



BOARD MEETING MINUTES UTAH ENGINEERS COUNCIL

October 4, 2017 - 12:00 Noon
Van Boerum & Frank Associates
330 South 300 East
Salt Lake City

Members Present:

Jed Lyman, Chair	ASPE
Roberta Schlicher, Vice-Chair (phone)	SAME
Charlie Vono, 1 st Past Chair	AIAA
Brian Warner, 2 nd Past Chair	ASCE
Regina Eco (phone)	SWE
Craig Wilkinson	SEAU
Chris Perry	IEEE
Bryan Chamberlain	ITE
Daniel Canning	ASCE
Brad Welch	ASPE
David Cline	EWB
Sean Nielson	ASHRAE
Michael Fazio (phone)	UCEA
John Metcalf (phone)	AIAA

Members Absent:

Dannie Pollock	AAEE
Gary Christensen	UCLS
Angie Tymofichuk	SAMPE

Guests:

Juli Burton	The newsLINK Group
Paul White	INCOSE

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

1. Introductions and welcome – Jed Lyman

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

2. Approval of Minutes – September 6, 2017

Motion: Chris Perry moved to approve the September 6, 2017 minutes. Charlie Vono seconded the motion. The motion carried unanimously.

3. Financial Report – Susan Merrill

Susan Merrill emailed the financial report to the Board before the meeting. The dues invoices have been sent out. AAEE, ACEC and SAME did not send information to Susan, so she sent out invoices based on their membership last year plus 10%. They may submit their corrected numbers to her and she will revise their invoices.

Roberta Schlicher reported that the IRS tax form was submitted by Max Gandy before the deadline.

4. Membership Committee - Angie Tymofichuk (Angie was not in attendance)

a) **INCOSE membership vote:** Information about INCOSE and their request for membership was sent to the Board prior to the meeting via email.

Motion: Brian Warner moved to accept INCOSE's membership application. Sean Nielsen seconded the motion. The motion carried unanimously. (Susan will get their information and send an invoice to them.)

5. Publication Committee – Charlie Vono

a) **Checklist review:** Charlie Vono needs articles from each society. Journal art and national theme are due October 15 as well as the UEC mission statement. Charlie will work on a condensed mission statement based on the by-laws. Articles that have been promised so far: AIAA is writing an article on the STEM booth at ComicCon; GOED is writing an article. Articles are due before Christmas and Charlie needs an article from each society by then. Charlie wants to hear from each society regarding their article status ASAP.

ASCE articles have not been included in the Journal. ASCE is not happy about this and they might leave if things are not rectified.

6. Scholarship Committee – David Cline

David Cline has contacted all of the university programs. The application has been updated on the website. There were no changes to the application other than dates. David discussed the University of Utah matching program. They have had such an overwhelming response that they have had to pull back to a \$1,000 maximum match per donor. David still thinks we should take advantage of this program. SAME has a good scholarship program and is taking advantage of the scholarship program through the University of Utah. If we do this, the University of Utah scholarship winner would not receive the funds until the following year. We would provide the scholarship department with our application and they would do the initial review and then send us the top applicants. This scholarship would be under the UEC name. We would present it at the banquet. The University of Utah would split the amount between the two semesters – Fall and Spring. We need to put our money into their account in order for them to match it and they will give the money to the recipient. If we participate, this would be for the 2018-2019 school year. They are willing to work with us because they understand that our funding doesn't come in until the banquet.

Motion: David Cline moved to take advantage of the U of U's program of a minimum \$1,000 donation to qualify for their matching \$1,000 for one scholarship. The other University of Utah scholarships would not be matched. Charlie Vono seconded the motion. The motion carried unanimously.

7. E-Week Committee – Roberta Schlicher

Roberta Schlicher is checking with Rio Tinto on available dates for the banquet. Roberta will try to reserve Saturday, February 24, 2018 at Rio Tinto. If that date is not available, she will try for Friday, the day before. Roberta would like to have bi-weekly E-Week committee meeting conference calls (Jed Lyman, Brad Welch, Chris Perry committee members) each Friday at 10 a.m. beginning this Friday. The calls should last about 30 minutes. These meetings will increase to once per week as we get closer to the banquet. That works for Jed and Brad. Jed will set up an ongoing Go to Meeting for this. VBFA designed and printed the program last year. They will do that again for us this year. Ideas for speakers – deans of engineering from Universities, authors. Roberta would like to get suggestions from the Board.

8. Awards Committee – Brian Warner

The updated nomination forms are on the website. Brian will be asking for committee members to participate. It takes about 4 hours to review the nominations.

9. Fund-raising Committee – Charlie Vono

Charlie Vono was asked by Northrup Grumman to fill out their application online for \$4,500. He feels that this donation will come through. BAE Systems – Scott Nowlin is working on getting the same amount this year as they gave last year. Lockheed Martin and Boeing are not likely to donate this year. Orbital ATK said they will donate \$1,500 again. Charlie Vono will donate \$1,500 again. Sophie Hanson is a question and we need to talk to her.

This time of year, any aerospace company is not a player if they have not already signed up.

For the banquet or scholarships, we need to check with last year's donors such as VBFA, Midgley Huber, Utah Construction and Design, McNeil Engineering, ASHRAE, Thybar, and ASPE. If anyone knows of someone who might like to contribute, talk to Charlie Vono. ASPE will donate \$500 for the MESA teacher award. Paul White will talk to his company about what they can contribute. Midgley Huber might contribute again for a scholarship. Jed is talking with them. He might ask for \$1650 to cover the cost of the banquet tickets. ASHRAE is willing to do the same thing they did last year and award their scholarships at our banquet. How many recipients actually showed up at the banquet last year? We think almost all of them came. There 13 scholarships and 12 came. We paid for the scholarship winner plus one.

10. Legislative Committee - Michael Smith

There was no report.

11. STEM/Utah Board of Education report – Roberta Schlicher

There has not been any activity with that group for some time. Roberta Schlicher will contact them.

12. ComicCon booth report

The ComicCon booth was a huge success. UEC in conjunction with INCOSE, AIAA, SAME and IEEE were very active in the booth as well as Hill AFB. We needed 30 volunteers to cover the three days. We had 10 from engineering societies and 20 from Hill AFB. ComicCon wants us to come back next year. We might want separate booths – UEC and Hill AFB. We would love to have more member societies join us. The objective of the booth was a K-12 STEM booth to attract kids and get them engaged to see what science is about. We borrowed some gyroscopes from Weber State University and from the Hill Aerospace Museum, John Metcalf had a wind tunnel that he brought from AIAA, and IEEE had some robots. We had information on SAME scholarships and UEC Journals. The news did not mention UEC or the societies. It was all about the Air Force. Susan Merrill can send out the video link that is on KSL. That happened before things really started taking off. We didn't issue our own press release. The press release went through Hill AFB, so they got the press. ComicCon worked through the UEC and we used our EIN for that. There was a kids corner that was also popular.

13. Other Business

There was no other business.

14. Adjournment

Motion: Brian Warner moved to adjourn the meeting.

The meeting was adjourned at 12:55 p.m.

DRAFT UEC 2017-18 BUDGET

UEC - 2017-18 BUDGET			
INCOME		Bud (17-18)	Act.(17-18)
Society Dues		4,519.78	549.70
Journal Income		0.00	0.00
Interest Income		0.00	0.00
Meeting Room Rental/Lunch Sponsorship (VBFA)		2,200.00 ¹	
Board Meeting Lunch Sponsorship (McNeil)		900.00 ²	
Banquet Meetings / Lunch (VBFA)		350.00 ⁴	
Banquet Tickets Sales		12,400.00	
Banquet/General Sponsors		3,500.00	
Scholarship Donations (Increased by 7)		14,000.00	
TOTAL		\$37,787.10	\$549.70
EXPENSES		Bud (17-18)	Act.(17-18)
Executive Secretary	\$5,000.00		\$1,000.00
Website, Internet, Postage	\$250.00		\$55.85
UEC Meetings Printing, Copies, Renewal, Mileage	\$225.00		\$29.52
Check Maintenance Fee	\$0.00		
VBFA Meeting Rooms Rental/Lunch Sponsorships	\$2,200.00 ²		
Banquet Committee meetings/ Lunch (VBFA)	\$350.00 ⁴		
Board Meeting Lunch Sponsorship (McNeil)	\$900.00 ²		
E-Week Banquet Food, Venue, etc (see breakout)	\$11,600.00		
E-Week Banquet Awards	\$500.00		
PayPal Charges	\$350.00		
E-Week Banquet Printing/Postage/Nametags	\$250.00 ³		
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	
TOTAL		\$35,725.00	\$1,085.37
ACCOUNT BALANCES		03 10 2017	3 10 2017
Savings (0468) - closed 6/6/17, xfer to 5662		\$0.00	\$0.01
Operating (3175)		\$2,255.28	\$2,815.17
Scholarship (5662) Includes carry over		\$2,640.64 ⁵	\$2,640.64
TOTAL		\$4,895.92	\$5,455.82
Notes:			
1. 2016-2017 ? In kind VBFA 9 meetings at estimated \$245 pre meeting 2. 2016-2017 In kind \$900 McNeil Engineering for Board Meeting Lunch Sponsorship (\$100/Lunch for Sep, Oct, Nov, Dec, Jan, Feb, Mar, Apr, May) 3. 2016-2017 In kind donation - VBFA provided printed materials for banquet as part of their sponsorship 4. 2016-2016 VBFA 5 meetings with lunch Banquet committee 6. New Checks \$15.76, with updated address for UEC			

Utah Engineers Council
A/R Aging Summary
 As of October 3, 2017

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
AAEE	61.60	0.00	0.00	0.00	0.00	61.60
ACEC	201.00	0.00	0.00	0.00	0.00	201.00
AIAA	410.00	0.00	0.00	0.00	0.00	410.00
ASCE	660.00	0.00	0.00	0.00	0.00	660.00
ASHRAE	231.80	0.00	0.00	0.00	0.00	231.80
ASPE	89.10	0.00	0.00	0.00	0.00	89.10
EWB-GSL	73.70	0.00	0.00	0.00	0.00	73.70
IEEE	660.00	0.00	0.00	0.00	0.00	660.00
ITE	323.10	0.00	0.00	0.00	0.00	323.10
SAME	313.20	0.00	0.00	0.00	0.00	313.20
SAMPE	331.90	0.00	0.00	0.00	0.00	331.90
SEAU	245.00	0.00	0.00	0.00	0.00	245.00
SWE	94.60	0.00	0.00	0.00	-1.80	92.80
UCEA	272.50	0.00	0.00	0.00	0.00	272.50
TOTAL	<u>3,967.50</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-1.80</u>	<u>3,965.70</u>