



# Alaska Society of Professional Engineers

A state society of the National Society of Professional Engineers



## ASPE BOARD MEETING

February 10, 2009

### Meeting Minutes

Meeting called to order: 12:05 PM

**1. Roll call for Quorum:** 7 present, 4 absent – Quorum Met

**Present:**

ASPE President:	Pat Coullahan
ASPE President-Elect:	Eric Eriksen
ASPE Treasurer:	Greg Latreille
ASPE Secretary:	Katie Swenson
ASPE Scholarship Chair:	Frances Isgrigg
Fairbanks Director:	Brad Fristoe
Juneau Director:	Maureen Hansen

**Absent:**

ASPE Past President:	Dave Lanning
ASPE Vice President:	Deb Allen
ASPE HOD Rep:	Loren Rasmussen
Anchorage Director:	Gerry Brown

**2. Approval of Agenda:** Greg Latreille motions to approve. Seconded by Maureen Hansen.

**3. Approval of Past Meeting Minutes:**

- October Minutes. Greg Latreille motions to approve. Seconded by Brad Fristoe. Minutes passed unanimously.
- December Minutes with e-mailed changes. Brad Fristoe motions to approve. Seconded by Greg Latreille. Minutes passed unanimously.

**4. Treasurer's Report:** See attached report – Treasurer's Report, 2-10-08.

- General – Things are tracking ok. Dues are coming in. Still waiting for February's numbers. They have already exceed the amount of income budgeted but the Sandman profit is still included and we should probably put this money towards something more than offsetting our negative budget.
- Pat Coullahan – Proposes that we put the Sandman income aside and save it as budget for the next seminar.
- Greg Latreille – The other chapters were told to document what they were doing with the money. Most put the money towards a scholarship. So it would be good if we did a scholarship as well. That way we demonstrate our accountability.



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- d. Pat Coullahan – We should finalize what we want to do with the Sandman money at the March meeting. 2 options have been proposed – scholarship or seminar budget.
  - e. 2008 Scholarship – A lot more people applied for last year’s scholarship. Almost double the number of applicants. Hard cuts to make.
  - f. \$25 difference between Greg’s accounting spreadsheet and the Quicken spreadsheet. Money is not really there and will have to be paid back to whoever’s chapter is due. Details described in report.
  - g. 0.16% on savings now.
  - h. Will have a clearer picture of budget next month when more dues come in.
  - i. Katie Swenson motions to approve. Seconded by Maureen Hansen. Treasurer’s report passed unanimously.
- 5. Membership Report:** Greg Latreille will take a look at the membership and the number of delinquents. Will send out an e-mail with list.
- 6. ASPE Calendar Update:** Greg Latreille posted the ASPE calendar to the website. E-week calendar also posted to website. Greg will revise the e-week calendar to state that it is just the calendar for Anchorage.
- 7. Old Business:**
- a. Website – Should put some detail on the ASPE website about continuing education credits and dates. Also, would be great to post the events that we are hosting (like when Art is coming to give seminars). Greg Latreille – Thinks that this should be done on a chapter website. But how are chapters supposed to do this when the state barely got a website? If all the chapters are on the state website then why have additional websites? If all the information is in one place it makes it much easier to use. Would be good to post meetings. Then put the roster of attendees signed by a PE on the website to document people’s presence. That way attendees to the lunch meetings or seminars are documented in case the need to prove their credits. Greg Latreille – Agrees with the ideas for the website, but doesn’t want to manage the NSPE website and 3 chapter websites. He is very busy with treasurer duties and tracking continuing education credits will be a time consuming job. Add topic to March minutes.
  - b. Continuing Education Report – NSPE talking about giving 4 PDHs if member of NSPE. Would be great to have this on the website to promote membership.
  - c. NSPE Fellow Nomination Status – Completed paperwork and sent it to the committee. Now just waiting for announcements.
  - d. 2009-2010 Officers – Proposed roster sent out by Katie Swenson. Katie will send out the ballots and collect votes. Will send ballots to the chapter representatives and other “at large” members. Chapters should send out the ballots to their membership. Want to hear back by February 28<sup>th</sup>. All ballots should be sent directly to Katie. Can reply to ballots in any way; by e-mail, pdf, word, fax. Some people will send their ballots to their chapter reps anyway; forward all to Katie. Usually only 50% vote. Greg will check with Angela Smith on her position before the ballot gets sent out.



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- e. E-Week Activities – No news.
- f. NSPE Officer/Professional Staff Participation in ASPE Spring Meeting Update – We got a “no” but Pat Coullahan is still looking into it and may be able to get a representative. Possibly Mr. Grossmand would be willing to make a trip up. If there is no officer attending, then we should have a fellow make the banquet speech. Doug could maybe do it; need to contact.

## **8. New Business:**

- a. Legislative Fly-In – Voted to give \$350 to travel. Representative is heading down tomorrow. Will give us a briefing in a later meeting.
- b. 2009 NSPE Conference July 15-18, 2009 – Dates are not always all-inclusive so check on schedule because sometimes they often include other events the day before and the day after. Pat Coullahan will correspond again to get more details. President and President Elect each get \$300 to attend the conference. They are strongly encouraged to go. Should discuss the reimbursement level at the March meeting. Value is low.
- c. Spring Meeting Discussion
  - i. Everybody arrives around 10:00 am on Friday morning. Will have the rest of that day for the meeting.
  - ii. Eric has been talking to Mathcounts and has expressed interest in being present at the final event.
  - iii. All lunches and banquet are coordinated. Would be helpful if everyone RSVP'd so the banquet people can get final numbers. Eric will send out an e-mail so people can RSVP. All venues are within 10 to 1 minutes of each other.
  - iv. Pat will send out a draft agenda.
  - v. AEEF also needs to send out an agenda.
  - vi. Pat and LaQuita requested that we do the AEEF meeting on Saturday so that they don't have to come in on Friday. This is fine.
  - vii. Legislative Visit – possible if people want to do one.

- 9. Meeting Adjourned:** Motion to adjourn by Greg Latreille. Seconded by Eric Eriksen. Meeting adjourned at 12:50 PM.

## **ATTACHMENTS:**

Treasurer's Report, 2-10-08



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## ASPE Meeting Agenda: 10 February 2009

at: BBFM Engineers, 510 L Street, Ste. 200 Call in Number: 800.391.1709 Bridge: 596672

- 1) Roll Call
- 2) Approval of Agenda
- 3) Approval of Past Meetings Minutes
- 4) Treasurer's Report
- 5) Membership Report
- 6) ASPE Calendar Update
- 7) Old Business
  - a) Website
  - b) Continuing Education Report
  - c) NSPE Fellow Nomination Status
  - d) 2009-2010 ASPE Officers and Board Nominations
  - e) E-Week activities
  - f) NSPE Officer/Professional Staff Participation in ASPE Spring Meeting update
- 8) New Business:
  - a) Legislative Fly-In
  - b) 2009 NSPE Conference July 15-18, 2009
  - c) Spring Meeting discussion
- 9) Adjourn



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February 10, 2009

## **August Teleconference Treasurer's Report**

*Prepared by:* Gregory Latreille, ASPE Treasurer, February 9, 2009

### Summary

We have received a large amount of dues in the past two months. We have already surpassed our budgeted income amount for the fiscal year. We budgeted for a significant loss this year, however, so we may still not break even for the year, but with a large push of dues expected for February, it looks like it may be quite close.

### 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 are two discrepancies between the Quicken accounting and my Excel backup. One deals with the \$12,000 that has matured and is waiting for me to either roll over or dump back into savings. The other is yet another error on NSPE's part in giving us a donation check off for someone who belongs to another state. I am in the process of getting both of these issues straightened out, and they should be settled by our March meeting. It would be nice to have it cleaned up before the close of our fiscal year.

We are tracking along pretty well with our budgeted income for the year, and thus far the expenses have been lower than budgeted. It is important to note, however, that the \$3,136.76 income from the Sandman Seminar needs to be allocated toward some specific purpose, and it should not be considered a sum that helps us offset our budgetary losses.

## Banking Summary:2

4/1/2008 through 2/9/2009

2/9/2009

Page 1

Category Description	4/1/2008- 2/9/2009
<b>INCOME</b>	
Dues Income	7,236.00
Dues Pass Through	2,004.00
Interest Inc	32.12
NSPE Accounting Error	25.00
Seminar Account	3,136.76
<b>TOTAL INCOME</b>	<b>12,433.88</b>
<b>EXPENSES</b>	
Uncategorized	0.00
Bank Charge	10.00
Insurance	
Other Insurance	200.00
<b>TOTAL Insurance</b>	<b>200.00</b>
Legislative Affairs Day	350.00
Misc	
Other Misc	80.00
<b>TOTAL Misc</b>	<b>80.00</b>
Pass Through	0.00
Reimbursement	
House of Delegates Rep Travel	1,200.00
Officer Travel	1,194.00
<b>TOTAL Reimbursement</b>	<b>2,394.00</b>
<b>TOTAL EXPENSES</b>	<b>3,034.00</b>
<b>TRANSFERS</b>	
FROM ASPE Savings	6,000.00
FROM Checking	7,000.00
TO ASPE Savings	-7,000.00
TO Checking	-6,000.00
<b>TOTAL TRANSFERS</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>9,399.88</b>

Expanded  
4/1/2008 through 2/9/2009

2/9/2009

Page 1

Date	Num	Description	Memo	Amount
<b>INCOME</b>				<b>12,401.76</b>
<b>Dues Income</b>				<b>7,236.00</b>
<b>Dues Pass Through</b>				<b>2,004.00</b>
<b>NSPE Accounting Error</b>				<b>25.00</b>
1/9/2009		DE...NSPE		25.00
<b>Seminar Account</b>				<b>3,136.76</b>
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
<b>EXPENSES</b>				<b>-3,034.00</b>
<b>Uncategorized</b>				<b>0.00</b>
10/17/2008	13	Void	Check voided due to misprint	0.00
<b>Bank Charge</b>				<b>-10.00</b>
<b>Insurance</b>				<b>-200.00</b>
<b>Other Insurance</b>				<b>-200.00</b>
10/17/2008	14	Patterson Insurance Brokers	Security Bond Premium	-200.00
<b>Legislative Affairs Day</b>				<b>-350.00</b>
2/9/2009	21	Ted Trueblood	ASPE Legislative Affairs Da...	-350.00
<b>Misc</b>				<b>-80.00</b>
<b>Other Misc</b>				<b>-80.00</b>
10/18/2008	17	Uncle Joe's Pizza	October Board Meeting Wor...	-80.00
<b>Pass Through</b>				<b>0.00</b>
6/10/2008	12	AEEF	Mathcounts Registration	-870.00
9/29/2008		DEP MATHCOUNTS	Mathcounts Registration	870.00
<b>Reimbursement</b>				<b>-2,394.00</b>
<b>House of Delegates Rep Travel</b>				<b>-1,200.00</b>
<b>Officer Travel</b>				<b>-1,194.00</b>
10/17/2008	15	Eric Eriksen	Airfare Reimbursement for ...	-275.50
10/17/2008	16	Maureen Hansen	Airfare Reimbursement for ...	-275.50
10/18/2008	18	Loren Rasmussen	Airfare Reimbursement Oct...	-275.50
10/18/2008	19	Frances Isgrigg	Airfare Reimbursement for ...	-367.50
<b>TRANSFERS</b>				<b>-1,000.00</b>
<b>ASPE Savings</b>				<b>-1,000.00</b>
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
<b>OVERALL TOTAL</b>				<b>8,367.76</b>

## Approved ASPE Budget for fiscal year FY08-09

<u>Income</u>		Budget	Actual
Unified Dues			
	Dues Income	\$9,000.00	\$7,236.00
	Dues Pass-Through	\$2,502.00	\$1,854.00
Miscellaneous		\$0.00	
Seminar Profits		\$0.00	\$3,136.76
Western Region Attendance Rebate		\$100.00	
Interest - Savings		\$500.00	\$63.71
Voluntary Contributions			
	MATHCOUNTS	\$100.00	\$0.00
	AEFF	\$500.00	\$150.00
	ASPE Scholarship	\$200.00	\$0.00
	<b>TOTAL</b>	<b>\$12,902.00</b>	<b>\$12,440.47</b>

### Expenses

Officer Travel	To Oct and March Meeting	\$3,700.00	\$1,194.00
	New Pres. Elect to March Mtg	\$400.00	
House of Delegates Rep	Travel Allowance*	\$600.00	\$1,200.00
President/Pres Elect	Travel Allowance*	\$600.00	(See Above)
Annual Meeting	Host Chapter Support	\$500.00	
October Board Meeting	Misc Expenses	\$100.00	\$80.00
Yearly Dues	APDC + LLC Lobbyist	\$5,500.00	
	Western Region	\$350.00	
Insurance	Liability Bond	\$200.00	\$200.00
Miscellaneous	Office Expense	\$100.00	
	Ballot Prep & Mailing	\$100.00	
	AK Dept. Commerce	\$20.00	
	IRS		
	Bank Service Charges	\$15.00	\$10.00
	PO Box	\$140.00	
	Teleconferences		
	Book Keeping	\$0.00	
Legislative Affairs	Legislative Affairs Day	\$0.00	\$350.00
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	
	<b>TOTAL</b>	<b>\$17,291.00</b>	<b>\$3,034.00</b>

Savings Account Balance 4/1/08	\$18,102.38
Transfer into (out of) Savings:	\$1,000.00
<b>Current Savings Account Bal.</b>	<b>\$19,166.09</b>
Checking Account Balance 4/1/08	\$456.82
<b>Current Checking Acct. Bal.***</b>	<b>\$8,799.58</b>
Total ASPE Assets:	<b>\$27,965.67</b>

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.

# ASPE Checking Account Register:2

4/1/2008 through 2/9/2009

2/9/2009

Page 1

Date	Account	Num	Description	Memo	Category	Clr	Amount
<b>BALANCE 3/31/2008</b>							<b>456.82</b>
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
8/13/2008	Checking	DEP	S NSPE		Dues Income		122.00
					Dues Pass Th...		28.00
8/29/2008	Checking	CHARGE	First National ...	Bank Charge			-1.00
9/10/2008	Checking	DEP	S NSPE		Dues Income		417.00
					Dues Pass Th...		108.00
9/29/2008	Checking	DEP	MATHCOUNTS Mathcounts ...	Pass Through			870.00
9/30/2008	Checking	CHARGE	First National ...	Bank Charge			-1.00
10/10/2008	Checking	DEP	S NSPE		Dues Income		122.00
					Dues Pass Th...		28.00
10/17/2008	Checking	14	Patterson Ins... Security Bon...	Insurance			-200.00
10/17/2008	Checking	15	Eric Eriksen Airfare Reim...	Reimburseme...			-275.50
10/17/2008	Checking	16	Maureen Han... Airfare Reim...	Reimburseme...			-275.50
10/17/2008	Checking	13	Void Check voide...				0.00
10/18/2008	Checking	17	Uncle Joe's Pi... October Boa...	Misc			-80.00
10/18/2008	Checking	18	Loren Rasmu... Airfare Reim...	Reimburseme...			-275.50
10/18/2008	Checking	19	Frances Isgrigg Airfare Reim...	Reimburseme...			-367.50
10/18/2008	Checking	20	Loren Rasmu... Airfare Reim...	Reimburseme...			-1,200.00
10/31/2008	Checking	CHARGE	First National ...	Bank Charge			-1.00
11/13/2008	Checking	DEP	S NSPE		Dues Income		448.00
					Dues Pass Th...		112.00
11/28/2008	Checking	CHARGE	First National ...	Bank Charge			-1.00
12/11/2008	Checking	DEP	S NSPE		Dues Income		2,342.00
					Dues Pass Th...		733.00
12/31/2008	Checking	CHARGE	First National ...	Bank Charge			-1.00
1/9/2009	Checking	DEP	S NSPE		Dues Income		1,834.00
					Dues Pass Th...		526.00
					NSPE Accoun...		25.00
1/31/2009	Checking	CHARGE	First National ...	Bank Charge			-1.00
2/9/2009	Checking	21	Ted Trueblood ASPE Legisl...	Legislative Aff...			-350.00

ASPE Checking Account Register:2

4/1/2008 through 2/9/2009

2/9/2009

Page 2

Date	Account	Num	Description	Memo	Category	Clr	Amount
<b>4/1/2008 - 2/9/2009</b>							<b>8,367.76</b>
<b>BALANCE 2/9/2009</b>							<b>8,824.58</b>
<b>TOTAL INFLOWS</b>							<b>56,882.10</b>
<b>TOTAL OUTFLOWS</b>							<b>-48,514.34</b>
<b>NET TOTAL</b>							<b>8,367.76</b>

# ASPE Savings Account Register

4/1/2008 through 2/9/2009

2/9/2009

Page 1

Date	Account	Num	Description	Memo	Category	Clr	Amount
<b>BALANCE 3/31/2008</b>							<b>6,133.97</b>
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
9/30/2008	ASPE Savings	DEP	first National ...		Interest Inc		13.51
12/31/2008	ASPE Savings	DEP	First National ...		Interest Inc		10.54
<b>4/1/2008 - 2/9/2009</b>							<b>1,032.12</b>
<b>BALANCE 2/9/2009</b>							<b>7,166.09</b>
<b>TOTAL INFLOWS</b>							<b>7,032.12</b>
<b>TOTAL OUTFLOWS</b>							<b>-6,000.00</b>
<b>NET TOTAL</b>							<b>1,032.12</b>