



Oregon

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

670 Hawthorne Ave. SE, Suite 220

Salem, OR 97301

(503) 362-2666

Fax (503) 362-5454

E-mail: osbeels@osbeels.org

FINANCE COMMITTEE

Minutes of Meeting

April 9, 2008

Members present:

Carl Tappert, Chair

Mari Kramer

Staff present:

Mari Lopez, Executive Secretary

Jenn Gilbert

Others present:

Sue Laszlo (observer)

The meeting was called to order at 1:11 p.m. in the conference room of the OSBEELS office at 670 Hawthorne Avenue, SE, Suite 220, Salem, OR 97301.

Mission and Functions of the Committee

The members reviewed the mission of the Committee and revised as follows:

The mission of the Finance Committee is to assure that the Board is adequately funded to operate effectively within the constraints and dictates of the Oregon Law. The Committee is composed of a Chair and at least one (1) Board member, all appointed by the President. The Executive Secretary will serve as an ex officio member.

The Committee also reviewed the functions and determined that they remain appropriate. The functions of the Committee are as follows:

- *Assist in the preparation of the Board budget.*
- *Monitor budget performance and advise the Board of needed actions.*
- *Coordinate Board and other support for rule making interface related to Board finances.*
- *Provide the External Relations Committee with Board financial information to be disseminated to the licensees and the public.*

Travel Policy

The Committee discussed the current Travel Policy, adopted during the July 11, 2006 Board meeting. As a result of the 2005 – 2007 biennium audit, it was recommended to implement a policy regarding the arrangements for travel companions to attend out-of-state Board business. After discussion, it was determined that during the May Board meeting, the Committee will recommend language to revise the Travel Policy. The following proposed language would be contained in Section V. Combining Personal and State Travel:

Expenses for the arrangements related to travel companions will not be arranged or paid for by the Board. The Board member will be responsible for all expenses incurred by the travel companion while accompanying the Board member.

Gift and Reimbursement Policy

As a result of the 2005 – 2007 biennium audit, the Committee was informed there is a lack of policy related to gifts purchased for departing Board members and the reimbursement required. Discussion was held on whether to continue the tradition of acquiring a personal gift suitable for the departing Board member or to obtain a common gift for all departing Board members, such as a plaque, that would highlight the member's achievements with the Board. After discussion, it was determined to continue the tradition of acquiring a personal gift, but limit the dollar amount spent. A draft policy regarding the purchase of gifts and reimbursement will be reviewed during the June meeting.

Financial Review vs. Financial Audit

The Committee was informed that recent changes were made to the Oregon Revised Statute (ORS) 182.464 that allow the Board an option for the next biennial review. Staff obtained information from Michelle A. Pecora, CPA P.C., which included a brochure from the Pennsylvania Institute of Certified Public Accountants titled, *Understanding Compilations, Reviews and Audits*. Upon review of the information, the Committee will recommend the Board continue participating in a Financial Audit.

The meeting adjourned at 1:35 p.m.