



BOARD MEETING MINUTES UTAH ENGINEERS COUNCIL

December 6, 2017 - 12:00 Noon
Van Boerum & Frank Associates
330 South 300 East
Salt Lake City
(lunch provided for \$5 per person)

Members Present:

| | |
|--|--------|
| Jed Lyman, Chair | ASPE |
| Roberta Schlicher, Vice-Chair | SAME |
| Charlie Vono, 1 st Past Chair | AIAA |
| Brian Warner, 2 nd Past Chair (phone) | ASCE |
| Craig Wilkinson | SEAU |
| Chris Perry (phone) | IEEE |
| Daniel Canning | ASCE |
| Brad Welch | ASPE |
| David Cline (phone) | EWB |
| Jacob Browning | INCOSE |
| Angie Tymofichuk | SAMPE |
| Bryan Chamberlain | ITE |
| Paul White (phone) | INCOSE |
| Michael Fazio (phone) | UCEA |

Members Absent:

| | |
|------------------|--------|
| Dannie Pollock | AAEE |
| Gary Christensen | UCLS |
| Sean Nielson | ASHRAE |
| Regina Eco | SWE |
| Scott Nowlin | AIAA |

Guests:

| | |
|---------------|--------------------|
| Juli Burton | The newsLINK Group |
| Sophie Hanson | The newsLINK Group |

Jed Lyman presided at the meeting and Susan Merrill, Executive Secretary, was present.

1. Introductions - Jed Lyman

The meeting began at 12:09 p.m. Introductions were made.

2. Approval of Minutes – November 1, 2017

Motion: Robert Schlicher moved to approve the minutes. Jake Browning seconded the motion. The motion carried unanimously.

3. Financial Report – Jake Browning

Jake Browning mentioned how much money was in each account. The balance sheet and profit and loss statements are attached to the minutes.

Society dues are still owing from AAEE, ACEC, ASCE and SAME. SAME is just waiting for a new invoice because they had a change in their membership number. Susan will take care of that this week.

4. NewsLINK proposal for secretarial services – Juli Burton

Susan is retiring from the UEC at the end of this year and newsLINK is presenting a proposal to take care of the services she has been providing. Sophie Hanson presented their proposal. Sophie indicated that she has been working with the UEC since 2005 on the Journal and with some other things. They are somewhat acquainted with what the UEC does. They have a phone line that we can use for UEC phone calls. People would be calling into an association office. They would like to look at upgrading the UEC website. They would like to make it mobile friendly and more of a place where we would get more traffic. This is not the Executive Secretary's responsibility, so it would cost extra and could perhaps be funded through sponsorships. These sponsorships could be tied to Journal ad sales for premium ad spots. They would get a banner on our website indicating that they are sponsors. newsLINK can perform the Executive Secretary duties for the \$500 per month that Susan has been paid for the past several years. The website is not within the realms of a normal Executive Director, but is a separate item. We would have to coordinate with the fund-raising chair and the scholarship committee chair so we aren't asking the same people several times for money. Sophie will have a proposal for us this week on the website. We will further discuss. Sophie said they can help with Roberts Rules of Order as well.

5. Membership Committee - Angie Tymofichuk

Daniel Canning indicated that ASCE is voting tomorrow to decide if they stay as members of UEC. Susan Merrill indicated that Angie should check into USPE (Utah Society of Professional Engineers). They used to be members, but have been inactive the past few years. Susan indicated that ACEC said they would pay last month, but Susan has not seen a check yet.

6. Publication Committee – Charlie Vono

Article status:

AAEE – nothing

ACEC – nothing

AIAA - has article

ASCE – Daniel Canning will submit an article

ASHRAE – nothing

ASPE – article coming

EWB – no confirmation right now, but they would like to submit an article

GOED - Jeremy Karchner is working on an article

IEEE – Chris Perry said he might have something

INCOSE – Paul White is working on an article

ITE - Bryan Chamberlain has submitted a draft which could be the final
SAME - is working on it
SAMPE – the board meeting is on Friday and Angie should know then
SEAU - will have an article by Christmas
SWE – nothing
UCEA – Mike will work on getting an article
UCLS – will have at least one, probably two articles

Photos need to be high resolution - 187 to 300dpi range or more.

7. Scholarship Committee – David Cline

Jake Browning and Chris Perry are on this committee. Dave Cline would like two others to help. The applications are due back the third week in January. Craig Wilkinson will serve on the committee. Brad Welch will also serve on the committee. Paul White will help as well. So far Dave has contacted all of the engineering programs from last year.

8. E-Week Committee – Roberta Schlicher

We are confirmed at Rio Tinto with the same room we had last year. Saturday, February 24, is the date. They have a different caterer. She hasn't seen a menu proposal yet. She asked them to stay within the budget last year. We have the band we had last year, but the lead singer has another commitment that night. The band will perform for the same price that they gave us last year. Carrie Kelly, a chemical engineer with the U of U, has been asked to be our speaker. We are waiting for confirmation. John Stohl at WSU is a backup speaker on air quality. We reached out to the deans of the colleges and also the USTAR director. Sophie Hanson indicated that newsLINK can help with the banquet flyer. Jed will send her the files from last year. Roberta will get the details finalized for the flyer. Charlie Vono will MC the banquet. Susan Merrill will not be able to attend the banquet due to her commitment with the UCLS at their conference.

9. Awards Committee – Brian Warner

Brian has not received any nominations. Susan will send another email. We will need to make phone calls. The applications are very involved. SAME is working on one for Engineer of the Year. Roberta Schlicher brought up the issue of nominations being accepted late. She felt that they should not get the same consideration, but we don't want to discourage nominations. Sophie suggested that we set the deadline date later and give points for the early birds and then start wrangling a couple of weeks before the deadline. What is the drop dead deadline for the awards? January 15 will be the final deadline and people who submit their nominations by December 31 can get additional points. This is a more positive way to handle it. Susan will change the wording on the website and send it to Brian for approval before she posts it.

10. Fund-raising Committee – Charlie Vono

Charlie Vono reported on the following donation commitments that he knows about:

Check from Northrop Grumman 4500

BAE 3000

Orbital ATK 1500

Midgely Huber 1500

Utah Construction and Design – publicity. Lori Haglund will be talking with them about this.

ASHRAE – still planning on their two scholarships to be presented at the UEC banquet.

ASPE – 500 MESA teacher award

Sophie Hanson – 1500 Piele Scholarship

Vono 1500 scholarship

Banquet support – Scot Weisman is in Brad Welch’s industry. He might be able to contact him.

Trent Hunt – Desert Air and Greenheck – Jed will talk to Trent. Trent wants more information about the banquet and a flyer.

Brad Welch will contact Justin Lowe at Ferguson

Varian – John Richardson – Charlie will check with him

McNeil will cover part of the bar and our monthly lunches

STEM action center – Angie Tymofichuk will fill out the request for scholarship and maybe banquet donations

Jed Lyman has a contact for a photographer. He will give the information to Roberta Schlicher.

11. Legislative Committee - Michael Smith

Michael Smith was not in attendance. There was no report.

12. Other Business

- a) Angie Tymofichuk: Utah First Robotics – needs volunteers for the 4 different activities across the state and sponsorships. The final competition will be at Weber State. She will send information to Susan to disseminate.
- b) Angie Tymofichuk: Last week there was a kick-off review of the state science curriculum. Angie is on that Board. They have an opportunity to provide input as to what the state should be looking at. They are taking input as to overarching things that the community at large feels should be included – science and engineering.
- c) The STEM group has not been active, according to Roberta. The groups included are engineering, healthcare, IT, construction and medical services, manufacturing. They would like to approach the legislature to change curriculum to introduce industry career requirements into STEM curriculum. STEM educators need to understand what STEM careers look like. During the summer STEM educators shadowed people in industry. 4th grade and 9th grade are the two places we could have the biggest impact.

13. Adjournment

Motion: Charlie Vono moved to adjourn the meeting.

The meeting adjourned at 1:00 p.m.

Utah Engineers Council
Balance Sheet
As of December 5, 2017

| | Dec 5, 17 |
|---------------------------------------|------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 1 · Operating | 4,444.94 |
| 3 · Scholarships | 7,140.64 |
| | 11,585.58 |
| Total Checking/Savings | 11,585.58 |
| Accounts Receivable | |
| 11000 · Accounts Receivable | 1,309.50 |
| | 1,309.50 |
| Total Accounts Receivable | 1,309.50 |
| Other Current Assets | |
| 12000 · Undeposited Funds | 1,400.00 |
| | 1,400.00 |
| Total Other Current Assets | 1,400.00 |
| Total Current Assets | 14,295.08 |
| TOTAL ASSETS | 14,295.08 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 20000 · Accounts Payable | 503.98 |
| | 503.98 |
| Total Accounts Payable | 503.98 |
| Total Current Liabilities | 503.98 |
| Total Liabilities | 503.98 |
| Equity | |
| 30000 · Opening Balance Equity | 6,135.30 |
| 32000 · Unrestricted Net Assets | 731.14 |
| Net Income | 6,924.66 |
| | 13,791.10 |
| Total Equity | 13,791.10 |
| TOTAL LIABILITIES & EQUITY | 14,295.08 |

Utah Engineers Council
Profit & Loss Detail
 July 1 through December 5, 2017

| Type | Date | Num | Name | Memo | Class | Clr | Split |
|--|------------|-----|------------------|------------------|-------|-----|------------------|
| Ordinary Income/Expense | | | | | | | |
| Income | | | | | | | |
| 43400 · Direct Public Support | | | | | | | |
| 43450 · Individ, Business Contributions | | | | | | | |
| Sales Receipt | 11/24/2017 | 250 | Northrup Grumman | Donation | | | 12000 · Undep... |
| Total 43450 · Individ, Business Contributions | | | | | | | |
| Total 43400 · Direct Public Support | | | | | | | |
| 47200 · Program Income | | | | | | | |
| 47230 · Membership Dues | | | | | | | |
| Invoice | 10/03/2017 | 187 | AAEE | Membership ... | | | 11000 · Accou... |
| Invoice | 10/03/2017 | 188 | ACEC | Membership ... | | | 11000 · Accou... |
| Invoice | 10/03/2017 | 189 | AIAA | Membership ... | | | 11000 · Accou... |
| Invoice | 10/03/2017 | 190 | ASCE | Membership ... | | | 11000 · Accou... |
| Invoice | 10/03/2017 | 191 | ASHRAE | Membership ... | | | 11000 · Accou... |
| Invoice | 10/03/2017 | 192 | ASPE | Membership ... | | | 11000 · Accou... |
| Invoice | 10/03/2017 | 193 | EWB-GSL | Membership ... | | | 11000 · Accou... |
| Invoice | 10/03/2017 | 194 | EWB-GSL | Membership ... | | | 11000 · Accou... |
| Invoice | 10/03/2017 | 195 | IEEE | Membership ... | | | 11000 · Accou... |
| Invoice | 10/03/2017 | 196 | ITE | Membership ... | | | 11000 · Accou... |
| Invoice | 10/03/2017 | 197 | SAME | Membership ... | | | 11000 · Accou... |
| Invoice | 10/03/2017 | 198 | SAMPE | Membership ... | | | 11000 · Accou... |
| Invoice | 10/03/2017 | 199 | SEAU | Membership ... | | | 11000 · Accou... |
| Invoice | 10/03/2017 | 200 | SWE | Membership ... | | | 11000 · Accou... |
| Invoice | 10/03/2017 | 201 | UCEA | Membership ... | | | 11000 · Accou... |
| Invoice | 10/03/2017 | 202 | UCLS | Membership ... | | | 11000 · Accou... |
| Invoice | 10/12/2017 | 204 | SWE | Membership ... | | | 11000 · Accou... |
| Invoice | 10/30/2017 | 203 | INCOSE | Membership ... | | | 11000 · Accou... |
| Total 47230 · Membership Dues | | | | | | | |
| Total 47200 · Program Income | | | | | | | |
| Total Income | | | | | | | |
| Gross Profit | | | | | | | |
| Expense | | | | | | | |
| 10 · Website fee | | | | | | | |
| Bill | 09/11/2017 | 155 | Susan Merrill | website fee | | | 20000 · Accou... |
| Bill | 10/31/2017 | 159 | Susan Merrill | website | | | 20000 · Accou... |
| Total 10 · Website fee | | | | | | | |
| 4000 · Bank Fee | | | | | | | |
| Check | 07/31/2017 | | | Service Charge | | | 2 · Savings |
| Deposit | 10/12/2017 | | | Deposit | | | 1 · Operating |
| Total 4000 · Bank Fee | | | | | | | |
| 62100 · Contract Services | | | | | | | |
| Bill | 09/11/2017 | 155 | Susan Merrill | august services | | | 20000 · Accou... |
| Bill | 10/03/2017 | 158 | Susan Merrill | Secretary | | | 20000 · Accou... |
| Bill | 10/31/2017 | 159 | Susan Merrill | October servi... | | | 20000 · Accou... |
| Bill | 11/01/2017 | | Susan Merrill | late fee | | | 20000 · Accou... |
| Bill | 12/05/2017 | 165 | Susan Merrill | November ser... | | | 20000 · Accou... |
| Total 62100 · Contract Services | | | | | | | |
| 65030 · Printing and Copying | | | | | | | |
| Bill | 10/03/2017 | 158 | Susan Merrill | Copies | | | 20000 · Accou... |
| Bill | 10/31/2017 | 159 | Susan Merrill | Copies | | | 20000 · Accou... |
| Bill | 12/05/2017 | 165 | Susan Merrill | copies | | | 20000 · Accou... |
| Total 65030 · Printing and Copying | | | | | | | |

4:28 PM

12/05/17

Accrual Basis

Utah Engineers Council
Profit & Loss Detail
July 1 through December 5, 2017

| Type | Date | Num | Name | Memo | Class | Cir | Split |
|--|------------|-----|---------------|----------------|-------|-----|------------------|
| 65050 · Telephone, Telecommunications | | | | | | | |
| Bill | 09/11/2017 | 155 | Susan Merrill | Internet fee | | | 20000 · Accou... |
| Bill | 10/03/2017 | 158 | Susan Merrill | Internet | | | 20000 · Accou... |
| Bill | 10/31/2017 | 159 | Susan Merrill | Internet | | | 20000 · Accou... |
| Bill | 12/05/2017 | 165 | Susan Merrill | Internet usage | | | 20000 · Accou... |

Total 65050 · Telephone, Telecommunications

| | | | | | | | |
|------------------------------------|------------|-----|---------------|------------------|--|--|------------------|
| 68300 · Travel and Meetings | | | | | | | |
| Bill | 09/11/2017 | 155 | Susan Merrill | milage to Exe... | | | 20000 · Accou... |
| Bill | 10/03/2017 | 158 | Susan Merrill | Mileage | | | 20000 · Accou... |
| Bill | 10/31/2017 | 159 | Susan Merrill | mileage to me... | | | 20000 · Accou... |
| Bill | 12/05/2017 | 165 | Susan Merrill | mileage to bo... | | | 20000 · Accou... |
| Bill | 12/05/2017 | 165 | Susan Merrill | parking at bo... | | | 20000 · Accou... |

Total 68300 · Travel and Meetings

Total Expense

Net Ordinary Income

Net Income

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12/05/17

Accrual Basis

Utah Engineers Council
Profit & Loss Detail
July 1 through December 5, 2017

| <u>Amount</u> | <u>Balance</u> |
|---------------|----------------|
| 4,500.00 | 4,500.00 |
| 4,500.00 | 4,500.00 |
| 4,500.00 | 4,500.00 |
| 61.60 | 61.60 |
| 201.00 | 262.60 |
| 410.00 | 672.60 |
| 660.00 | 1,332.60 |
| 231.80 | 1,564.40 |
| 89.10 | 1,653.50 |
| 2.58 | 1,656.08 |
| 73.70 | 1,729.78 |
| 660.00 | 2,389.78 |
| 323.10 | 2,712.88 |
| 313.20 | 3,026.08 |
| 331.90 | 3,357.98 |
| 245.00 | 3,602.98 |
| 94.60 | 3,697.58 |
| 272.50 | 3,970.08 |
| 549.70 | 4,519.78 |
| 5.11 | 4,524.89 |
| 83.60 | 4,608.49 |
| 4,608.49 | 4,608.49 |
| 4,608.49 | 4,608.49 |
| 9,108.49 | 9,108.49 |
| 9,108.49 | 9,108.49 |
| 35.85 | 35.85 |
| 35.85 | 71.70 |
| 71.70 | 71.70 |
| 0.01 | 0.01 |
| 3.14 | 3.15 |
| 3.15 | 3.15 |
| 500.00 | 500.00 |
| 500.00 | 1,000.00 |
| 500.00 | 1,500.00 |
| 15.00 | 1,515.00 |
| 500.00 | 2,015.00 |
| 2,015.00 | 2,015.00 |
| 1.44 | 1.44 |
| 1.44 | 2.88 |
| 1.44 | 4.32 |
| 4.32 | 4.32 |

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12/05/17

Accrual Basis

Utah Engineers Council
Profit & Loss Detail
July 1 through December 5, 2017

| <u>Amount</u> | <u>Balance</u> |
|-----------------|-----------------|
| 10.00 | 10.00 |
| 10.00 | 20.00 |
| 10.00 | 30.00 |
| 1.00 | 31.00 |
| <hr/> | <hr/> |
| 31.00 | 31.00 |
| | |
| 14.04 | 14.04 |
| 14.04 | 28.08 |
| 14.04 | 42.12 |
| 14.04 | 56.16 |
| 2.50 | 58.66 |
| <hr/> | <hr/> |
| 58.66 | 58.66 |
| | |
| <hr/> | <hr/> |
| 2,183.83 | 2,183.83 |
| | |
| <hr/> | <hr/> |
| 6,924.66 | 6,924.66 |
| | |
| <hr/> | <hr/> |
| 6,924.66 | 6,924.66 |
| <hr/> | <hr/> |