1. **Welcome – Jacob Browning**
   Jacob called the meeting to order at 12:09, Roberta was traveling, but called in. John Metcalf also called in. Jacob welcomed all and thanked them for coming. Kayla Cressman attended the meeting, introductions were made. Kayla is with the newsLINK group and handles the website for the UEC.

2. **Approval of Minutes**
   Approval of the minutes for the November 7, 2018 meeting. A motion was made by Charles to approve the minutes and a 2\(^{nd}\) was made by Cambria. Motion carried and the minutes were approved.
3. **Financial Report – Paul White**
   Paul was unable to attend the meeting, but had forwarded a copy of the financial report, which was passed out for review. Jacob mentioned that the band – Take Three had been confirmed for $900.00, this was not reflected in the budget, and that Rio Tinto would cater the event for $7883.00, which was not reflected in the budget. Last year the cost of catering was $8120.00. The cost for the banquet of $7883.00 included an additional 10 people, making the cost per person $24.95, rather than the $27.00 charged in the previous year. Charles posed the question – does the menu include vegetarian dishes, Jacob indicated that it did. The financial items would be passed onto Paul for him to include for revision of the financial report.

4. **Membership Committee – Angie Tymofichuk**
   Angie was out of town for several days and unable to call in. – however, there had been emails between Angie and Cambria.

5. **Publication Committee Update – Charlie Vono**
   Charles is still waiting for his first article and nomination, he indicated that he wanted to make sure that everyone stays in touch with him. Charles has talked to several people concerning articles, and they are working on preparing articles, Charles mentioned that the deadline is fast approaching. One question that he has is – Is someone going to write up an article on Comic Con – FANX. Charles is going to send out a questionnaire email to see if someone can address this.

6. **Awards Committee Update – Charlie Vono**
   We have four judges, Regina Eco, Cambria, Chris and Angie have volunteered to be judges on the awards committee. The next step would be to make sure that all of the judges are comfortable on how they are going to judge the nominees. Charles stopped by the awards store, and they are interested in creating the awards and would be “delighted” to them again this year for the event. They would charge about the same price. Asked for questions on either the journal or the awards, Dallen asked the question about the awards, do we have a master list or know who the past winners are? – Charles indicated that they did not have a master list. However, every journal has the nominees and the winners from that year. An applicant can be a nominee more than once, but can only be a winner once.

7. **Scholarship Committee Update – Paul White**
   Paul was unable to attend the meeting, however Paul has assembled a scholarship committee, and Carla is to coordinate with Paul to get the names of those on the committee.

8. **Fund Raising Committee – Jed Lyman**
   Jed suggested that when making solicitations to just ask for a check. Reviewed the donations that had been pledged and / or received. The funds from Northrup Grumman
had been received by Jed. Charles has an email from Paul and Roberta that the $6000.00 had been received.

9. **Banquet – Jake Browning**
Jake indicated that the band, venue, and menu were taken care of. The cost of the banquet is less than it was last year. The amount for the band is $900.00 and the catering is $7883.00. The price includes an additional ten people. Making the cost $24.95 per person as compared to the $27.00 for last year. These numbers were reviewed and noted during the financial report session. Charles questioned whether the price included vegetarian as well, Jake had included vegetarian requests.

A speaker for the venue has been booked, it is Mr. Gilbert Lee, the Chief Product Officer of Plural Site. One of the biggest players at Silicone Slopes. Plural Site has “touched” nearly all of Utah Computer Engineers through their products. Plural Site went public recently. Jake is having a conference call with Mr. Lee and his admin to determine the topic for the speech. The flyer for the banquet – will be coordinated with the marketing department, Jake will get the info for that project, including the graphics. The flyer should be ready to distribute to all of the reps, then to the members – the society will put out an email to the member societies so they can take advantage of the early registration discount. Trying to take care of the flyer using emails does create problems and it was noted that they should try to meet in person. A request was made to check on the service agreement to see if the Newslink Group did the flyer last year. Should use the same service agreement for the flyer as last year. The program is contingent on the awards, and cannot be done at this time.

The nominee information does need to be included in the flyer. When the flyer is sent out, someone will immediately try to purchase tickets.

Jake is working on the Declaration with Governor’s Office, and he did make sure that it was put into the Governor’s office last month right after the last meeting. A PDF copy of the declaration will be included in the new journal. Jake is working on having someone from the Governor’s office make the presentation. Charles wouldn’t mind if the Governor showed up and made the presentation. It appears that the Governor’s Office of Economic Development can only schedule either the Governor or the Lt. Governor 30 days in advance.

10. **Nominations**
Jed is in charge of the nominations and has “no good ideas” as to who should follow Paul. Charles mentioned that Angie may have been a good candidate, however her husband was just transferred to Washington DC, putting her in the maybe category. The nominee information goes into the program. The elections – the slate of candidates should be in by March, and the vote will take place in April.
Question was asked whether the nominations had been discussed within the societies, or the board.

11. Other Business

Kayla Cressman from the newsLINK group reviewed Venmo and the potential of using it for payment of tickets and donations on their website. Right no PayPal is the vehicle used for payments. It was determined that both could be used, but Paul would need to set up the Venmo account and set up a link to the UEC account. Venmo also has the ability to be used on mobile devices, a plus. Questions about PayPal, is there a way to list ticket prices and suggest payment by check and/or PayPal? Can a list be created for the number of people that pay with PayPal to determine the fees, can the fees be added into the PayPal transaction automatically? The fees are currently “voluntary” and would like to included in the transaction payment. Is there a way to set up payments as a bank draw rather than a check? A way to set up the registration to include they payment, would rather not have someone register with the option of later payment. A Separate Venmo account for banquet and scholarship payments?

Charles wondered if the member society lists are current, are all of the emails getting to the member reps? Discussion to determine how best to follow up on this, and obtain a complete distribution list. Suggested that Cambria had a complete list, also can go to the member society contact, and contact the President of the society to confirm who the rep for UEC is. Carla will work on the updating the roster.

Chris – would like to see new societies and grow the UEC program. Chris mentioned that the College of Engineering at UVU conference layout in 2020 is to expand into other engineering programs. The conference information is not published in the UEC Journal

Cambria – was asking about anything along the lines of post emergency response training. Was anyone aware of anything like that, is it something to address at a later date?

Motion to Adjourn made by Charles, Cambria 2nd the motion and the meeting adjourned at 1:05.