

Meeting Minutes
Board of Directors Meeting
Wichita Council of Engineering Societies
Panera Bread - 3337 East Central, Wichita, KS
March 10, 2023

1. **CALL TO ORDER** – The meeting was called to order at 5:30p.

2. **QUORUM** – The following board members were in attendance:

- Edward Feltrop
- Alexis Fitzpatrick
- Patrick French
- Steve Huscher
- Bob Potter
- Tina Tomas
- John Watkins

3. **AGENDA**

3.1.1 Reports - Recap of 2023 Banquet

3.1.2 Final Attendance – The banquet was attended by approximately 181 guests, board members and the speaker. The engineering mini fair had fourteen (14) tables and was considered a valuable part of the banquet and excellent platform for networking.

3.1.3 Financial Report – Steve Huscher reported a positive financial status and attributed much of the success to banquet sponsorship. There were two (2) Gold, four (4) Silver and four (4) Copper sponsors. The WCES has an ending balance of \$5,222.93 as of March 31, 2023. Please see Page 3 for financial report.

3.1.4 Lessons Learned -

1. It was a general conscious of the group that the registration process of the banquet needs improved. Ideas to be discussed over the summer
2. Gold and Silver sponsors should be given the opportunity for assigned seating. Bob to revise the sponsor invitation letter to reflect the option.
3. There needs to be a deadline for ticket sales. As part of the deadline the notice of attendance needs to include the names of the attendees.
4. The idea of name tags was brought up. This needs further discussion.

3.1.5 Unfinished Business - Potential Speakers for 2024

Ideas were exchanged on potential speakers for the 2024 banquet. Integra was suggested. Bob to follow up and report the next meeting.

3.1.6 Bylaws

Present Compliance – Bob reported that there were several areas of opportunity with respect to Bylaws compliance.

Revision - Bob suggested that all members review the Bylaws and propose amendments where needed.

3.1.7 Board of Delegates - Based on review of Article VI of the Bylaws, it is important that each member society provide a delegate to elect board representatives. Bob is to draft a letter and make contact with the member societies, explain the importance of a delegate and request delegate designation for CY 2024.

3.1.8 Officers – The present board shall serve as the nominating committee and make recommendations for a President, Vice President, Secretary and a Treasurer.

3.1.9 Nomination & Election – The delegates shall approve the officers on or before Sept. 1.

3.1.10 Committees

Ex Officio Position – Awards Chairman – There was discussion on the appointment of an ex officio chairperson to coordinate awards. This topic will be revisited during the May meeting.

3.1.11 2022 IRS Filing – Steve reported that the 990N form would be filed as soon as the IRS website was updated to reflect the status of the WCES. If there is an interest in verifying the WCES status, please visit:

<https://linklock.titanhq.com/analyse?url=https%3A%2F%2Fwww.irs.gov%2Fcharities-non-profits%2Fsearch-for-forms-990-n-filed-by-small-tax-exempt-organizations&data=eJxtiDFug0AQRU8D3SC8xJFdbGFZyg3SpLGGZYGRdmfQzthgTh SR qveK 4wX-6Dl3n2v6Ew7kefI6GaSQmnYmnlE2QXGef7-fH5fuH08nttXqTjBoScvXRBtkailYX3y9iFsvR n15-tls0aq7Ve7r2LquDRVtJnkdfmYsZBQVWBiWliOZHl0iljDDKOWPrHC9tsAwUooD9G QiCmB4QZxi3kxkDIh045GwvoLSPRPuw%%>

3.2 501(c)(3) Letter – The WCES was reinstated as a 501(c)(3) due to the hard work of Tina Tomas. The letter of reinstatement will be filed in the WCES Google Docs directory.

3.3 Use of WCES web site for document storage (i.e. meeting minutes) – A directory will be provided on the WCES web site for meeting minutes. This item will be revisited at May board meeting. Patrick to contact Vicky to obtain passwords.

3.4 New Business - None

3.5 Announcements - None

4. NEXT MEETING – May 18, 2023

5. ADJOURNMENT – The meeting adjourned at 6:30p.

Financial Report

Beginning Balance (1/1/2023)	\$5,606.45
	(Includes \$2000 SAMPE sponsorship)
Net Income	
Sponsors	\$2,301.43
Eventbrite	\$3,285.00
Cash Sales	\$1,080.00
Door Sales	\$1,650.00
WSU Invoiced	\$1,170.00
Total Assets	\$13,442.88
Expenses	
Marriott (Banquet Expenses)	\$7,810.00
Awards	\$409.20
Bank Fees	\$0.75
Total Expenses	\$8,219.95
Retained Earnings (Ending Balance 3/31/23)	\$5,222.93

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March 10, 2023 5:30p - 7:00p

- 1. CALL TO ORDER**
- 2. QUORUM**
- 3. AGENDA**
 - 3.1 Reports - Recap of 2023 Banquet**
 - 3.1.1 Final Attendance**
 - 3.1.2 Financial Report**
 - 3.2 Unfinished Business - Potential Speakers for 2024**
 - 3.3 Bylaws**
 - 3.3.1 Present Compliance**
 - 3.3.2 Revision**
 - 3.3.3 Board of Delegates**
 - 3.3.4 Officers**
 - 3.3.5 Nomination & Election**
 - 3.4 Committees**
 - 3.4.1 Ex Officio Position – Awards Chairman**
 - 3.5 2022 IRS Filing**
 - 3.6 501 (c) (3) Letter**
 - 3.7 Use of WCES web site for document storage (i.e. meeting minutes)**
 - 3.8 New Business**
 - 3.9 Announcements**
- 4. NEXT MEETING – April, 2023**
- 5. ADJOURNMENT**