**American Council of Engineering Companies
of Louisiana
Board of Governors’ Meeting
April 17, 2020
(ZOOM VIRTUAL MEETING)**

**BOG present:** Andy Craig, Raymond Reaux, Nathan Junius, Michael Songy, Colby Guidry, Brett Bayard, Bob Boagni, Micha Duffy, Chad Bacas, Kent Poyser, Andree Cortez, Charles Adams, Michael Thomassie, Lisa Cookmeyer, Sherri LeBas, David Dupre and Don Arrington.

**BOG with prior engagements:** N/A

**STAFF:** Doreen Brasseaux and Janet Tomeny

**Additional Guest(s):** N/A

Chairman Craig called the meeting to order.

Chairman Craig asked Mr. Thomassie for roll call. Quorum established.

Chairman Craig called for approval of the agenda.

Chairman Craig called for approval of the February 13, 2020 minutes. A motion was made by Ms. Cortez and seconded by Mr. Bayard. Motion passed unanimously.

**SECRETARY/TREASURER’S REPORT:**

Mr. Thomassie presented the February/March 2020 financials noting that he and Ms. Brasseaux have been communicating often monitoring cash flow since COVID19 outbreak and have applied for both EIDL and SBA loans. Financials currently represent no tremendous drop in revenue and Ms. Brasseaux voluntarily took a 25% reduction in salary to reduce expenditures. Ms. Brasseaux reported the unknowns of the Deep South Convention income/expenses and the Emerging Leaders Institute potential income. Dues revenue is currently on track to date and anticipates the end of April will have a better picture of future financial stability due to the effects of COVID19. Currently $63,000 in savings. Ms. Brasseaux will present a proposed 20-21 budget at the May board meeting. After review and additional comments of financials submitted, a motion was made by Mr. Dupre and seconded by Ms. Cortez to accept financials. Motion passed unanimously.

**CHAIRMAN’S REPORT:** (A. Craig)

* Chairman Craig reported the ExComm met via Zoom on April 9 to discuss the Deep South Convention and proposed language changes to the ACECL Bylaws.
* Chairman Craig presented the proposed Bylaw change to allow board meetings to be conducted electronically in Section 19 of the Bylaws. After discussion and addition of “in person or by electronic method” language, a motion was made by Mr. Bacas and seconded by Mr. Duffy to approve proposed language. Motion was passed unanimously.
* Chairman Craig presented the proposed Bylaw change to add Lake Charles as a chapter. A motion was made by Mr. Bayard and seconded by Mr. Reaux. Motion passed unanimously.
* Chairman Craig appointed Chair-Elect Dupre to form the 2020-2021 nominating committee. Mr. Dupre advised he has contacted Mr. Craig Campbell and will contact Ms. Ann Trappey to serve on nominating committee.
* Chairman Craig reminded the Board that the election of Chapter officers is by Chapter vote. Ms. Tomeny advised she will send out a call for ballot nominations on Monday and thereafter ballots will be electronically sent to firms for vote. Voting procedures will be completed by May 15.
* Chairman Craig advised that Mr. Reaux and Mr. Songy will lead the Public Employee Ad Hoc Committee and will have Steven Loeb brief the Board at the next meeting.

**National Directors Report:**  (R. Reaux)

* ACEC Annual Legislative Conference and EEA to be held in Washington, D.C., April 26-29 has been cancelled. The ACEC Board will hold a virtual meeting on April 25 and is open to membership.
* ACEC MO leadership assignments for 2020-2021 were announced with Gary Raba from Texas serving as Louisiana’s Board liaison. A virtual Southeast ACEC leadership breakfast with Jay Wolverton is scheduled for April 24.

**President & CEO Report**: (Brassseaux)

* Ms. Brasseaux briefed the Board on ACECL’s COVID19 response including regular communication to membership; personally reaching out to all member principals and affiliate members; communication with Governor’s office to ensure all construction services are essential; sending joint letter with construction partners to all mayors/parish presidents advising construction/engineering be considered an essential service sector; partnership with DOTD on construction safety protocols; distribution of sample letter for engineering personnel to carry while traveling for essential work; development of sample employee workplace policy on COVID19; continued communication with MOVEBR and City of New Orleans; and new webinar series starting with DOTD Secretary Wilson and Chief Engineer Knotts.
* The PAC Committee meeting for March was cancelled due to COVID19 but will be rescheduled. The committee will meet to decide on the dollar or percentage “check-off” amount to be placed on July invoices. Ms. Tomeny also advised the ACEC Spring PAC Drawing entry forms are available and asked all Board Members to consider purchasing a drawing ticket.
* Ms. Brasseaux received communication from a member firm advising of a potential ethics issue noting the firm lost a contract with a public entity due to an employee of said firm having a spouse working for the public entity, but in no way with any supervisory/decision making of said contract. Ms. Brasseaux spoke to the Ethics Commission and they advised that this would need to be a legislative fix so this may be potential 2021 legislation to consider.
* Continuing Education: Ms. Brasseaux reported that the Deep South Convention executives and board leadership are conversing about the July convention including the force majeure clause of the hotel contract and the potential of low attendance. More will be known in May. Also, the ACECL Fall Conference and EEA will be held on November 5th in Baton Rouge, with the call for EEA submissions launching on May 15. Ms. Tomeny reported that the Emerging Leaders Institute, Session I, was postponed to July 14-15 and currently has 6 registrants. We will re-evaluate with AIA in May and noted to break-even financially we will need to host no fewer than 10 participants.

**Chapter/Area Committee Reports:**

**Baton Rouge:** Mr. Bacas reported on March 9 the U.S. Commercial Service, U.S. Dept. of Commerce, presented on international engineering commodity opportunities. Next meeting is scheduled for June 8th.

**New Orleans:** Mr. Poyser reported the U.S. Commercial Service, U.S. Dept. of Commerce, presented on international engineering commodity opportunities (via a ZOOM electronic speaker presentation). Next meeting is scheduled for June 11.

**Lafayette:**  Mr. Guidry reported DOTD District Administrator Bill Olivier was the speaker on February 18. Next meeting to be scheduled in June.

**Shreveport:** Mr. Duffy reported Bossier Parish Chief Engineer and Chief Administrator spoke to a crowd of 20-22 attendees on March 5th.

**Monroe:** No report.

**Lake Charles:** Ms. Tomeny reported that the Lake Charles luncheon in April has been postponed. A new date has not been established.

**COMMITTEE REPORTS**

**Membership:** Report attached. Ms. Tomeny reported the top 20 recruitment firms are receiving periodic communications on COVID19 resources for recruitment purposes.

**Public Relations:** No report.

**Legislative Committee:**  2020 Regular Legislative Session bills summary report attached. Ms. Brasseaux reported she expects the Legislature to go back into Session in mid-May which only gives 2 weeks to conduct business on 2,000 bills filed.

**CLIENT LIAISON COMMITTEES**

**Transportation:**  Committee and Steering Committee reports attached. Mr. Boagni reported the Steering Committee is rescheduling for May. Also, prior to COVID19, DOTD presented the new selection process changes in Lake Charles, Baton Rouge and Lafayette. Expecting North Louisiana and New Orleans presentations after state Stay at Home order is lifted.

**Water Resources:** Ms. Cookmeyer presented attached report. Ms. Brasseaux advised that she will schedule a meeting with Bren Hass and Chip Cline on creation of a steering committee. Also, CPRA will host a CPRA Industry day webinar on April 22, 2020.

**Facilities:** Ms. Brasseaux reported the ACECL and AIA working subcommittee on incidental practice language will start-up again and another ACECL member is needed, preferably a Baton Rouge electrical/mechanical firm representative.

**LES/Lapels:** Mr. Bayard reported LAPELS sent out a supervising professional rule change notification allowing a part-time employee to act as a supervising professional from April to end of year.

**AGC/AIA:**  No report.

**Unfinished Business:** N/A

**New Business:** A motion for preliminary membership for Atlas Technical Consultants was made by Mr. Thomassie and seconded by Mr. Dupre. Motion passed unanimously.

**Next Meeting:** The next Board meeting will be held on May 15, 2020, 10:00 – 2:00 at the Engineering Center conference room. A motion was made by Mr. Dupre and seconded by Ms. Cortez to adjourn the meeting.