



Alaska Society of Professional Engineers

A state society of the National Society of Professional Engineers



June 10, 2008 - ASPE MEETING MINUTES

1. **Call to order 12:05 PM**
2. **Roll call:** Quorum is met.
Present:
 - Patrick Coullahan
 - Dave Lanning
 - Eric Eriksen
 - Deb Allen
 - Gregory Latreille
 - Katie Swenson
 - Loren Rasmussen
 - Brad Fristoe
3. **Approval of Agenda:** Greg Latreille motions to approve; seconded by Brad Fristoe; agenda approved.
4. **Minutes from April Meeting:** Greg Latreille motions to approve; seconded by Katie Swenson; minutes approved.
5. **Treasurer's Report:** Greg Latreille reviews report for June 2008. See attachment.
 - a. Sandman Expenses – Request for single accounting of all expenses and transactions for the Sandman Seminar so that it is clear what the costs were and how income was split between the chapters. Want to make this clear so that when future members look at the accounting they can see the total profit from the seminar. Greg Latreille will put this together.
 - b. Anticipated losses have been covered already. 2 new members have joined.
 - c. Don Dent's and Ken Walsh's accounts show them as dropped members. This is likely due to the fact that they are fellows; also could be a results of a name misspelling.
 - d. Total Assets - \$23,000.
6. **Continuing Education Committee Report:**
 - a. Group has not met recently. Need to look at fall meeting minutes and see who is in the group.
 - b. Free seminars are being held by other groups. People get continuing education credits for attending the seminars are likely more motivated to attend the free seminars.
 - c. Should seminars be kept under continuing education?



Alaska Society of Professional Engineers



A state society of the National Society of Professional Engineers

- d. Seminar at the annual meeting; would help attract people to attend. Could have a member or college professor give discussion or seminar. Should offer something free at every annual meeting.
 - e. 2010 is the year that people need to have their continuing education credits by; maybe do seminar in the fall of the final year so people are motivated to come.
 - f. Discussion tabled for next meeting.
7. **Calendar:** No comments.
8. **Old Business:** None.
9. **New Business:**
- a. Western Region Director Position – Loren Rasmussen gave recap of recent occurrences in the election for Western Region director on the national board. Steve Theno ran for position; there was a two way tie between Steve and Allen; Steve won position in a coin toss; Steve has recently stepped down; Allen has been nominated to take over; election will take place in Portland.
 - b. NSPE Vice President Position – VP for NSPE has recently resigned due to health reasons. VP position is now open. Mike Hardy has stepped up for the position. The Florida VP has also stepped up for position. This is the first time in many years that 2 people have run for the position and an actual election will be held. Our state will need to write a letter of support for Mike Hardy for him to be nominated. Loren Rasmussen motions to write letter of support for Mike Hardy; motion is seconded by David Lanning. Pat Coullahan will send the letter.
 - c. NSPE Board Meeting Minutes – Pat Coullahan sent out to all by e-mail. No comments received yet. People should review and e-mail comments to Pat and Loren so they can be taken to the meeting. Loren will be attending. Pat, Greg, and Erik may attend.
 - d. October Meeting – Meet at BBFM; backup would be at BP. Need to look at issues from the last meeting's minutes. Should there be a seminar at the October meeting? May not have time to put together; need to work out seminar for 2009 spring meeting during October meeting.
 - e. Website – Deb Allen would like to have a non-board member involved and responsible for the website. Usually a board member takes on the duty of maintaining the website, but they have so much to do, the website gets neglected. Maybe someone from the Dimond High School engineering group? Get a high school student or group of students involved.



Alaska Society of Professional Engineers



A state society of the National Society of Professional Engineers

- f. Teleconference Fees – BBFM has to pay for teleconferences and ASPE pays the cost back, \$40 each teleconference. Need to find a cheaper way to hold meetings. Motion made to allow Greg to make a bill for this teleconference cost and then pay BBFM for it; motion seconded.
10. **Next Teleconference is on August 12th, 2008.**
 11. **Meeting Adjourned 12:49 PM.**

Expanded
4/1/2008 through 6/9/2008

6/9/2008

Page 1

Date	Num	Description	Memo	Amount
INCOME				4,581.76
Dues Income				1,207.00
Dues Pass Through				238.00
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				-2.00
Bank Charge				-2.00
TRANSFERS				6,000.00
ASPE Savings				6,000.00
4/30/2008		TX...Savings Transfer	To cover check to Sandman	6,000.00
OVERALL TOTAL				10,579.76

Approved ASPE Budget for fiscal year FY08-09

<u>Income</u>		Budget	Actual
Unified Dues			
	Dues Income	\$9,000.00	\$1,207.00
	Dues Pass-Through	\$2,502.00	\$238.00
Miscellaneous		\$0.00	
Seminar Profits		\$0.00	\$3,136.76
Western Region Attendance Rebate		\$100.00	
Interest - Savings		\$500.00	\$31.59
Voluntary Contributions			
	MATHCOUNTS	\$100.00	\$0.00
	AEFF	\$500.00	\$0.00
	ASPE Scholarship	\$200.00	\$0.00
	TOTAL	\$12,902.00	\$4,613.35

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	\$2.00
	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	\$2.00

Savings Account Balance 4/1/08	\$18,102.38
Transfer into (out of) Savings:	(\$6,000.00)
Current Savings Account Bal.	\$12,133.97
Checking Account Balance 4/1/08	\$456.82
Current Checking Acct. Bal.***	\$11,036.58
Total ASPE Assets:	\$23,170.55

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:2

4/1/2008 through 6/9/2008

6/9/2008

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
4/1/2008 - 6/9/2008							10,579.76
BALANCE 6/9/2008							11,036.58
TOTAL INFLOWS							48,192.10
TOTAL OUTFLOWS							-37,612.34
NET TOTAL							10,579.76

Summary of funds collected by Anchorage.

Deposits:

\$12,250.00

\$3,200.00

\$4,900.00

\$500.00 **Scott - I still have this check. I will give it to you on Thursday at the meeting.**

Total Received: \$20,850.00 We had 6 more people - 5 that paid through FAI and 1 through JUN

Expenses:

-\$214.32 Kinkos for copying

-\$82.00 2 rolls of stamps for mailing flyers

-\$56.16 Markers, transparencies, envelopes, etc.

-\$6.28 Nametags

-\$2,691.24 Hilton

Total Expenses: -\$3,050.00 **Owed to Deb Allen (Scott please cut me a check)**

Remaining

\$17,800.00

-\$17,000.00 Already paid to State by Anchorage Chapter

\$800.00 Funds Remaining in ASPE account

The round number is a total coincidence. I have receipts for everything except the stamps (I accidentally threw it away).

Sandman Expenses

Bound Reports at \$5/ea: 46x5=	\$230.00
Overhead Transparencies:	\$29.99
Inserts/Flyers Cost:	\$100.00
Total NORTECH Expenses:	\$359.99

Sandman Totals:		
People Attended:	37	
No Shows:	4	
Total # of Paid Attendees:	<u>41</u>	
Total # of Checks:	33	\$14,500.00
Total # of CCs charged:	11	\$5,300.00
Totals:	44	\$19,800.00

(including 3 ANC CCs)

should add up @ end

Princess Total Expenses=	\$1,169.46
plus NORTECH Expenses	\$359.99
Total	\$1,529.45

\$5300(total cc)-\$318(6%)=	\$4,982.00
minus total expenses	\$1,529.45
Check to ASPE=	\$3,452.55

*Other income
\$ 3134.55 other income
\$ 318.00 cc fees*

→ Anchorage

*\$13,500.00
- 2 ppl from DEC office
yet to get ✓ \$1,000 ✓*

2008 ASPE Risk Communication Seminar - Juneau ASPE Chapter

Income

Date Received	Item Description	Amount	Deposited w/Fbks
2/2/2008	Registration for Pete Hildre - DOWL CK 184398	\$350.00	
2/2/2008	Registration for Erich Schaal- DOWL CK 184398	\$450.00	
2/25/2008	Registration for Maureen Hansen - H&A Ck 10461	\$350.00	
2/29/2008	Registration for Chris Gianotti - PND Ck 1829	\$350.00	
3/1/2008	Registration for Doug Murray - MAPC Ck 5877	\$350.00	
3/1/2008	Registration for Roger Smith - MAPC Ck 5877	\$350.00	
3/1/2008	Registration for Marti Early		\$450.00
3/11/2008	Registration for Malcom Menzies - DOTPF Ck 22893140	\$450.00	
3/11/2008	Registration for Frank Richards - DOTPF Ck 22893136	\$450.00	
3/12/2008	Registration for Naomi Hobbs - DOWL Ck 185499	\$350.00	
3/13/2008	Registration for Loren Rasmussen - Ck 3011	\$350.00	
3/24/2008	Resgistration for Daniel Jones - Ck 85574	\$450.00	
3/29/2008	Resgistration for John Stone - Ck 514098	\$450.00	
3/28/2008	registration for Lynda Giguere - ck 22921372	\$500.00	
3/28/2008	Registration for Katherine Heumann - Ck 22921377	\$500.00	
4/21/2008	Registration for Nim Ha (Jnu) & Rae Benedict(at Anc) - Ck 22928657	\$1,000.00	
4/21/2008	Registration for Mike Story - Ck6757	\$400.00	
4/21/2008	Registration for Nathan Leigh - Ck119671	\$400.00	
Income Subtotal		\$7,500.00	\$450.00

Expenses

Date Spent	Item Description	Amount
3/10/2008 maureen ckg	certificate paper	\$6.29
3/31/2008 maureen ckg	56 envelopes	\$1.06
4/1/2008 maureen ckg	56 stamps	\$22.96
maureen ckg	reserve room	\$210.00
4/18/2008 maureen ckg	ream of paper	\$6.50
4/19/2008 maureen ckg	handout covers	\$6.60
4/21/2008 maureen visa	Lunch	\$340.48
4/22/2008 maureen visa	coffee, pastry, & speaker aids	\$111.56
Expenses Subtotal		\$705.45
Grand total		\$6,794.55