



Oregon

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

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FINANCE COMMITTEE

Minutes of Meeting

August 4, 2008

Members present:

Carl Tappert, Chair

Mari Kramer

Sue Newstetter

Staff present:

Mari Lopez, Executive Secretary

Jenn Gilbert

Others present:

Joanna Tucker-Davis, Assistant Attorney General

Sue Laszlo (observer)

The meeting of the Finance Committee was called to order at 3:10 p.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.

Gift and Reimbursement Policy

The Committee reviewed the draft Board Member Gift and Reimbursement Policy. The purpose of the policy is to outline the process in which gifts are purchased to show appreciation and gratitude for departing Board members. Chair Tappert noted that it would be reasonable to determine an alternate Committee member as well; Ms. Newstetter volunteered. Ms. Lopez explained the process staff went through to determine appropriate gifts for the departing Board member. Ms. Kramer agreed that the process could continue. Chair Tappert requested gift ideas for the upcoming individuals be discussed during the October meeting for a final decision to be made during the December meeting. It was also discussed that if checks are written, they would be made payable to the individual purchasing the gift, farewell card, and wrapping accessories. Additionally, the entire amount collected will be spent so that a reserve does not accrue. **After discussion, the Committee agreed to present the Board Member Gift and Reimbursement Policy during the September Board meeting for approval.**

Travel Policy

Staff informed the Committee of the results of the additional research conducted with the State of Oregon Risk Management staff. The additional research conducted related to the coverage of a Board member under workers' compensation and their travel out-of-state for Board business.

Clarification and reporting procedures on the workers' compensation were provided for Board members that receive a \$30 stipend but was not clarified for Board members who are local government or state employees. Staff will request further clarification on the matter.

Information was also provided on Board members that travel out-of-state for Board business. Information regarding rental cars and airline travel, in addition to the combination of personal business was discussed. After discussion, the Committee determined that the Board Member Travel Policy will clearly explain that the Board provides incidentals for Board business only. A draft policy will be reviewed during the October meeting.

Accounting Software/Chart of Accounts

The Committee reviewed a draft Chart of Accounts. Staff worked with Sandy Childress, CPA in developing the draft. Ms. Laszlo recommended including an account for any late fees assessed to the Board. Another work session with Ms. Childress will be scheduled to implement a final Chart of Accounts with the new accounting software, QuickBooks Pro 2008. There was no further discussion.

The meeting adjourned at 3:35 p.m.