



Oregon

FINANCE COMMITTEE

Minutes of Meeting
February 10, 2012

State Board of Examiners for Engineering & Land Surveying

670 Hawthorne Ave. SE, Suite 220

Salem, OR 97301

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Members present:

Jim Doane, Chair
Steven Burger
Amin Wahab
Carl Tappert (excused absence)

Staff present:

Mari Lopez
Jenn Gilbert

Others present:

Joanna Tucker-Davis, Assistant Attorney General

Chair Doane called the meeting of the Finance Committee to order at 11:00 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.

New Business –

Discharge of Travel Awards

As a result of the discussion held during the January 2012 Board meeting, the Committee revisited the issue of travel awards. The current Travel Policy (adopted January 11, 2011) prohibits Board members from obtaining any awards, rewards, or other financial benefits while conducting Board business. As an alternative, Ms. Lopez informed the Committee that the Board's current financial institution, US Bank, offers a ONE Card. The ONE Card is managed and controlled by Ms. Lopez in real time from the secure US Bank Web site. Ms. Lopez also controls the spending limits and the timeframe in which the ONE Card is active. One statement is received containing activity of all users and reconciled monthly. Therefore, Board members must keep all receipts for reconciling and auditing purposes. Another option available is to request a travel advance. After discussion, the Committee will not recommend any changes to the Travel Policy as adopted.

Budget Proposal

The Committee reviewed information provided by Carl Tappert related to the budget. Mr. Tappert analyzed the Board's current financial position compared to the financial position in Spring 2008 when a portion of the fees were increased to avoid a deficit. With the current fund balance, recent trends, and the state of the economy, the Committee discussed reducing the renewal fee. Ms. Lopez noted that staff receives voluminous amounts of correspondence regarding the delinquent fee. After a lengthy discussion, **the Committee will recommend that the Board reduce the renewal fee from \$180.00 to \$150.00 for the biennial renewal of a professional registration effective with the June 2012 biennial renewal period through a**

temporary rule. The biennial renewal of a certification as a CWRE will remain \$40.00. In addition, **the Committee will recommend that the Board reduce the delinquent fee from \$80.00 to \$25.00 effective with the June 2012 biennial renewal period through a temporary rule.** The delinquent fee will continue to be assessed on the first day following the expiration date of each registration or certification, for each biennial renewal period in which payment or CPD Organizational form is not submitted.

Disaster Recovery Plan

The Committee reviewed information prepared by Chair Doane concerning disaster recovery costs. The information provided approximate costs for the Board to recover and continue operations in the case of a disaster. After discussion, **the Committee will recommend during the March Board meeting that the Board set aside \$572,000.00 in a reserved fund for its Business Continuity Plan.** \$30,000.00 of the \$572,000.00 would be earmarked for continued disaster planning.

Symposium Analysis

The Committee reviewed the spreadsheet provided showing the revenues and expenditures related to the 2011 Symposium. It was noted that the revenue collected did not cover the entire amount of expenses; the Board loss approximately \$1,300.00. However, the expenses associated to the venue also contributed to this fact. The Committee commented that a different venue could be considered. Regardless, the majority of surveys received after the 2011 Symposium were very positive and stated that the sessions contained good content. As a result, **the Committee will recommend holding a yearly symposium in the month of September to the Board.**

Ryan Nelson Request

The Committee reviewed a request from Terry Nelson on behalf of Ryan Nelson concerning his admittance to the April 2012 examination administration. Ryan Nelson submitted an application for the Fundamentals of Engineering examination, along with credit card information for payment. However, the type of credit card submitted also required the security code and notification was given by OSBEELS Staff. Due to the timing of receiving the notification and other circumstances, Ryan Nelson was unable to respond immediately so Terry Nelson submitted the request. After discussion, the Committee determined to approve the request for Ryan Nelson to submit the security code required to process his payment. Staff will respond accordingly.

Unfinished Business –

Database Work Proposals

Staff informed the Committee that an answer from third request for a proposal was received. After numerous emails, Fiddlehead Software, Inc. informed Ms. Lopez that they would not submit a proposal due to their schedule over the next several months. In order to move forward with updating the database and any data migration, the Committee briefly discussed the proposals submitted. **The Committee determined to recommend awarding the project to G-Squared Software during the March Board meeting.**

Review of Financial Information –

The Committee reviewed the Statement of Net Assets and the Profit & Loss Budget Overview as of December, 2011. There was no further discussion.

The meeting adjourned at 12:25 p.m.