



**Corporate Board Meeting
Meeting Minutes
Saturday December 19, 2009
10:00 AM**

**Location: Offices of J.E. Fuller Hydrology & Geomorphology, Inc.
8400 S. Kyrene Road, Suite 201, Tempe, AZ**

1. Attendees: Lee-Anna Walker, Ted Lehman, Alan Dulaney, Christie O'Day, Beth Proffitt, Dana Downs-Heimes, Matt Beversdorf, Keith Ross, Jeff Gawad, Brad Hill, Mike Hulst, Damion Gosch,
2. Call to Order -10:18 – Alan Dulaney
 - a. Society Total – Attached
 - i. 400,000 – predicted total previously not realistic budget
 - ii. Actual year to date total –
 - a. \$62,926 total for symposium – Year to Date sheet not fully updated with symposium expenses and revenue.
 - b. \$9255 Society income dues
 - c. Several donations were also income for Society
 - d. Monthly meeting income across all 3 chapters \$2100
 - e. Had some investment income
 - f. Unrealized gain/loss –is an income from investments Wachovia securities
 - g. \$1000 subsidy to Flagstaff
 - h. \$4200 new Flagstaff intern
 - i. Refund to Corp from Symposium not reflected in Total budget.
 - j. Corp intern money to chapters is a little lower than reflected in budget – should be 4800 budget line item
 - k. 2400 Tucson for Halpenny 2009
 - l. Flagstaff checks \$1200 and \$2400
 - m. Miscellaneous \$2940 - Deposit for 2940 in Tucson line item. Proceeds from a cable tool Webinar and March dinner/booksigning meeting revenue and Corp Subsidy for Halpenny all lumped into one deposit. Future deposits will be one transaction per deposit type for coding purposes
 - n. Need to work on coding for taxes. Some confusion with our codes. Write the source codes in the check book registry. Call Beth regarding correct coding
 - o. YTD actual ~140,000
 - p. Christian is paid up except for what the AHSF owes him. Check for 1200 from Alan to Christian

Corporate Expenses

- q. Seed money for \$5000 back to Corp Board
- r. Facilitator charges, not up to date for \$22196.05 To A6
- s. Field trips funds from the symposium for \$1079 not the Flagstaff Zuni field trip. Need to update
- t. Maricopa field trip to Global Water– no expenses
- u. Tucson – no field trip expenses
- v. Stipends - \$400 unknown item-5402 should be 5411 donations to other charities ASSEF
- w. Alan and Beth need to meet with Rosa to go through line items
- x. Internship/scholarship committee meetings, hazwoper training, lunch, registration for symposium is included
- y. Donations to charities – Phx – For Nick Melcher to orphanage? Check minutes, Corp board - \$689 and Tucson chapter SARSEF - \$600
- z. ~\$5300 miscellaneous line item. Unknown expenses

Administration Expenses

- aa. Rosa ~ \$40/month
- bb. Merchant account fees \$5300 approximately – large amount of fees
- cc. **Action Item** – Wells Fargo- resolution to authorize Alan and Beth to have access to the merchant accounts. Will type up formal letter.
- dd. **Action Item** – Search for another bank with lower merchant account fees

Corporate Board Budget

- ee. Revenues - \$11000
- ff. Expenses – Subsidies, admin expenses, board mtg expenses, bank charges, insurance, tax prep – need to find out how much they will charge for 2009 taxes \$1000 is currently what is being charged – may need new tax preparer due to concerns from AHSF issues.
- gg. Accounting – Rosa – Beth suggests using her for 3-6 months. Possibly through May 2010 so Beth will take over Corp. Budget

PHX Chapter Budget – See Table

- hh. Line item 5131 – possibly food for PEST workshop – unknown
- ii. 5140 change code to more obvious
- jj. 5402 amount should be \$2400 not \$2800 (typo)
- kk. \$11000 income – PEST
- ll. 5890 – misc. – discretionary donations to charities

Tucson Chapter Budget – See Table

- a. Submitted budget was never reviewed by President and did NOT reflect actual expenditures or projected expenditures
- b. Check registry submitted by Tucson Chapter is coded and reflects actual expenditures

- c. Halpenny expenditure is 3600 not 2400
- d. Tucson Chapter spent \$203 on intern plaques, and has not been reimbursed by other chapters

No Misc. expenditures were completed by the Tucson chapter. Misc expenses on budget should be marked zero.

e.

Flagstaff Chapter Budget

- mm. 4803 missing money from Corp board – should total 3600 – total revenues are off. But coded okay in registry
- nn. Some money used for plaques for internship (4 total)
- oo. 1200 should show in both revenue and expenses for Scholarship

pp. Not AHSF contribution should go directly to Christian – wouldn't go to Chapter but directly to intern directly. Should remove that from Flagstaff budget

3. AHS Annual Budget for 2009 – was previously adopted but should be more realistic in budgets in future
4. Financial Report for the 2009 Symposium
 - a. We lost 750\$ includes seed money and membership back. Symposium accounting is closed except for merchant fees – we need to absorb as a society as a whole. No income from symposium.
5. Financial Support for Scholarships and Internships for 2010
 - a. Cut expenses – lower award amounts.
 - b. Motion - \$4,800 interns currently – 3 at \$15/hr for 5 weeks (200 hrs) now \$3,000 each (includes \$1200/each from AHSF). Cost to the Society is \$1,800 per intern. Ted seconds – all approved.
 - c. Motion currently \$3000 for scholarships (3 at \$1000/each). Motion is to cut back each of the 3 scholarships to \$2000 total (\$1000 from Corporate board and \$1000 from AHSF. Keith seconds motion – all approved.
 - d. Ted will send revised amounts to Steve Acquafreda and Matt will update the website with new totals.
 - e. AHSF is reducing to \$1200 for intern and \$1000 for scholarship for 2010.
6. Financial Support for the AHS Foundation
 - a. Motion: AHS Corporate Board will donate \$8000 to the AHSF for 2009. Lee-Anna seconds motion, one abstained from voting, but the motion is approved by majority vote and no nays.
7. Potential Cost-Saving Measures
 - a. Look into new banks for merchant accounts with lower fees
 - b. Possibly remove Rosa from current role, transfer role to Beth in Summer of 2010
 - c. Possibly increasing dinner fees in Phoenix chapter to help offset costs.
 - d. Better budgeting coding.
 - e. Altering contributions to interns and scholarships
 - f. Decreased contribution amount to AHSF for 2009
8. Other Business
 - a. Motion: Have Alan Dulaney and Beth Proffitt granted signatory authority to the Wells Fargo merchant account.
 - b. Action Item: A letter will be written granting Alan and Beth signatory authority to the Wells Fargo's merchant account.
 - c. Alan and Beth will work through all budgets and codes and go through it with Rosa which will be presented in 1st Quarter 2010.
 - d. 2011 Landfill symposium with SCS Engineers
9. Adjourn – 12:30pm