

## MEETING NOTES

**Date:** Friday, July 20, 2018

**Place:** Stanley Phoenix Office

**Project/Purpose:** AZ ASCE Strategic Planning (FY2019)

**Attendees:** Breanna Connolly – Entellus  
Fausto Burruel – Town of Marana  
Gary Miller – City of Flagstaff  
Jeff Swan – Woodson Engineering  
Karl Rockwell – MCDOT  
Ted Smithwick – Stanley Consultants

**Notes By:** Breanna Connolly and Ted Smithwick

### ***1. Budget Review***

- Send reminders for events/groups Tuesday  
(Board holds funding for)

#### **ACTION ITEMS:**

Treasurer (Karl) to send to Sections (Treasurer at a minimum) at the beginning of each year (FY)

- Send section budget
- Send explanation of what line items are

Note: special additional funds can be requested for specific items and approved on a case by case basis.

Note: who to send requests to.

#### **ACTION ITEM:**

Ted, Breanna, & Gary will attend Thursday's meeting (Hotel room covered Wednesday night through Sunday)

Rest of Board members to attend rest of conference (Hotel room covered Thursday night through Sunday)

632d In State Officer travel:

- People staying in Phoenix for State Conference (as needed)
- Excessive driving (always try to carpool)

633 Practitioner Advisor Travel Assisting students to conferences (bus/van/etc.) (PSWC)

- Revisit:
  - Special Requests funds
  - Web Master funds
- \$6K over budget due to MRLC in Hawaii
- Anticipate next year's costs will be lower (absorbing the deficit)

#### **ACTION ITEM:**

Fausto to email current section Presidents to inform them of available funds for this FY.

## 2. *Meeting Frequency & Schedule*

- August 15<sup>th</sup> – conference call (Fausto to plan and set agenda)
- AZ Officers Meeting – Thursday night, Sept 13, Aunt Chilada’s (Fausto to plan and set agenda)
- October – ASU
- November – NAU
- December – combined with branch social hour
- January – In-Person Meeting Phoenix
- February 22-23, Grand Canyon Plaque Dedication
- March – in conjunction with MRLC (think the beach)
- April – U of A
- May – Yuma
- June – Phone meeting
- July – Strategic Planning

## 3. *Conferences*

- a. Region 8 fall assembly meeting, Sept 6-8, Spokane
  - i. Ted, Bre, Fausto
- b. AZ State, Sept 14, Phoenix
- c. PGF, Sept 22-24, Reston
  - i. Gary Miller
- d. MRLC, March 6-9, Honolulu
  - i. All six AZ ASCE board members
  - ii. Ted, Breanna, & Gary will attend Thursday’s meeting (Hotel room covered Wednesday night through Sunday)
  - iii. Rest of Board members to attend rest of conference (Hotel room covered Thursday night through Sunday)

## 4. *Mission & Goals*

ID incoming officer by next June 2019

Three (3) past presidents to lead

- Ideas to freshen up newsletter
  - Focus on President’s message
    - Leadership topics?
    - Interviews with industry leaders?
  - Brain teasers?
  - View click rate
- Awards
  - Are we on schedule?
    - Yes per Fausto

ACTION ITEM:

Need new chair for awards

- Conference

ACTION ITEM:

Fausto/D. planning succession for coordination

Breanna to Co-Chair

Find Breanna Co-Chair

- Legislative drive in other events

ACTION ITEM:

Fausto to champion/set date

- Gary, Karl, Jeff & Breanna interested to support

- Report Card

- Need champion not on Board

ACTION ITEM:

Ted to reach out to previous content providers to see if someone will champion

- Update: Ted has reached out to Doug Kobrick and Andy Brown. Doug indicated AZ Water would be willing to help

- Education

ACTION ITEM:

Breanna to send 'working' file of important dates and information for feedback.

Add acronyms

Add list of budget items

- Develop treasurer training?
- Can Section board share Quick Books with Branches?

ACTION ITEM:

Brent to see if Region can provide training

Karl to contact Branches to see what they are using and know they are set up

- Membership drive?
  - This year we reached out to at risk members with success
    - Will continue next year
  - Other ideas?

## 5. **Board Members**

- Public Relations Rep: Karl Obergh = TBD
  - What should they do?
  - TBD
- Web Master
  - Also be social media lead



AzSCE ARIZONA SECTION  
 2017-2018 BUDGETING  
 Oct 1, 2018 to Sept. 30, 2019

As of: 7/20/2018

	APPROVED	ACTUAL	PROPOSED
	Budget FY 17/18	FY 17/18 as of 6/1/18	Budget FY 18/19
<b>INCOME</b>			
412 National Allotment and Entrance	\$10,000.00	\$9,678.60	<b>\$10,000.00</b>
415 SPAG Grant	\$0.00	\$1,250.00	<b>\$0.00</b>
413 Sponsorships		\$1,500.00	<b>\$0.00</b>
431/432 Annual Section Meeting	\$40,000.00	\$2,092.33	<b>\$40,000.00</b>
433 Misc Revenue (Newsletter/Website/Etc.)	\$0.00	\$0.00	<b>\$0.00</b>
451 Membership Dues	\$36,000.00	\$37,265.20	<b>\$36,000.00</b>
<b>TOTAL INCOME</b>	<b>\$86,000.00</b>	<b>\$51,786.13</b>	<b>\$86,000.00</b>
<b>EXPENSES</b>			
611 Scholarships (3x \$3000)	\$9,000.00	\$9,000.00	<b>\$9,000.00</b>
612 Cash Awards and Grants			
612a E-Week Phx	\$500.00	\$0.00	<b>\$500.00</b>
612b E-Week SAB	\$500.00	\$500.00	<b>\$500.00</b>
612c Future Cities	\$500.00	\$500.00	<b>\$500.00</b>
612d Math Counts (4x \$250)	\$1,000.00	\$1,000.00	<b>\$1,000.00</b>
612e Other Contributions	\$0.00	\$0.00	<b>\$0.00</b>
632 Officer Travel - Other		\$585.46	
632a Fall Assembly Meeting	\$3,000.00	\$0.00	<b>\$3,000.00</b>
632c MRLC	\$6,000.00	\$5,860.85	<b>\$12,000.00</b>
632d In-State Officer Travel	\$1,000.00	\$0.00	<b>\$1,000.00</b>
633 Practitioner Advisor Travel (3x \$900)	\$2,700.00	\$0.00	<b>\$2,700.00</b>
642 Meeting food	\$1,000.00	\$1,255.76	<b>\$1,000.00</b>
643 Meeting Expenses - Other			
653 Accountant Fees	\$2,000.00	\$750.00	<b>\$2,500.00</b>
654 Consultant Fees			-
654a Newsletter Editor	\$1,500.00	\$1,500.00	<b>\$1,500.00</b>
654b Webmaster	\$1,500.00	\$1,500.00	<b>\$1,500.00</b>
661 Books, Subscriptions, Reference		\$24.00	
662 Postage	\$50.00	\$8.72	<b>\$50.00</b>
663 Printing and Copying	\$15.00	\$0.00	<b>\$15.00</b>
664 Supplies	\$10.00	\$0.00	<b>\$10.00</b>
665 Information Technology (Hosting, etc.)	\$150.00	\$99.00	<b>\$150.00</b>
672 Banking Fees	\$10.00	\$0.00	<b>\$10.00</b>
673 Special Requests	\$3,000.00	\$5,551.04	<b>\$3,000.00</b>
681 Branch/YMF Allotments			
681a NAB	\$1,950.00	\$0.00	<b>\$1,950.00</b>
681b PHX	\$5,700.00	\$5,700.00	<b>\$5,700.00</b>
681c SAB	\$2,600.00	\$2,600.00	<b>\$2,600.00</b>
681d YUMA	\$1,300.00	\$0.00	<b>\$1,300.00</b>
681e PHX YMF	\$2,000.00	\$0.00	<b>\$2,000.00</b>
681f SAB YMF	\$2,000.00	\$0.00	<b>\$2,000.00</b>
681g NAB YMF	\$2,000.00	\$0.00	<b>\$2,000.00</b>
682 Student Chapter Allotments			
682a NAU	\$1,400.00	\$1,400.00	<b>\$1,400.00</b>
682b U of A	\$1,400.00	\$0.00	<b>\$1,400.00</b>
682c ASU	\$1,400.00	\$1,400.00	<b>\$1,400.00</b>
683 Subsidiary Organization Allotments			
683a Geotechnical	\$125.00	\$0.00	<b>\$125.00</b>
683b Bridge	\$125.00	\$0.00	<b>\$125.00</b>
683c EWRI	\$125.00	\$0.00	<b>\$125.00</b>
683d UESI	\$250.00	\$0.00	<b>\$125.00</b>
684 Region 8 Dues	\$1,000.00	\$1,784.75	<b>\$1,800.00</b>
691 SPAG Expenses	\$0.00	\$351.10	<b>\$0.00</b>
692 Legislative Luncheon	\$0.00	\$0.00	<b>\$0.00</b>
693 DC Flyin	\$1,500.00	\$0.00	<b>\$0.00</b>
701 Annual Section Meeting (Facility)	\$11,000.00	\$2,500.00	<b>\$11,000.00</b>
702 Annual Section Meeting (Catering)	\$11,000.00	\$0.00	<b>\$11,000.00</b>
706 Annual Section Meeting (Profit Sharing)	\$2,500.00	\$2,209.60	<b>\$2,500.00</b>
707 Annual Section Meeting (Officer Dinner)	\$1,000.00	\$0.00	<b>\$1,000.00</b>
708 Annual Section Meeting (Other)	\$2,500.00	\$0.00	<b>\$2,500.00</b>
<b>TOTAL EXPENSES</b>	<b>\$86,310.00</b>	<b>\$46,080.28</b>	<b>\$91,985.00</b>
<b>TOTAL INCOME - EXPENSES</b>	<b>-\$310.00</b>	<b>\$5,705.85</b>	<b>-\$5,985.00</b>