



BOARD MEETING AGENDA UTAH ENGINEERS COUNCIL

May 2, 2018 - 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
Roberta Schlicher, Vice-Chair
Brian Warner, 2nd Past Chair
Charlie Vono, 1st Past Chair
Brad Welch
Chris Perry (phone)
Daniel Canning
Jacob Browning
Angie Tymofichuk
Paul White
John Metcalf (phone)
Brian Linam

ASPE
SAME
ASCE
INCOSE
ASPE
IEEE
ASCE
ASHRAE
SAMPE
INCOSE
AIAA
UCLS

Members Absent:

David Cline
Sam Kelly
Regina Eco
Sean Nielson
Michael Smith
Craig Wilkinson
Dannie Pollock
Scott Nowlin
Bryan Chamberlain

EWB
UCEA
SWE
ASHRAE
ACEC
SEAU
AAEE
AIAA
ITE

Susan Merrill
Carla Humes

Executive Secretary
newsLINK/incoming Executive Secretary

1. Introductions – Jed Lyman

Introductions were made. John Metcalf (AIAA), Chris Perry (IEEE) on phone.

2. Approval of Minutes – April 4, 2018

Motion: Brian Warner moved to approve the April 4, 2018 minutes. Chris Perry seconded the motion. The motion carried unanimously.

3. Financial Report – Jake Browning

Jake Browning read the account balances as follows: Operating \$4,727.14, Scholarship \$4,140.63 with a total balance of \$8,865.20. All of outstanding the checks have been cashed. We will have Susan's check for April services that was paid today and then one more for May services.

- a) **E-postcard submittal schedule:** it may not be available until July to submit. Jake will have to watch this to be sure we don't miss the deadline.
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- b) **Dues changes, if necessary:** there was some discussion about these. The Executive Committee can look at this and make recommendations for next year. We have enough extra for make up the difference for now. Paul White and Jake Browning will look at it. Any changes will have to be discussed within each society. We have 16 professional societies who are currently members. The contract with newsLINK is \$500 per month for 12 months, so \$6,000 per year. This is an increase of \$1,000 from Susan's pay, but it includes website redesign.
4. **Membership Committee Final Report - Angie Tymofichuk:** Angie submitted her report. Susan will add it to the minutes. Angie received a response today from AWWA, so she will follow-up with that. The next Board meeting will be the first Wednesday in September. Jed Lyman indicated that the UEC meetings next year can continue to be held at VBFA.
 5. **Publication Committee Final Report – Charlie Vono:** The Journal is published. Every UEC Representative should have received their allotted Journals in the mail. Will sponsors be getting a printed copy? We can get them some. Charlie Vono is willing to be the Publication Committee Chair going forward. We also have extra copies for things like ComicCon and other purposes.
 6. **Scholarship Committee Final Report – David Cline:** David Cline was not in attendance.
 7. **E-Week Committee Final Report – Roberta Schlicher:** Roberta Schlicher prepared a final report and will send Susan an electronic copy to include with the minutes.
 8. **Awards Committee Final Report – Brian Warner:** Brian Warner needed to make three plaque name corrections. Brian will email his final report to Susan to include with the minutes.
 9. **Fund-raising Committee Final Report – Charlie Vono:** Charlie needs to know what to put in the Fund Raising report as to how much McNeil has donated this year. Heath Engineering did not donate this year, even though they are listed as a donor. Jed has talked to Rob Kesler and it seems they said they were going to donate, but they never did.
 10. **Legislative Committee Final Report - Michael Smith:** Michael Smith was not in attendance.

11. Set Up Audit Committee

- a) The Audit Committee will meet the first Wednesday in June at VBFA. Angie Tymofichuck, Chris Perry, and Jed Lyman will be on the committee. Roberta Schlicher will be present, but not on the committee. The incoming Treasurer and outgoing Treasurer will attend as well.

12. Other Business

Susan Merrill was given a plaque for her 23 years of service. Today is her last Board meeting.

13. Turn Meeting Over to New Officers

Jed Lyman turned the meeting over to Roberta Schlicher as the new chair.

14. Adjournment

Motion: Jed Lyman moved to adjourn the meeting. The meeting was adjourned at 12:41 p.m.

\$176.19 lunch cost for 14 lunches.

\$45 collected

Utah Engineers Council
Balance Sheet
As of April 30, 2018

	Apr 30, 18
ASSETS	
Current Assets	
Checking/Savings	
1 · Operating	4,727.14
3 · Scholarships	4,140.64
	8,867.78
Total Checking/Savings	8,867.78
Accounts Receivable	
11000 · Accounts Receivable	-2.58
	-2.58
Total Accounts Receivable	-2.58
Total Current Assets	8,865.20
TOTAL ASSETS	8,865.20
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	563.36
	563.36
Total Accounts Payable	563.36
Total Current Liabilities	563.36
Total Liabilities	563.36
Equity	
30000 · Opening Balance Equity	6,135.30
32000 · Unrestricted Net Assets	-668.86
Net Income	2,835.40
	8,301.84
Total Equity	8,301.84
TOTAL LIABILITIES & EQUITY	8,865.20

Utah Engineers Council
Profit & Loss
 July 2017 through June 2018

	Jul '17 - Jun 18
Ordinary Income/Expense	
Income	
43400 · Direct Public Support	
43450 · Individ, Business Contributions	8,200.00
43460 · Scholarship Donations	1,500.00
	9,700.00
Total 43400 · Direct Public Support	9,700.00
46400 · Other Types of Income	12,500.00
47200 · Program Income	
47230 · Membership Dues	4,561.19
47200 · Program Income - Other	9,260.00
	13,821.19
Total 47200 · Program Income	13,821.19
Total Income	36,021.19
Gross Profit	36,021.19
Expense	
10 · Website fee	107.55
100 · Banquet	11,048.43
102 · Scholarship Award	17,000.00
4000 · Bank Fee	213.90
60900 · Business Expenses	
60920 · Business Registration Fees	10.00
	10.00
Total 60900 · Business Expenses	10.00
62100 · Contract Services	4,515.00
65030 · Printing and Copying	11.28
65050 · Telephone, Telecommunications	125.85
68300 · Travel and Meetings	153.78
	33,185.79
Total Expense	33,185.79
Net Ordinary Income	2,835.40
Net Income	2,835.40

Final Report for UEC Fundraising 2017 – 2018

Charlie Vono

16 April 2018

We need to be clear on what donors receive for their ads and follow through to make sure they get it. In the past we have advertised on our website that they get things like:

- A call-out in the form of a “thank you to our event, Gold, Platinum and Diamond level sponsors” from the podium at the event
- Listed on the Banquet program as a Banquet Sponsor
- Listed in a thank you as part of the event write up in the UEC
- Company logo included on the event program
- A company logo, with a “thank you to our event sponsors”
- An 1/8th Page Add in the UEC Journal.

We need to be especially careful about promising ads as even a 1/8 page ad is \$250.

This year we received:

\$4,500 from Northrop Grumman for scholarships.

There is an online form required each year. Tim Moynihan (timothy.moynihan@ngc.com) is the contact. They like to know who in the UEC works at Northrop Grumman, but this isn't necessarily a criterion. Contact August or earlier as deadlines are around 1 September.

\$3,000 from BAE Systems for a scholarship. There is also another \$1,000 for general use. An on-line form is required. Scotty Nowlin can help with this. We were still working on the application in February. Scotty's boss, Randy Tymofichuk (Angie's husband) is very supportive of this.

\$1,500 from Orbital ATK for a scholarship. They like to be contacted in August, Jennifer Bowman. But ATK has been bought by Northrop Grumman. Still worth an email to jennifer.bowman@orbitalatk.com. Might want to do it this summer before she loses that email address.

Midgley-Huber donated \$1,500 for a scholarship. Jed Lyman was our contact.

ASHRAE (Sean Nielsen) will probably bring the \$3,000 to the banquet to present for their scholarships. But worth coordinating on.

ACEC (Michael Smith) will probably bring the \$1,500 to the banquet to present for their scholarships. Worth checking on.

ASPE (Brad Welch) donated \$500 for MESA.

Charlie & Nita Vono \$1500 for scholarship

Sophia from NewsLinkGroup always supports us with \$1500 for the Piele Scholarship.

STEM Action Center donated \$1500 for a scholarship. It is to be used in 2018 – 2019.

VBFA (Jed Lyman) supported with a \$1500 scholarship and \$480 to the general fund.

ANSYS (Angie Tymofichuk) donated \$1,000

USTAR (Angie Tymofichuk) donated \$700

Greenheck donated \$500

Thybar donated \$500

McNeil Engineering

Heath Engineering

2017 Annual Report

Utah Engineers Council Membership Committee

1. Membership Committee responsibilities from the bylaws state the committee shall:

- Select and announce committee members in council meetings
- Update Utah engineering professional society list
- Solicit membership of societies in the UEC
- Maintain society dues policy
- Facilitate society applications to the UEC
- Maintain requirements of society for membership in the UEC (see bylaws)
- Solicit inter society collaboration on events
- Assure member society pays dues in a timely manner
- Assure all membership societies comply with 501(c)(3)
- Submit a final report in the May meeting of the UEC

2. Status for annual reporting period.

Societies solicited for membership include:

- American Society of Engineering Education. Membership by Section; Utah is in the Rocky Mountain Section whose leadership is in Colorado currently but Chair-Elect is out of BYU. Contacted Mark Colton at BYU on 8 Mar with no response. Follow-up needed. Colton is in the Mechanical Engineering Dept (I have contacts).
 - POC: Mark Colton
 - 801-422-6303
 - colton@byu.edu
- American Water Works Association. Membership by Section; Utah is in the Intermountain Section. Section Chair is out of Pocatello, ID but Executive Director is in Utah. Contacted Alane Boyd on 8 Mar with no response. Follow-up needed.
 - POC: Alane Boyd
 - 801-712-1619
 - alane@ims-awwa.org
- American Society of Mechanical Engineers. Per prior Chair, the Utah section is dormant.
 - POC: Cindy Spangler
 - 801-556-6241
 - cindyspangler@gmail.com

- ASM International. Amber Dalley is still working on getting them to commit. Follow-up needed.
 - POC: Amber Dalley
 - adalley@verizon.net

3. Recommendations and Lessons Learned

- Membership cold calls are ineffective. Still working on finding personal contacts within potential member societies with little success.
- The majority of the responsibilities of Membership are done by Susan due to her position and longevity of association with UEC. This is not an issue rather a benefit of long time associations across the State.
- Building on a lesson learned in 2016, UEC members have focused on inter society collaboration and advertisement opportunities.

SUBMITTED BY:



Membership Chair
20 April 2018