



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

October 3, 2007

Members present:

Carl Tappert, Chair

Mari Kramer

Staff present:

Mari Lopez, Executive Secretary

Jenn Gilbert

Others present:

Bob Neathamer (observer)

The meeting was called to order at 4:25 p.m. in the conference room of the OSBEELS office at 670 Hawthorne Avenue, SE, Suite 220, Salem, OR 97301.

Review of Current Financial Activity

The Committee discussed the financial activity of the Board. Chair Tappert explained the different type of information that could be provided in the future board packets. Ms. Lopez stated that the information provided is through the current QuickBooks accounting software, which will be changed to Peachtree accounting software after the upcoming audit.

Classification and Compensation Consultation

Ms. Lopez informed the Committee that she met with AAG Logan regarding the current classifications and compensation rates for staff. She stated that AAG Logan informed her that the board may revise its classifications, although an alternative option would be to consider position descriptions. The Committee discussed developing a Request for Proposal to outsource this task to a human resource consulting company. After a brief discussion, the Committee directed Ms. Lopez to continue work with AAG Logan and AAG Tucker-davis to develop a Request for Proposal.

Consider Increase in Fees for Registration Renewal

The Committee discussed the amount of the future increase to registration renewal fees. Chair Tappert requested specific information for the Committee to consider during the next meeting in December. This information should include renewal trend information with the number of licensees by renewal period and actual renewals submitted by renewal period (including the grace period). Information provided should also include application information related to the administration of examinations in foreign countries.

The meeting adjourned at 5:00 p.m.