



# Oregon

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

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**FINANCE COMMITTEE**

Minutes of Meeting

April 10, 2009

Members present:

Carl Tappert, Chair

Sue Newstetter

Mari Kramer

Staff present:

Mari Lopez, Executive Secretary

Others present:

Sue Laszlo, Observer

The meeting of the Finance Committee was called to order at 1:00 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.

**New Business:**

QuickBooks Pro 2008 Migration

Ms. Lopez announced to the Committee that the migration to QuickBooks Pro 2008 was completed. She noted that many details were not initially considered when beginning the task and, on several occasions during the migration, staff required the assistance of an accountant. Of equal importance, President Lazlo, Ms. Lopez, and Ms. Gilbert spent an entire day on Friday, April 3<sup>rd</sup> auditing financial records.

2007-2009 Biennial Budget

The Committee reviewed the actual dollars to date for revenues and expenses. It was noted that the Board needs to close out the 07-09 budget under the old chart of accounts. Ms. Newstetter inquired of the types of reports that would be distributed during the May Board meeting for review. Ms. Lopez stated that the usual reports (Income & Expense Graph, and Profit & Loss Budget vs. Actual) would be distributed. No further action was taken.

2009-2011 Proposed Biennial Budget

The Committee worked cooperatively reviewing the proposed 09-11 budget recommendations made by staff. A copy of the new chart of accounts was distributed to Committee members. After a lengthy discussion and upon completion of revisions, the Committee approved revising the amount of \$2,300,000 to \$2,977,970 for the biennium beginning July 1, 2009, as the intended limit for payment of expenses. Members confirmed that the Rulemaking Hearing is scheduled to be held at 1:30 p.m. during the May 12, 2009, Board meeting. **A draft rule for presentation during the May Board meeting for approval will be included in the Board packets along**

**with the revised budget reports.** To that end, staff was directed to verify the dollar amount covered in collateral certificates for discussion during the June Committee meeting.

Increase in Renewal Fees – email dated March 31, 2009

The Committee reviewed an email from Bill Owen, PE, criticizing the Winter 2009 *Oregon Examiner* article, “Why an Increase in Renewals Fees.” The Committee emphasized that the proper rulemaking process was put into practice and time was provided for public comments for consideration of the Board. However, no comments were received. The Committee determined that Mr. Owen’s correspondence does not merit a response.

NCEES Meetings (Board Funded Delegate(s))

President Laszlo explained to the Committee that the Board’s funded delegate(s) receive a one-time reimbursement in the amount of \$150.00 to cover expenses such as transportation to and from the airport, tips, phone calls, travel meals, etc. to attend NCEES meetings. It was noted that NCEES does not require expense reports in order to distribute this funding. She advised the Committee to develop a clear policy to eliminate any future confusion. After further discussion, the Committee determined to draft a policy requiring the funded delegate(s) to utilize the NCEES check as a travel advance. Additionally, official expenses that surpass the \$150.00 will be reimbursed to the individual(s) by OSBEELS. Therefore, Ms. Lopez requested approval for reimbursement in the amount of \$68.75 for mileage and \$11.10 for lunch. The Committee approved her request. The draft policy will be further reviewed during the June Committee meeting.

**Informational:**

Cost Reduction Directives Policy

Ms. Lopez informed the Committee that DAS posted a Cost Reduction Directives Policy dated February 27, 2009, on their Web Site ([www.oregon.gov/DAS/HR/Reductions.shtml](http://www.oregon.gov/DAS/HR/Reductions.shtml)). This document’s applicability excludes Semi-Independent agencies from furloughs and salary freezes. No further action was taken.

The meeting adjourned at 3:30 p.m.