



Southeast Chapter Board Meeting

Tuesday December 12, 2017 9:00 AM ET

Present* (Indicates Present on Call):

- *President - J.P. Johns, PE
- *Wilson Borden – Treasurer
- *Secretary – Richard McLaughlin
- Georgia State Rep -Victoria Cheplak
- * North Carolina State Rep - Ted Sherrod
- *South Carolina State Rep – Jay Sprague
- Kentucky State Rep – Matt Powell
- *Florida State Representative - Hal Lunsford
- *Tennessee State Rep - Chris Todd
- *Alabama State Rep – J Blake Whitman

Welcome:

- J.P. Johns

Approve Minutes from November, 2017 meeting

- Approval for meeting minutes; Wilson Move and Derek 2nd

Treasurer's Report

There is \$37,000 or so in the bank, received \$3,500 from the SC workshop. Wilson terminated our old officers' insurance policy and paid for the policy available through IECA, about \$900 total. There have been no IRS filings in recent years so Wilson is going to have to catch that up. There are also no updated records of our finances, and Wilson suggested there is no evidence of foul play and we should just start from scratch. JP asked Wilson to confirm with the previous treasurer, Anna Massey, that there are no recent records for him to use. Wilson's full report is at the end of the minutes. JP mentioned that other chapters are also being "phished" for account information.

October P&L is attached

- October Balance Sheet is attached
- YTD October Balance Sheet is attached
- #'s Narrative
 - o Balance Sheet
 - § We have almost \$37K in the bank at Wells Fargo at this time
 - o Monthly P&L
 - § We received \$3,550 from JP & SC from the SC Field Days event. Thanks !!
 - § We received our "missing" check from IECA for Q2.
 - As far as I can tell, we are now current with IECA and the next dues check should come in January (the month after the end of the quarter)
 - o YTD P&L
 - § Similar to last month. I am still working on "filling in the blanks" on some items between 1-1-17 and today that we don't have backup
 - § Honestly, I don't know that I'll have time to do this until January
 - It will take a fair amount of time and time is at a premium between now and the end of the year
 - We have copies of YTD checks and deposits from Wells Fargo
 - There are some missing that Wells doesn't have and we're sorting it out
- Audit Update
 - o We are working on sorting out the #'s and then will complete the audit
 - o See above on timing. I don't see this happening before the next call at this point.
 - o I still don't have any of the old accounting files. If we had them this would go more quickly.
- Budget Update
 - o I will make this a priority to have complete by the next call.

- o JP put one together based in information that he had from last year. We have not had time to sync up and complete it.
- o I think the budget is the priority as it involves moving forward and the audit is “sunk cost”. First things first.

- Insurance

- o Our insurance will be bound on the Chapter on Dec 15th
 - § Price all in will be \$625 for full D&O and \$177 for event liability
 - § I believe that we approved \$875, so we’re under budget
- o We have terminated our current insurance coverage

- IRS

- o We are working with the IECA and IRA to regain our tax exempt status
- o This was terminated due to not filing for several years. If anyone has any records of filing, please let me know as it appears that Shannon and I are going to have to “start from scratch” if we can’t find any of the old paperwork.

Update from National –

- EC18 – Chapter social is February 12, Monday, 5 pm. Rich mentioned that we usually put aside \$5,000 for this event, JP confirmed. Jay suggested we may want to cut that back given it is a West Coast event. Kim mentioned that usually about 40% of members attend the event on average. She will look into food and beverage costs, and said that usually 2 weeks ahead is plenty of time to order. The board decided to cover this in the January conference call.
- IECA – Kim said the award nominations are in, and suggested we send the chapter members a list of chapter members’ presentations at IECA. There are 5 students from the chapter attending this year, from University of Georgia, Auburn, and NC State.

Newsletter

Kim would like a technical article, and possibly abstracts or titles of presentations at past events. She needs a GA update (Wilson will work w/ Victoria on that), FL and TN updates. There was some discussion about having links to other publications, and Jay said all of their reports are available online.

Website

- Website review – Review the resources tab.

State Rep Updates

State Representative Plan – JP indicated the IECA is looking for state reps to provide more involvement and visibility for IECA around their state. Rich suggested that this would be a tall order as we currently only ask state reps to attend monthly meetings and provide state news/updates. Others on the call agreed. JP thought the membership might help with these activities by going to local events and promoting IECA. Matt said they have a lot of good collaborations with contractors associations, and some do join IECA as a result. He also said they are active in green building activities, and the contractors are often good speakers.

Replacement of VP

- Notify JP with persons that may be a good candidate to fill unexpired term.
- Vice President – JP reminded us that Mike Perez left this office when he took a faculty position at Iowa State, so we need to fill it soon and suggestions/volunteers are welcome.
- Bylaws – JP reported that we don't have a current version of our bylaws but only older versions from Rich and Melanie. There are some changes we need to make so he will send the old version out for our comments. Jay suggested that we keep this document in an online folder such as Dropbox. Rich mentioned that we had something like that with our first web site, and Kim said we still have that web site and the contents, which she can move into our new web site. JP asked Jay and Kim to work on a place to keep documents online.
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Adjourned 9:26 AM Blake Wilson

Next Call:

- Tuesday January 9, 2017 9:00 AM ET
- Dial-in Number: (712) 451-0244 Access Code: 702542