



AMERICAN COUNCIL OF ENGINEERING COMPANIES
of Pennsylvania

Board of Directors - Meeting Agenda

September 13, 2023 2:30pm
Harrisburg Hilton
1 North Second Street, Harrisburg, PA

Call to Order	M. Bougher
Antitrust Policy	M. Bougher
Consent Agenda	M. Bougher
<ul style="list-style-type: none">June 27th Board Meeting Minutes	
Financial Report (action needed)	Smithnosky/Brackbill
<ul style="list-style-type: none">Treasurer's MemoJuly 2023 Financial Report	
Membership Report (action needed)	Girman/Babski
National Director Report (action needed)	R. Bougher
<ul style="list-style-type: none">News from ACECPAC Reports	
Governance Committee Report	Moore
<ul style="list-style-type: none">By-LawsGovernance Manual	
Events Report	Babski
Executive Director's Report	Sailhamer
President's Report	M. Bougher
<ul style="list-style-type: none">Indemnification UpdateWage RatesMentor/Protégé Program	
New Items	
Executive Session	
Adjourn	M. Bougher



ACEC/PA ANTITRUST COMPLIANCE POLICY

1. Consistent with ACEC/PA's nonprofit and tax exempt purposes, ACEC/PA in the course of its activities shall not agree with, participate in, or give consideration to any activity, plan, understanding, agreement, or other arrangement that constitutes a violation of any federal or state antitrust laws, including but not limited to actions that would (a) raise or stabilize prices or fees for specific services, (b) boycott or refuse to do business with any third parties (other than through ACEC/PA's bona fide business contractual arrangements), (c) restrict or interfere with the exercise of free and independent judgment by the members in the management or operation of their respective business, or (d) obstruct or interfere with commerce or free and lawful competition.
2. ACEC/PA membership is open to all interested and eligible parties. Participation in ACEC/PA activities is also available on reasonable terms to non-members with a valid interest in such activities. No applicant for membership or party requesting to participate, who otherwise meets the qualifications set forth in the ACEC/PA Bylaws or adopted in ACEC/PA policy, may be rejected for any anti-competitive purpose.
3. Participants at ACEC/PA-sponsored activities should not discuss, exchange information, or enter into agreements on prices or fees or refuse to purchase, sell to, or otherwise impermissibly deal with competitors, customers, or suppliers.
4. Any information, materials, or reports of ACEC/PA available for the use of its members should be made available to non-members when non-availability of those materials imposes a significant economic disadvantage or cost to non-members that significantly limits their ability to compete against ACEC/PA members. Non-members may be charged higher prices than members as long as the higher prices are not unreasonable.
5. Discussions during ACEC/PA meetings should relate solely to the legitimate purposes of the Council. Care should be taken to avoid any discussion of competitively sensitive information, such as prices, rates, or fees; current or potential bids for particular services; terms on which any participants will or will not deal with particular competitors, suppliers, or customers; and matters relating to actual or potential individual suppliers or customers that might have the effect of influencing the business conduct of other companies toward such suppliers or customers.
6. To avoid even the perception that ACEC/PA meetings could violate this antitrust policy, good meeting practices should be exercised, including: the use of a written agenda; the prompt preparation of brief minutes summarizing the matters discussed and conclusions reached; and the retention and distribution of only final approved minutes.
7. Even informal discussions must comply with the principles and prohibitions of this policy.
8. A copy of this policy shall be provided to the Board of Directors, Committee Leadership, ACEC/PA Members At Large and all ACEC/PA Committee Members. The policy shall also be included in each ACEC/PA staff member's employee manual and posted for public viewing on the ACEC/PA website. Each ACEC/PA member and each participant in ACEC/PA activities, by virtue of their membership or participation, shall be deemed to have notice of the policy and agree to abide by it.

MEETING MINUTES

ACEC/PA Board Meeting - Meeting Minutes

June 27, 2023, at 1:00 pm

Location: West Shore Country Club

100 Brentwater Road, Camp Hill, PA

Attendees Present:

Board Members: Roseline Bougher (President), Michael Bougher (President Elect), Eric Veydt (Immediate Past President / National Director), Mike Girman (Treasurer), Rosanna Smithnosky (Secretary), Paul McNamee, Mark Kinee, Eric Meyer, Casey Moore, Damon Rhodes, Joseph Riley, Maggie Talarico, Josh Wilson, Jim Maloney

ACEC/PA Executive Director: Brent Sailhamer

ACEC/PA Staff: Sarah Babski
Jean Brackbill

Guests: Larry Bankert, Justin Gibbons, Jeff Guzy, Steve Hall, Mike Kenawall, Matt Macey, John Poscious, Jim Ritzman, Namita Sihna, Glenn Stickel, Scott Zeevart

Not present: Tony Dougherty, Ryan Gargan, Lonnie Young

Call to Order

Roseline Bougher called the meeting to order at 1:00 PM.

1. Antitrust Policy
 - a. Rose Bougher reminded all of the Antitrust Policy that we are to uphold and asked if anyone had questions. It is on website and in the Board packet.
2. Consent Agenda
 - a. There were no items under the Consent Agenda
3. Meeting Minutes – April 19 and May 9
 - a. April 19 minutes – Comment to correct misspell of Kevin Chaterly last name. Minutes were approved with name correction, Eric Meyer move, Casey Moore 2nd, all in favor.
 - b. May 9 minutes – No comments. Minutes were approved, Tony Dougherty moved, Damon Rhodes 2nd, all in favor.

R. Bougher reviewed action items from the minutes Sec 4 – long term budget

management regarding drafting a memo for membership regarding the annual dues increase. This memo was just completed and submitted to R. Bougher. The memo submission to membership must be in advance and several days before sending invoices.

Action items in the Strategic Plan (SP) meeting minutes will be handled by the SP committee.

4. Committee Reports

Committee reports were provided in the meeting packet. The DEI report was a verbal report in this meeting. The multimodal and municipal reports are pending and will be provided upon receipt.

Quarterly mtgs with committee chairs were held to ensure progress was occurring smoothly.

DEI report by Namita Sihna.

- It was a good year with a few challenges.
- The main focus was the Mentor Protégé Program where they solicited consultant firm feedback and coordinated with PennDOT.

5. Financials

- a. Financials are in the meeting packet, and a spreadsheet financial was emailed prior to the meeting.
- b. May 2023 showed a net revenue of \$12,000 vs budgeted loss of \$23,000. June forecast projects a net loss of \$50,000 – several membership dues are not paid.
- c. Cost of the east region meeting venue was discussed. The Desmond location will remain.
- d. Annual billing occurring at the same time is now caught up for 2023-24 fiscal year. Going back to billing once / year for simplified invoicing. All have been caught up for this to fully occur in year 2023-2024
- e. The financials were approved, Paul McNamee moved, Joe Riley 2nd, all in favor.
- f. Signing authority – It was agreed to have more than one signer at the January board meeting. R. Bougher presented a resolution proposing signing authority for FY 2023-24 President Elect (Mark Markosky) and Treasure (Rosana Smithnosky). The resolution language was passed around for signature. Signatures for those not present will be obtained later.

6. Membership Report

- a. The report was attached to board packet.
- b. Strategic Plan year 2 will be busy based on goals set.
- c. Outstanding membership issue – Borton Lawson was bought by Verdantas who is

not a Pennsylvania member. **ACTION ITEM: P. McNamee will reach out to Mark Boris who previously indicated interest in rejoining.**

- d. Dropped members – T3 & Hatch LTK – outreach was attempted.
- e. Sarah heard CCJM is planning to drop membership. Their comment was they did not feel ACEC PA was representing the small firm interests.
- f. When reason for dropping is noted as “Other”, we need to follow-up to get feedback.
- g. WBCM was acquired by TransSystems – this will be in the June report.
- h. A membership expansion idea was discussed for the Membership Committee, including all Regional and Board, to identify leads and leverage opportunities to build membership.

The Membership Report was approved. M. Markosky moved, D. Rhodes 2nd, all in favor.

7. National Director Report

- a. Reported by Eric Veydt.
- b. National PAC list was presented. The goal is to be done by May – a request was made to those not on the list to make an effort to contribute. Currently at \$9500.
- c. PA PAC list presented – same request was made regarding contributions. Currently at \$8,800, the goal is \$25,000.
- d. Continuing legislative issues.
- e. Legislative topics include Research and Development amortization (this is a major issue), eliminating professional licensure, duty to defend, and PPP.
- f. The ACEC National conference went well.
- g. Steve Hall noted if issues turn into member retention issues, that he can be a point of contact if it helps.
- h. PAC funding event – Discussions were held on this, but nothing was finalized. Mike Bougher mentioned setting a \$5,000 goal for each region for the PAC. Discussed a Spring Golf Outing. Ideas to increase PAC involvement were encouraged.

The National Director Report was approved, M. Markosky moved, C. Moore 2nd, all in favor.

8. Governance Committee Report

- a. Reported by C. Moore.
- b. ByLaws – changes were noted as follows and will require membership vote.
 - 1) Section 3.2 was changed to remove Land Surveying services – this originated from ACEC PA previous association with a land surveying association.
 - 2) Article 5 – Regions – Eliminate 5.3, replace chapter with officers to

region with chair / vice chair.

- 3) Discussed at the time of membership votes will they know who is in Chair and Vice Chair role as it is not mentioned in the ByLaws. Legal advice was don't make it specific in the ByLaws.
- 4) Region Director term of 1 year was discussed. A comment was made that 1 year was not sufficient to learn the Region Director role and to consider 2 years, same as At Large Director. This would require a ByLaw change. It was noted that there is flexibility to keep a Region Director for more than 1 year even though it was not specified in the ByLaws.
- 5) Section 6 – Change to two At Large and two Region Directors from each region.

Discussion ensued regarding terms. There was concern for 2 years for At Large – as not everyone may want to serve that long. There was concern about putting 2 years on Region Director as it will cause ripple impacts in nominating the remaining Board. Discussed making all 12 slots as 1 year – this would cause too much turnover and is a reason why At Large Directors have 2-year terms. There are no ByLaw restrictions to remove an At Large Director inside their 2-year term. Region Directors can be offered a second year. Conclusion was we are not ready to vote on At Large term change from 2 year to 1 year.

Motion was made to approve ByLaw changes as made to then go to Membership. E. Meyer moved, J. Wilson 2nd, all in favor.

- c. Role Descriptions - Changes noted and did not warrant a vote.

9. Strategic Plan Update – Review Goals 3, 4 & 5

- a. This topic was moved to a future meeting that is specifically strategic plan focused.

10. Events

- a. Reported by S. Babski.
- b. Annual Meeting – This was in May and was the last major event. Forty-seven people attended; this was the highest for out of state. Received good survey feedback to survey for the event.
 - 1) A comment received was to have a local transportation person – effort was made but could not secure someone.
 - 2) The event was not profitable.
- c. Sponsorship Catalog is ready to launch.
- d. A Save the Date was sent for the Golf & Infrastructure Conference. This

conference will have an app instead of a multi-page program.

- e. Regional meetings will resume in October.
- f. Diamond Awards will change. We are working with National; submission will be online and align with National's approach. No more foam boards. Creating Task Force for Diamond Awards to review processes and encourage submissions.
- g. Discussed idea to raise funds at the Diamond Award with sponsorships.
- h. For region meeting sponsorships looking into dropping cost to \$250.

11. Executive Director Report

- a. Wage Rates
 - 1) Katie Mouth – held a meeting with her, she is interested, and willing to help.
 - 2) Frank Ferry (Bucks Co) – Interested in this topic.
 - 3) Possible to have an immediate 10% increase across board for union labor. June 30 is when the contract takes affect – but don't know when this could.
- b. Senate Bill 656 – Electric vehicle fees legislation.
 - 1) Passed Senate and in House Transportation Committee.
 - 2) Secretary Carroll does not like it because of the higher fee than other states. ACEC PA does not have an official position.
 - 3) ACEC PA position is we are all for alternative funds – we had past language to say we are for alternatives, sustainable and long-term funding. Create a response that stays general (we had prior language). **Action Item** – B. Sailhamer will confirm standard ACEC PA response to use moving forward.
- c. ACEC National Conference
 - 1) Twenty-three people from Pennsylvania.
 - 2) Legislator meetings – Six people from Pennsylvania.
 - 3) Section 174 (Research and Development) amortization came up. Fitzpatrick is a strong supporter.
- d. Other Legislative updates
 - 1) Auto Work Zone enforcement – Two bills for this SB 748 & 751. A constituent issue is not enough clarity on where they are getting ticketed.
- e. Meeting with PennDOT Executive Deputy Secretary C. Sirianni, Brad Heigel and APC
 - 1) Workforce development initiative – moving some issues to TQI. Transportation intern program idea which engages high school level kids that are interested (construction focused).
 - 2) L. Bankert noted to keep indemnification topic going.

12. Presidents Report

- a. Indemnification language
 - 1) PennDOT attorneys made changes to the language but did not implement

MEETING MINUTES

it.

- 2) Wait for incorporation into Pub 442.
- 3) Pa Turnpike in house attorney is talking with Tony Potter.
- 4) Not sure if must go through clearance transmittal process.
- 5) Still need to move this Legislatively (meeting with Senator Costa).
- 6) DGS is moving on a separate track.

13. New Items

- a. None noted.

14. Executive Session – Not needed.

Motion made to adjourn the meeting at 2:33 PM, Casey moved, Tony Dougherty 2nd, and all were in favor.

MEETING MINUTES

ACEC/PA Annual Meeting of the Membership - Meeting Minutes

June 27, 2023, at 2:45 pm

Location: West Shore Country Club

100 Brentwater Road, Camp Hill, PA

Attendees Present:

Board Members: Roseline Bougher (President), Michael Bougher (President Elect), Eric Veydt (Immediate Past President / National Director), Mike Girman (Treasurer), Rosanna Smithnosky (Secretary), Mark Kinee, Eric Meyer, Casey Moore, Damon Rhodes, Joseph Riley, Maggie Talarico, Josh Wilson, Jim Maloney

ACEC/PA Executive Director: Brent Sailhamer

ACEC/PA Staff: Sarah Babski
Jean Brackbill

Guests: Larry Bankert, Jeff Guzy, Steve Hall, Mike Kenawall, Matt Macey, John Poscious, Jim Ritzman, Namita Sihna, Glenn Stickel, Scott Zeevart

Not present: Tony Dougherty, Ryan Gargan, Lonnie Young

Call to Order

Rose call to order meeting of membership 2:47 PM

Financial Report and Membership Report- This meeting will reflect the reports as presented at the June 27, 2023, 1:00 PM Board Meeting.

Outgoing President's Remark

Rose Bougher thanked the Membership for the past year their outreach offering support through the transition. R. Bougher thanked the Committee Chairs and Vice Chairs for embracing committee mergers and the Board Members and Executive Committee.

2023-2024 Board of Directors and Officers Ratification

1. Forty-five votes were received all in support of the recommended slate.
2. A motion was made to ratify the 2023-2024 Board of Directors and Officers Slate as presented in the meeting packet – R. Bougher move, D. Rhodes 2nd, all were in favor.

Installation of Board of Directors –The installation occurred and was led by Steve Hall.

MEETING MINUTES

Motion made to adjourn the meeting at 3:10 PM, C. Moore moved, T. Dougherty 2nd, and all were in favor.

MEETING MINUTES

ACEC/PA Board Meeting - Meeting Minutes **June 27, 2023, at 3:30 pm** **Location: 100 Brentwater Road, Camp Hill, PA**

Attendees Present:

Board Members: Mike Bougher (President), Roseline Bougher (Immediate Past President/ National Director), Mark Markosky (President -Elect), Mike Girman (Vice President), Rosanna Smithnosky(Treasurer), Eric Meyer (Secretary), Tony Dougherty, Mark Kinnee, Casey Moore, Damon Rhodes, Joseph Riley, Maggie Talarico*, Josh Wilson, Jim Maloney, Glenn Stickel, Larry Bankert*, Matt Macey, Scott Zeevaart

*- Remote

ACEC/PA Executive Director: Brent Sailhamer

ACEC/PA Staff: Sarah Babski, Jean Brackbill

Guests: Steve Hall (ACEC National), Mike Kenawell, John Pocius, Jeff Guzy*, James Ritzman*, Namita Sinha*

Not present: N/A

Call to Order

Mike Bougher called the meeting to order at 3:12 PM.

1. ACEC Legislative Update

Steve Hall for ACEC National provided an update of the legislative items. These items included:

- R&D Amortization -
- IIJA legislation
- Permitting reform -addressed in the current budget.
- FAA reauthorization
- Water Bill reauthorization
- Water Resources Reform and Development Act (WRRDA)

On the regulatory front Steve provided some discussion on the following:

- Banning of Non-compete agreements.
- ESG & Green House Gas - reporting requirements
- Exempt and non-exempt employees for overtime requirements

Steve then discussed the reason for the PAC and the purpose for the PAC is to

defend federal elected officials who support ACEC legislation. He then discussed the workforce issue with green cards and the current practice of unused green cards are lost if not used in the fiscal year. Indicated this will likely be tied into the overall immigration solution.

2. Board Orientation

Mike Bougher then provided board orientation with a PowerPoint presentation.

Motion made to adjourn the meeting at 4:15 PM – Unanimously approved.



Financial Report – Treasurer’s Notes

Items of note:

Financial Reporting through July 2023

- Budget versus Actual report recording has changed to account revenue and expenses in the month of the event. E.g. - Dues income in July reflects 1 of 12 of dues billed (more dues have been received to date) and event expenses will be listed in the month of the event date.
- Net Revenue in July shows a deficit because dues revenue is deferred to the month in which it applies.
- Cancelled memberships in July result in dues revenue reduction of approximately \$5,000.

Rosanna Smithnosky, P.E.
ACEC/PA Treasurer

American Council of Engineering Companies of Penns
Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L
 July 2023 - June 2024

	July 2023 Actual	Budget	over Budget	% of Budget
Revenue				
Dues Income		0.00	0.00	
3001 Base ACEC/PA Dues	4,639.17	56,500.00	-51,860.83	8.21%
3002 ACEC/PA Dues	35,595.22	424,364.32	-388,769.10	8.39%
3003 Affiliate Dues	2,679.00	32,148.00	-29,469.00	8.33%
3005 ACEC Dues Rounding Difference		50.00	-50.00	0.00%
Total Dues Income	42,913.39	513,062.32	-\$ 470,148.93	8.36%
Events & Region Meetings/Special Events Income		0.00	0.00	
Events Income		0.00	0.00	
Total Annual Meeting Income	0.00	69,125.00	-\$ 69,125.00	0.00%
Total Diamond Awards Income	0.00	69,700.00	-\$ 69,700.00	0.00%
Total Fall Day Income	0.00	35,500.00	-\$ 35,500.00	0.00%
Total Govt Affairs Event Income	0.00	13,200.00	-\$ 13,200.00	0.00%
Total Infrastructure Conference Income	0.00	56,900.00	-\$ 56,900.00	0.00%
Total Legislative Day Income	0.00	18,000.00	-\$ 18,000.00	0.00%
Total Scholarship Golf Outing Income	0.00	42,540.00	-\$ 42,540.00	0.00%
Total Events Income	0.00	304,965.00	-\$ 304,965.00	0.00%
Events-Region Meetings/Special Events Income		0.00	0.00	
Central Region Meeting Income		18,300.00	-18,300.00	0.00%
Eastern Region Meeting Income		23,700.00	-23,700.00	0.00%
Western Region Meeting Income		39,950.00	-39,950.00	0.00%
Total Events-Region Meetings/Special Events Income	0.00	81,950.00	-\$ 81,950.00	0.00%
Total Events & Region Meetings/Special Events Income	0.00	386,915.00	-\$ 386,915.00	0.00%
Member Directory Income		1,200.00	-1,200.00	0.00%
Misc Income		200.00	-200.00	0.00%
Royalty Income-ACEC BIT		2,000.00	-2,000.00	0.00%
Sales		0.00	0.00	
Total Revenue	42,913.39	903,377.32	-\$ 860,463.93	4.75%
Gross Profit	42,913.39	903,377.32	-\$ 860,463.93	4.75%
Expenditures				
Events & Special Projects Expense		0.00	0.00	
Events Expense		0.00	0.00	
Total Annual Meeting Expense	0.00	59,185.00	-\$ 59,185.00	0.00%
Total Diamond Awards Expense	0.00	60,380.00	-\$ 60,380.00	0.00%
Total Fall Day Expense	0.00	20,850.00	-\$ 20,850.00	0.00%
Total Govt Affairs Breakfast Expense DO NOT USE	0.00	0.00	\$ 0.00	
Total Govt Affairs Event Expense	0.00	5,110.00	-\$ 5,110.00	0.00%
Total Infrastructure Conference Expense	0.00	39,625.00	-\$ 39,625.00	0.00%
Total Legislative Day Expenses	0.00	10,650.00	-\$ 10,650.00	0.00%
Total Scholarship Golf Outing Expense	0.00	42,540.00	-\$ 42,540.00	0.00%
Total Events Expense	0.00	238,340.00	-\$ 238,340.00	0.00%
Events-Region Meetings/Special Events Expense		0.00	0.00	
Total Central Region Meeting Expense	0.00	6,943.00	-\$ 6,943.00	0.00%
Total Eastern Region Meeting Expense	0.00	14,000.00	-\$ 14,000.00	0.00%
Total Western Region Mtg Expense	0.00	20,180.00	-\$ 20,180.00	0.00%
Total Events-Region Meetings/Special Events Expense	0.00	41,123.00	-\$ 41,123.00	0.00%
Special Projects Expense		0.00	0.00	
PennDOT Innovations Challenge Expense		1,500.00	-1,500.00	0.00%

NOTE 1

NOTE 2

NOTE 3

Total Safety Stand Down Expense	0.00	500.00	-\$	500.00	0.00%	
Total Special Projects Expense	0.00	2,000.00	-\$	2,000.00	0.00%	
Total Events & Special Projects Expense	0.00	281,463.00	-\$	281,463.00	0.00%	NOTE 4
General Operating and Administrative Expenses		0.00		0.00		
Advertising Expense	52.50	200.00		-147.50	26.25%	NOTE 5
Total Auto Expense	246.19	1,150.00	-\$	903.81	21.41%	
Auto Lease	530.84	6,370.00		-5,839.16	8.33%	
Bank / Credit Card Fees	783.30	14,000.00		-13,216.70	5.60%	
Total Board Expenses	0.00	7,000.00	-\$	7,000.00	0.00%	
Committee Expense		250.00		-250.00	0.00%	
Depreciation Expense	515.43	6,585.16		-6,069.73	7.83%	
Dues/Subscriptions Expense		0.00		0.00		
5211 Publication Subscriptions		38,562.00		-38,562.00	0.00%	
5212 Prof Memberships	476.44	0.00		476.44		NOTE 6
5213 Subscriptions	13,668.96	0.00		13,668.96		NOTE 7
Total Dues/Subscriptions Expense	14,145.40	38,562.00	-\$	24,416.60	36.68%	
Total Insurance Expense	3,468.42	7,340.00	-\$	3,871.58	47.25%	NOTE 8
Internet Services Expense	266.39	3,250.00		-2,983.61	8.20%	
Member-Related (non-travel) Expense	44.63	1,550.00		-1,505.37	2.88%	
Misc Expense		50.00		-50.00	0.00%	
Total Office Supplies/Copier Expense	24.90	3,830.00	-\$	3,805.10	0.65%	
Total Personnel Expense	27,016.54	380,410.00	-\$	353,393.46	7.10%	
Postage Expense		250.00		-250.00	0.00%	
Prof Dev/Meetings Expense	405.00	3,000.00		-2,595.00	13.50%	NOTE 9
Total Professional Services Expense	8,541.45	91,300.00	-\$	82,758.55	9.36%	
Rent Expense	3,735.28	44,425.00		-40,689.72	8.41%	
Telephone Expense	563.85	7,500.00		-6,936.15	7.52%	
Tenant Improvements Expense		250.00		-250.00	0.00%	
Total Travel Expense	0.00	7,500.00	-\$	7,500.00	0.00%	
Total General Operating and Administrative Expenses	60,340.12	624,772.16	-\$	564,432.04	9.66%	
Member Directory Expense		0.00		0.00		
Total Expenditures	60,340.12	906,235.16	-\$	845,895.04	6.66%	
Net Operating Revenue	(17,426.73)	(2,857.84)	-\$	14,568.89	609.79%	
Total Bank/Investment Account Interest Income	20.29	200.00	-\$	179.71	10.15%	
Investment Account Unrealized Gain/Loss	915.35	0.00		915.35		
Total Other Revenue	935.64	200.00	\$	735.64		
Net Other Revenue	935.64	200.00	\$	735.64		
Net Revenue	(16,491.09)	(2,657.84)	-\$	13,833.25		

Monday, Aug 28, 2023 01:45:49 PM GMT-7 - Accrual Basis

**American Council of Engineering Companies of Pennsylvania
Events P&L Report**

	July 2023 Actual	FY 2023-2024 Budget	% of Budget
Annual Meeting Income	0.00	69,125.00	0.00%
Annual Meeting Expense	3,273.62	59,185.00	5.53%
Net Revenue	-3,273.62	9,940.00	-32.93%
Diamond Awards Income	0.00	69,700.00	0.00%
Diamond Awards Expense	0.00	60,380.00	0.00%
Net Revenue	0.00	9,320.00	0.00%
Fall Day Income	1,650.00	35,500.00	4.65%
Fall Day Expense	3,981.67	20,850.00	19.10%
Net Revenue	-2,331.67	14,650.00	-15.92%
Govt Affairs Event Income	115.00	13,200.00	0.87%
Govt Affairs Event Expense	1,250.00	5,110.00	24.46%
Net Revenue	-1,135.00	8,090.00	-14.03%
Infrastructure Conference Income	13,262.00	56,900.00	23.31%
Infrastructure Conference Expense	1,814.83	39,625.00	4.58%
Net Revenue	11,447.17	17,275.00	66.26%
Legislative Day Income	0.00	18,000.00	0.00%
Legislative Day Expenses	0.00	10,650.00	0.00%
Net Revenue	0.00	7,350.00	0.00%
Scholarship Golf Outing Income	11,650.00	42,540.00	27.39%
Scholarship Golf Outing Expense	70.53	42,540.00	0.17%
Net Revenue	11,579.47	0.00	
Central Region Meeting Income	2,115.00	18,300.00	11.56%
Central Region Meeting Expense	1,277.22	6,943.00	18.40%
Net Revenue	837.78	11,357.00	7.38%
Eastern Region Meeting Income	1,665.00	23,700.00	7.03%
Eastern Region Meeting Expense	27.22	14,000.00	0.19%
Net Revenue	1,637.78	9,700.00	16.88%
Western Region Meeting Income	2,075.00	39,950.00	5.19%
Western Region Mtg Expense	27.22	20,180.00	0.13%
Net Revenue	2,047.78	19,770.00	10.36%
Total Net Revenue - All Events/Meetings	20,809.69	107,452.00	19.37%

ACEC/PA
2023-2024 Actual vs Budget Notes
As of July 31, 2023

NOTE 1

Membership Dues Income is recorded as earned revenue; the July 2023 income is 1/12 of dues billed

	2023-2023 Dues Billed	1/12 Dues Revenue Earned	Dues Paid as of 08/18/2023	2023-2024 Dues Budget
Base ACEC/PA Dues	55,670.00	4,639.17	29,170.00	56,500.00
ACEC/PA Dues	427,142.68	35,595.22	183,100.41	424,364.32
Affiliate Dues	32,148.00	2,679.00	12,502.00	32,148.00
TOTAL	514,960.68	42,913.39	224,772.41	513,012.32

112 Member Firms billed for FY 2023-2024
18 Affiliate Members billed for FY 2023-2024

Note 2

All Event Income will be listed as earned revenue during the month of the event date
Reference the *Event Profitability Report* for event income received as of 07/2023

Note 3

Directory Ad Income will be listed as earned revenue during the month when the Membership Directory expense occurs
\$250 in Directory Ad income received as of 07/2023

Note 4

All Event Expense will be listed as earned revenue during the month of the event date
Reference the *Event Profitability Report* for event expense incurred as of 07/2023

Note 5

July 2023 - PA DOT magazine free ad; the expense is the cost to create the ad

Note 6

Prof Memberships includes the following:

PASAE: 2023-2024 membership \$350; 2024 prorated portion	176.44
NAECE 07/2023 to 06/2024 annual membership	300.00

Note 7

Subscriptions include the following for annual subscriptions that are split between fiscal years:

	FYE 2024 Amount	Term	Annual Amount
Mentimeter annual subscription-FYE 2024 prorated portion	31.54	09/19/2022 to 09/19/2023	143.88
SurveyMonkey annual subscription-FYE 2024 prorated portion	294.93	02/03/2023 to 02/02/2024	496.08
Adobe Acrobat Standard annual subscription-FYE 2024 prorated portion	151.50	11/23/2022 to 11/22/2023	381.35
QBO annual subscription-FYE 2024 prorated portion	808.25	05/01/2023 to 04/30/2024	969.90
Dropbox annual subscription-FYE 2024 prorated portion	1,067.65	03/13/2023 to 03/12/2024	1,526.40
YourMembership annual subscription-FYE 2024 prorated portion	1,552.12	09/01/2023 to 08/31/2023	9,137.50
Pa Legislative Services quarterly subscription-FYE 2024 prorated portion	1,697.61	06/15/2023 to 09/14/2023	2,055.00
Pa Legislative Services quarterly subscription-FYE 2024 budget note			
Higher Logic annual subscription-FYE 2024 prorated portion (will not renew)	8,017.75	04/05/2023 to 04/04/2024	10,517.91
GoDaddy: 3-year domain name renewal-FYE 2024 prorated portion	47.61	07/13/2023 to 07/13/2026	149.51
GoTo Subscription cancelled 03/2023 \$1,870 budgeted for FYE 2024			
TOTAL	13,668.96		25,377.53

Note 8

07/2023 Insurance Expense includes the following renewals:

Cyber Liability renewal policy C4MLP019230CYBER2023 07/01/2023 to 07/01/2024	976.00	Annual premium
Business Owners Policy 20SBW AM3115-07/01/2023 TO 07/01/2024	678.00	Annual premium
07 2023 Auto insurance premium	209.87	Monthly premium
07 2023 Workers Comp insurance premium	149.06	Monthly premium
Directors and Officers Liability Policy 20 KM 0329699-23 06/2023 to 06/2024 \$1,580	1,450.49	Annual premium-prorated portion for FYE
TOTAL	3,463.42	excludes \$5 monthly premium payment fee

Note 9

07 2023: Meeting Planners International Middle PA annual membership-SB	405.00
(\$303.75 scholarship reimbursement received during 08/2023; expense reduced to \$101.25)	

Qtly subscription services upgrade: \$2,055 new price vs \$1,600 qtrly budgeted price for FYE 2024
\$8,220 New annual price vs \$6,400 budgeted annual price for FYE 2024

2024
e for auto/wc

American Council of Engineering Companies of Penns

Statement of Financial Position

As of July 31, 2023

	TOTAL			
	AS OF JUL 31, 2023	AS OF JUL 31, 2022 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
Wells Fargo Checking Account-Gen Op Fund 5407	283,523.04	345,040.42	-61,517.38	-17.83 %
Wells Fargo Investment Account-Long Term 9758	86,725.16	84,229.95	2,495.21	2.96 %
Wells Fargo Investment Account-Short Term 4856	28,365.08	27,726.85	638.23	2.30 %
Wells Fargo MM Account-Scholarship Fund 4135	9,140.71	21,127.97	-11,987.26	-56.74 %
Total Bank Accounts	\$407,753.99	\$478,125.19	\$ -70,371.20	-14.72 %
Accounts Receivable				
1200 *Accounts Receivable	516,303.53	358,521.11	157,782.42	44.01 %
1201 Allowance for Bad Debts	0.00	0.00	0.00	
Total Accounts Receivable	\$516,303.53	\$358,521.11	\$157,782.42	44.01 %
Other Current Assets				
1010C1 Unrealized G (L) ML Reserved	0.00	0.00	0.00	
1010D1 Unrealized G (L)Wells Fargo-Inv Reserved	0.00	0.00	0.00	
1010R Investment Acct - cash reclass	0.00	0.00	0.00	
1010SN Investment acct - cash portion	0.00	0.00	0.00	
1210 Prepaid Expenses	0.00	0.00	0.00	
1210.1 Prepaid Meetings and Events	13,247.31	1,125.00	12,122.31	1,077.54 %
1210.2 Prepaid Insurance	3,043.69	0.00	3,043.69	
1210.3 Prepaid Expenses	101.90		101.90	
1210.4 Prepaid Expense-EZ Pass	57.09		57.09	
Total 1210 Prepaid Expenses	16,449.99	1,125.00	15,324.99	1,362.22 %
1499 Undeposited Funds	1,306.00	1,995.00	-689.00	-34.54 %
Total Other Current Assets	\$17,755.99	\$3,120.00	\$14,635.99	469.10 %
Total Current Assets	\$941,813.51	\$839,766.30	\$102,047.21	12.15 %
Fixed Assets				
1062 Office Equipment	0.00	0.00	0.00	
1062A Original Cost	44,173.78	42,586.96	1,586.82	3.73 %
1062B Accumulated Depreciation	-32,838.42	-26,653.26	-6,185.16	-23.21 %
Total 1062 Office Equipment	11,335.36	15,933.70	-4,598.34	-28.86 %
1063 Leasehold Improvements	3,410.00	3,410.00	0.00	0.00 %
Total Fixed Assets	\$14,745.36	\$19,343.70	\$ -4,598.34	-23.77 %
TOTAL ASSETS	\$956,558.87	\$859,110.00	\$97,448.87	11.34 %
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2200 *Accounts Payable	68,283.38	14,452.88	53,830.50	372.46 %
Total Accounts Payable	\$68,283.38	\$14,452.88	\$53,830.50	372.46 %
Credit Cards				

	TOTAL			
	AS OF JUL 31, 2023	AS OF JUL 31, 2022 (PY)	CHANGE	% CHANGE
Chase Visa Card-BS 3877	2,572.24		2,572.24	
Chase Visa Card-JB 6354	-72.71		-72.71	
Chase Visa Card-JB3885	0.00		0.00	
Chase Visa Card-LS 7998	0.00	1,001.61	-1,001.61	-100.00 %
Chase Visa Card-RB 5204	0.00		0.00	
Chase Visa Card-SB 0927	0.00		0.00	
Chase Visa Card-SB 3893	9,493.52		9,493.52	
Wells Fargo Visa Card-LS 2483	0.00	336.00	-336.00	-100.00 %
Wells Fargo Visa Card-SB 0056	0.00	361.91	-361.91	-100.00 %
Total Credit Cards	\$11,993.05	\$1,699.52	\$10,293.53	605.67 %
Other Current Liabilities				
2206 Deferred Revenue-Dues	0.00	0.00	0.00	
2206.1 Deferred Revenue-Firm Dues	391,547.46	0.00	391,547.46	
2206.2 Deferred Revenue-Index Dues	0.00	0.00	0.00	
2206.3 Deferred Revenue-Dues-ACEC Dues	0.00	0.00	0.00	
2206.4 Deferred Revenue-Affiliate Dues	29,469.00	0.00	29,469.00	
2206.5 Deferred Revenue-Base Dues	51,030.83	0.00	51,030.83	
Total 2206 Deferred Revenue-Dues	472,047.29	0.00	472,047.29	
2211 Deferred Revenue-Events	0.00	0.00	0.00	
2206.6 Deferred Revenue-Government Affairs Event	115.00		115.00	
2211.2 Deferred Revenue-Fall Day	1,650.00		1,650.00	
2211.3 Deferred Revenue-Infrastructure Conference	14,562.00		14,562.00	
2211.5 Deferred Revenue-Legislative Day	9,619.75		9,619.75	
2211.6 Deferred Revenue-Scholarship Golf Outing	11,650.00		11,650.00	
2211.7 Deferred Revenue-Western Region Meeting	2,075.00		2,075.00	
2211.8 Deferred Revenue-Central Region	2,115.00		2,115.00	
2211.9 Deferred Revenue-Eastern Region	1,665.00		1,665.00	
Total 2211 Deferred Revenue-Events	43,451.75	0.00	43,451.75	
2212.1 Deferred Revenue-Directory Ads	250.00		250.00	
2502 Capital Lease Obligation	144.20	1,389.56	-1,245.36	-89.62 %
25500 Sales Tax Payable	0.00		0.00	
25600 Due to ACEC-Membership Dues	0.00	0.00	0.00	
25610 Due to ACEC-Current Membership Dues	123,663.79	99,361.76	24,302.03	24.46 %
25615 Due to ACEC-Anniversary Membership Dues Billing	3,282.23	12,428.06	-9,145.83	-73.59 %
25620 Due to ACEC-Past Due Membership Dues	0.00	0.00	0.00	
Total 25600 Due to ACEC-Membership Dues	126,946.02	111,789.82	15,156.20	13.56 %
25700 Accrued Payroll and Taxes	0.00	0.00	0.00	
25800 ACCRUED VACATION	4,088.75	524.83	3,563.92	679.06 %
3315 Scholarship Donations	0.00	0.00	0.00	
401 (k) Payables				
401 (k) Loan Repayment Payable	0.00		0.00	
401 (k) Payroll Deferrals Payable	0.00		0.00	
Total 401 (k) Payables	0.00		0.00	
Accrued Expense	0.00		0.00	
Due to CEPA PAC	0.00		0.00	
PA Department of Revenue Payable	0.00	0.00	0.00	
Total Other Current Liabilities	\$646,928.01	\$113,704.21	\$533,223.80	468.96 %

	TOTAL			
	AS OF JUL 31, 2023	AS OF JUL 31, 2022 (PY)	CHANGE	% CHANGE
Total Current Liabilities	\$727,204.44	\$129,856.61	\$597,347.83	460.01 %
Total Liabilities	\$727,204.44	\$129,856.61	\$597,347.83	460.01 %
Equity				
2900 Opening Bal Equity	0.00	0.00	0.00	
2960 Retained Earnings	245,199.61	313,989.29	-68,789.68	-21.91 %
3100 Scholarship (Golf Outing) Restricted Net Assets	0.00	0.00	0.00	
Net Revenue	-15,845.18	415,264.10	-431,109.28	-103.82 %
Total Equity	\$229,354.43	\$729,253.39	\$ - 499,898.96	-68.55 %
TOTAL LIABILITIES AND EQUITY	\$956,558.87	\$859,110.00	\$97,448.87	11.34 %

Consulting Engineers of Pennsylvania PAC

Statement of Activity by Month

January - July, 2023

	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023
Revenue						
4001 Donations	2,100.00	1,250.00	1,450.00	2,500.00	1,500.00	3,000.00
PAC Event Revenue	1,105.00					
Total Revenue	\$ 3,205.00	\$ 1,250.00	\$ 1,450.00	\$ 2,500.00	\$ 1,500.00	\$ 3,000.00
Gross Profit	\$ 3,205.00	\$ 1,250.00	\$ 1,450.00	\$ 2,500.00	\$ 1,500.00	\$ 3,000.00
Expenditures						
6002 CC Fees	68.51	37.15	19.45	46.95	29.60	47.25
6003 Legal & Professional Services		135.15			135.15	
PAC Event Expense			1,523.67			
Total Expenditures	\$ 68.51	\$ 172.30	\$ 1,543.12	\$ 46.95	\$ 164.75	\$ 47.25
Net Operating Revenue	\$ 3,136.49	\$ 1,077.70	-\$ 93.12	\$ 2,453.05	\$ 1,335.25	\$ 2,952.75
Net Revenue	\$ 3,136.49	\$ 1,077.70	-\$ 93.12	\$ 2,453.05	\$ 1,335.25	\$ 2,952.75

Monday, Aug 28, 2023 01:07:23 PM GMT-7 - Accrual Basis

Jul 2023	Total
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	11,800.00
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	1,105.00
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\$ 0.00	\$ 12,905.00
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\$ 0.00	\$ 12,905.00
----------------	---------------------

	248.91
--	--------

	270.30
--	--------

	1,523.67
--	----------

\$ 0.00	\$ 2,042.88
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\$ 0.00	\$ 10,862.12
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\$ 0.00	\$ 10,862.12
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Consulting Engineers of Pennsylvania PAC

Statement of Financial Position Comparison

As of July 31, 2023

	TOTAL			
	AS OF JUL 31, 2023	AS OF JUL 31, 2022 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
1001 Wells Fargo Checking	65,508.70	51,039.09	14,469.61	28.35 %
Total Bank Accounts	\$65,508.70	\$51,039.09	\$14,469.61	28.35 %
Other Current Assets				
Undeposited Funds	0.00		0.00	
Total Other Current Assets	\$0.00	\$0.00	\$0.00	0.00%
Total Current Assets	\$65,508.70	\$51,039.09	\$14,469.61	28.35 %
TOTAL ASSETS	\$65,508.70	\$51,039.09	\$14,469.61	28.35 %
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable (A/P)	135.15	0.00	135.15	
Total Accounts Payable	\$135.15	\$0.00	\$135.15	0.00%
Total Current Liabilities	\$135.15	\$0.00	\$135.15	0.00%
Total Liabilities	\$135.15	\$0.00	\$135.15	0.00%
Equity				
Retained Earnings	54,511.43	40,101.94	14,409.49	35.93 %
Net Revenue	10,862.12	10,937.15	-75.03	-0.69 %
Total Equity	\$65,373.55	\$51,039.09	\$14,334.46	28.09 %
TOTAL LIABILITIES AND EQUITY	\$65,508.70	\$51,039.09	\$14,469.61	28.35 %

PA Consulting Engineers PAC

Statement of Activity

January - July, 2023

	TOTAL
Revenue	
Total Revenue	
GROSS PROFIT	\$0.00
Expenditures	
6000 General & Administrative	
6003 Legal & Professional Services	1,770.30
Total 6000 General & Administrative	1,770.30
Total Expenditures	\$1,770.30
NET OPERATING REVENUE	\$ -1,770.30
NET REVENUE	\$ -1,770.30

PA Consulting Engineers PAC

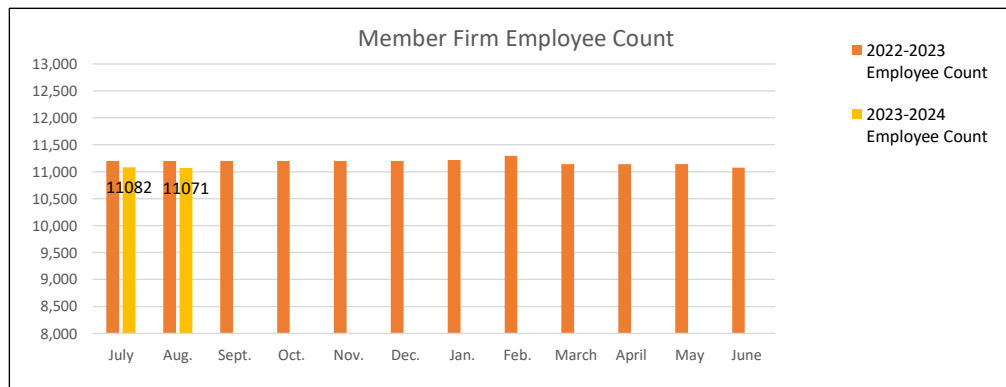
Statement of Financial Position

As of July 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1001 Wells Fargo Checking	1,641.49
Total Bank Accounts	\$1,641.49
Other Current Assets	
1200 Bank Clearing Account	0.00
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$1,641.49
TOTAL ASSETS	\$1,641.49
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	135.15
Total Accounts Payable	\$135.15
Total Current Liabilities	\$135.15
Total Liabilities	\$135.15
Equity	
3000 Retained Earnings	3,276.64
Net Revenue	-1,770.30
Total Equity	\$1,506.34
TOTAL LIABILITIES AND EQUITY	\$1,641.49

August 2024 Membership Reports
Member Firms

Month	Starting Index	Starting # Employees	New Index	New # Employees	Drop Index	Drop # Employees	2023-2024 Index	Employee Count
July	1253.87	11,082	0.00	0	0.00	0	1253.87	11082
Aug.	1253.87	11,082	1.49	2	4.33	13	1251.03	11071
Sept.								
Oct.								
Nov.								
Dec.								
Jan.								
Feb.								
March								
April								
May								
June								



Reconciliation from Certification	6.30.2023 Ending Index	6.30.2023 Ending EE Cnt	7.1.2023 Starting Index after cert	7.1.2023 Starting EE Cnt after cert
	1261.93	110775	1253.87	11082

Current Number of Firms **111**
Same Time Last Year: **107**

Reason for Drop
1. Cancelled BIT (Business Insurance Trust)
2. Cancelled LHT (Life/Health Trust)
3. Cancelled RT (Retirement Trust)
4. Closed office/retired owner
5. Cost (of membership)
6. Low value/benefit/participation
7. M&A – acquisition
8. M&A – merger
9. Non-payment of dues (MO initiated drop)
10. Waiting for response

August New Member Firms		
<u>Firm Name</u>	<u>Index</u>	<u>Employee Count</u>
Tectonic Engineering	1.49	2
Totals	1.49	2

YTD New Member Firms		
<u>Firm Name</u>	<u>Index</u>	<u>Employee Count</u>
Tectonic Engineering	1.49	2
Totals	1.49	2

August Drop Member Firms			
<u>Firm Name</u>	<u>Index</u>	<u>Employee Count</u>	<u>ACEC Reason</u>
Great Valley Management Corp	4.33	13	10
Totals	4.33	13	

YTD Drop Member Firms			
<u>Firm Name</u>	<u>Index</u>	<u>Employee Count</u>	<u>ACEC Reason</u>
Great Valley Management Corp	4.33	13	10
Totals	4.33	13	

**August Membership Reports
Affiliate Members**

Month	Starting Members	New Members	Dropped Members	2023-2024 Affiliate Members
July	18	0	0	18
Aug.	18	0	1	17
Sept.				
Oct.				
Nov.				
Dec.				
Jan.				
Feb.				
Mar.				
Apr				
May				
Jun				

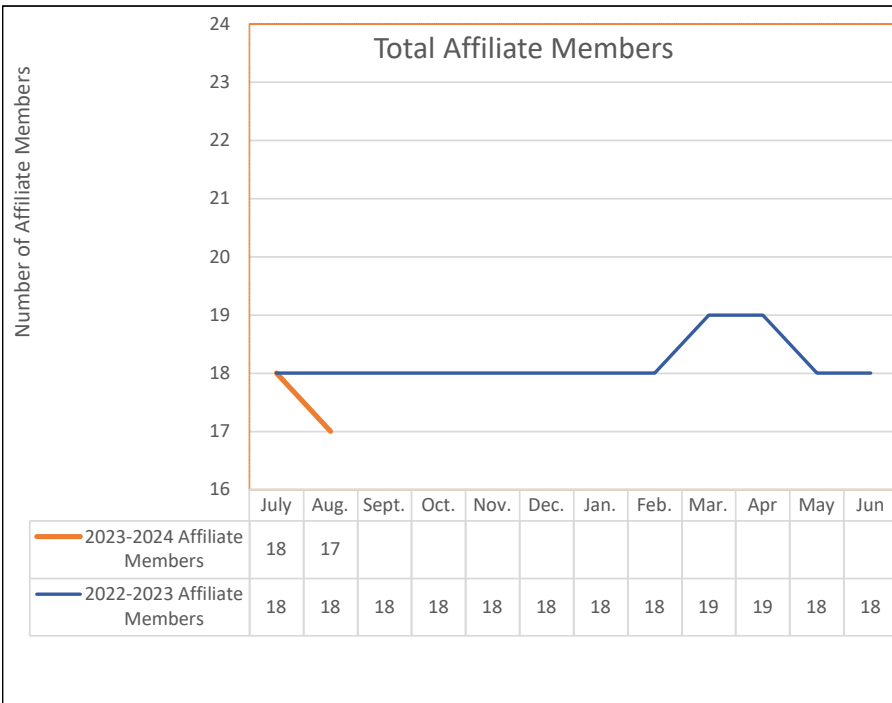
August New Affiliate Members

YTD New Affiliate Members

August Drop Affiliate Members	Reason
Advance 2000, Inc.	10

YTD Drop Affiliate Members	Reason
Advance 2000, Inc.	10

Reason for Drop
1. Cancelled BIT (Business Insurance Trust)
2. Cancelled LHT (Life/Health Trust)
3. Cancelled RT (Retirement Trust)
4. Closed office/retired owner
5. Cost (of membership)
6. Low value/benefit/participation
7. M&A – acquisition
8. M&A – merger
9. Non-payment of dues (MO initiated drop)
10. Waiting for response



FIRST NAME	LAST NAME	COMMITTEE NAME	AMOUNT	RECEIPT DATE	RECEIPT TYPE	EMPLOYER
D.	Veydt		400	1/16/2023 9:26	Credit Card	Gannett Fleming, Inc.
D.	Veydt		100	1/16/2023 9:30	Credit Card	Gannett Fleming, Inc.
Mark	Markosky		1000	1/17/2023 8:26	Credit Card	The Markosky Engineering Group, Inc.
Eric	Meyer		600	1/17/2023 11:27	Credit Card	Whitman Requardt and Associates, LLP
Marc	Pinto		200	1/23/2023 11:55	Credit Card	Susquehanna Civil, Inc.
Michael	Bougher		600	2/10/2023 8:29	Credit Card	Stantec
Roseline	Bougher		600	3/2/2023 17:10	Credit Card	A. D. Marble & Co., Inc.
Joseph	Riley		400	3/28/2023 18:07	Credit Card	HDR Engineering, inc.
Casey	Moore		400	3/31/2023 14:50	Credit Card	McMahon Associates, Inc.
Casey	Moore		100	3/31/2023 14:53	Credit Card	McMahon Associates, Inc.
Rosanna	Smithnosky		400	3/31/2023 16:01	Credit Card	Susquehanna Civil, Inc.
Margaret	Talarico		600	4/3/2023 0:00	Credit Card	Foresight Construction Services, LLC
		Transystems Corporation PA	350	4/25/2023 0:00	Check	
Mark	Kinnee		500	4/26/2023 13:03	Credit Card	Urban Engineers, Inc.
Glenn	Stickel		500	5/2/2023 13:38	Credit Card	SAI Consulting Engineers, Inc.
Michael	Girman		600	5/2/2023 17:55	Credit Card	AECOM
Matthew	Natale		400	5/10/2023 10:06	Credit Card	Johnson, Mirmiran & Thompson
Andrew	Pennoni		100	5/18/2023 12:26	Credit Card	Pennoni
Anthony	Dougherty		500	5/24/2023 15:34	Credit Card	Traffic Planning and Design, Inc.
Barry	Epley		200	5/31/2023 13:05	Credit Card	Johnson, Mirmiran & Thompson, Inc.
Ernest	Hanna		1000	6/11/2023 0:00	Credit Card	GZA Geoenvironmental, Inc.
Joseph	Riley		100	6/21/2023 0:00	Credit Card	HDR Engineering, inc.
Damon	Rhodes		500	6/27/2023 13:42	Credit Card	Larson Design Group, Inc.
Scott	Zeevaart		500	6/28/2023 8:23	Credit Card	Gannett Fleming, Inc.
James	Maloney		500	7/3/2023 9:46	Credit Card	Johnson, Mirmiran & Thompson