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engineers today"

ALASKA ENGINEERING EDUCATION FOUNDATION

AEEF MEETING MINUTES

May 12th, 2009

Teleconference

1. **Meeting called to order:** 12:05 AM
2. **Roll call for Quorum:** 8 present, 6 absent – Quorum Met

Present:

AEEF Vice President:	Angela Smith
AEEF Treasurer:	Greg Latreille
AEEF Secretary:	Katie Swenson
AEEF Executive Director:	Pat Crisenbery
Board Member:	Dave Lanning
Board Member:	Gerry Brown
Board Member:	Brad Fristoe
Board Member:	Maureen Hansen

Absent:

AEEF President:	Pat Coullahan
AEEF MC Coordinator:	LaQuita Chmielowski / Doug Murray
Board Member:	Eric Eriksen
Board Member:	Deb Allen
Board Member:	Loren Rasmussen
Board Member:	Francis Isgrigg

3. **Approval of Agenda:** Motion to approve today's agenda by Greg Latreille. 2nd by Pat Crisenbery. Passed unanimously.
4. **Approval of Minutes from March Teleconference:** Motion to approve March meeting minutes by Brad Fristoe. 2nd by Pat Crisenbery. Passed unanimously.
5. **Executive Director's Report:** See attached report, dated May 12, 2009. Review given by Pat Crisenbery. All changes are noted in the report.
 - a. Mathcounts – Juneau year is expensive. The Anchorage year will have to keep focused on expenses to make up for the deficit left over from the Juneau year.
 - b. Scholarship – Check is in the mail.
 - c. Lego League – Requested a letter from LL instead of an e-mail about what should be done with the remaining funds. Need letter to make transaction formal and assure that it is documented for future tax reasons.



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6. **Scholarship Report:** Frances Isgrigg not present. Pat Cricenberry – What is shown in the Executive Director's Report is pretty much all the information for the scholarships.
7. **New Business:**
 - a. On-Line Renewal – Need to have Pat and/or Eric send a formal letter to National requesting be done about the on-line renewal. Need to more than just wait for National to fix the problem because it will seriously affect the income and budget for the year. Greg will send an e-mail to Pat and Eric.
8. **NSPE 2009 Annual Meeting in St Louis, MO July 15-18th:** Greg will not be going. Will Eric and Dave be going?
9. **Next State Semi-annual AEEF Meeting in Anchorage October:** Date marked on calendar. Date is a placeholder for now. It will be a Saturday only meeting.
10. **Additional Topics:**
 - a. Website – What are we going to do? Current website just says “under construction”. Gerry Brown talked to Angie about her costs – would be \$25 an hour. Deb Allen was going to give Angie a call and see if we could use her. Website would need to have the ability for people to donate money. So this could justify using APDC funds for the website set-up and maintenance. Neither Greg Latreille nor another college student can set up the website if we want it to allow people to donate money. Would need to use Angie if we want the website to do this. We could also use some of the endowment money to get the website set up; if we get website setup, we would be able to bring in even more money, so this could be justified. Need to get a quote from Angie before we make a decision. She is going to need to talk to us before she gives us a quote. She will need to know the details of the work and what we are looking for. Gerry Brown talked to Angie at the chapter meeting and she did sound interested. Her schedule will free up in Oct/Nov. We should invite her to the next AEEF meeting in July so she can figure out what our needs are. Gerry will talk to Angie and see if she is available. Greg Latreille and Pat Crisenberry will work on getting an outline put together for the AEEF website so that we have something to give Angie.
11. **Next AEEF Teleconference July 14, 2009**
12. **Meeting Adjourned @ 12:30 pm:** Motion to adjourn by Greg Latreille. Seconded by Maureen Hansen. Approved unanimously.

Attachments:

- Meeting Agenda, dated 5-12-09
- Executive Director's Report, dated 5-12-09



Alaska Society of Professional Engineers

A state society of the National Society of Professional Engineers



May 12, 2009 AEEF Teleconference, 12:00 P.M.

The call in number:
Dial in number: 1-800-391-1709
Bridge #: 596672

1. Call to Order
2. Roll Call for Quorum
3. Approval of Agenda
4. Approval of Previous Meeting Minutes
5. Executive Director's Report – Pat Crisenbery
6. Scholarships – Frances Isgrigg
7. New Business
8. NSPE 2009 Annual Meeting in St Louis, MO July 15-18th
9. Next State Semi-annual AEEF Meeting in Anchorage October
10. Next AEEF Teleconference July 14, 2009
11. Adjourn

Distribution:

Position	First	Last	e-mail address	Phone
AEEF President	Patrick	Coullahan	patrick.m.coullahan@usace.army.mil	753-2770
AEEF Vice President	Angela	Smith	asmith@dowlhkm.com	780-3533
AEEF Board Member	Eric	Eriksen	eric.eriksen@aelp.com	321-6336
AEEF Board Member	Deborah	Allen	deb.allen@bp.com	265-2226
AEEF Secretary	Katie	Swenson	katiedid895@yahoo.com	
AEEF Treasurer	Greg	Latreille	glatreille@bbfm.com	274-2236
AEEF Board Member	Loren	Rasmussen	lorenrasmussen@aol.com	789-9724
Anchorage Director	Gerry	Brown	grbrownengineering@gci.net	
Fairbanks Director	Brad	Fristoe	brad_fristoe@dot.state.ak.us	451-5452
Juneau Director	Maureen	Hansen	maureen.hansen@alaska.gov	586-9788
Scholarship Chair	Frances	Isgrigg	fisgrigg@hoeflernet.com	
AEEF Exec. Director	Pat	Crisenbery	crisenbery77@mosquitonet.com	474-3971
AEEF MC Coordinator	LaQuita	Chmielowski	Lchmielowski@dowl.com	562-2000



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ALASKA ENGINEERING EDUCATION FOUNDATION

P.O. Box 81517
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Patricia T. Crisenbery, P.E.
Executive Director
(907) 474-3971

Date: May 12, 2009

Prepared For: AEEF Board of Directors

Prepared By: Patricia Crisenbery

Subject: **EXECUTIVE DIRECTOR REPORT**

Account Holder Summary

Operating Fund – The 2009 budget has been adjusted per the discussion and approval at the March meeting. I will be working on the 2008 tax return this month, and hope to have it done and filed by June.

MATHCOUNTS – MATHCOUNTS expenses for 2008/2009 are complete. Income was \$15,545 and expenses were \$27,145 for an overall deficit of \$11,600.

Scholarships – One application for scholarship payment has been received. This is the winner of the Fairbanks award, and it will be paid as soon as funds are received from the Fairbanks chapter. An email this morning said the check was in the mail. Remaining applications will come in throughout the summer.

Juneau Lego League – Eric forwarded me the information on the Juneau Economic Development Council (JEDC) and I contacted Rebecca Parks. She is supposed to be mailing me a formal request for the balance of the Juneau Lego League funds. As soon as I have the letter, I will make out the check to the order of JEDC.

Reports

- *Account Balances* -- To date for bank accounts, as of March 31 for endowment account. Interest income has dropped off significantly as all the CDs have been renewed at significantly lower rates.
- *Account Holder Balances*
- *Revised 2009 Operating Fund Budget*

Account Balances - As of 5/12/2009

(Includes unrealized gains)

As of 5/12/2009

5/12/2009

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Account	5/12/2009 Balance
Bank Accounts	
Alaska Custodial - MC Foundation	0.00
CD 2231547819	0.00
CD 7477298868	0.00
CD 7477298876	0.00
CD 7477298884	12,371.96
CD 9422390584	11,997.53
CD 9422390592	0.00
CD XXXXXX2311	12,238.25
Checking	4,926.35
Savings	14,059.31
TOTAL Bank Accounts	55,593.40
Cash Accounts	
Cash Account	0.00
TOTAL Cash Accounts	0.00
Liability Accounts	
Accounts Payable	-17,250.00
TOTAL Liability Accounts	-17,250.00
Investment Accounts	
Endowment	85,839.46
TOTAL Investment Accounts	85,839.46
OVERALL TOTAL	124,182.86

Account Holder Balances
As of 5/11/09

	<i>Balance</i>	<i>Liability</i>	<i>Net</i>
Operating Fund	\$2,525.87	\$0.00	\$2,525.87
Mathcounts	\$35,773.56	\$0.00	\$35,773.56
Juneau Lego League	\$497.86	\$0.00	\$497.86
Scholarships - Anchorage E-Week	\$6,245.60	\$7,000.00	-\$754.40
Scholarships - AEEF	\$0.00	\$2,000.00	-\$2,000.00
Scholarships - ASPE State	\$5,120.63	\$4,500.00	\$620.63
Scholarships - ASPE Anchorage	\$2,026.63	\$2,000.00	\$26.63
Scholarships - ASPE Fairbanks	\$0.00	\$1,000.00	-\$1,000.00
Scholarships - ASPE Juneau	\$3,403.25	\$750.00	\$2,653.25
TOTAL	\$55,593.40	\$17,250.00	\$38,343.40

MC Liability is calculated by subtracting actual expenses from approved budget expenses

AEEF Budget - Operating Fund
Fiscal Year 4/1/09 to 3/31/10

Line #	Item	4/1/08 to 3/31/09		4/1/09 to 3/31/10	
		Budget	Actual	Budget	Actual
1	OPERATING FUND BALANCE AT START OF FISCAL YEAR	\$2,824	\$2,897	\$2,298	\$2,298
INCOME:					
2	Contributions through ASPE Membership renewal	\$400	\$450.00	\$225	\$225
3	Interest Income	\$50	\$69.74	\$35	\$3
4	Solicited Contributions	\$600	\$0.00	\$0	
5	TOTAL INCOME	\$1,050	\$519.74	\$260	\$228
EXPENSES:					
6	Executive Director Travel	\$700	\$640.90	\$450	
7	Fidelity Bond	\$300	\$300.00	\$300	
8	Tax Preparation Fees	\$0	\$0.00	\$0	
9	Miscellaneous Operating Expenses - Office	\$200	\$44.96	\$100	
10	Fees	\$148	\$132.00	\$132	
11	Reserve for tax penalty	\$2,100	\$0.00	\$0	
12	Professional Fees	\$400		\$0	
13	AEEF Award			\$250	
14	TOTAL EXPENSES	\$3,848	\$1,117.86	\$1,232	\$0
15	OVERALL TOTAL	-\$2,798	-\$598.12	-\$972	\$228

Changed from \$450 to \$225 on 3/

1

2

3

2

4

Added to budget on 3/21/09

Notes:

¹ Executive Director Travel in Fiscal Year 2009/2010 will require (2) FAI/ANC round trips

² No tax preparation fees or penalties anticipated

³ Post office box rent and Biennial Report.

⁴ Assume that no action will be taken by Oversight Committee

21/09

5/12/2009