



Alaska Society of Professional Engineers

A state society of the National Society of Professional Engineers



August 12, 2008 - ASPE MEETING MINUTES

1. Call to order 12:10 PM

2. Roll call: Quorum is met (6 of 10).

Present:

Patrick Coullahan
Deb Allen
Gregory Latreille
Katie Swenson
Brad Fristoe
Maureen Hansen

Not Present:

Dave Lanning
Eric Eriksen
Loren Rasmussen
Matthew Korshin

3. **Approval of Agenda:** Greg Latreille motions to approve; seconded by Brad Fristoe; agenda approved.

4. **Minutes from June 08 Meeting:** Greg Latreille motions to approve; seconded by Deb Allen; minutes approved.

5. **Treasurer's Report:** Greg Latreille reviews report for August 2008. See attachment.

- a. New UAA young member. Greg will figure out how this new member found out about NSPE and will encourage enrollment to continue. What do we do with the dues of young members (dues are \$15)? Under current bylaws, \$10 goes to the Anchorage chapter and \$5 (rest) goes to the State. Someone needs to contact the new member – Deb Allen will make contact. Maybe start a student chapter?
- b. E-Post Card filing. Anchorage has filed. Has Fairbanks? Not yet, need to check and make sure we are current. Should start some sort of calendar to remind everyone of the important dates to file. Have state treasurer track and remind the chapter treasurers to complete so nothing falls through the cracks.
- c. Teleconference costs. AEEF and ASPE should each pay out of their own budgets. If combined meeting, should split costs.
- d. \$80 difference between quicken and excel spreadsheets because there is a check for \$80 for mathcounts that has not been entered.
- e. Sandman accounting – in June minutes.

6. **Continuing Education Committee Report:**

- a. People on committee are no longer on the board. We either need a new committee or need to contact the old people for a report.
- b. New committee leader elected – Matthew Korshin. Nominated by Deb Allen. Seconded by Pat Coullahan. Matthew Korshin is now the new leader of the continuing education committee.



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7. **Calendar:** Error on calendar for August. Calendar reads Aug 8th; should be the 12th. Greg will send the calendar to Deb Allen so she can transfer it into outlook.
8. **Old Business:**
 - a. Website – Deb contacted the Engineering Program at Dimond High School. School does not start until next week. So hopefully next month we will have some sort of contact and will be able to start something up.
 - b. Nick has been uploading the minutes.
9. **New Business:**
 - a. Bylaws and Constitution – Sent to Greg. No action yet. Version has struck through and deleted portions gone; would be good to have the deleted parts struck through instead so people can see the changes.
 - b. Scholarship Chair – Need to add position to constitution and bylaws. Will add to October agenda for discussion.
 - c. Francis – Add e-mail to e-mail sheet. Francis will be coming to October meeting. Motion made to compensate Francis for her airfare up here; motion to pass made by Deb Allen; seconded by Greg Latreille. Maureen will let Francis know.
 - d. Sandman Seminar Funds – Need to report on what is being done with funds. By October meeting, need reports from all chapters on what was done with the money. Need to figure out what will be done with the state money. Need to talk to Anchorage chapter; they committed to \$1,000, but haven't raised the amount. Deb Allen is upset because the money has not been donated to scholarship funds. Need to let chapters know that we expect them do be doing more with the money. Need written reports from all chapters. Deb Allen will contact chapters and get reports. When we set up the Sandman Seminar, the chapters were told they could do whatever they wanted with the distributed profit. So we can't take that back now. Maybe we should re-look at distributing profits, or tell the chapters what to do with the profit.
 - e. Anchorage Director Matthew Korshin – Either need to get more commitment or need to get a different person in the position. Matthew has been very busy, so would be a good idea to get conversation approved.
 - f. Contact Information – Need to send all updates to the secretary to that the contact spread sheet can be kept up to date.
 - g. Brochures – Has anything been done with these? Still have 500 left. Make sure everyone gets one at the October meeting.
10. **Report on NEPE Annual Meeting in Portland OR on July 24-27th**
 - a. NSPE continuing education seminars/programs will be coming out electronically so that people know.
 - b. Need new House of Delegates representative next year. Will add to October agenda. Need to discuss matter.



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- c. Theme of E-Week 2009 will be announced soon.
 - d. Attendance was low; about 400 people. Meeting had lots of educational sessions.
 - e. Loren will cover the details of the meeting; will send out an e-mail to everybody.
 - f. Handouts given to secretary to file.
- 11. Next State Semi-annual Meeting in Anchorage AK on October 18th**
- a. Reminder – Meeting is coming up; everyone needs to purchase their plane tickets.
 - b. Will be held at BBFM.
- 12. Meeting Adjourned 12:51 PM.**



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August 12, 2008

August Teleconference Treasurer's Report

Prepared by: Gregory Latreille, ASPE Treasurer, August 12, 2008

Summary

There has not been much action in the past two months. We have had three new members join, one of which is our first student member. Other members have renewed as normal. Finances are tracking with previous years.

Reports

Attachments:

Banking Summary to date for FY08-09 – Quicken

Expanded Financial Summary for FY08-09 – Quicken

Current Approved ASPE Budget for FY08-09 and banking backup – Excel

Checking Account Register to date for FY08-09 – Quicken

Savings Account Register to date for FY08-09 – Quicken

Discussion

There is not much to report for this period. The summer months are usually less eventful than other months, as there are no regular expenses, and there are fewer members renewing.

This last month, we gained our first student member. I am not sure how this came about; it simply appeared on my statement from NSPE. We received \$15 for the student's dues. I do not know what the national dues are for student members, but I will find out. We need to decide on a policy for chapter dues of student members. This particular student belongs to the Anchorage chapter. Under the current bylaws, the Anchorage chapter should get \$10 of his dues. We should discuss whether or not this is appropriate, and, if not, formally change it.

I received some correspondence from the IRS over the past two months. One letter informed me that our Form 990 Electronic Postcard was received and approved. Another letter, in which I was asked to confirm the information of our parent and subsidiary accounts, I saw that all of our accounts, which includes all of the chapters and PEPP, are registered with the IRS as having gross receipts of under \$25,000 a year, normally, and therefore do not have to file the full form 990. The E-Postcard is very short and easy to file. All chapters and PEPP should have filed at this time.

I have filed our Biennial Report with the Alaska Department of Commerce. The next filing of this report will be in June of 2010.

Banking Summary:2
4/1/2008 through 8/12/2008

Category Description	4/1/2008- 8/12/2008
INCOME	
Dues Income	1,951.00
Dues Pass Through	469.00
Interest Inc	8.07
Seminar Account	3,136.76
TOTAL INCOME	5,564.83
EXPENSES	
Bank Charge	4.00
Pass Through	870.00
TOTAL EXPENSES	874.00
TRANSFERS	
FROM ASPE Savings	6,000.00
FROM Checking	7,000.00
TO ASPE Savings	-7,000.00
TO Checking	-6,000.00
TOTAL TRANSFERS	0.00
OVERALL TOTAL	4,690.83

Expanded

4/1/2008 through 8/12/2008

8/12/2008

Page 1

Date	Num	Description	Memo	Amount
INCOME				5,556.76
Dues Income				1,951.00
Dues Pass Through				469.00
Seminar Account				3,136.76
4/30/2008		DEP ASPE - Juneau Chapter A...	Total Profit JUN, Profit less ...	23,747.10
4/30/2008	8	Peter M. Sandman	For 3 Risk Communication ...	-30,000.00
5/9/2008		DEP ASPE - Anchorage Chapter	ANC Profit less \$800	17,000.00
5/21/2008	9	ASPE - Anchorage Chapter	ANC Profit less \$800 - Sand...	-2,336.78
5/21/2008	10	ASPE - Fairbanks Chapter	FAI Profit less \$1000 - Sand...	-2,136.78
5/21/2008	11	ASPE - Juneau Chapter	Juneau Profits - Sandman S...	-3,136.78
EXPENSES				-874.00
Bank Charge				-4.00
Pass Through				-870.00
TRANSFERS				-1,000.00
ASPE Savings				-1,000.00
4/30/2008		TX... Savings Transfer	To cover check to Sandman	6,000.00
6/10/2008		TX... Savings Transfer	Maximize Interest Income	-7,000.00
OVERALL TOTAL				3,682.76

Aproved ASPE Budget for fiscal year FY08-09

<u>Income</u>		Budget	Actual
Unified Dues			
	Dues Income	\$9,000.00	\$1,951.00
	Dues Pass-Through	\$2,502.00	\$444.00
Miscellaneous		\$0.00	
Seminar Profits		\$0.00	\$3,136.76
Western Region Attendance Rebate		\$100.00	
Interest - Savings		\$500.00	\$39.66
Voluntary Contributions			
	MATHCOUNTS	\$100.00	\$0.00
	AEFF	\$500.00	\$25.00
	ASPE Scholarship	\$200.00	\$0.00
	TOTAL	\$12,902.00	\$5,596.42

Expenses

Officer Travel	To Oct and March Meeting	\$3,700.00	
	New Pres. Elect to March Mtg	\$400.00	
House of Delegates Rep	Travel Allowance*	\$600.00	
President/Pres Elect	Travel Allowance*	\$600.00	
Annual Meeting	Host Chapter Support	\$500.00	
October Board Meeting	Misc Expenses	\$100.00	
Yearly Dues	APDC + LLC Lobbyist	\$5,500.00	
	Western Region	\$350.00	
Insurance	Liability Bond	\$200.00	
Miscellaneous	Office Expense	\$100.00	
	Ballot Prep & Mailing	\$100.00	
	AK Dept. Commerce	\$20.00	
	IRS		
	Bank Service Charges	\$15.00	\$4.00
	PO Box	\$140.00	
	Teleconferences		
	Book Keeping	\$0.00	
Legislative Affairs	Legislative Affairs Day	\$0.00	
Voluntary Contributions Pass Through	MATHCOUNTS	\$100.00	
	AEFF	\$500.00	
	ASPE Scholarship	\$200.00	
ASPE Scholarship	Supplemental Funds**	\$800.00	
MATHCOUNTS	Statewide Support	\$400.00	
Dues Pass-through			
	Anchorage Chapter	\$1,270.00	
	Fairbanks Chapter	\$450.00	
	Juneau Chapter	\$230.00	
	PEPP	\$552.00	
Non-PEPP Practice Division Dues		\$464.00	
	TOTAL	\$17,291.00	\$4.00

Savings Account Balance 4/1/08	\$18,102.38
Transfer into (out of) Savings:	\$1,000.00
Current Savings Account Bal.	\$19,142.04
Checking Account Balance 4/1/08	\$456.82
Current Checking Acct. Bal.***	\$5,009.58
Total ASPE Assets:	\$24,151.62

Notes: * Travel allowance for the House of Delegates rep. is for travel to the national meeting and the Western Region meeting. Travel allowance for the president and president elect is for both to the national meeting, based on \$300/person/trip to be split up differently if req'd.

** The supplemental funds amt. will be increased or decreased as req'd to reach \$1,000 min. scholarship.

*** This balance is calculated per the data on this worksheet in the "Actual" column.

Register Report

4/1/2008 through 8/12/2008

8/12/2008

Page 1

Date	Account	Num	Description	Memo	Category	Clr	Amount
BALANCE 3/31/2008							456.82
4/10/2008	Checking	DEP	S NSPE		Dues Income		703.00
					Dues Pass Th...		142.00
4/30/2008	Checking	DEP	ASPE - Junea... Total Profit J...		Seminar Acco...		23,747.10
4/30/2008	Checking	TXFR	Savings Trans... To cover che...	[ASPE Savings]			6,000.00
4/30/2008	Checking	8	Peter M. Sand... For 3 Risk C...		Seminar Acco...		-30,000.00
4/30/2008	Checking	CHARGE	First National ...		Bank Charge		-1.00
5/9/2008	Checking	DEP	ASPE - Ancho... ANC Profit le...		Seminar Acco...		17,000.00
5/12/2008	Checking	DEP	S NSPE		Dues Income		504.00
					Dues Pass Th...		96.00
5/21/2008	Checking	9	ASPE - Ancho... ANC Profit le...		Seminar Acco...		-2,336.78
5/21/2008	Checking	10	ASPE - Fairba... FAI Profit les...		Seminar Acco...		-2,136.78
5/21/2008	Checking	11	ASPE - Junea... Juneau Profi...		Seminar Acco...		-3,136.78
5/30/2008	Checking	CHARGE	First National ...		Bank Charge		-1.00
6/10/2008	Checking	TXFR	Savings Trans... Maximize Int...	[ASPE Savings]			-7,000.00
6/10/2008	Checking	12	AEEF Mathcounts ...		Pass Through		-870.00
6/12/2008	Checking	DEP	S NSPE		Dues Income		141.00
					Dues Pass Th...		44.00
6/30/2008	Checking	CHARGE	First National ...		Bank Charge		-1.00
7/18/2008	Checking	DEP	S NSPE		Dues Income		603.00
					Dues Pass Th...		187.00
7/31/2008	Checking	CHARGE	First National ...		Bank Charge		-1.00
4/1/2008 - 8/12/2008							3,682.76
BALANCE 8/12/2008							4,139.58
TOTAL INFLOWS							49,167.10
TOTAL OUTFLOWS							-45,484.34
NET TOTAL							3,682.76

Register Report

4/1/2008 through 8/12/2008

8/12/2008

Page 1

Date	Account	Num	Description	Memo	Category	Clr	Amount
BALANCE 3/31/2008							6,133.97
4/30/2008	ASPE Savings		Savings Trans...To cover che...	[Checking]			-6,000.00
6/10/2008	ASPE Savings		Savings Trans...Maximize Int...	[Checking]			7,000.00
6/30/2008	ASPE Savings	DEP	First National ...		Interest Inc		8.07
4/1/2008 - 8/12/2008							1,008.07
BALANCE 8/12/2008							7,142.04
TOTAL INFLOWS							7,008.07
TOTAL OUTFLOWS							-6,000.00
NET TOTAL							1,008.07



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August 12, 2008, 12:00PM

1. Call to Order
2. Roll Call for Quorum
3. Approval of Agenda
4. Minutes from June 08 Meeting
5. Treasurer's Report
6. Continuing Education Committee Report
7. Calendar
8. Old Business
9. New Business
10. Report on NSPE Annual Meeting in Portland OR July 24-27th
11. Next State Semi-annual Meeting in Anchorage October 18th
12. Adjourn

Distribution:

Position	First	Last	e-mail address	Phone
ASPE President	Patrick	Coullahan	Patrick.m.coullahan@usace.army.mil	753-2770
ASPE Past President	David	Lanning	lanningak@acsalaska.net	479-2444
ASPE President-Elect	Eric	Eriksen	eric.eriksen@aelp.com	321-6336
ASPE Vice President	Deborah	Allen	deb.allen@bp.com	265-2226
ASPE Secretary	Katie	Swenson	kswenson@icrcsolutions.com	264-8952
ASPE Treasurer	Greg	Latreille	glatreille@bbfm.com	274-2236
ASPE Hs. Del. Rep.	Loren	Rasmussen	lorenrasmussen@aol.com	789-9724
Anchorage Director	Matthew	Korshin	korshinmh@gmail.com	787-8158
Fairbanks Director	Brad	Fristoe	brad_fristoe@dot.state.ak.us	451-5452
Juneau Director	Maureen	Hansen	maureen@haight-assoc.com	586-9788
<i>AEFF Exec. Director</i>	Pat	Crisenbery	crisenbery77@mosquionet.com	474-3971
<i>AEFF MC Coordinator</i>	LaQuita	Chmielowski	Lchmielowski@dowl.com	562-2000