

Southwest Chapter ASSE
October 14, 2016

Southwest Chapter Executive Committee (EC) Meeting Minutes

Meeting held via webinar and conference call

Present

Nick Huser (President); Donnie Chambless (1st VP); Nazeer Khaleeluddin (Treasurer); Dylan Romo (Secretary); Rebecca Pederson (VP, Communications); Kevin Roegner (VP, Membership); Russell Payton (Delegate);

Non-voting: Phil Bunker (ASSE Foundation Liaison); Matt Pickell (guest)

Absent

Larry Gates (VP, Professional Development); Bill Propes (Delegate); Richard Bourlon (Delegate); Stephanie Johnson (Immediate Past President)

Call to Order

Nick Huser called the meeting to order at 12:02 PM CST. Dylan Romo announced that a quorum was present.

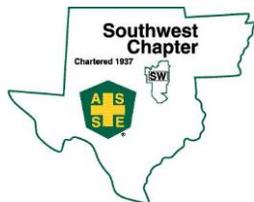
Old Business

Previous Minutes

Nazeer Khaleeluddin made a motion to accept the May 9, 2016 EC and June 1, 2016 General Membership meeting minutes. Dylan seconded. The motion passed unanimously. Dylan inquired about the reference to meeting minutes from the May 23, 2016 EC meeting. Nick agreed to submit those at the next EC meeting.

Roy Kinslow Scholarship

Phil Bunker walked members through the process of supplementing the endowment to the Roy Kinslow scholarship, explaining that a new donation of \$10,100 from the Chapter to the ASSE Foundation would allow an increase in the scholarship amount from \$1,000 per year to \$1,500 per year. The previous EC had approved such an increase during the previous administration. At the present time, a qualifying Southeast Oklahoma State University student is considered first for the scholarship. In the absence of such a qualifying student, the scholarship may go to other applicants from centers of higher education in ASSE Region III. If there is no such candidate, the scholarship would be distributed to student applicants from other ASSE regions. This is explained on the Foundation website.



Nazeer asked Phil to provide the information regarding where to issue the check. (This was completed via email prior to the writing of these minutes).

Phil also indicated that we should seek employer matching funds opportunities when soliciting donations from members.

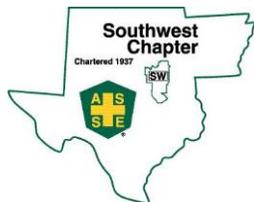
Chapter Operating Budget, 2016-17

The draft budget for the 2016-17 fiscal year was discussed. The draft had been circulated by Nazeer to the EC members via email on September 13. Subsequent updates were emailed on September 26, October 12, and October 13 after suggestions were received from EC members.

- Kevin Roegner commented that the prior year there had been a social function in late summer with \$5,000 budgeted. The current allotment was \$2,000. A recommendation was made to increase that number to \$4,000.
- Rebecca Pederson asked to have the additional \$5 per month added for the upgrade in web hosting services to include both web hosting and maintenance. (The EC had previously agreed to upgrade the service provided by Society).
- Nick asked that the budget include \$1,500 to cover students' cost of travel to the Leadership Conference in November 2016 and \$375 to send three students to the Region III Leadership Conference in Tahlequah, Oklahoma in April 2017.
- A suggestion was made to increase the scholarship line item to \$12,500 to cover the Roy Kinslow endowment (above) as well as any other undesigned scholarship opportunities that might arise.
- Rebecca suggested that the amount budgeted for the PDC in April was too high and voiced concern that the planned expenditures far outstripped last year's income (estimated at \$4,800) from the event. Nazeer said he would review the receipts to verify the amount that was spent last year. In the meantime, it was decided to leave the allocation for the 2017 PDC at \$8,500.

As discussion ended, Dylan reviewed all proposed changes and then made a motion to accept the budget as amended. Kevin seconded the motion. An additional point of discussion clarified that the budgeted amounts did not compel the Chapter to spend the entire amount in any given category. The motion passed with 6 votes for and 1 against.

Nazeer also indicated that an amount of \$4,900 had accumulated in the PayPal account and that the amount would be rolled into the Chapter's bank account. It was determined that, in future, it would be appropriate to make this transfer and note the income in the budget in the accounting period in which the funds were acquired.



New Business

Financial Report

Nazeer provided the financial report for the month ending September 30, 2016, which included the following:

- \$769 Income (Dues)
- \$554.16 Expense (Reimbursement to Delegate Bill Propes from June 2016 House of Delegates meeting)
- \$35 Expense (Bank fees)
- Change in Balance (+) \$179.34
- New Balance \$54,936.13

Russell Payton made a motion to accept the financial report. Dylan seconded the motion. There was no discussion. The motion passed unanimously.

Nazeer indicated that a Certificate of Deposit (CD) was maturing and that the EC needed to determine what to do with the funds. The value was \$6,404.35. The annual interest rate was reported as 0.15%. Donnie Chambless made a motion to roll the amount into a new CD. Rebecca seconded. The motion passed unanimously.

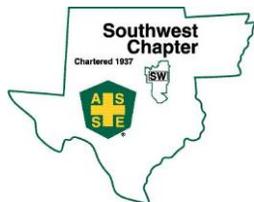
Dylan suggested that a financial audit be conducted at the end of the fiscal year. According to recommended practice, the audit team should consist of three members, none of which has signature authority for Chapter financials. Phil indicated that an annual audit was a requirement of the Society. Nazeer and Dylan recalled differently from the recent training and Nazeer determined to follow up. Nick indicated that an audit would be conducted at year end regardless.

Website Hosting and Maintenance

Dylan indicated that a new contract would have to be completed, per Society. Dylan agreed to obtain the necessary information. Rebecca agreed to continue to oversee the process in the absence of a Website Chair. All materials submitted to Society for placement on the website would need to be "ready to go" as the host would not be involved in design.

PDC 2017

Nick indicated that Larry would be remaining as VP, Professional Development. Matt Pickell had been asked to assist Larry. Nazeer suggested that Nick install Matt at co-VP, Professional Development and make him a member of the EC so that he would have voting authority. Nick made the appointment as suggested.



Open Chair Positions

Several Chair positions remained open. Nick asked EC members to submit candidate names. Dylan recommended Taylor Benner for Awards Chair and promised to provide Nick with contact information. Nick would contact Taylor.

Nick agreed to contact past Governmental Affairs and Science Fair Chairs to determine availability to serve another term.

Chapter By-Laws

Nick indicated that Steve Gray, Region III VP, had alerted him to a pending change in the organization wherein an Area Director would be installed over all “Northern” Chapters and another AD would be installed over all “Southern” Chapters. This would necessitate a change in Chapter By-Laws. Steve would provide information on the needed changes by year end.

Dylan commented that he had reviewed the current By-Laws and had several suggested changes. He also offered to chair a three-person committee that would formalize the suggestions and present them to Nick in early 2017. Nick would then need to obtain approval from Region 3 and National prior to submitting them for a chapter vote.

Adjournment

Nick Huser adjourned the meeting at 12:51 PM CST.

Respectfully Submitted:
Dylan Romo, Secretary