



# 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

August 12, 2011

Members present:

Jim Doane, Chair

Steven Burger

Carl Tappert

Amin Wahab

Staff present:

Jenn Gilbert

Mari Lopez (excused absence)

Others present:

Joanna Tucker-Davis, Assistant Attorney General

Grant Davis, observer

Dan Linscheid, Observer

The meeting of the Finance Committee was called to order at 11:55 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 –**

Credit Card Awards/Travel Awards

**Chair Doane took the Committee into Executive Session as provided by Oregon Revised Statute (ORS) 192.660(2)(f) to discuss the advice provided by AAG Tucker-Davis. Upon returning to open session, it was noted that no action was taken during Executive Session.**

The Committee directed staff to research and obtain the current procedures followed by the Department of Administrative Services (DAS) for discussion during the October meeting. During the interim, the Committee suggests that Board members refrain from obtaining any awards by allowing the Board to make any necessary purchases. An alternate method would be using cash or a debit card.

Retained Earnings

Staff was directed to contact the CPA for additional information and assistance with delineating the Business Continuity Fund from the Retained Earnings account during the June meeting. The Committee reviewed the information obtained and directed staff to continue working with the CPA to report the Business Continuity Fund as a “Reserved Fund.” separate from the “Unreserved Funds.” There was no further discussion.

## **Unfinished Business –**

### **2011 Symposium Budget**

Staff provided the Committee with an update to the budget for the 2011 Symposium. Mr. Linscheid inquired to the capacity of the space reserved at the Salem Conference Center. Ms. Gilbert stated that there is a maximum capacity for each of the rooms reserved. As of the meeting, approximately a dozen individuals submitted registration forms. A final registration number can be provided after the September 1<sup>st</sup> deadline. There was no further discussion.

### **Purchasing Policy**

**Chair Doane took the Committee into Executive Session as provided by ORS 192.660(2)(f) to discuss the advice provided by AAG Tucker-Davis. Upon returning to open session, it was noted that no action was taken during Executive Session.**

The Committee directed staff to review the existing procedures for procurement provided by DAS and report the findings back to the Committee in October. It was also suggested to inquire with other semi-independent agencies if a procedure or policy was available. However during the interim and with regard to the work needed on the database system, staff was directed to put out a Request for Proposals (RFP), similar to the immediate procurement contained in ORS 279B.070. The Committee would like a minimum of three responses presented to the Board in November to determine the recipient of the contract.

### **Review of Financial Information –**

The Committee reviewed the Statement of Net Assets and the Profit & Loss Budget Overview for the period of July 1, 2009 through June 30, 2011. This time period reflects the latest data received in bank statements for the 2009 – 2011 biennium. There was no further discussion.

The meeting adjourned at 12:57 p.m.