David Cline discussed the Constant Contact newsletter that we are still trying to get going. It is very secure and David needs a commitment from our member societies that they will provide articles for content as well as email lists for distribution. Sustaining sponsor logos will be at the bottom of the newsletter. Articles can be technical, highlight a national conference in Salt Lake, etc. David will be taking this over from newsLINK.

**6. Report of a successful audit and transition of Treasurer Duties, including tax form submittal – Charlie Vono**

Chris Perry is the Audit Committee Chair and has submitted a final Audit Committee Report stating that all has been reviewed and all is as it should be.

**7. Publication Committee: Journal discussion, what went wrong last year and what we are doing about it this year – Charlie Vono**

Our contract with newsLINK states that they will not go to print until they have acquired sufficient advertising. Juli Burton will send a final copy of the Journal to Charles tonight for his approval so we can get it printed. Dannie Pollock was out of town much of last year and newsLINK lost the person who was working on our Journal, so that delayed things as well. One thing to consider going forward is just doing an online Journal. We could send out a postcard with a QR code which directs them to the online publication. We could also just send an electronic notification with a link. This year newsLINK did not bring the project to cost, so there was a little bit of a donation there. Journal information will be gathered by Dannie Pollock. He is the point of contact with newsLINK. It would be helpful if Dannie could make a Journal checklist so everyone knows what they need to do and when. We also need periodic feedback from Dannie about what articles and other information has been received.

**8. Scholarship Committee: Doubling the scholarships and adding SUU – Max Gandy**

Max Gandy reported that the UEC is increasing its scholarship offerings this year. Originally, we had four scholarships – BYU, U of U, USU and Weber State (newsLINK funded). Martin Frey, our keynote speaker (7 summits, 7 seas) said he would not charge to come speak to our group if we would increase our scholarships from four to nine. So, the UEC Executive Committee decided to offer two scholarships at each of the four schools we already give to as well as add a scholarship to SUU which has just recently received accreditation for its engineering program. Each UEC Board member needs to try to go after funding now, even if

it is for funding for the following year. Max will need to put together a committee in a few months, so be thinking about serving on the Scholarship Committee. Every representative should serve on at least one committee.

**9. E-Week Committee: Banquet planning, including speaker. Establish committee to support Jed. – Jed Lyman**

Jed has lined up Martin Frey to be the banquet speaker. He is famous for 7 summits and 7 seas. He is a BYU graduate. Jed is trying to see if we can have the banquet at the NuSkin Pavilion facility in Provo that is just west of the LDS Provo City Center Temple. Jed needs committee members to help plan the E-Week banquet. Max Gandy volunteered to serve on this committee.

**10. Planning to support Hill AFB Engineers Week again this year in anticipation that their ability to advertise our banquet will be helpful to us. We let them display the governor's proclamation - Charlie Vono**

Charlie Vono is also on the Hill AFB Engineers Week committee and will be continuing with that this year. Hill gave us good support in advertising our banquet last year. We will try to help each other with Engineers Week.

**11. Fund-raising Committee – Brian Warner**

Brian reported that we had a fantastic fund-raising year last year. We need to do what we did last year and even more. While raising funds for scholarships, we tried to get advertisers for the Journal as well. Rob Kesler mentioned that last year we had two of our member societies donate to the scholarships. Rob would like to encourage all member societies to donate to the UEC scholarships. A full scholarship is \$1,500 and if an entity donates the full amount, they will present the scholarship to the recipient at the banquet. This can be a good marketing tool.

**12. Short explanation of charitable receipts – Max Gandy**

Max Gandy has been researching the need for receipts for charitable donations. The IRS states that donations of \$250 or more need a charitable receipt. The receipt must show certain information. Max worked up a couple of draft receipts to show what is required. There is a receipt for where no goods or services were provided in return for the donation and there is a receipt for goods and services that were provided. This is a nice way to help people keep track of their donations and provides a nice thank you to them.

**13. New Budget and vote – Max Gandy**

The new budget for this year was displayed at the meeting and reviewed by the Board. It is close to last year's budget with the exception of the increase in scholarships. Charlie Vono mentioned that the American Institute of Chemical Engineers is interested in joining the UEC, so we may have a vote on that next month. We reviewed last year's budget to compare it to this budget.

**Motion:** Roberta Schlicher moved to accept the budget. Matt Roblez seconded the motion. The motion carried unanimously.

#### **14. Roster Questionnaire Status – Susan Merrill**

Susan Merrill sent out requests for roster information that she needs to receive back as soon as possible. This is used to calculate the dues and update the roster on the website. She has received roster information from ACEC, ASPE, ASHRAE, SEAU, SWE, UCLS, IEEE and ASCE. If your society is not listed here, Susan still needs your information as soon as possible.

#### **15. Awards Committee**

Rob Kesler is the chair of the Awards Committee. It is time to prepare to submit nominations. Rob will need committee members to help select the winners. Rob Kesler needs to submit new nomination forms to Susan to post on the website.

#### **16. Legislative Committee**

Chris Perry is the Legislative Committee chair and we will get a report next month.

#### **17. Other Business**

Charlie Vono asked if having this meeting on the last Wednesday of the month works well for people. There was some discussion about the change. Charlie is trying to making it possible for everyone to attend. It was decided that the next meeting will be the first Wednesday of October, which will be October 5.

Roberta Schlicher reported on the Education meeting with the Utah Board of Education. The Board wants UEC's help and Roberta is the UEC representative. Most of the focus of the meeting was STEM initiatives. There were people there from IT, construction, manufacturing, healthcare, and engineering. Many teachers who are teaching in STEM programs don't understand the workplace. We need to collaborate to be efficient. The Board wants help in designing a curriculum for grades 7-9 to help students be more prepared for workplace applications. The Board is encouraging people to support Board of Education candidates who support STEM issues. Roberta asked for a list of candidates so she can report to the UEC Board about each of them and people can make an informed choice.

#### **18. Adjournment**

**Motion:** Roberta Schlicher moved to adjourn the meeting. The meeting was adjourned at 1:12 p.m.

Lunch report  
17 lunches purchased  
\$182.48 lunch cost  
\$70 collected

Utah Engineers Council 2016-2017 Balance Sheet August 2016		
INCOME	Bud (16-17)	Act.(16-17)
Society Dues	4,785.60	0.00
Journal Income	0.00	0.00
Interest Income	0.00	0.00
Meeting Room Rental/Lunch Sponsorship (VBFA)	2,200.00 <sup>1</sup>	
Board Meeting Lunch Sponsorship (McNeil)	900.00 <sup>2</sup>	
Banquet Meetings / Lunch (VBFA)	350.00 <sup>4</sup>	
Banquet Tickets Sales	12,400.00	0.00
Banquet/General Sponsors	3,500.00	
Scholarship Donations (Increased by 7)	14,000.00	
<b>TOTAL</b>	<b>\$38,135.60</b>	<b>\$0.00</b>
EXPENSES	Bud (16-17)	Act.(16-17)
Executive Secretary	\$5,000.00	\$0.00
Website, Internet, Postage	\$250.00	\$0.00
UEC Meetings Printing, Copies, Renewal, Mileage	\$225.00	\$0.00
Check Maintenance Fee	\$0.00	
VBFA Meeting Rooms Rental/Lunch Sponsorships	\$2,200.00 <sup>1</sup>	
Banquet Committee meetings/ Lunch (VBFA)	\$350.00 <sup>4</sup>	
Board Meeting Lunch Sponsorship (McNeil)	\$900.00 <sup>2</sup>	
E-Week Banquet Food, Venue, etc (see breakout)	\$11,000.00	
E-Week Banquet Awards	\$500.00	
PayPal Charges	\$350.00	
E-Week Banquet Printing/Postage/Nametags	\$250.00 <sup>3</sup>	
E-Week Banquet Speaker Gift	\$100.00	
USU, BYU, UofU, New Scholarships	\$12,000.00	
Piele Scholarship (WSU)	\$1,500.00	
MESA Teacher of the Year	\$500.00	
<b>TOTAL</b>	<b>\$35,125.00</b>	<b>\$0.00</b>
<b>Net P&amp;L</b>	<b>\$3,010.60</b>	<b>\$0.00</b>

ACCOUNT BALANCES June 30, 2016		
Savings (0468)	\$467.43	
Operating (3175)	\$3,591.74	
Scholarship (5662)	\$1,698.61	
<b>TOTAL</b>	<b>\$5,757.78</b>	

- Notes:
- 2016-2017 ? In kind VBFA 9 meetings at estimated \$245 pre meeting
  - 2016-2017 ? In kind \$900 McNeil Engineering for Board Meeting Lunch Sponsorship (\$100/Lunch for Sep, Oct, Nov, Dec, Jan, Feb, Mar, Apr, May)
  - 2016-2017 ? In kind donation - VBFA provided printed materials for banquet as part of their sponsorship
  - 2016-2016 ? VBFA 5 meetings with lunch Banquet committee

BREAKOUTS		
Society Dues to be Invoiced	PayPal Charges	Paid
A4EE \$61.60		d/m
ACEC \$190.00		
AIAA \$295.60		
ASCE \$660.00		
ASHRAE \$217.50		
ASME ?? \$660.00		Might drop out?
ASPE \$110.00		
EWB \$73.70		
IEE \$660.00		
ITE \$286.80		
SAME \$291.20		
SEAU \$309.90		
SWE \$192.20		
UCEA \$234.00		
UCLS \$543.10		
<b>SAMPE</b>		New 2016-17
<b>TOTAL</b>	<b>\$4,785.60</b>	<b>\$0.00</b>
Difference=		\$4,785.60

SCHOLARSHIP DONATIONS		
Cell F15, donations as detailed below		
who (15-16)	amount-est	PayPal Charges/Check Number
Mu Bhayani	\$1,500.00	ET 15-16/2016/10/20/16
David and Sus.	\$40.00	
VBFA	\$200.00	
ASPE	\$150.00	
Aquatherm	\$250.00	
Middleley-Hube	\$200.00	(check by their mail)
Thybar	\$500.00	(check by their mail)
Brunner Dallo	\$250.00	(check by their mail)
Heath Enginee	\$500.00	Free Scholarship (professional "Pleaser")
Janet Piele	\$50.00	
ACEC	\$250.00	
TBSystems	\$250.00	
Spinnaker Eng	\$500.00	
Rob and Jodi	\$40.00	
McNeil	\$365.00	
Trent and Vali	\$20.00	
Lovell Co.	\$150.00	(Pleaser check from their mail - 10/20/16)
US Air Conditio	\$100.00	
Jed and Angie	\$40.00	Free Scholarship
Susan Moran	\$51.50	Free Scholarship
Sophie Hansor	\$1,400.00	Free Scholarship
<b>TOTAL</b>	<b>\$6,806.50</b>	<b>\$0.00</b>

GENERAL/BANQUET DONATIONS		
Cell F14, donations as detailed below		
who (15-16)	amount 2016-2017 ?	Notes
Scott Weisman		Free Scholarship (see notes in this sheet)
Northrop Grumman		Free Scholarship (see notes in this sheet)
Desert Aire		(check by their mail)
Ferguson		(check by their mail)
Greenheck		(check by their mail)
Varian		(check by their mail)
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>

2016-17 Susan Merrill Invoices		
\$500 each month for Secretarial Services		
\$10 each year for Utah business license renewal		
\$35.85 each 3 months for web subscription		
\$10 each month for internet		
Mnth/Invoice	Category	Cost
Aug	Copies	
	Mileage	
	Internet	
	Web	
	Exec Sec	
Sep	Copies	
	Mileage	
	Internet	
	Web	
	Exec Sec	
Oct	Copies	
	Mileage	
	Internet	
	Web	
	Exec Sec	
Nov	Copies	
	Mileage	
	Internet	
	Web	
	Exec Sec	
Dec	Copies	
	Mileage	
	Internet	
	Web	
	Exec Sec	
Jan	Copies	
	Mileage	
	Internet	
	Web	
	Exec Sec	
	Corp Renewal	
	Parking	
Feb	Copies	
	Mileage	
	Internet	
	Web	
	Exec Sec	
Mar	Copies	
	Mileage	
	Internet	
	Web	
	Exec Sec	
Apr	Copies	
	Mileage	
	Internet	
	Web	
	Exec Sec	
May	Copies	
	Mileage	
	Internet	
	Web	
	Exec Sec	
Total in this box*		\$0.00

Totals	
web	\$0.00
internet	\$0.00
postage	\$0.00
total	\$0.00
Mileage/Parking	\$0.00
Printing/Copies	\$0.00
License	\$0.00
total	\$0.00
Exec Sec	\$0.00
total	\$0.00
Total on this box*	\$0.00

\* Totals in two boxes above need to match