



BOARD MEETING MINUTES UTAH ENGINEERS COUNCIL

September 6, 2017 - 12:00 Noon
Van Boerum & Frank Associates
330 South 300 East
Salt Lake City

Members Present:

Jed Lyman, Chair
Roberta Schlicher, Vice-Chair
Charlie Vono, 1st Past Chair (phone)
Brian Warner, 2nd Past Chair (phone)
Angie Tymofichuk
Bryan Chamberlain
Craig Wilkinson
Chris Perry
Daniel Canning
Brad Welch
David Cline
Michael Smith
Sean Nielson
Susan Merrill

ASPE
SAME
AIAA
ASCE
SAMPE
ITE
SEAU
IEEE
ASCE
ASPE
EWB
ACEC
ASHRAE
Executive Secretary

Members Absent:

Dannie Pollock
Gary Christensen
Scott Stebbins
Regina Eco
Michael Fazio
AAEE
UCLS
AIAA
SWE
UCEA

Guest:

Amber Dalley
ASM International

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

1. Introductions and welcome back to officers and committee chairs – Jed Lyman

Brian Warner and Charlie Vono were on the phone
The meeting began at 12:05 p.m. Introductions were made.

2. Approval of Minutes – May 3, 2017

Motion: Roberta Schlicher moved to approve the May 3, 2017 minutes. Chris Perry seconded the motion. The motion carried unanimously.

3. UEC Treasurer and Financial Report

Roberta passed out a financial report for approval. She also sent it out via email. We need to check with Max Gandy to be sure the tax form was filed.

Motion: Angie Tymofichuk moved to accept the proposed budget. Brad Welch seconded the motion. The motion to approve the budget carried unanimously.

The UEC elected Vice-Chair resigned and so Roberta Schlicher will step into that position. Therefore, the UEC needs a new Treasurer.

Roberta Schlicher read the responsibilities of the Treasurer. David Cline offered to be the Scholarship Committee Chair for now. It might make filling the Treasurer position a little easier. We do need to fill the spot on the Executive Committee this year. Chris Perry is willing to be the Vice-Chair, but he is not willing to be the Treasurer. He had a bad experience being the Treasurer for IEEE and is not willing to do that again. Jed would like Roberta to have first right of refusal on the Vice-Chair position.

Motion: David Cline moved to be the Scholarship Committee Chair for the time being. Michael Smith seconded the motion. The motion carried unanimously.

David Cline will contact Max Gandy for the Scholarship Committee information.

Susan Merrill will take care of the money as the Treasurer for now. She cannot sign checks, but she can track the money and receive payments. Roberta Schlicher has the checkbook.

4. Report of a successful audit and transition of Treasurer Duties, including tax form submittal – Jed Lyman

Roberta Schlicher reported that the audit was done on June 6 and it was approved.

5. DOPL request for UBCC Education Advisory Committee member for an architect or professional engineer

Susan received no responses for this request. She will send it again.

6. Membership Committee - Angie Tymofichuk

Angie Tymofichuk brought Amber Dalley with her to the meeting from ASM. Amber wants to learn more about the UEC to see if her society would like to join. Amber is the new chapter chair and wants to explore the possibilities. ASM International is a professional society which relates to education, specification and understanding of metals and materials. They have about 130 members in the Greater Salt Lake City area. Amber just relocated from Pittsburg. She heard about the Utah Engineers Council during Engineers Week. If they decide to join, we will need a copy of ASM's by-laws and a written request. Right now it is just exploratory. Amber will send a copy of their by-laws to Susan Merrill.

Angie asked if she should follow-up with any societies who are not currently members. Susan Merrill mentioned that she should probably follow-up with ASME who recently dropped out. They had been members of the UEC for many years.

Susan will let Angie know if she needs to reach out to any other member societies once invoices are sent out.

7. Publication Committee – Charlie Vono

There is a Journal checklist that Charlie has prepared. Jed read the checklist from a hard copy. Look at the checklist and the dates and let Charlie know if we are comfortable with everything on there. The instructions about what we are looking for are on the sheet. Articles 1500-3000 words. Susan will put the information on the website. The email includes information about ads for the Journal. Encourage your society members to contribute articles for the Journal before December.

8. Scholarship Committee

See UEC Treasurer discussion.

9. E-Week Committee – Roberta Schlicher

This committee handles the banquet planning, including the speaker. The committee members will include Roberta as Chair, Jed Lyman, David Cline, Brad Welsh and Chris Perry, who will handle the tickets and name badges again. Charlie Vono and Brian Warner will attend the committee meetings as needed. The venue and speaker need to be chosen now. We can try for last year's venue. Rio Tinto is a good venue if we don't have something better. Jed Lyman has the contact for the band that was there last year.

10. Planning to support Hill AFB Engineers Week again this year in anticipation that their ability to advertise our banquet will be helpful to us. We let them display the governor's proclamation - Charlie Vono

Charlie Vono had nothing more to add to this item.

11. Fund-raising Committee – Charlie Vono

Charlie Vono sent a list of potential donors:

Northrup Grumman
BAE Systems
Lockheed Martin
Boeing
Orbital ATK
VBFA
Midgley Huber
Utah Construction and Design Magazine
McNeil Engineering
Heath Engineering
Greenheck
Thybar
Michael Smith
ASHRAE
ACEC
ASPE
Gerald H. Piele

Brad Welch will talk to ASPE and Sean Nielsen will talk to ASHRAE. Michael Smith will follow up with himself and ACEC. Charlie Vono will talk to Sophie Hanson about the Piele Scholarship.

We need to change the website so that it does NOT reflect a journal ad for a donation. (Susan is not aware of anything like this currently on the website.) If donors contribute a full \$1,500, it does not include a ticket. We could perhaps look for a donor to fund those seats at the banquet. Brad Welch asked for a summary of the different sponsorship levels. Charlie wants to take the scholarship levels down completely. He just wants donations in general and then \$1,500 for scholarships.

12. Roster Questionnaire Status – Susan Merrill

Susan Merrill reported that she has received updated Roster Questionnaires from the following societies:

UCLS
ITE
ASPE
SAMPE
ASHRAE

EWB
IEEE

Since the meeting she also received SWE's information. If your society is not listed, Susan needs your completed questionnaire ASAP. The information from the questionnaires is used for dues invoices, the Roster on the website and officer information in the Journal. Some societies will change officers between now and when the Journal is published, so the information will need to be updated again before March.

13. Awards Committee – Brian Warner

Brian Warner did not have anything to report. Susan Merrill asked Brian to update the nomination forms and send them to her so she can post them on the website.

14. Legislative Committee

Michael Smith from ACEC is willing to chair this committee since ACEC has a lobbyist that can help keep us informed. This is not a lobbying position. Chris Perry is willing to serve on the committee.

Motion: Michael Smith moved to have himself serve as the Legislative Chair. David Cline seconded the motion. The motion carried unanimously.

Michael Smith mentioned two pieces of legislation that we should watch. There will another attempt to eliminate professional licensure in general. There is also talk of a bill for sales tax on professional services. It has quite a bit of traction. There will be an omnibus tax reform bill and this will probably be part of that.

15. ComicCon booth

Roberta Schlicher reported that all volunteer slots are filled. They are still soliciting for firms to supply table top giveaways. They are trying to decide if they will we have a theme and if people will dress according to a theme. This idea has really taken off in the last few weeks. There is not a lot of space in the booth. We need to plan early for next year. It will be huge next year now that we have experience. SAME will be printing cards to advertise their scholarship programs. UEC could have a similar card which steers students to their school counselors for more information. Jed Lyman will have his marketing department design and print the scholarship cards. UEC signage could be used. Susan will get the Journals she has to Jed Lyman and he will get them to Roberta to have at the booth. The dates are September 21-23, 2017. Jed Lyman will ask his marketing department to prepare a UEC sign – perhaps poster size. Chris Perry suggested a GoFundMe option at the booth for people walking by. 100% of the donations go to scholarships. It is too late this year, but we can consider the GoFundMe idea for next year.

16. Other Business

There was no other business.

17. Adjournment

Motion: Brad Welch moved to adjourn the meeting.

The meeting was adjourned at 1:08 p.m.

DRAFT UEC 2017-18 BUDGET

UEC - 2017-18 DRAFT BUDGET		
INCOME		
	Bud (17-18)	Act.(16-17)
Society Dues (was 4838.10 with ASME)	4,437.10	4,439.68
Journal Income	0.00	0.00
Interest Income	0.00	0.30
Meeting Room Rental/Lunch Sponsorship (VBFA)	2,200.00 ¹	2,200.00
Board Meeting Lunch Sponsorship (McNeil)	900.00 ²	821.89
Banquet Meetings / Lunch (VBFA)	350.00 ⁴	67.14
Banquet Tickets Sales	12,400.00	9,865.00
Banquet/General Sponsors	3,500.00	2,885.20
Scholarship Donations (Increased by 7)	14,000.00	17,429.24
TOTAL	\$37,787.10	\$37,708.45
EXPENSES		
	Bud (17-18)	Act.(16-17)
Executive Secretary	\$5,000.00	\$4,500.00
Website, Internet, Postage	\$250.00	\$279.25
UEC Meetings Printing, Copies, Renewal, Mileage	\$225.00	\$118.24
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	\$11,533.53
E-Week Banquet Awards	\$500.00	\$972.34
PayPal Charges	\$350.00	\$198.38
E-Week Banquet Printing/Postage/Nametags	\$250.00 ³	
E-Week Banquet Speaker Gift	\$100.00	
USU, BYU, UofU, New Scholarships	\$12,000.00	\$15,000.00
Piele Scholarship (WSU)	\$1,500.00	\$1,500.00
MESA Teacher of the Year	\$500.00	\$500.00
TOTAL	\$35,725.00	\$34,601.74
Net P&L	\$2,062.10	\$3,106.71

ACCOUNT BALANCES	30 June 2016	6 June 2017
Savings (0468) - closed 6/6/17, xfer to 5662	\$0.00	\$467.79
Operating (3175)	\$2,955.92 ⁵	\$2,891.06
Scholarship (5662)Includes carry over	\$2,166.40	\$2,172.85
TOTAL	\$5,122.32	\$5,531.70

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

UEC Journal Editorial Checklist

Journal Cover Art

E-Week [Theme] Review [High Resolution Photos to be included][Short Description of Theme]

Featured Banquet Speaker [High Resolution Photo to be included][Short Bio]

Governor's Declaration

UEC Council's Chair Message

Bio's]

Engineer of the Year Nominees [High Resolution Photos to be included][Short Bio's]

Engineer Educator of the Year Nominees [High Resolution Photos to be included][Short Bio's]

Fresh Face of the Year Nominees [High Resolution Photos to be included][Short Bio's]

UEC Scholarship Winners [High Resolution Photos to be included][Short Bio's]

UEC Banquet [Short Writeup and High Resolution Photographs]

Mission Statement

Executive Committee Directory

Each Member Society first page to include Logo, Mission statement and 2017 Leadership Directory

Each Member Society Feature Article(s) on Engineering Issues

Pages From UEC History

**Publishing chair provides single Word document with all articles and links to hi-res photos to Mickey Casper, micky@thenewslinkgroup.com
Anyone wanting an ad, email Newslink ad manager, Dani Gordon, dani@thenewslinkgroup.com
Newslink UEC Rep is Juli Burton, juli@thenewslinkgroup.com**

All actions are due to Charlie Vono, charlesvono@comcast.net, on the date shown

All photos must be hi-res.

Articles should be about 1500 to 3000 words which works out to roughly 2 to 4 pages in the Journal. Images, photos, and graphs will make your article more interesting and are encouraged. Articles are submitted by your local engineering society branch. However, we encourage articles from companies, government entities, or associated engineering non-profits — just submit them via your society. These can promote a particular skill or technology, but keep it more on the informative and entertaining side and not so much commercial ad or relentlessly self-promoting. Be sure to include a hi-res photo of the author and a short bio.

Charlie Vono will maintain a summary list of all articles provided and will provide this at each meeting and on request by emailing charlesvono@comcast.net

Engineers Week 18 to 24 Feb 2018

<u>Responsible Chair</u>	<u>Comittiee</u>	<u>Due Date</u>
Charlie Vono	Publications	Sunday, October 15, 2017
Jed Lyman	Eweek	Sunday, October 15, 2017
Roberta Schlicher	Eweek	#####
Charlie Vono	Publications	Monday, January 15, 2018
Jed Lyman	UEC Chair	Monday, January 15, 2018
Brian Warner	Awards	Tuesday, February 13, 2018
Brian Warner	Nominating	Thursday, February 1, 2018
Brian Warner	Nominating	Thursday, February 1, 2018
Brian Warner	Nominating	Thursday, February 1, 2018
	Scholarship	Thursday, February 1, 2018
Charlie Vono	Publications	Wednesday, February 28, 2018
Susan Merrill	Exec Sec	Sunday, October 15, 2017
Susan Merrill	Exec Sec	Christmas 2017
Each Society Rep		Christmas 2017
Each Society		Christmas 2017
Charlie Vono	Publications	#####

