



Board of Directors - Meeting Agenda

November 20, 2019

**Hershey Lodge
Hershey, PA
4:30pm**

Call to Order	Frary
Action Items	
Minutes – August 20, 2019	M. Bougher
Financial Report	Frary
Finance Committee	Frary
Membership Report	Veydt
National Directors Report	Schweiss
a. ACEC PAC	
b. PaCE PAC	
c. CEPA PAC	
Western Chapter Vacant Board Seat	Schweiss
Reports	
President's Report	Frary
Government Affairs Report	Girman
Executive Director Report	Sherman
Open Discussion	Frary
Adjourn	Frary

**ACEC/PA Board Meeting Minutes
August 20, 2019 @ 11:30am
ACEC/PA Office
Harrisburg, PA**

Attendees Present

Board members: Eric Frary, Perry Schweiss, Troy Holloway, Roseline Bougher, Mike Bougher, Mark Markosky, Matt Marquardt, Matt Natale, Joseph Riley, Rosanna Smithnosky, Jeff Guzy, Paul McNamee, Ryan Gargan, Casey Moore, Derek Rogers (phone), Sandy Basehore, Daniel Laird

Ex-officio: Michael Girman

Absent: Eric Veydt

Non-board members: Maggie Talarico (phone guest), Sherry Messimer (CCS), Sarah Copley (CCS), Tim Horstmann (McNees Wallace), Scott Hursh (Stambaugh Ness)

ACEC/PA staff: Leeann Sherman, Executive Director

Call to Order

Eric Frary called the meeting to order at 11:45am. Introductions were made for all attending in person and on the phone.

Campaign Finance/Lobbying Training

Sherry Messimer gave an overview of campaign finance for non-profits.

The PAC cannot have a vacancy in the chair and treasurer positions. The PAC cannot accept or disburse any funds if there is a vacancy. As the positions change yearly, these need updated with Dept of State within 30 days. There is a corporate contribution ban, state and national banks, credit unions, LLP or LLC, etc. Separate bank accounts have been be set up for a PAC as this is mandatory.

The Treasurer must sign checks but can assign assistant treasurer to sign checks.

In kind contributions – receipt of services, food donation or facility donation cannot be from corporations has to be from individuals.

The association can communicate with members but should not be soliciting the general public. The PAC can solicit at a PAC event, but not at a general member meeting if there are any non-members at the event. If attendees are all members then PAC can be discussed.

MEETING MINUTES

Independent expenditures – Corporations would be treated as people, must be an independent activity, it cannot be thru a PAC. Cannot coordinate with candidates and party committees. Need to have a separation between PAC committee and the Independent Expenditure Committee, there cannot be any communication between the two. Need disclaimers on any independent expenditure activities so people know who its funded by. There are reports that need filled out for the independent expenditure activity. May involve additional reporting depending on the timing of the activity.

Much discussion ensued about what communication between the two types of PACs can occur. Sherry will get back to us on what/how the communication about activities between both entities and organizational structure of the two PACs.

Sarah Copley has lobbying background; she was a contract lobbyist. She gave an overview of lobbying as a non-profit.

How we talk to lawmakers – Leeann is point person for ACEC/PA. Transportation focused, procurement or business related focused. Direct lobbying/communication is when Leeann speaks directly to a lawmaker, staff member or the Administration about a specific Bill. Indirect communication is everything else which could be reading legislation and providing analysis, the ACEC/PA support staff doing the same, legal costs for getting legal opinions from an attorney, marketing/communications about legislation. Everything that leads up to the point where a conversation is held with a lawmaker, staff member or someone in the Administration/Agency is indirect.

Some of what we do as members may go outside of our role with ACEC/PA may constitute lobbying.

Gifts/hospitality entertainment – If ACEC/PA cuts a check to provide drinks at an event, that is on the Campaign Finance side. If ACEC/PA gives a lobbyist a mug, that is considered a gift and needs reported separately. If ACEC/PA takes a lawmaker out for dinner, drinks, golf, etc., that falls under hospitality or entertainment which is tracked separately.

ACEC/PA is what is considered a Lobbying Principal. If Leeann/ACEC/PA asks us as members to reach out to a lawmaker about an issue, that is grass roots lobbying, there is a \$3K threshold per individual per quarter and 20 hours of time/quarter. Those activities need communicated to the board and Leeann for recording purposes.

Action Items

Prompt Payment/Diverse Partnership Committee

Maggie Talarico took the floor to provide information, an update from the Diverse Partnerships Committee and ask the board for direction on several items.

The Diverse Partnerships Committee is asking for support from the board of the Prompt Payment Act and authorize the PennDOT Task Force to support the Prompt Payment Act and speak as a unified voice. ACEC/PA brought the Prompt Payment Act issue to PennDOT due to consultants not paying their

subconsultants in a timely fashion, payment within 14 days is the law. Eric Frary indicated that we will address this item at later point in the meeting.

Diverse Partnerships Committee is requesting board support for the draft legislation which requires consultants to not pass down indemnification to subs. Diverse Partnerships Committee is to formalize the issue/concern and send to Leeann which will work with the Legislative Outreach Committee and Eric Frary to decide how to move forward.

Diverse Partnerships Committee is also requesting the board to take a stance on supporting the SBA reauthorization. The Diverse Partnerships Committee is to provide recommendation to the board and work with the Legislative Outreach Committee.

Approval of May 21st, 2019 Board Meeting Minutes

May 21st, 2019 8:00am Board Meeting minutes were revised to state that “.....*Matt Marquardt seconded and the Board unanimously approved.*” *Matt Natale motioned to approve; Perry Schweiss seconded and the Board unanimously approved.*

May 21st, 2019 9:00am Board Meeting minutes were revised to move attendees Ryan Gargan from Absent to Present and to move Dan Laird from Absent to Present (phone). *Matt Natale motioned to approve; Mark Markosky seconded and the Board unanimously approved.*

Financial Report

Rose Bougher and Leeann have been putting together a summary report which is included with monthly reports. Leeann is including an executive summary in the report. Rose and Leeann have been meeting monthly to go over the financials prior to sending them out. Board receives a balance sheet, Year to Date P&L, Fiscal Year P&L, Profitability Snapshot and PAC Balance Sheets. The PAC report/statement is not included in regular financials for July, but it is being distributed. Financials are as of 7/31/19.

Jeff Guzy raised the question as to how we are showing the ACEC past dues liability on the financials. Rose stated that we must stick with the budget that was developed, but we will add a column that would show a forecast showing the changes that were discussed.

Past due national dues are included in the financials, these are dues that were not paid to ACEC national in 2017.

Leeann is putting together a snapshot visual of how we are doing with our meetings and events.

Paul McNamee brought up that on the P&L the salaries are already over budget. Leeann explained that the payroll is broken down by 26 pays which would show it over for July since there were 3 pays dates in July.

Paul McNamee also asked for an update on the assets that were written off last year. Leeann explained that 89 items were written off, nothing had been written since 2012. It was agreed by the Executive Committee to pare the assets down, we now have 9 items on the asset list.

Motion was made by Perry Schweiss, seconded by Casey Moore and the Board unanimously approved Financial Report as presented.

Membership

Leeann presented an overview of the membership status to the Board including two firms which dropped already, and others will be dropped September 30th if dues is unpaid. See Membership Reports.

Paul McNamee asked for a 12-month rolling of the membership numbers which Leeann confirmed will be presented for future reports.

WSP/Louis Berger are combining firms and will have one membership status which will reduce their index officially starting January 1, 2020.

Motion was made by Perry Schweiss, seconded by Matt Natale and the Board unanimously approved Membership Report as presented.

National Directors Report

Perry Schweiss provided information on the ACEC national PAC goal. Goal is \$34K, we are currently at \$18,600 which is just over 50%. Board is reminded of their commitment to support. This is a calendar year goal; we should be able to meet our goal. ACEC national disbursement can be shared with members on the member site when received from national.

Perry stated that the PA PAC goal is \$25K, we are currently at \$14,400, which is almost 60% met. Board is required to support the PA PAC. Notes should reflect Larson Design group PAC.

Motion was made by Casey Moore, seconded by Sandy Basehore and the Board unanimously approved both reports as presented.

Financial Policy

Rose Bougher provided an overview of the Financial Policy as presented.

Derek Rogers asked #6 stating the cash fund should be 1/4 - 1/3 of annual operations maintained is realistic. There was some discussion and it was deemed reasonable.

Paul McNamee asked if the Financial Policy is going to include the spending/approval limits of the Executive Director? No, it will not be in the Financial Policy. It will be included in the Employee Handbook once one is developed and Board approved.

Paul McNamee asked for clarification of #7 under audit. The policy requires every three years that a full audit be completed and a review year one and two in between.

Troy Holloway asked if in #3 Loans to Directors prohibited, are there others that loans can be loaned to? There are no others that can be loaned to but is standard language in a financial policy.

MEETING MINUTES

Troy asked in #18 & #19, what is implied by etc.? Rose asked for it to be eliminated, the auditors said no it should be included. The title will be changed to eliminate etc.

Troy asked why is executive director capitalized? Rose stated that it will not be.

Motion was made by Perry Schweiss, seconded by Paul McNamee and the Board unanimously approved the Financial Policy pending editorial comments/changes.

Diversity & Inclusion

D&I committee would like to present two awards at 2020 Diamond Awards. The first award would be for a firm that has been doing and showing efforts for diversity and inclusion. The second award would be to a firm that is in emerging stages of adopting practices and showing interest in diversity and inclusion. Discussion revolved around presenting one award this year to see how it goes. A motion was presented to move forward with one award for the first year.

Motion was made by Matt Natale, seconded by Rosanna Smithnosky and the Board unanimously approved moving forward with one award for the first year.

PAC

Eric discussed ACEC/PA moving forward with the newly formed PAC to replace our current PaCE PAC.

Motion was made by Casey Moore, seconded by Rose Bougher and the Board unanimously approved moving forward with the newly formed PAC.

Reports

ACEC Report

Already presented previously

President's Report

Eric Frary discussed educating the Board members. He provided a book/manual on being on a non-profit board. A Finance Committee will be established since we have the Financial Policy developed. It will be a Board Committee. He also discussed the possibility of adding a Governance Committee and a Public Relations Committee which can be determined at a later date if warranted.

Committee Chairs have been selected and communicated with. Vice Chairs have been appointed. Leeann will send a formal letter to the Chairs and Vice Chairs.

We have two emerging Task Forces to be developed. The Port Authority Task Force, Tom Bice (Gannett Fleming) has contacted the Port Authority and previously met in the Spring as well as the City of Philadelphia Task Force which Eric Frary and Jim Maloney will spearhead.

The Annual Meeting will be modified. Business will take place at the Spring Conference. The Annual meeting will be more educational, a retreat for the board, formal swearing in ceremony, and get to know your fellow board members.

MEETING MINUTES

Government Affairs

Mike Girman discussed the upcoming meetings:

9/11 – 4 Chairs from Legislature

10/8 – Governors Policy Group – Restore PA

1/8 – Leslie or Yassmin

2/12 – TBD

3/11 - TBD

Mike reaffirmed that we need to stay active with our PAC involvement. We need to get our PAC issues resolved so we can be included.

Executive Director's Report

A Bureau of Public Transportation Committee has been created. It will be chaired by Doug Smith.

A Quality Committee has been created to cross over to all facets of our industry. We will still maintain the PennDOT Quality Task Force as requested by PennDOT and it will fall under this new committee.

PennDOT, DEP and Leeann met to discuss issues with the Consultant industry. Leeann, Chris Drda and Melissa Batula will continue to discuss the issues and direction to work together to overcome the criticism from DEP thru PennDOT to consultants?

Matt Marquardt asked the question about the legal issues to date. Leeann stated that we have not received updates from those involved.

Adjourn

Motion was made by Casey Moore to adjourn the board meeting at 2:28pm, seconded by Rose Bougher and unanimously concurred by the Board.

American Council of Engineering Companies of Pennsylvania

STATEMENT OF FINANCIAL POSITION

As of October 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1604 Merrill Edge - Reserved	43,683.49
4135 Scholarship Account	25,773.41
5407 Wells Fargo Checking	461,580.89
9758 Wells Fargo Invest Reserved	84,209.59
Total Bank Accounts	\$615,247.38
Accounts Receivable	
1200 *Accounts Receivable	7,079.48
1201 Allowance for Bad Debts	0.00
Total Accounts Receivable	\$7,079.48
Other Current Assets	
1010C1 Unrealized G (L) ML Reserved	1,423.09
1010D1 Unrealized G (L) Wells Fargo-Inv Reserved	-6,379.25
1010R Investment Acct - cash reclass	0.00
1010SN Investment acct - cash portion	0.00
1210 Prepaid Expenses	0.00
1210.1 Prepaid Meetings and Events	0.00
Total 1210 Prepaid Expenses	0.00
1499 Undeposited Funds	19,568.52
3210 Scholarship Fund - check deposits	0.00
Total Other Current Assets	\$14,612.36
Total Current Assets	\$636,939.22
Fixed Assets	
1062 Office Equipment	0.00
1062A Original Cost	14,064.06
1062B Accumulated Depreciation	-10,573.90
Total 1062 Office Equipment	3,490.16
Total Fixed Assets	\$3,490.16
TOTAL ASSETS	\$640,429.38
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2200 *Accounts Payable	4,535.35
Total Accounts Payable	\$4,535.35
Other Current Liabilities	
2206 Prepaid Dues	0.00
2206.1 Prepaid Firm Dues	0.00
2206.2 Prepaid Index Dues	0.00

	TOTAL
2206.3 Prepaid ACEC Dues	0.00
2206.4 Prepaid Affiliate Dues	0.00
Total 2206 Prepaid Dues	0.00
2209 PAC Clearing Account	100.00
2210 Due to PAC	0.00
2211 Deferred Income	0.00
25600 Dues Owed to National	0.00
25610 Dues Owed to National - Current	56,212.97
25620 Dues Owed to National - Past Due	29,049.04
Total 25600 Dues Owed to National	85,262.01
25700 Accrued Payroll and Taxes	6,226.60
25800 ACCRUED VACATION	11,587.19
3315 Scholarship Donations	750.00
PA Department of Revenue Payable	0.00
Total Other Current Liabilities	\$103,925.80
Total Current Liabilities	\$108,461.15
Total Liabilities	\$108,461.15
Equity	
2900 Opening Bal Equity	0.00
2960 Retained Earnings	138,170.32
3100 Scholarship (Golf Outing) Restricted	25,520.82
Net Assets	
Net Revenue	368,277.09
Total Equity	\$531,968.23
TOTAL LIABILITIES AND EQUITY	\$640,429.38

American Council of Engineering Companies of Pennsylvania

BUDGET VS. ACTUALS: FY 2019-2020 - FY20 P&L

July - October, 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
3000 Dues Income				
3001 Base ACEC/PA Dues	54,500.00	55,500.00	-1,000.00	98.20 %
3002 ACEC/PA Dues	369,596.84	349,290.00	20,306.84	105.81 %
3003 Affiliate Dues	32,754.00	30,575.00	2,179.00	107.13 %
Total 3000 Dues Income	456,850.84	435,365.00	21,485.84	104.94 %
3009 ACEC BIT Royalty		0.00	0.00	
3015 Member Directory Income	5,200.00		5,200.00	
3300 Meetings				
3301 Central Chapter Meeting	6,955.00	7,500.00	-545.00	92.73 %
3302 Eastern Chapter Meeting	10,270.00	10,000.00	270.00	102.70 %
3303 Western Chapter Meeting	12,085.00	10,000.00	2,085.00	120.85 %
3304 Govt Affairs Breakfast	7,160.00	7,500.00	-340.00	95.47 %
3305 Annual Meeting				
3305.1 Annual Meeting Sponsorships	3,132.00	0.00	3,132.00	
3305.2 Annual Meeting Registrations	2,025.00	0.00	2,025.00	
Total 3305 Annual Meeting	5,157.00	0.00	5,157.00	
3306 Spring Conference				
3306.1 Spring Conference Sponsorships	3,032.00	0.00	3,032.00	
3306.2 Spring Conference Registrations	897.00	0.00	897.00	
Total 3306 Spring Conference	3,929.00	0.00	3,929.00	
3307 ACEC/PA Fall Conference				
3307.1 Fall Conference Sponsorships	12,807.00	9,000.00	3,807.00	142.30 %
3307.2 Fall Conference Registrations	25,925.00	26,000.00	-75.00	99.71 %
Total 3307 ACEC/PA Fall Conference	38,732.00	35,000.00	3,732.00	110.66 %
3308 Diamond Awards				
3308.1 Diamond Awards Sponsorships	700.00	0.00	700.00	
3308.2 Diamond Awards Registrations		0.00	0.00	
3308.3 Diamond Awards Project Submission Fee	14,700.00	9,600.00	5,100.00	153.13 %
Total 3308 Diamond Awards	15,400.00	9,600.00	5,800.00	160.42 %
3309 Scholarship Golf Outing				
3309.1 Golf Outing Sponsorships	12,520.00	12,000.00	520.00	104.33 %
3309.2 Golf Outing Registrations	13,490.00	10,740.00	2,750.00	125.61 %
3309.3 Golf Outing Mulligans/Raffle	4,392.00	4,900.00	-508.00	89.63 %
Total 3309 Scholarship Golf Outing	30,402.00	27,640.00	2,762.00	109.99 %
3403 Legislative Day	3,307.00	0.00	3,307.00	
Total 3300 Meetings	133,397.00	107,240.00	26,157.00	124.39 %
3900 Investment Income				
3901 Interest	58.45	400.00	-341.55	14.61 %
3902 Dividends	971.57	200.00	771.57	485.79 %
Total 3900 Investment Income	1,030.02	600.00	430.02	171.67 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
3951 Misc Income	459.42		459.42	
Total Revenue	\$596,937.28	\$543,205.00	\$53,732.28	109.89 %
GROSS PROFIT	\$596,937.28	\$543,205.00	\$53,732.28	109.89 %
Expenditures				
4000 Payroll Expenditures				
4001 Salaries	84,402.52	85,600.00	-1,197.48	98.60 %
4002 Payroll Taxes	6,561.37	8,400.00	-1,838.63	78.11 %
4003 Employee Benefits	5,915.14	4,800.00	1,115.14	123.23 %
4004 Retirement	3,066.34	3,424.00	-357.66	89.55 %
4005 Payroll Fees	237.00	240.00	-3.00	98.75 %
Total 4000 Payroll Expenditures	100,182.37	102,464.00	-2,281.63	97.77 %
4015 Member Directory Expenses		750.00	-750.00	
4300 Meetings Expense				
4302 Central Chapter Mtg Expense				
4302.2 Central Chapter Mtg Travel	5.69	20.00	-14.31	28.45 %
4302.3 Central Chapter Mtg F&B	1,508.22	2,394.00	-885.78	63.00 %
Total 4302 Central Chapter Mtg Expense	1,513.91	2,414.00	-900.09	62.71 %
4303 Eastern Chapter Mtg Expense				
4303.2 Eastern Chapter Mtg Travel	14.38	70.00	-55.62	20.54 %
4303.3 Eastern Chapter Mtg F&B	4,456.45	4,760.00	-303.55	93.62 %
4303.4 Eastern Chapter Mtg AV/Rm Rental	566.04	350.00	216.04	161.73 %
Total 4303 Eastern Chapter Mtg Expense	5,036.87	5,180.00	-143.13	97.24 %
4304 Western Chapter Mtg Expense				
4304.2 Western Chapter Mtg Travel	147.28	90.00	57.28	163.64 %
4304.3 Western Chapter Mtg F&B	4,196.69	4,400.00	-203.31	95.38 %
Total 4304 Western Chapter Mtg Expense	4,343.97	4,490.00	-146.03	96.75 %
4305 Govt Affairs Bfast Expense				
4305.2 Govt Affairs Bfast Travel	5.68		5.68	
4305.3 Govt Affairs Bfast F&B	1,127.70	1,650.00	-522.30	68.35 %
Total 4305 Govt Affairs Bfast Expense	1,133.38	1,650.00	-516.62	68.69 %
4306 Diamond Awards Expense				
4306.1 Awards Expense		0.00	0.00	
4306.2 Diamond Awards Travel		0.00	0.00	
4306.3 Diamond Awards F&B	6,000.00	0.00	6,000.00	
4306.4 Diamond Awards AV/Rm Rental		0.00	0.00	
4306.5 Diamond Awards Supplies/Misc.		0.00	0.00	
Total 4306 Diamond Awards Expense	6,000.00	0.00	6,000.00	
4307 Annual Meeting Expense				
4307.2 Annual Meeting Travel	667.38	0.00	667.38	
4307.3 Annual Meeting F&B	6,000.00	0.00	6,000.00	
4307.4 Annual Meeting AV/Rm Rental		0.00	0.00	
4307.5 Annual Meeting Supplies		0.00	0.00	
4307.6 Annual Meeting Activities		0.00	0.00	
Total 4307 Annual Meeting Expense	6,667.38	0.00	6,667.38	
4308 Spring Conference Expense				
4308.3 Spring Conference F&B		0.00	0.00	
4308.4 Spring Conference AV/Rm Rental		0.00	0.00	

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4308.5 Spring Conference Supplies		0.00	0.00	
4308.7 Spring Conference Speaker		0.00	0.00	
Total 4308 Spring Conference Expense		0.00	0.00	
4309 ACEC/PA Fall Conference Expense				
4309.2 Fall Conference Travel		0.00	0.00	
4309.3 Fall Conference F&B		0.00	0.00	
4309.4 Fall Conference AV/Rm Rental		0.00	0.00	
4309.5 Fall Conference Supplies		250.00	-250.00	
Total 4309 ACEC/PA Fall Conference Expense		250.00	-250.00	
4310 Scholarship Golf Outing Expense				
4310.1 Scholarship Gift Given	12,000.00	0.00	12,000.00	
4310.2 Golf Outing Travel	82.01	50.00	32.01	164.02 %
4310.3 Golf Outing F&B	4,675.30	4,670.00	5.30	100.11 %
4310.4 Golf Outing Green/Cart Fees	4,480.00	3,880.00	600.00	115.46 %
4310.5 Golf Outing Supplies	2,471.93	4,245.00	-1,773.07	58.23 %
4310.6 Other Golf Outing Expenses	1,826.00	1,800.00	26.00	101.44 %
4310.7 Scholarship Income Tfr		0.00	0.00	
4310.8 Golf Outing Staff Time	3,925.73		3,925.73	
Total 4310 Scholarship Golf Outing Expense	29,460.97	14,645.00	14,815.97	201.17 %
4351 Legislative Day Expenses				
4351.1 Legislative Day Printing/Postage		0.00	0.00	
4351.2 Legislative Day Travel		0.00	0.00	
4351.3 Legislative Day F&B		0.00	0.00	
4351.5 Legislative Day Supplies		0.00	0.00	
Total 4351 Legislative Day Expenses		0.00	0.00	
Total 4300 Meetings Expense	54,156.48	28,629.00	25,527.48	189.17 %
4350 Special Events Expenses				
4353 Tri-State Conference Expense	262.45		262.45	
Total 4350 Special Events Expenses	262.45		262.45	
4400 Insurance				
4401 Business Insurance	630.00	0.00	630.00	
4402 Workers Comp Insurance	759.78	0.00	759.78	
4403 Auto Insurance	1,060.19	840.00	220.19	126.21 %
4404 Directors & Officers Liability	1,528.00	0.00	1,528.00	
Total 4400 Insurance	3,977.97	840.00	3,137.97	473.57 %
4500 Office Supplies and Expenses				
4501 Supplies	546.76	2,100.00	-1,553.24	26.04 %
4502 Copier Supplies/Equipment	575.18	1,150.00	-574.82	50.02 %
4503 Office Expense/Gifts	73.99	120.00	-46.01	61.66 %
Total 4500 Office Supplies and Expenses	1,195.93	3,370.00	-2,174.07	35.49 %
4600 Office/Admin Expense				
4601 Bank CC Monthly Charges	159.80	200.00	-40.20	79.90 %
4602 CC Transaction Fees	2,050.57	4,800.00	-2,749.43	42.72 %
4603 Internet Services	868.78	1,060.00	-191.22	81.96 %
4604 Printing		500.00	-500.00	
4605 Postage		120.00	-120.00	
4606 Rent	13,909.96	13,920.00	-10.04	99.93 %

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4608 Telephone	2,533.21	2,800.00	-266.79	90.47 %
4609 Other Misc Svc Costs	-0.18		-0.18	
4610 Investment Acct Bank Fees	150.00		150.00	
Total 4600 Office/Admin Expense	19,672.14	23,400.00	-3,727.86	84.07 %
4900 Board Expenses	1,167.75	200.00	967.75	583.88 %
4910 Prof Dev/Meetings	-120.46	300.00	-420.46	-40.15 %
4920 Lobbying Expenses	666.68	1,300.00	-633.32	51.28 %
4940 Tenant Improvements		400.00	-400.00	
5000 Committee Expenses	480.95	150.00	330.95	320.63 %
5100 Member-Related (non-travel)	222.10	0.00	222.10	
5210 Dues/Subscriptions				
5211 Publication Subscriptions	1,850.00	2,600.00	-750.00	71.15 %
5212 Prof Memberships	1,550.00	550.00	1,000.00	281.82 %
5213 Subscriptions	7,507.76	8,200.00	-692.24	91.56 %
Total 5210 Dues/Subscriptions	10,907.76	11,350.00	-442.24	96.10 %
5520 Professional Services				
5521 Legal	925.50	3,332.00	-2,406.50	27.78 %
5522 Accountant	884.05	8,000.00	-7,115.95	11.05 %
5523 Computer/IT	2,447.76	1,575.00	872.76	155.41 %
5524 Internet Survey	1,876.00	1,000.00	876.00	187.60 %
5525 Public Relations	20,000.00	21,600.00	-1,600.00	92.59 %
Total 5520 Professional Services	26,133.31	35,507.00	-9,373.69	73.60 %
5600 Travel Expenses				
5601 ACEC/NACEC Travel Expenses	5,978.52	5,000.00	978.52	119.57 %
5604 Legislative Travel Expense	116.82	1,000.00	-883.18	11.68 %
5605 Staff/Membership Related Travel	506.75	1,200.00	-693.25	42.23 %
Total 5600 Travel Expenses	6,602.09	7,200.00	-597.91	91.70 %
5610 Auto Expenses				
5611 Vehicle Maintenance	206.55	60.00	146.55	344.25 %
5612 Vehicle Lease	2,101.72	2,104.00	-2.28	99.89 %
5613 Vehicle Gas/Tolls/Parking	519.29	300.00	219.29	173.10 %
Total 5610 Auto Expenses	2,827.56	2,464.00	363.56	114.75 %
6010 Depreciation Expense	325.11		325.11	
Total Expenditures	\$228,660.19	\$218,324.00	\$10,336.19	104.73 %
NET OPERATING REVENUE	\$368,277.09	\$324,881.00	\$43,396.09	113.36 %
NET REVENUE	\$368,277.09	\$324,881.00	\$43,396.09	113.36 %

American Council of Engineering Companies of Pennsylvania

BUDGET VS. ACTUALS: FY 2019-2020 - FY20 P&L

July 2019 - June 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
3000 Dues Income				
3001 Base ACEC/PA Dues	55,500.00	57,500.00	-2,000.00	96.52 %
3002 ACEC/PA Dues	370,307.92	356,070.00	14,237.92	104.00 %
3003 Affiliate Dues	32,754.00	36,875.00	-4,121.00	88.82 %
Total 3000 Dues Income	458,561.92	450,445.00	8,116.92	101.80 %
3009 ACEC BIT Royalty		1,200.00	-1,200.00	
3015 Member Directory Income	5,200.00		5,200.00	
3300 Meetings				
3301 Central Chapter Meeting	6,955.00	16,250.00	-9,295.00	42.80 %
3302 Eastern Chapter Meeting	10,985.00	27,300.00	-16,315.00	40.24 %
3303 Western Chapter Meeting	12,175.00	27,300.00	-15,125.00	44.60 %
3304 Govt Affairs Breakfast	7,160.00	16,250.00	-9,090.00	44.06 %
3305 Annual Meeting				
3305.1 Annual Meeting Sponsorships	3,632.00	8,000.00	-4,368.00	45.40 %
3305.2 Annual Meeting Registrations	2,025.00	25,875.00	-23,850.00	7.83 %
Total 3305 Annual Meeting	5,657.00	33,875.00	-28,218.00	16.70 %
3306 Spring Conference				
3306.1 Spring Conference Sponsorships	3,432.00	14,500.00	-11,068.00	23.67 %
3306.2 Spring Conference Registrations	897.00	31,835.00	-30,938.00	2.82 %
Total 3306 Spring Conference	4,329.00	46,335.00	-42,006.00	9.34 %
3307 ACEC/PA Fall Conference				
3307.1 Fall Conference Sponsorships	14,032.00	9,000.00	5,032.00	155.91 %
3307.2 Fall Conference Registrations	27,325.00	27,750.00	-425.00	98.47 %
Total 3307 ACEC/PA Fall Conference	41,357.00	36,750.00	4,607.00	112.54 %
3308 Diamond Awards				
3308.1 Diamond Awards Sponsorships	1,200.00	20,000.00	-18,800.00	6.00 %
3308.2 Diamond Awards Registrations		38,085.00	-38,085.00	
3308.3 Diamond Awards Project Submission Fee	14,700.00	9,600.00	5,100.00	153.13 %
Total 3308 Diamond Awards	15,900.00	67,685.00	-51,785.00	23.49 %
3309 Scholarship Golf Outing				
3309.1 Golf Outing Sponsorships	12,520.00	12,000.00	520.00	104.33 %
3309.2 Golf Outing Registrations	13,490.00	10,740.00	2,750.00	125.61 %
3309.3 Golf Outing Mulligans/Raffle	4,392.00	4,900.00	-508.00	89.63 %
Total 3309 Scholarship Golf Outing	30,402.00	27,640.00	2,762.00	109.99 %
3403 Legislative Day	3,307.00	7,500.00	-4,193.00	44.09 %
Total 3300 Meetings	138,227.00	306,885.00	-168,658.00	45.04 %
3900 Investment Income				
3901 Interest	58.45	1,200.00	-1,141.55	4.87 %
3902 Dividends	971.57	600.00	371.57	161.93 %
Total 3900 Investment Income	1,030.02	1,800.00	-769.98	57.22 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
3951 Misc Income	524.81		524.81	
Total Revenue	\$603,543.75	\$760,330.00	\$ -156,786.25	79.38 %
GROSS PROFIT	\$603,543.75	\$760,330.00	\$ -156,786.25	79.38 %
Expenditures				
4000 Payroll Expenditures				
4001 Salaries	91,902.52	256,800.00	-164,897.48	35.79 %
4002 Payroll Taxes	7,135.12	25,200.00	-18,064.88	28.31 %
4003 Employee Benefits	5,915.14	14,400.00	-8,484.86	41.08 %
4004 Retirement	3,324.51	10,272.00	-6,947.49	32.36 %
4005 Payroll Fees	311.50	720.00	-408.50	43.26 %
Total 4000 Payroll Expenditures	108,588.79	307,392.00	-198,803.21	35.33 %
4015 Member Directory Expenses		750.00	-750.00	
4300 Meetings Expense				
4302 Central Chapter Mtg Expense				
4302.2 Central Chapter Mtg Travel	5.69	50.00	-44.31	11.38 %
4302.3 Central Chapter Mtg F&B	1,508.22	5,985.00	-4,476.78	25.20 %
Total 4302 Central Chapter Mtg Expense	1,513.91	6,035.00	-4,521.09	25.09 %
4303 Eastern Chapter Mtg Expense				
4303.2 Eastern Chapter Mtg Travel	14.38	210.00	-195.62	6.85 %
4303.3 Eastern Chapter Mtg F&B	4,456.45	14,280.00	-9,823.55	31.21 %
4303.4 Eastern Chapter Mtg AV/Rm Rental	566.04	1,050.00	-483.96	53.91 %
Total 4303 Eastern Chapter Mtg Expense	5,036.87	15,540.00	-10,503.13	32.41 %
4304 Western Chapter Mtg Expense				
4304.2 Western Chapter Mtg Travel	147.28	270.00	-122.72	54.55 %
4304.3 Western Chapter Mtg F&B	5,894.59	13,200.00	-7,305.41	44.66 %
Total 4304 Western Chapter Mtg Expense	6,041.87	13,470.00	-7,428.13	44.85 %
4305 Govt Affairs Bfast Expense				
4305.2 Govt Affairs Bfast Travel	5.68		5.68	
4305.3 Govt Affairs Bfast F&B	1,127.70	4,125.00	-2,997.30	27.34 %
Total 4305 Govt Affairs Bfast Expense	1,133.38	4,125.00	-2,991.62	27.48 %
4306 Diamond Awards Expense				
4306.1 Awards Expense		2,000.00	-2,000.00	
4306.2 Diamond Awards Travel		200.00	-200.00	
4306.3 Diamond Awards F&B	6,000.00	32,000.00	-26,000.00	18.75 %
4306.4 Diamond Awards AV/Rm Rental		10,600.00	-10,600.00	
4306.5 Diamond Awards Supplies/Misc.		8,100.00	-8,100.00	
Total 4306 Diamond Awards Expense	6,000.00	52,900.00	-46,900.00	11.34 %
4307 Annual Meeting Expense				
4307.2 Annual Meeting Travel	667.38	3,000.00	-2,332.62	22.25 %
4307.3 Annual Meeting F&B	6,000.00	13,000.00	-7,000.00	46.15 %
4307.4 Annual Meeting AV/Rm Rental		2,500.00	-2,500.00	
4307.5 Annual Meeting Supplies		600.00	-600.00	
4307.6 Annual Meeting Activities		5,500.00	-5,500.00	
Total 4307 Annual Meeting Expense	6,667.38	24,600.00	-17,932.62	27.10 %
4308 Spring Conference Expense				
4308.3 Spring Conference F&B		18,835.00	-18,835.00	
4308.4 Spring Conference AV/Rm Rental		5,750.00	-5,750.00	

TOTAL				
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4308.5 Spring Conference Supplies		500.00	-500.00	
4308.7 Spring Conference Speaker		2,000.00	-2,000.00	
Total 4308 Spring Conference Expense		27,085.00	-27,085.00	
4309 ACEC/PA Fall Conference Expense				
4309.2 Fall Conference Travel		50.00	-50.00	
4309.3 Fall Conference F&B		10,316.00	-10,316.00	
4309.4 Fall Conference AV/Rm Rental		1,650.00	-1,650.00	
4309.5 Fall Conference Supplies		500.00	-500.00	
Total 4309 ACEC/PA Fall Conference Expense		12,516.00	-12,516.00	
4310 Scholarship Golf Outing Expense				
4310.1 Scholarship Gift Given	12,000.00	2,500.00	9,500.00	480.00 %
4310.2 Golf Outing Travel	82.01	50.00	32.01	164.02 %
4310.3 Golf Outing F&B	4,675.30	4,670.00	5.30	100.11 %
4310.4 Golf Outing Green/Cart Fees	4,480.00	3,880.00	600.00	115.46 %
4310.5 Golf Outing Supplies	2,471.93	4,245.00	-1,773.07	58.23 %
4310.6 Other Golf Outing Expenses	1,826.00	1,800.00	26.00	101.44 %
4310.7 Scholarship Income Tfr		10,495.00	-10,495.00	
4310.8 Golf Outing Staff Time	3,925.73		3,925.73	
Total 4310 Scholarship Golf Outing Expense	29,460.97	27,640.00	1,820.97	106.59 %
4351 Legislative Day Expenses				
4351.1 Legislative Day Printing/Postage		2,550.00	-2,550.00	
4351.2 Legislative Day Travel		20.00	-20.00	
4351.3 Legislative Day F&B		4,000.00	-4,000.00	
4351.5 Legislative Day Supplies		900.00	-900.00	
Total 4351 Legislative Day Expenses		7,470.00	-7,470.00	
Total 4300 Meetings Expense	55,854.38	191,381.00	-135,526.62	29.18 %
4350 Special Events Expenses				
4353 Tri-State Conference Expense	262.45		262.45	
Total 4350 Special Events Expenses	262.45		262.45	
4400 Insurance				
4401 Business Insurance	630.00	650.00	-20.00	96.92 %
4402 Workers Comp Insurance	759.78	700.00	59.78	108.54 %
4403 Auto Insurance	1,060.19	2,520.00	-1,459.81	42.07 %
4404 Directors & Officers Liability	1,528.00	1,800.00	-272.00	84.89 %
Total 4400 Insurance	3,977.97	5,670.00	-1,692.03	70.16 %
4500 Office Supplies and Expenses				
4501 Supplies	546.76	6,200.00	-5,653.24	8.82 %
4502 Copier Supplies/Equipment	575.18	14,250.00	-13,674.82	4.04 %
4503 Office Expense/Gifts	73.99	360.00	-286.01	20.55 %
Total 4500 Office Supplies and Expenses	1,195.93	20,810.00	-19,614.07	5.75 %
4600 Office/Admin Expense				
4601 Bank CC Monthly Charges	159.80	600.00	-440.20	26.63 %
4602 CC Transaction Fees	2,050.57	14,400.00	-12,349.43	14.24 %
4603 Internet Services	868.78	3,180.00	-2,311.22	27.32 %
4604 Printing		500.00	-500.00	
4605 Postage		360.00	-360.00	
4606 Rent	17,387.45	41,760.00	-24,372.55	41.64 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4608 Telephone	2,533.21	8,400.00	-5,866.79	30.16 %
4609 Other Misc Svc Costs	-0.18		-0.18	
4610 Investment Acct Bank Fees	150.00		150.00	
Total 4600 Office/Admin Expense	23,149.63	69,200.00	-46,050.37	33.45 %
4900 Board Expenses	1,167.75	3,200.00	-2,032.25	36.49 %
4910 Prof Dev/Meetings	-85.46	1,100.00	-1,185.46	-7.77 %
4920 Lobbying Expenses	833.35	2,700.00	-1,866.65	30.86 %
4940 Tenant Improvements		1,200.00	-1,200.00	
5000 Committee Expenses	480.95	750.00	-269.05	64.13 %
5100 Member-Related (non-travel)	222.10	2,000.00	-1,777.90	11.11 %
5210 Dues/Subscriptions				
5211 Publication Subscriptions	3,700.00	3,850.00	-150.00	96.10 %
5212 Prof Memberships	1,550.00	2,200.00	-650.00	70.45 %
5213 Subscriptions	7,507.76	9,000.00	-1,492.24	83.42 %
Total 5210 Dues/Subscriptions	12,757.76	15,050.00	-2,292.24	84.77 %
5520 Professional Services				
5521 Legal	925.50	10,000.00	-9,074.50	9.26 %
5522 Accountant	884.05	10,000.00	-9,115.95	8.84 %
5523 Computer/IT	2,447.76	5,900.00	-3,452.24	41.49 %
5524 Internet Survey	1,876.00	1,500.00	376.00	125.07 %
5525 Public Relations	25,000.00	64,800.00	-39,800.00	38.58 %
Total 5520 Professional Services	31,133.31	92,200.00	-61,066.69	33.77 %
5600 Travel Expenses				
5601 ACEC/NACEC Travel Expenses	5,978.52	11,000.00	-5,021.48	54.35 %
5604 Legislative Travel Expense	116.82	3,000.00	-2,883.18	3.89 %
5605 Staff/Membership Related Travel	506.75	3,600.00	-3,093.25	14.08 %
Total 5600 Travel Expenses	6,602.09	17,600.00	-10,997.91	37.51 %
5610 Auto Expenses				
5611 Vehicle Maintenance	206.55	180.00	26.55	114.75 %
5612 Vehicle Lease	2,101.72	6,312.00	-4,210.28	33.30 %
5613 Vehicle Gas/Tolls/Parking	519.29	900.00	-380.71	57.70 %
Total 5610 Auto Expenses	2,827.56	7,392.00	-4,564.44	38.25 %
6010 Depreciation Expense	325.11		325.11	
Total Expenditures	\$249,293.67	\$738,395.00	\$ -489,101.33	33.76 %
NET OPERATING REVENUE	\$354,250.08	\$21,935.00	\$332,315.08	1,615.00 %
NET REVENUE	\$354,250.08	\$21,935.00	\$332,315.08	1,615.00 %

PA Consulting Engineers PAC

STATEMENT OF FINANCIAL POSITION

As of October 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1001 Wells Fargo Checking	63,112.20
Total Bank Accounts	\$63,112.20
Other Current Assets	
1200 Bank Clearing Account	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$63,112.20
TOTAL ASSETS	\$63,112.20
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	
3000 Retained Earnings	82,394.35
Net Revenue	-19,282.15
Total Equity	\$63,112.20
TOTAL LIABILITIES AND EQUITY	\$63,112.20

Consulting Engineers of Pennsylvania PAC

STATEMENT OF FINANCIAL POSITION

As of October 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1001 Wells Fargo Checking	908.54
Total Bank Accounts	\$908.54
Total Current Assets	\$908.54
TOTAL ASSETS	\$908.54
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	
Retained Earnings	
Net Revenue	908.54
Total Equity	\$908.54
TOTAL LIABILITIES AND EQUITY	\$908.54

**American Council of Engineering Companies of Pennsylvania
2019-2020 Meeting Profitability Snapshot**

Central Chapter	
To Date Revenue	\$ 6,955.00
To Date Expense	\$ 1,513.91
<i>To Date Net</i>	<i>\$ 5,441.09</i>

Fall Conference	
To Date Revenue	\$ 41,357.00
To Date Expense	\$ -
<i>To Date Net</i>	<i>\$ 41,357.00</i>

Eastern Chapter	
To Date Revenue	\$ 10,985.00
To Date Expense	\$ 5,036.87
<i>To Date Net</i>	<i>\$ 5,948.13</i>

Diamond Awards	
To Date Revenue	\$ 15,900.00
To Date Expense	\$ 667.38
<i>To Date Net</i>	<i>\$ 15,232.62</i>

Western Chapter	
To Date Revenue	\$ 12,175.00
To Date Expense	\$ 6,041.87
<i>To Date Net</i>	<i>\$ 6,133.13</i>

Legislative Day	
To Date Revenue	\$ 3,307.00
To Date Expense	\$ -
<i>To Date Net</i>	<i>\$ 3,307.00</i>

Government Affairs Breakfast	
To Date Revenue	\$ 7,160.00
To Date Expense	\$ 1,133.38
<i>To Date Net</i>	<i>\$ 6,026.62</i>

Spring Conference	
To Date Revenue	\$ 4,329.00
To Date Expense	\$ -
<i>To Date Net</i>	<i>\$ 4,329.00</i>

Annual Meeting	
To Date Revenue	\$ 3,632.00
To Date Expense	\$ 6,667.38
<i>To Date Net</i>	<i>\$ (3,035.38)</i>

Net Total: \$ 84,739.21

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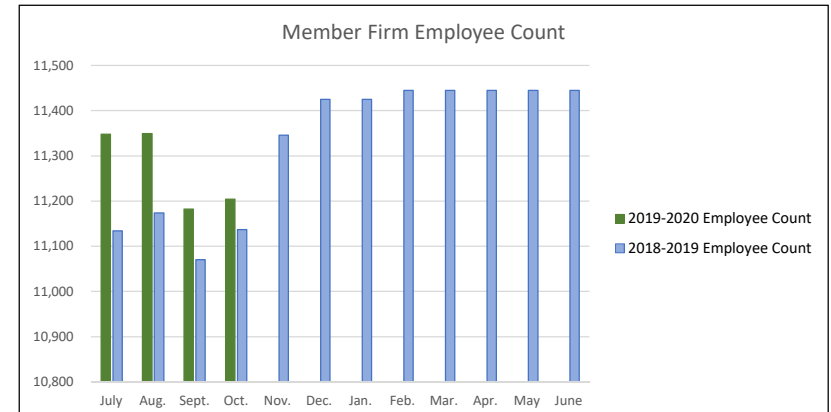
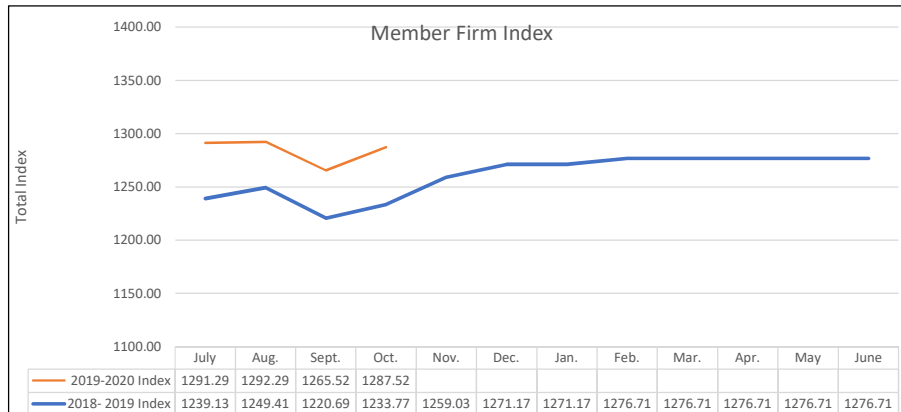


October 2019 Membership Report Member Firms

Month	Starting Index	Starting # Employees	New Index	New # Employees	Drop Index	Drop # Employees	2019-2020 Index	Employee Count
July	1306.63	11,431	0	0	15.34	83	1291.29	11,348
Aug.	1291.29	11,348	1.0	1	0	0	1292.29	11,349
Sept.	1292.29	11,349	2.51	5	31.77	172	1265.52	11,182
Oct.	1265.52	11,182	5.85	22	0	0	1287.52	11,204
Nov.								
Dec.								
Jan.								
Feb.								
Mar.								
Apr.								
May								
June								

New Member Firms		
Firm Name	Index	Employee Count
SP Eng.	5.85	22

Drop Member Firms		
Firm Name	Index	Employee Count





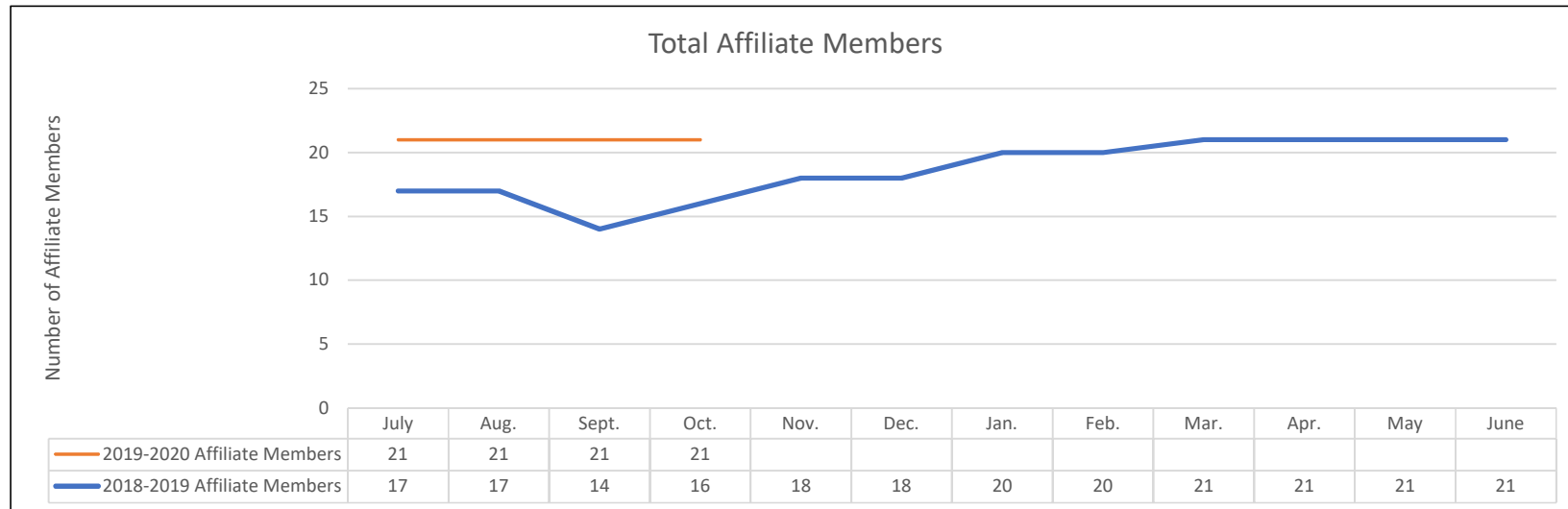
October 2019 Membership Report

Affiliate Members

Month	Starting Members	New Members	Dropped Members	2019-2020 Affiliate Members
July	21	0	0	21
Aug.	21	1	1	21
Sept.	21	1	1	21
Oct.	21	0	0	21
Nov.				
Dec.				
Jan.				
Feb.				
Mar.				
Apr.				
May				
June				

New Affiliate Members

Drop Affiliate Members





2019 ACEC PAC Contributors

As of October 31, 2019

2019 ACEC PAC Goal \$33,958

YTD Raised \$21,225

\$2,500 and greater

\$1,000-2499

Larson Design Group PAC

Michael Baker Corp PAC

Ernest Hanna, GZA GeoEnvironmental, Inc.

C.R. Pennoni, Pennoni Associates, Inc.

Thomas Maheady, Borton-Lawson

\$500-999

Art Barrett, Gannett Fleming, Inc.

Victor Bertolina, SAI Consulting Engineers, Inc.

Michael Bougher, Stantec

Roseline Bougher, A.D. Marble

Eric Flicker, Pennoni Associates, Inc.

Eric Frary, Michael Baker International

Troy Holloway, Century Engineering, Inc.

Kevin Johnson, Traffic, Planning & Design, Inc.

John Kweder, Alfred Benesch & Company

Joyce Markosky, The Markosky Engineering Group, Inc.

Mark Markosky, The Markosky Engineering Group, Inc.

Matthew Marquardt, Urban Engineers

Kenneth Nadler, Susquehanna Civil, Inc.

Lea Nadler, Susquehanna Civil, Inc.

Joseph O'Neil, WBCM

John Prybella, WBCM

Joe Riley, WSP/Louis Berger US

Derek Rogers, RIG Consulting, Inc.

Perry Schweiss, SPK, Inc.

Rosanna Smithnosky, Susquehanna Civil, Inc.

Margaret Talarico, Foresight Construction Services, LLC

Eric Veydt, Gannett Fleming, Inc.

\$250-499

Sandra Basehore, Skelly & Loy, Inc.

Todd Morris, Pennoni Associates, Inc.

Matthew Natale, Johnson, Mirmiran & Thompson

Leeann Sherman, ACEC/PA

TranSystems Corp. PAC

\$1-249

Nicholas Brien, Dawood Engineering, Inc.

Bony Dawood, Dawood Engineering, Inc.

Stanley Gavlick, AXA XL

Deborah Hoover, KCI Technologies, Inc.

Thomas Lindsey, KCI Technologies, Inc.

James Markham, Pennoni Associates, Inc.

Adam Melewsky, Pennoni Associates, Inc.

Robert Nuss, KCI Technologies, Inc.

Marc Pinto, Susquehanna Civil

John Zarsky, Pennoni Associates, Inc.

Scott Zeevaart, Gannett Fleming, Inc.



2019 CEPA PAC Contributors

As of October 31, 2019

2019 CEPA PAC Goal - \$25,000
Contributions received to-date - \$2,150

\$1,000 and greater

\$500 - \$999

Sandra Basehore, Skelly & Loy
Greg Brennan, Alfred Benesch & Company
Ken Nadler, Susquehanna Civil, Inc.

\$250 - \$499

Victor Bertolina, SAI Consulting Engineers
Jeff Guzy, RK&K

\$1 - \$249

Douglas Smith, Prime AE