



# 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](mailto:osbeels@osbeels.org)

**FINANCE COMMITTEE**

Minutes of Meeting

October 9, 2008

Members present:

Carl Tappert, Chair

Mari Kramer

Sue Newstetter

Staff present:

Jenn Gilbert

The meeting of the Finance Committee was called to order at 12:32 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.

*Travel Policy*

The Committee reviewed the draft Travel Policy and additional information from the Department of Administrative Services (DAS) regarding rental car usage by Board members. **After discussion, the Committee agreed to present the draft Travel Policy during the November Board meeting for approval.**

*Update on QuickBooks Pro 2008*

Staff informed the Committee on the progress of the migration to the new accounting software, QuickBooks Pro 2008. Chair Tappert also noted that the information for the 2009 – 2011 budget should be gathered for discussion during the February 2009 Committee meeting. There was no further discussion.

The meeting adjourned at 12:40 p.m.