

MEMORANDUM

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FROM:			
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March 22, 2016 SDAEP Annual Business Meeting Minutes Ramkota Hotel Gallery DE, Pierre

The Annual Business Meeting was called to order at 6:20 pm central time by President Bob Morrison. Board members present were Jim Hein, Tracy Michel, Gary Haag, Bob Miller, Melissa Fahy and Association Manager Carolyn Trautman. Twenty nine additional attendees were present. President Morrison welcomed everyone present and introduced the SDAEP Governing Board members who were present. He welcomed Stevie Homes, SDGS and Linda Watts, GeoTek Engineering as new Board members and Bob Miller as a returning Board member. Stevie and Linda replace Jim Hein and Tracy Michel who resigned this year. Bob expressed gratitude to Tracy and Jim for their (10+) years of service each to SDAEP.

Financial Report:

SDAEP Treasurer Tracy Michel reported account balances: \$13,441.78 in checking, \$6011.24 in savings, and \$10,509.11 in the CD for a total of \$29,962.13 and reviewed the actual income and expenses for 2015 which resulted in a net loss of \$1,178.64. This loss can be attributed to the unbudgeted website upgrade for \$1,340.87 that occurred in 2015. The proposed budget for 2016 projects a net loss of \$2,936.69. The 2016 proposed expenses include \$500.00 in sponsorship for the Ground Water Conference. Tracy noted that 8 hour expenses are mostly paid in the year preceding the actual course income. Motion by Gary Haag, second by Jim Hein to approve the financial report as presented, motion carried. To date, 57 members have renewed for 2016. Registration for the 8 Hour Refreshers was steady with 185 registrants. This was exceeded the 2015 registration of 177.

2016 Sponsorship of AE&GWQ Conference – Future Support:

President Morrison reported that SDAEP sponsored the Ground Water conference again this year and provided the following information from Brian Walsh on the conference:

- The balance in the SD AEP / GWQ Conference checking account will be \$2,350.
- The \$2,350 total includes the \$2,300 received from eleven sponsors / exhibitors for the 2016 conference.
- The estimated total conference expenditure for 2016 is ~\$2,700 with an estimated SDAEP contribution of \$400 depending on final facility costs.
- There were 11 sponsors as of Friday, March 16, 2016 with 78 pre-registered attendees. This attendance is low compared to the usual 100 attendees. The free conference minimizes the incentive to register. There are always walk-ins.
- Challenges noted included the fact that the conference is not financially self-sustaining; however moving back to the Ramkota seems to have stabilized the event cost and reduced the sponsorship dollars needed from SDAEP. Also, obtaining quality speakers – of the 14 presentations 3 were solicited and 11 were received after the deadline from the Call for Speakers passed and additional solicitations went out
- Brian Walsh will step down as Conference Coordinator after this conference. Georgina McKee and Kayla Fawcett will take over the conference responsibilities. Brian will assist with the transition and is positive the effective working relationship between DENR and SDAEP with regards to the conference will continue in the future.

2016 8-Hour Refreshers and 10 Hour review

Carolyn Trautman, SDAEP Association Manager reviewed the locations of the 2016 8-Hour courses. The expansion to Aberdeen with the 8 Hour is showing a bit more promise with potential to partner with the local fire department. The 10 Hour Construction Safety course was hosted in Sioux Falls in response to evaluation comments. SDAEP partnered with SDSC to host this course. Overall evaluations were positive and Shawn performed as expected instructing the courses.

Seat New Board Members:

President Morrison announced the reappointment of Bob Miller for another term, resignations of Tracy Michel and Jim Hein and welcomed new Board members Stevie Holmes and Linda Watts. Each will serve a three year term on the Board.

Scholarship Program Awards:

President Morrison, the Scholarship Committee Member said 18 applications were received by the January 15 deadline. After committee members reviewed and rated applicants the committee selected applicants to receive scholarships. The Board approved the committee recommendations for the 2016 scholarship awards. These were: Thomas Trautman, Freshman Mechanical Engineering, SDSM&T - \$1,250 and Brandon Karels, Chemistry Masters Student at USD - \$1,250.

SDAEP Website: Discussion with the membership indicated that a password protected member only directory on the website is worth providing. This section will be optional to members but will allow them to indicate their willingness to be included in mailing list requests for RFPs and P&S solicitations. SDAEP will move forward with additional upgrades to the website for this member directory.

Meeting adjourned at 7:10 pm. Guest speaker Larry Janes, Executive Director of SD811/SDOneCall followed the meeting with a presentation on the importance of calling before you dig ANYTHING! The talk was very good, highlighted a new online system and liability issues. Everyone enjoyed tacos, refreshments and networking following the presentation – 1 PDH is available for this talk.

Respectfully Submitted,
Carolyn L. Trautman