

**MINUTES OF THE
UTAH ENGINEERS COUNCIL**
September 5, 2007 - 12:00 Noon
Van Boerum & Frank Associates
330 South 300 East, Salt Lake City, Utah

Members Present:

Michael Norrie, Chair	SAME
Trent Hunt, Vice-Chair	ASHRAE
Mike Buehner	SEAU
Ken Randle	AIAA
Dan Church	USPE
Shaun Packer	SEAU
Mark Callister	ASHRAE
Tom Phelps	IESNA
Joe Martone	SAME
Susan Merrill	Executive Secretary

Members Absent:

Paul Oestreich, 2nd Past Chair	IEEE
Dale Bennett, 1 st Past Chair	UCLS
David Merrill	ASME
Tom Boschert	ITE
Linda Muir	GOED
Bob Davis	ACEC
Matt Clark	UCLS
Linda Bachmeier	SWE
Kiran Bhayani	AAEE

1. WELCOME – MICHAEL NORRIE

Michael Norrie, UEC Chair, called the meeting to order at 12:07 p.m. Introductions were made. Everyone was encouraged to participate on the committees.

2. APPROVAL OF MINUTES - May 2, 2007

Motion: Mike Buehner moved to approve the minutes. Joe Martone seconded the motion. The minutes were unanimously approved.

3. FINANCIAL REPORT – MIKE BUEHNER

Mike Buehner reported that the Audit Committee met during the summer and reviewed the financial books for UEC. At the end of that meeting, there was a discrepancy. It turns out that two of the checks that were supposed to be deposited were not deposited by the bank. It has now been fixed and everything has been accounted for.

Mike passed out a proposed budget for 2007-2008. The proposed budget items reflect what was spent last year. Mike reported that \$2,965.33 was left in the account from last year. He wanted to know if we should leave it there or put it in the scholarship fund? Nothing has been paid out yet this year. It was asked what money we will need to cover expenses before dues and fund-raising money starts coming in. It was decided to leave the left over money issue open until the next meeting.

Susan mentioned two items that need to be corrected or changed in the budget – Executive Secretary expense should be \$3,500 and there should be a line added for the monthly storage fee expense for \$120 to cover one year.

Ken Randle wondered if the banquet ticket price could be lowered. Trent suggested that we wait and see how fund-raising goes this year since Ken Randle will not be doing the fund-raising. We may need the surplus to cover expenses if we don't get the donations we need. This year we will have banquet program printing to pay for – last year it was donated by Mike Norrie's company.

Motion: Trent Hunt moved to accept the budget. Kiran Bhayani seconded the motion. The motion was unanimously approved.

4. ROSTER QUESTIONNAIRE STATUS - SUSAN MERRILL

Susan reported that she send out requests for the roster questionnaires to be completed and returned to her. So far she has received questionnaires from IEEE, SEAU and AIAA. She was given the roster questionnaires from ASHRAE and SAME at the meeting. Any societies who have not turned in their roster questionnaires need to get them to Susan as soon as possible. UEC dues are based on the membership numbers on the questionnaires and the invoices for dues are supposed to go out October 1, 2007.

5. COMMITTEE ASSIGNMENTS – MICHAEL NORRIE

The following are the UEC committees. Some committees have a chair assigned already, but we need to fill the other positions as soon as possible. UEC representatives are requested to solicit help from their societies to help with these committees:

Publication Committee chair – Kiran Bhayani
Fund-Raising Committee chair –
Membership Committee chair –
Scholarship Committee chair – Mike Buehner
Awards Committee chair – Dale Bennett
E-Week Committee chair – Trent Hunt
Legislative Committee chair –
Nominating Committee chair – Paul Oestreich

Trent requested that we have a separate person over E-Week activities other than the banquet. Susan mentioned that we used to have a university coordinator whose job was to coordinate efforts with university e-week activities. We desperately need a fund-raising committee chair.

Committee chairs can also be filled by a society's alternate UEC representative.

Kiran will need help with the publication committee in January because he will be out of the country. Kiran will be requesting information for the Journal starting next month.

6. PUBLICATION COMMITTEE – KIRAN BHAYANI

Past copies of the UEC Journal were passed out so those who are not familiar with it could see its format and content. We would like to have some interesting feature articles in it. It was requested that each society consider submitting articles for this purpose.

Kiran had a request by the publisher to release the past Journal to prospective clients. It was agreed that this would be a good thing to do and it is okay to proceed.

7. E-WEEK – TRENT HUNT

Trent is checking with David Hart, the architect over the Capitol Building Reconstruction project, to see if he will be available to speak. He has left a message with Mr. Hart's secretary, but has not received word back as of yet. E-week.org is the web site where E-week information can be found.

Trent said that Utah State has its own banquet at the end of E-week. Trent suggested having the banquet at the beginning of E-week this year as a kick-off event. That way it won't conflict with other E-week activities. It could be held the Friday before the beginning of E-week. Trent will schedule it for the Friday before and it will be at the 23rd Floor of the Wells Fargo building again. E-week is the week containing February 22. The Friday before is the beginning of President's Day weekend.

Bill Williams, the architect in charge of the downtown reconstruction project, was also suggested as a possible speaker if the other doesn't work out. Mark Callister would be able to contact him.

Don Sauvageau from ATK Launch Systems was also suggested as a possible banquet speaker.

8. FUND-RAISING COMMITTEE

Mike asked Ken Randle if he would help train the next fund-raising chair. Ken agreed to do that. The fund-raising letter has to be sent out no later than November 1, 2007. Ken said that we need at least two or three people on the fund-raising committee.

It was suggested that we go back to our respective organizations and ask for help from our membership – two or three people per society. It would make the jobs much easier. It helps to have some consistency, but that is not always possible. Sara Flegal, whose company is a member of ACEC, contacted Susan and said her company was willing to help on UEC committees. We will contact her about that.

9. UEC CALENDAR – MICHAEL NORRIE

Mike would like to put together a critical calendar of UEC deadlines and post it on the web site this year such as Journal article deadlines, award nomination deadlines, etc.

Trent also wanted to be sure that UEC is utilized as an information distribution point. Susan has tried to do this in the past, but has had a difficult time getting information from the societies. Any time our organizations are sponsoring or co-sponsoring any kind of event, it needs to be put on the UEC calendar so all member societies can access it. There are many that other societies will be interested in participating in.

Each society needs to make sure that their newsletter or calendar is sent to Susan. She needs to be on everyone's mailing list. She will compile the information into one large calendar and will send it back out to the societies. She will also post it on the web site. This will help generate interest in joint meetings. Sometimes it costs a bundle of money to bring speakers in for a seminar. It would be much more cost effective to do a joint seminar with other societies.

9. OTHER BUSINESS

We need to be thinking about possible E-week sponsors for the banquet right now.

10. ADJOURNMENT

Motion: Joe Martone moved to adjourn the meeting.

The meeting was adjourned at 1:00 p.m.