



**MINUTES OF THE
UTAH ENGINEERS COUNCIL**
December 2, 2015, 12:00 Noon
Van Boerum & Frank Associates
330 South 300 East
Salt Lake City, UT

Members Present:

Brian Warner, Chair
Charles Vono, Vice-Chair
Jed Lyman, Treasurer
Rob Kesler, 1st Past Chair
David Cline, 2nd Past Chair
Max Gandy
Chris Perry
Marilyn Marshall
Craig Wilkinson
Jonathan Jensen
Paul Feser by phone
Roberta Schlicher by phone
Dale Robinson
Susan Merrill

Members Absent:

| | | |
|---------------------|----------------|------|
| ASCE | Cindy Spangler | ASME |
| AIAA | Dannie Pollock | AAEE |
| ASPE | Kordel Braley | ITE |
| ACEC | Jeff Anderson | UCEA |
| EWB | | |
| ASHRAE | | |
| IEEE | | |
| SWE | | |
| SEAU | | |
| ASPE | | |
| ASCE | | |
| SAME | | |
| UCLS | | |
| Executive Secretary | | |

1. Welcome – Rob Kesler

The meeting began at 12:09 p.m. Brian Warner welcomed everyone to the meeting

2. Approval of Minutes – November 4, 2015

Motion: Rob Kesler moved to accept the minutes. Craig Wilkinson seconded the motion. The motion carried unanimously.

3. Financial Report – Jed Lyman

Jed Lyman passed out the updated financial report at the meeting. He included the value of Van Boerum & Frank's contribution. The following societies still owe their dues: AAEE, ASME and UCEA. Jed Lyman asked what he should do with the lunch money from the past two meetings. Brian Warner told him to put it in the general fund. We will check with Juli Burton to see what we owe NewsLink for the lunches and can pay from the checking account. David Cline indicated that Susan should change Juli's email address on the list from VanCott to her NewsLink address. David will be meeting with her this week on the newsletter and will talk to her about the lunch money then.

4. Committee Reports

A. E-Week – Charles Vono: Charles needs approval of the contract that was sent out to the Board. Charles will be using Susan's credit card number to make the reservation. Costs are quite a bit less at this venue than last year, which will help. Susan pointed out that there is no dessert listed on the menu. Charles will check into that. We should have some kind of dessert. Charles was unsure what the \$150 for the bar would

pay for. That probably just pays the bar tender. We will need to check into the bar and how to handle that. Last year UEC paid for part of the alcoholic beverages. We can probably do that again this year. Last year the hosted bar was \$542 plus \$125 for the bar tender.

Motion: David Cline moved to accept the catering contract after Charlie checks on the dessert and bar if the contract falls within our budget. Rob Kesler seconded the motion. The motion carried unanimously.

We should probably have an open bar. We can give out two drink tickets per meal. We will see what we are allowed to do by law. Tickets help to control costs.

The next item that the committee will focus on will be advertising. They will work on a flyer for the banquet. Susan Merrill mentioned that the E-Week website has information about getting word out to the media.

Charles Vono talked to Bryce Gibby and Bryce will give a 30 minute speech. Charles will be in San Diego for our next meeting, but he will have someone from his committee give a report. Just to confirm, the banquet will be on February 26, 2016 at Rickenbacker's, which is in the southeast corner of the Ogden airport. There is plenty of parking. Chris Perry looked into renting a UTA van for a shuttle from the FrontRunner station to Rickenbacker's, but it would not be allowed. The committee is still working on the shuttle idea. Charles will try to contact the new Lockheed Martin manager about donating to the UEC.

B. Fund-Raising – Rob Kesler: Rob passed out a list of donors that he is aware of and read the list. Fill in from report. Rob was not sure on all of them which fund they were donating to. He will correct it as they pay. Fabian VanCott doesn't feel they are getting any value out of the UEC and will no longer give support. We have \$4,200 of the \$6,000 for scholarships that we need. Ferguson's donation will buy an ad in the Journal and help sponsor the Journal.

Susan Merrill has put a donation page on the website with the three choices for donating. This should make it easier for people to donate. There will be some PayPal fees subtracted from the donation amounts. Rob would like to know if the UEC representatives have contacted their companies or other companies. Please let him know when you have done this. Jed Lyman put together an email that can be customized and used how you need it.

Jed sent his email to manufacturer representatives and they, in turn, sent the email to their manufacturers. Trent Hunt forwarded his email to about 15 of his distributor representatives, which was great.

Brian Warner mentioned that he has not received a call from NewsLink yet, and he usually has heard from them by now.

With VanCott out of the picture, we don't have any major sponsors.

C. Publishing Committee (Journal/Newsletter) - Dannie Pollock: Dannie Pollock was not in attendance. Articles are due by December 11, 2015. Please send them to both Dannie Pollock and Susan Merrill. Journal mailing lists are due by December 31, 2015. Please send those to Susan Merrill.

David Cline mentioned that he received some excerpts from Bryce Gibby that come from Bryce's book for the newsletter and they are very engaging.

D. Awards Committee – David Cline: Award nomination packets are due December 31, 2015. Brian Chamberlain is also on the awards committee representing ITE. Rob Kesler mentioned that national E-Week has a Fresh Faces in Engineering award. The deadline for that was the end of November, so we have missed it for this year, but can consider it for next year. There is a cash award with it. All nomination packets should be sent to Susan we well.

E. Scholarship Committee – Jed Lyman: Jed reported that he updated the application and has heard back from two of the three schools. He needs to give them a deadline. He will follow-up with them. We don't give a plaque to the scholarship winners.

F. Legislative Committee – Chris Perry: Dan Donahoe has sent Chris Perry a lot of links for legislative information. The committee is looking into what is happening in other states regarding licensure. There is a push in some states to eliminate licensure. This is concerning and is a safety issue. Some societies are pushing to require a master's degree for licensure. Chris is considering having links to bills on the website. HB285 deals with residential code updates to happen every 6 years instead of every 3 years, which would be a good thing.

G. Membership Committee – Melisa Saleb: Marilyn Marshall will be replacing Melisa Saleb who has taken a job elsewhere. Marilyn asked about a student chapter of the chemical engineers. Susan Merrill suggested that Marilyn contact JoAnn Lighty at the U of U to get a contact for the chemical engineers. Marilyn will follow-up with SAMPE. It is not a problem that their chapter combines students and professionals. It was suggested that Marilyn contact EERI (Earthquake Engineering Research Institute) who has started a Utah Chapter in the past year. Brent Maxfield is their president. He works for the LDS Church and is a past UEC Engineer of the Year. Their new president in January will be Ron Dunn. One of the Board members volunteered to contact Brent Maxfield about this.

7. Other Business

Charles Vono mentioned that there are a few free parking spots across the street from Van Boerum & Frank by the YWCA. The new meeting location is great and very much appreciated. There is a screen in the room, which is nice.

8. Adjournment

Motion: David Cline moved to adjourn the meeting.

The meeting was adjourned at 1:02 p.m.

Brian Warner asked that we track the lunch money collected and spent at each meeting. Today's numbers are as follows:

\$50 collected for lunches
\$145.38 spent on lunches
2 lunches left over

Rickenbacker's Steak House

11.15.15

Large Party Contract

Event Name: Charles Vono

Date: Friday Feb 26th, 2016

Time:

Number of Guests: 200

Details: Rickenbacker's Steak House Spad Room

Food: Passed Apps & Buffet

Beverage: Sponsored

Menu Options

Rickenbackers Buffet

Passed Appetizer:

Lamb & Pork Meatballs, tomato sauce, Spanish Manchego cheese

Salad & Main

Classic Caesar

Beef Bourguignon: red wine braised beef short ribs, mushroom, mashed potato

Roasted Organic Chicken: fall vegetables, citrus brown butter, mashed potato

AV equipment, Microphone, Screen, Projector.

| <u>Food</u> | <u>Quantity</u> | <u>Price</u> | <u>Total</u> |
|-----------------|-----------------|--------------|--------------|
| Buffett | 200 | \$ 30.00 | \$ 6,000.00 |
| AV equip rental | 1 | \$ 150.00 | \$ 150.00 |
| Full Bar | 1 | \$ 150.00 | \$ 150.00 |
| | | \$ - | \$ - |
| | | \$ - | \$ - |

Total \$ \$ 6,300.00

Food and Beverage*: \$ 6,300.00 *Per Person* \$ 31.50

Tax (7.85%): \$ 494.55

Total w/Tax: \$ 6,794.55

Gratuity 20% \$ 1,358.91

Room Fee: *COMP*

Grand Total: \$ 8,153.46 *Per Person After tax & gratuity* \$ 40.77

Payment is due upon the completion of the event.

Event Contact: : Charles Vono Charlesvono@comcast.net

Form of Payment:

Payment Information:

Pago/Finca Contact: Johanna Pay 801.694.5228 Johanna@pagoslc.com

Signature of Guest:

Final guest count is due one week prior to this event on February 19th 2016.
Final guest count will be the final amount charged per person for this event.
72 hour cancelation notice is required.

Rickenbacker's Steak House

11.15.15

Large Party Contract

I agree to the terms and conditions listed on this contract including payment in full.

Final guest count is due one week prior to this event on February 19th 2016.
Final guest count will be the final amount charged per person for this event.
72 hour cancellation notice is required.

Utah Engineers Council
2016 Engineers Week Banquet
Pricing Proposal

Charles Vono
27 Nov 2015

The following is submitted for approval UEC Board Vote on 2 Dec 2015:

Request permission to sign the contract with Rickenbacker's Restaurant at the Ogden Airport based on the following price scheme:

Final guest count is due on 19 Feb 2016. Charges will be \$30 per person based on that count, plus \$150 flat rate for audio visual equipment (microphone, screen, and projector) and \$150 for the full bar. There will also be an after tax gratuity of 20%. No charge for the room.

The following are examples of this formula for illustration.

140 People $\$4,200 + \$150 + \$150 + \$353.25 + \$970.65 = \$5,823.90$

170 People $\$5,100 + \$150 + \$150 + \$423.90 + \$1,164.78 = \$6,988.68$

200 People $\$6,000 + \$150 + \$150 + \$494.55 + \$1,358.91 = \$8,153.46$

No charges if cancelation is received 72 hours in advance.

Checking on the gratuity if tax is waived. We should assume the amount remains the same as that would be fair.

Passed Appetizer:

Lamb & Pork Meatballs, tomato sauce, Spanish Manchego cheese

Salad & Main (Buffet)

Classic Caesar

Beef Bourguignon: red wine braised beef short ribs, mushroom, mashed potato

Roasted Organic Chicken: fall vegetables, citrus brown butter, mashed potato

See attached proposal.

**Utah Engineers Council
2014 - 2015 Balance Sheet
December 1, 2015**

| INCOME | Bud (15-16) | Act.(15-16) |
|--|------------------------|--------------------|
| Society Dues | 4,785.60 | 3,828.82 |
| Journal Income | 0.00 | 0.00 |
| Interest Income | 0.00 | 0.00 |
| Meeting Room Rental/Lunch Sponsorship (VBFA) | 1,470.00 ² | 0.00 |
| Board Room Rental/Lunch Sponsorship (Vancott) | 390.00 ³ | 0.00 |
| Board Room Rental/Lunch Sponsorship (Fabian-Vancott) | 780.00 ⁴ | |
| Board Meeting Lunch Sponsorship (McNeil) | 600.00 ⁵ | |
| Banquet Tickets Sales | 12,400.00 ¹ | 0.00 |
| Banquet Sponsors (Varian, others) | 2,000.00 | 0.00 |
| Scholarship Donations | 6,000.00 | 0.00 |
| TOTAL | \$28,425.60 | \$3,828.82 |

| EXPENSES | Bud (15-16) | Act.(15-16) |
|--|-------------------------|--------------------|
| Executive Secretary | \$5,000.00 | \$2,000.00 |
| Website, Internet, Postage | \$180.00 | \$75.85 |
| UEC Meetings Printing, Copies, Renewal, Mileage | \$150.00 | \$64.49 |
| Check Maintenance Fee | \$0.00 | \$0.00 |
| VBFA Meeting Rooms Rental/Lunch Sponsorships | \$1,470.00 ² | \$0.00 |
| Board Room Rental/Lunch Sponsorship (Vancott) | 390.00 ³ | |
| Board Room Rental/Lunch Sponsorship (Fabian-Vancott) | 780.00 ⁴ | |
| Board Meeting Lunch Sponsorship (McNeil) | 600.00 ⁵ | |
| E-Week Banquet Food, Venue, etc (see breakout) | \$11,000.00 | \$0.00 |
| E-Week Banquet Awards | \$500.00 | \$0.00 |
| PayPal Charges | \$250.00 | \$0.00 |
| E-Week Banquet Printing/Postage/Nametags | \$210.00 | \$0.00 |
| E-Week Banquet Speaker Gift | \$100.00 | \$0.00 |
| USU, BYU, UofU Scholarships | \$4,500.00 | \$300.00 |
| Piele Scholarship (WSU) | \$1,500.00 | \$0.00 |
| MESA Teacher of the Year | \$500.00 | \$0.00 |
| TOTAL | \$27,130.00 | \$2,440.34 |

| | | |
|--------------------|-------------------|-------------------|
| Net P&L | \$1,295.60 | \$1,388.48 |
|--------------------|-------------------|-------------------|

| ACCOUNT BALANCES December 1, 2015 | |
|--|-------------------|
| Savings (0468) | \$467.25 |
| Operating (3175) | \$3,254.24 |
| Scholarship (5662) | \$1,893.61 |
| TOTAL | \$5,615.10 |

- Notes:
- Based on 175 Attending at \$50 average per person, early registration \$55, \$65 after that. Students \$45, +65, Tbl of 8 \$520
 - In kind \$1,470 VBFA for Meeting Room Rental and Lunch Sponsorships (for Banquet Sub-Committee)
 - In kind \$390 Vancott for Meeting Room Rental and Lunch Sponsorships (hosting Sep 2015; \$3500/9 = \$390 per meeting)
 - In kind \$780 Fabian-Vancott for Meeting Room Rental and Lunch Sponsorships (hosting Oct, Nov 2015; \$3500/9 = \$390 per meeting)
 - In kind \$600 McNeil Engineering for Board Meeting Lunch Sponsorship (\$100/Lunch for Dec, Jan, Feb, Mar, Apr, May)

BREAKOUTS

| Society Dues Invoiced | Paid | |
|------------------------------|-------------------|-------------------|
| A AEE | \$61.60 | \$0.00 |
| ACEC | \$190.00 | \$190.00 |
| AIAA | \$295.60 | \$295.60 |
| ASCE | \$660.00 | \$660.00 |
| ASHRAE | \$217.50 | \$217.50 |
| ASME | \$660.00 | \$0.00 |
| ASPE | \$110.00 | \$110.00 |
| EWB | \$73.70 | \$72.52 |
| IEEE | \$660.00 | \$660.00 |
| ITE | \$286.80 | \$286.80 |
| SAME | \$291.20 | \$291.20 |
| SEAU | \$309.90 | \$309.90 |
| SWE | \$192.20 | \$192.20 |
| UCEA | \$234.00 | \$0.00 |
| UCLS | \$543.10 | \$543.10 |
| TOTAL | \$4,785.60 | \$3,828.82 |

Difference= \$956.78

| DONATIONS | | |
|--------------------------------------|-------------------|--|
| Cell F8, donations as detailed below | | |
| who | amount | |
| VBFA | \$200.00 | Pledge |
| ASPE | \$150.00 | Pledge |
| Mu Bhayani | \$1,500.00 | U of U Scholarship |
| Scott Weisma | \$242.45 | \$250 donation less \$7.45 PayPal Charge Tyco (Solicit. By Rob Kesler) |
| Desert Aire | \$145.35 | \$150 donation less \$4.65 PayPal Charge James McKillip (Solicit. By Trent Hunt) |
| Northrop Grur | \$500.00 | Pledge |
| Ferguson | \$750.00 | \$250 of donation goes to Newslink, remaining to UEC |
| Brunner Dallo | \$250.00 | Pledge |
| Grinnell Tyco | \$250.00 | Pledge |
| Greenheck | \$400.00 | Pledge (Solicit. By Trent Hunt) |
| Thybar | \$500.00 | Pledge (Solicit. By Trent Hunt) |
| McNeil | \$0.00 | |
| Perry | \$0.00 | |
| SAME GB | \$0.00 | |
| Ibanez | \$0.00 | |
| Jones | \$0.00 | |
| Ibanez | \$0.00 | |
| State of Utah | \$0.00 | |
| PayPal | \$0.00 | |
| PayPal | \$0.00 | |
| PayPal | \$0.00 | |
| PayPal | \$0.00 | |
| McNeil | \$0.00 | |
| TOTAL | \$4,887.80 | |
| Scholarships | | |
| Banquet | | |
| Ticket Sales | \$0.00 | |

| 2015-16 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 | |
| Invoice Category | Cost |
| Aug 103 Copies | \$2.88 |
| Mileage | \$10.08 |
| Internet | \$10.00 |
| Web | \$35.85 |
| Exec Sec | \$500.00 |
| Sep 105 Copies | \$1.44 |
| Mileage | \$15.12 |
| Internet | \$10.00 |
| Web | \$0.00 |
| Exec Sec | \$500.00 |
| Oct 107 Copies | \$2.52 |
| Mileage | \$15.12 |
| Internet | \$10.00 |
| Web | \$0.00 |
| Exec Sec | \$500.00 |
| Nov 105 Copies | \$1.80 |
| Mileage | \$15.53 |
| Internet | \$10.00 |
| Web | \$0.00 |
| Exec Sec | \$500.00 |

| Totals | |
|-----------------|------------|
| web | \$35.85 |
| internet | \$40.00 |
| postage | \$0.00 |
| total | \$75.85 |
| Mileage | \$55.85 |
| Printing/Copies | \$8.64 |
| License | \$0.00 |
| total | \$64.49 |
| Exec Sec | |
| total | \$2,000.00 |