



AMERICAN COUNCIL OF ENGINEERING COMPANIES
of Vermont

**ACEC of VT Annual Meeting and
Board of Directors Meeting Notes
June 26, 2019
Stantec Office, South Burlington, VT**

Directors Attending:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Gary Santy, <i>Stantec</i> | <input type="checkbox"/> Jason Booth, <i>Aldrich & Elliott</i> |
| <input checked="" type="checkbox"/> John Forcier, <i>Forcier Consulting (phone)</i> | <input checked="" type="checkbox"/> Jon Olin, <i>HTA</i> |
| <input checked="" type="checkbox"/> Dale Gozalkowski, <i>CHA (phone)</i> | <input checked="" type="checkbox"/> Greg Goyette, <i>Stantec</i> |
| <input type="checkbox"/> Dave Saladino, <i>VHB</i> | <input checked="" type="checkbox"/> Brian Beaudoin, <i>Sanborn Head (phone)</i> |
| <input checked="" type="checkbox"/> Chris Cole, <i>Cole Company (phone)</i> | |

Others Attending:

- Brendan Cosgrove, *ACEC of VT Executive Director*

Annual Meeting

1. Topics and Items Discussed

- Call to Order
 - President Dale Gozalkowski called the meeting to order at 2:08 PM.
- Activities and Events Report
 - We took on two new members, about \$3,500 in new dues.
 - The ticket sales for the Engineering Excellence Awards (EEA) event decreased from the prior year. About 100 people attended the event which raised \$13,250 from sponsors.
 - The annual golf tournament went well and raised about \$10,000 of revenue.
 - The Day Under the Dome event was successful albeit not financially.
 - The soil seminar went well raising \$11,600 just under the \$12,000 budget.
 - No Emerging Leaders events occurred during the last year. We need someone to champion this event.
 - The BGS Technical Workshop did not occur.
 - The Environmental Protection Technical Workshop raised \$7,400 just under the \$7,500 budget.



AMERICAN COUNCIL OF ENGINEERING COMPANIES
of Vermont

- The VTrans Technical Workshop was a great success, resulting in \$23,500 of revenue with a budget goal \$15,000.
- Financial Report
 - We had a net income of about \$8,000, exceeding our net income budget goal of about \$2,000.
- Other Items of Business
 - None
- Adjournment
 - Annual Meeting adjourned at 2:20 PM

Monthly Meeting

1. Call to Order

- President Dale Gozalkowski called the meeting to order at 2:22 pm.
- Quorum was achieved.

2. Meeting Notes

- The meeting notes were tabled until the next meeting to allow time for Greg Goyette to send out the minutes for the Board of Directors' review.

3. Financial Update

- Brendan Cosgrove provided a financial update. There is about \$11,476 in the ACEC of VT bank account.

4. Committee Reports

- Standing Committees
 - Transportation
 - The group has been focusing on the QBS process.
 - Legislative
 - Nothing new to report.



AMERICAN COUNCIL OF ENGINEERING COMPANIES
of Vermont

- Environmental Protection
 - Brian provided an update. It was agreed that the next Environmental Protection Committee Workshop will be on October 16th.
 - A call for abstracts for the Workshop will be sent out within the next week or so.

- Membership
 - Nothing new to report.

- Buildings and General Services (BGS)
 - The Committee has two new members (Nick Hadiaris of VHB and Dan Howey of GeoDesign).
 - The BGS Committee had a meeting on June 25th.
 - A couple BGS projects have been awarded. BGS has funding and are handing out PM contracts to move projects forward since BGS is under staffed. BGS is looking for help. They are hiring a new AE director.
 - BGS provided website links for upcoming projects.
 - The Committee discussed potential training sessions focused on energy and building envelopes. Other training options are project management, estimating, and scheduling. Currently, the training is expected to include two 50-minute training sessions.
 - The Committee also discussed different contracting methods.

5. Events

- Reviewed calendar of events and settled on dates for the upcoming fiscal year.
 - Discussed timing of the EEA with the ACEC National Awards. Brendan to call ACEC National to see who is qualified to submit for the National Award. We may consider moving our EEA banquet to May so that it occurs closer to the National Awards. It was agreed that the EEA awards should be focused on celebrating engineering accomplishments.
 - Greg Goyette agreed to be chair of 2020 EEA.



AMERICAN COUNCIL OF ENGINEERING COMPANIES
of Vermont

- The Board discussed the possibility of having a PSMJ workshop. This workshop could possibly be part of a BGS training event. It was agreed that the PSMJ workshop would be added to the calendar.
- The annual meeting needs to be added to the calendar.
- 2020 Budget
 - Discussed increasing membership dues. It was agreed that we would increase dues by \$500 for affiliate members and by 4% for members. Brendan to prepare dues statement for the Boards review.
 - The EEA banquet revenue was lowered and expenses were increased.
 - Eliminated revenue for Day Under the Dome sponsorships.
 - Eliminated BGS Workshop and Emerging Leaders revenue.
 - Increased golf tournament revenue from \$10,000 to \$12,000 in anticipation of more attendees/sponsors.
 - Increased predicted revenue from the Environmental Protection Workshop for anticipated optimistic growth to \$10,000.
 - Increased predicted revenue for the Transportation Technical Workshop to \$22,000, \$1,500 under what we brought in this past year.
 - Reviewed Expenses. Increased expenses to spring and national meeting.
 - Discussed having someone update the website. Brendan to talk with ACEC National about access to a standardized website. He will look for a local administrative person to help update the website in the meantime.
 - Reviewed our business insurance through Business Insurance Trust. It was discussed that we need to have the insurance to be eligible for residuals.
 - Brendan to add a budget item for meetings, trinkets for presenters, etc.
 - Voted to approve budget with minor revisions, Gary motioned to approve the budget with minor revisions. Greg seconded. Budget approved.

6. Other Items

- No other items were discussed.



AMERICAN COUNCIL OF ENGINEERING COMPANIES
of Vermont

7. Adjournment

- Meeting adjourned at 4:14 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "B. Beaudoin", is written over the typed name.

Brian Beaudoin, P.E.
Secretary, ACEC of VT