



Oregon

**State Board of Examiners for
Engineering & Land Surveying**

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FINANCE COMMITTEE

Minutes of Meeting

December 10, 2010

Members present:

Carl Tappert, Chair

Jim Doane

Mari Kramer

Sue Newstetter

Staff present:

Mari Lopez, Executive Secretary (joined the discussion at 10:30 a.m.)

Jenn Gilbert, Executive Assistant

Others present:

Katharine Lozano, Assistant Attorney General

The meeting of the Finance Committee was called to order at 10:06 a.m. in the conference room of the Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS) office at 670 Hawthorne Avenue, SE, Suite 220, Salem, OR 97301.

Unfinished Business –

Travel & Expenditure Reimbursement for Volunteers

The Committee reviewed the draft policy for travel and expenditure reimbursement claims submitted by volunteers. After a brief discussion and a few minor changes, **the Committee approved the draft policy with revisions, for presentation and adoption during the January 2011 Board meeting.**

The individuals that volunteer to assist the Board can range from participating with examinations to the Emeritus members that may travel to out-of-state meetings. To assist in consistency with the various reimbursement policies (Board member and staff have separate reimbursement policies), AAG Joanna Tucker-Davis was requested to provide advice on the following:

- Can the Board delegate authority to emeritus members to act on behalf of the Board when attending NCEES meetings?
- Whether there is any liability attached to such a decision?
- Does the definition of an emeritus members need to be put into rule?

Chair Tappert then took the Committee into Executive Session as provided by ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection.

Upon returning to open session, it was noted that no action was taken during Executive Session.

Staff was directed to submit additional information to AAG Tucker-Davis. This information should be specific to the activities in which the various volunteers will participate, including possible activities that the Board anticipates including volunteers. Additionally, the activities will be divided as to whether they relate to examination administration, NCEES meeting, or assisting the Board with legislation.

New Business –
Mission Statement

The Committee reviewed the Mission, Functions, and Goals. After a brief discussion, the Committee accomplished five of the goals and added two goals: develop the 2011 – 2013 budget for approval during the March 2011 Board meeting and develop a business continuity plan for the Board. **The Committee approved the revised document for presentation and adoption during the January 2011 Board meeting.**

In order to better “forward project” for the 2011 – 2013 biennium, Chair Tappert requested the following information from staff for the Committee to consider during the February meeting:

- Number of active registrants; PE, PLS, RPP, and CWRE;
- Number of applicants for examinations (by fiscal year) for the past 5 years;
- Personnel expenses;
- Lease Payments; and
- Most current projections for assessments by other state agencies (i.e., AAG, archives, state mail, state motor pool, etc.)

Staff will provide this information to Chair Tappert prior to the January Board meeting for inclusion in an analysis for additional review and consideration in developing the 2011 – 2013 budget.

Review of Financial Information –

The Committee reviewed the Statement of Net Assets, Statement of Activities, and the Profit & Loss Budget Overview for the period of July 1, 2009 through October 29, 2010. This time period reflects the latest data received in bank statements for the 2009 – 2011 biennium. There was no further discussion.

The meeting adjourned at 10:55 a.m.