

ACEC

AMERICAN COUNCIL OF ENGINEERING COMPANIES
of Vermont

**ACEC of VT Board of Directors Meeting Notes
February 28, 2018
Stantec Office, South Burlington, VT**

Directors Attending:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Gary Santy, <i>Stantec</i> | <input type="checkbox"/> Jason Booth, <i>Aldrich & Elliott</i> |
| <input type="checkbox"/> John Forcier, <i>Forcier Consulting</i> | <input checked="" type="checkbox"/> Jeff Tucker, <i>DuBois & King (phone)</i> |
| <input checked="" type="checkbox"/> Dale Gozalkowski, <i>CHA (phone)</i> | <input type="checkbox"/> Greg Goyette, <i>Stantec</i> |
| <input checked="" type="checkbox"/> Dave Saladino, <i>VHB (phone)</i> | <input type="checkbox"/> Brian Beaudoin, <i>Sanborn Head</i> |
| <input type="checkbox"/> Chris Cole, <i>Cole Company</i> | |

Others Attending:

- Brendan Cosgrove, *ACEC/VT Executive Director*

Topics and Items Discussed.

1. Call to Order

- President Santy called the meeting to order at 2:09 pm.
- Quorum was not achieved

2. Meeting Notes

- The group did not vote on previous meeting notes as there was no quorum.

3. Financial Update

- Brendan summarized financials to date. Income exceed expenses by \$14,950 through then end of February 2018.
- \$12,000 of \$14,000 budget collected to date on VTrans Technical Workshop.

4. Committee Reports

- Standing Committees
 - Environmental – Brian
 - No Update
 - Membership – Dave & Brendan
 - Dufresne Group contacted National ACEC about membership. Brendan following up.
 - Hallam-ICS and Stone Environmental potentially interested.
 - Transportation – Dale
 - VTrans Technical Transfer Conference
 - Ken Robie has nearly 30 staff committed to attend conference.
 - Dale currently finalizing NY PDH approval process



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- Board agreed not to charge fees for presenters. Dale to provide Brendan with list of presenters.
 - Brendan reported that there are currently about 75 RSVPs.
 - VTrans Contracting
 - Several members from Transportation Committee met with VTrans Contracting team to discuss draft revised contract provisions.
 - Aaron Guyette finalizing comments on behalf of ACEC to provide to VTrans to integrate into final draft version of provisions.
 - Legislative
 - Update on February 22nd Day Under the Dome. Summary posted on website under "ACEC/VT News".
 - Special Committees
 - Emerging Leaders –
 - Emerging Leaders – potential opportunity for legislative training session. Gary asked the Board whether there was interest in Brendan pursuing this further. Board agreed that there was value and Brendan will report back.
 - BGS CM Committee - Chris
 - Brendan attended meeting with Jennifer Fitch and BGS Directors. They understand the importance of looping in the contracting community.
 - Engineering Excellence – Jeff
 - Judging completed and results sent to Gary. 24 total entries; 13 firms; with 10 projects receiving awards. Three Grand Awards and seven merit awards were assigned. Same five judges as last year. Jeff to prepare draft announcement. Brendan to circulate e-mail to membership.
 - Brendan to prepare and circulate Save the Date shortly.
 - Board to discuss potential keynote speaker and whether to make any lifetime achievement awards at March meeting.
- 5. Other items of business**
- Chris Cole moving out of Vermont and will be resigning his Board seat at the end of his term.
 - Nominating committee
 - Gary and Jeff to meet to make a recommendation on Nominating Committee composition.
 - Brendan to circulate communication to membership to inquire about interest in nomination for Board vacancies.
 - Next meeting topics:
 - Event pricing, costs, budgeting
 - Survey to firms – how are we doing, what else could we be doing to support our members?

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6. Adjournment

- Meeting adjourned at 4:01

Respectfully submitted,



David Saladino, P.E., AICP
Secretary, ACEC of VT

ACEC VT
FY16-17 Budget vs. Actual / FY17-18 Budget

	FY 16-17 ACTUAL	FY 16-17 Budget	FY 17-18 Budget	2-27-18 YTD Actual
Ordinary Income/Expense				
Income				
50000 - Revenue				
51000 - Dues				
51003 - Affiliate Member Dues	7,575.00	9,000.00	8,000.00	7,500.00
51005 - Dues- Full Membership				
51005.1 - Dues- Full Membership- Chapter	10,403.00	12,000.00	13,000.00	13,212.00
51005.2 - Dues-Full Membership- National	16,200.00	18,000.00	17,522.00	17,433.00
Total 51005 - Dues- Full Membership	26,603.00	30,000.00	30,522.00	30,645.00
52004 - Associate Member Dues	1,420.00	1,230.00	995.00	1,038.00
Total 51000 - Dues	35,598.00	40,230.00	39,517.00	39,183.00
53000 - EEA/Annual Meeting				
53001 - EEA - Application Revenue	3,300.00	3,900.00	3,600.00	3,600.00
53002 - EEA - Sponsorships	16,747.01	25,000.00	20,000.00	
53003 - EEA Ticket Revenue	5,338.52	10,000.00	7,000.00	
Total 53000 - EEA/Annual Meeting	25,385.53	38,900.00	30,600.00	3,600.00
54000 - Other Misc. Income				
54001 - Miscellaneous Income	0.00	0.00	0.00	
54003 - BIT Insurance Royalty Program	1,586.97	3,000.00	1,500.00	
Total 54000 - Other Misc. Income	1,586.97	3,000.00	1,500.00	
55000 - Fundraising Events				
55001 - Luncheon Meetings	30.00	0.00	0.00	
55002 - Breakfast Meetings	1,200.00	0.00	2,100.00	600.00
55005 - Golf Tournament	9,150.00	8,000.00	10,000.00	9,474.48
57000 - Sponsorships				
Total 57000 - Sponsorships	0.00	0.00	0.00	
Total 55000 - Fundraising Events	10,380.00	8,000.00	12,100.00	10,074.01
56000 - Professional Devel Programming				
56001 - Prof Develop Events				
56003 - Soil Seminar	7,079.25	5,000.00	8,000.00	4,530.17
56004 - Emerging Leaders	4,581.68	4,000.00	4,000.00	689.76
56005 - BGS Tech Workshop	0.00	0.00	1,000.00	
56006 - Natural Res Tech Workshop	9,508.06	5,000.00	10,000.00	7,220.33
56007 - VTrans Tech Workshop	13,461.80	10,000.00	14,000.00	12,000.00
Total 56001 - Prof Develop Events	34,630.79	24,000.00	37,000.00	24,440.26
Total 56000 - Professional Devel Programming	34,630.79	24,000.00	37,000.00	24,440.26
Total 50000 - Revenue	107,581.29	114,130.00	120,717.00	75,371.14
Total Income	107,581.29	114,130.00	120,717.00	75,371.14
Gross Profit	107,581.29	114,130.00	120,717.00	75,371.14
Expense				
60000 - Expenses				
61000 - National Expenses				
61001 - Membership National Dues	16,707.00	18,000.00	17,522.00	9,097.00
61002 - Fall National Meeting	608.22	4,000.00	4,000.00	2,000.00
61003 - D.C. Meeting	7,396.12	4,000.00	4,000.00	
61005 - ACEC Leadership Orientation	0.00	0.00	250.00	126.09
61006 - Minute Man	0.00	500.00	500.00	
Total 61000 - National Expenses	24,711.34	26,500.00	26,272.00	11,223.09
62003 - EEA Dinner				
66004 - EEA Venue	0.00	0.00	0.00	
66005 - EEA Catering	0.00	0.00	0.00	
66007 - EEA Event Entertainment	0.00	0.00	0.00	
66008 - EEA Event Photography	0.00	0.00	0.00	
62003 - EEA Dinner - Other	8,310.66	10,000.00	9,500.00	
Total 62003 - EEA Dinner	8,310.66	10,000.00	9,500.00	
63000 - Legislative				
63001 - AIV Dues & Meeting	1,200.00	1,200.00	1,200.00	1,200.00
Total 63000 - Legislative	1,200.00	1,200.00	1,200.00	1,200.00
64000 - Executive Director				
64001 - Salary	58,200.00	60,000.00	58,200.00	38,800.00
64002 - Administrative Services	0.00	8,000.00	8,000.00	1,105.36
Total 64000 - Executive Director	58,200.00	68,000.00	66,200.00	39,905.36
66000 - Regular Event Cost				
66006 - Soil Seminar Cost	3,336.68	3,500.00	3,500.00	1,550.00
66009 - Event Printing Cost	191.53	0.00	500.00	
66010 - Natural Resource Tech Workshop	0.00	0.00	1,500.00	862.25
66011 - Golf Tournament	6,239.81	5,500.00	6,500.00	6,500.83
66013 - VTRANS Tech Workshop Costs	2,552.70	0.00	3,000.00	
66000 - BGS Tech Workshop	0.00	0.00	500.00	
Total 66000 - Regular Event Cost	12,320.72	9,000.00	15,500.00	8,913.08
67000 - ACEC Operations				
62000 - Public Relations				
62001 - Brochures/Website	324.44	325.00	400.00	360.00
Total 62000 - Public Relations	324.44	325.00	400.00	360.00
64005 - Communications	0.00	0.00	0.00	
64007 - Meals	0.00	100.00	0.00	
64008 - Office Supplies	8.55	50.00	50.00	
64011 - Business Insurance	500.00	560.00	500.00	
64012 - Miscellaneous	175.00	0.00	0.00	50.00
67000 - ACEC Operations - Other	20.00	0.00	0.00	375.00
Total 67000 - ACEC Operations	1,027.99	1,035.00	950.00	785.00
69800 - Uncategorized Expenses	232.91	0.00	0.00	
Total 60000 - Expenses	106,003.62	115,735.00	119,622.00	60,421.17

ACEC VT
FY16-17 Budget vs. Actual / FY17-18 Budget

	FY 16-17 ACTUAL	FY 16-17 Budget	FY 17-18 Budget	2-27-18 YTD Actual
69801 - Bad Debt	0.00	0.00	0.00	
Total Expense	106,003.62	115,735.00	119,622.00	60,421.17
Net Ordinary Income	1,577.67	-1,605.00	1,095.00	14,949.97
Net Income	1,577.67	-1,605.00	1,095.00	14,949.97