



## Board of Directors - Meeting Agenda

June 2, 2024 3:00pm  
Omni Bedford Springs Resort  
2138 Business 220, Bedford, PA

- |       |  |                      |
|-------|--|----------------------|
| I.    | Call to Order  | M. Bougher           |
| II.   | Antitrust Policy   | M. Bougher           |
| III.  | Approve March 6 <sup>th</sup> Board Meeting Minutes  | M. Bougher           |
| IV.   | Approve April 12 <sup>th</sup> Board Meeting Minutes   | M. Bougher           |
| V.    | Financial Report (action needed)   | Smithnosky/Brackbill |
|       | <ul style="list-style-type: none"><li>• Treasurer's Memo</li><li>• May 2024 Financial Report</li><li>• FY 2024-2025 Budget</li></ul> |                      |
| VI.   | Membership Report (action needed)  | Girman/Babski        |
| VII.  | Governance Committee Report (action needed)  | Wilson               |
|       | <ul style="list-style-type: none"><li>• Investment Policy</li></ul>  |                      |
| VIII. | National Director Report   | R. Bougher           |
|       | <ul style="list-style-type: none"><li>• News from ACEC</li><li>• PAC Reports</li><li>• DC Event Update</li></ul>                     |                      |
| IX.   | Events Report  | Babski               |
| X.    | Government Affairs   | Ritzman              |
| XI.   | Committee Reports  |                      |
| XII.  | Strategic Plan Update  | Maloney              |
| XIII. | Executive Director's Report  | Sailhamer            |
| XIV.  | President's Report   | M. Bougher           |
|       | <ul style="list-style-type: none"><li>• Indemnification Update</li><li>• Design Build Best Value</li></ul>                           |                      |
| XV.   | New Items  |                      |
|       | <ul style="list-style-type: none"><li>• Member Feedback</li></ul>  |                      |



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XVI. Executive Session

XVII. 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

March 6, 2024, at 2:00 pm

**Location: West Shore Country Club, Mechanicsburg, PA**

### Attendees Present:

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

ACEC/PA Executive Director: Brent Sailhamer

ACEC/PA Staff: Sarah Babski, Jean Brackbill

Ex-Officio: James Ritzman (GAC Chair)

Not present: Mike Girman (Vice President) and Damon Rhodes

Guests: Justin Gibbons, Mike Miller, Mike Cuddy, David DiGioia, Jim Brady, Mike Kenawell, Colleen Meiswich, Todd Morris

### Call to Order/Roll Call

Mike Bougher called the meeting to order at 2:00 PM.

1. Antitrust Policy
  - Mike Bougher reminded all attendees of the Antitrust Policy that we are to uphold. The Antitrust Policy was included in the Board packet.
2. Approve January 25<sup>th</sup> Board Meeting Minutes
  - Revised meeting minutes for the January 25<sup>th</sup> board meeting was sent to the board on Monday, March 4<sup>th</sup>, 2024.

Motion was made to accept the January 25<sup>th</sup> Board Meeting minutes. Casey Moore moved, Larry Bankert 2<sup>nd</sup>, all in favor.

3. National Director Report
  - Roseline Bougher provided the report.
  - Rose indicated the National ACEC conference is in mid-May 11<sup>th</sup>/12<sup>th</sup> – 15<sup>th</sup>. Contact Brent Sailhamer if you plan on attending the National Conference.

- PAC report is in the packet and the National PAC is not good with only one contribution so far. Rose mentioned the obligation the board has in making their contributions by the end of May. The State PAC is much better, and Brent Sailhamer provided a status and regional goals for the PAC. Larry Bankert stated the values shown for the State PAC included the processing fees with the donations made online.
- Eastern and Central regions have held PAC events with the Western Region event in the planning stage.
- The upcoming DC event at ACEC's townhouse will be April 29<sup>th</sup> and 30<sup>th</sup> with 15 attendees. Rose asked that all attendees make their PAC Contributions prior to the event.
- ACEC National will be taking care of the event with checks to be passed out to the legislatures that are attending.
- Todd Morris asked about a meal/reception after the National event in May and Brent Sailhamer will look into this with Dave Bender but explained that all legislatures get billed for the cost with the new rules they have to follow.
- Rose provided the reasoning on the limit of 15 attendees for the April event.
- Mike Bougher stated the representatives who will be receiving contributions from the PAC are included in the board packet.

#### 4. Financial Report

- Rosanna Smithnosky provided the financial report.
- Treasures Memo – Provided in the board packet.
  - 4 member firms are still outstanding and being pursued for the dues with one firm agreeing to make the due payments. Mike Bougher asked if and when are the 4 firms who are not up to date with their dues will be shut out of ACEC/PA.
  - Casey Moore asked the impact/cost from the cancelled GAC events on the budget. The budget will be short as no income from the events will be realized but there is no cost expense on these cancelled events as they were matched up with the Central Region meetings and the food and beverage minimums were grouped for these events and still met so no incurred cost to ACEC/PA for the cancelled events.
  - Mike Bougher asked how the Diamond Awards fared and was provided the numbers.

Motion was made to accept the financial report. Tony Dougherty moved, Mark Markosky 2<sup>nd</sup>, all in favor.

- Rosanna Smithnosky then brought up Form 990 that will need Board concurrence.
  - Rosanna stated the Form 990 is typically due on November 15<sup>th</sup> and an

extension has been requested.

- Rosanna then indicated that Form 990 has been reviewed and accepted by the finance committee.
- Rose Bougher asked about the compensation section in Form 990 and it was stated that the compensation was based on calendar year and this same question was raised to Erika from RKL who prepared the document.

Mike Bougher asked the board for a vote for concurrence on Form 990, 16 voted in favor, 0 voted in opposition.

- Rosanna Smithnosky then presented the Annual Financial Statement.
  - Rosanna indicated that we are heading in the right direction with finances.
  - Rose Bougher asked if the presented document will be finalized with the missing dates and items completed. Rosanna indicated that RKL will be completing the final Annual Financial Statement report once the board approves as that is the process.

Motion was made to accept the Annual Financial Statement. Josh Wilson moved, Joseph Riley 2<sup>nd</sup>, all in favor.

- Mike Bougher brought up an unexpected cost for QuickBooks this year and the reasoning for it was to expedite the reporting of the financials to the board by the 10<sup>th</sup> of each month. By using QuickBooks it will streamline the process of entries into the financials and allow the timely development of the financial reporting.

Motion was made for approval of the expense to get QuickBooks. Rose Bougher moved, Rosanna Smithnosky 2<sup>nd</sup>, all in favor.

## Membership Report

- Sarah Babski provided the report.
- With the firms with unpaid dues Sarah Babski asked if we are notifying them of being dropped from ACEC/PA and future events.
- Jean Brackbill stated that ACEC/PA gets a kickback from National when new firms join ACEC.
- Brent Sailhamer will look to reach out to potential member firms.
- There was a meeting held earlier this week trying to get feedback from member firms and their needs. Firms appreciated the interaction to getting feedback. Need to look at providing the feedback into a report to the Board. It was stated that his needs to keep moving and Rose Bougher stated that this should be addressed in

the Strategic Plan.

- Mike Bougher needs to get the feedback and make action items to do follow ups. With the upcoming Board transition this needs to be passed along and keep it updated.
- Larry Bankert asked if any feedback was on the website and the folks involved indicated that no feedback was made on the ACEC/PA website.
- The discussion on the feedback from member firms continued and Maggie Talarico asked how we should handle member firms that want to be anonymous. It was stated that it could be handled in the reporting by not including the firm name.
- Mike Bougher brought up an email issue that hopefully is resolved that occurred several weeks back as notifications were not making to intended folks.

Motion was made to accept the membership report. Tony Dougherty moved, Mark Markosky 2nd, all in favor.

## 5. Governance Committee Report

- Casey Moore provided an update on the Governance Committee.
- Casey indicated that an investment policy is being circulated within the Governance Committee and looking to meet next week and to get it out of committee and to the Board in April.
- The employee handbook is being reviewed and will be pass to attorney with the proposed revisions. Looking to get this completed and to the Board next meeting. Joseph Riley asked if a Human Resource (HR) person has looked at the employee handbook and Josh Wilson indicated that his HR group looked at it.
- Tony Dougherty asked about the legal cost for the review by an attorney, but Rose Bougher stated that everyone here is a for profit business, and it would be good to get it reviewed since ACEC/PA is a non-profit organization. Brent Sailhamer will talk to other ACEC organizations for some guidance.

## 6. Events Report

- Sarah Babski provided the report on the events (Provided in the board packet).
- Sarah provided some updates to the report with the Eastern Region holding a March event with the City of Philadelphia.
- Government Affairs only held a meeting in October with the others cancelled.
- Joseph Riley asked how the joint event cost and revenue was handled for the Eastern Event. Sarah Babski said it was all ACEC/PA cost as well as all of the revenue.
- Rosanna Smithnosky asked about the Spring Conference and Mike Bougher stated it is up to the current President if one will be planned and held. Mike Bougher

indicated that there will not be a Spring Conference this year and Mark Markosky stated he is not planning on holding one next year.

## 7. Government Affairs

- Jim Ritzman provided the report.
- The main event coming up is Legislative Day. There will be a different format this year Mike Bougher stating that we need to introduce the legislature to transportation.
- Jim Ritzman discussed some things to carry forward with the Government Affairs members and making them contact their representatives. This was brought up at the Eastern PAC event and local contact is best instead of blast emails/text/etc.
- Mike Bougher stated a need to develop a plan on getting out to the local offices of the representatives.
- Joseph Riley asked what happened with all of the cancelled events. Brent Sailhamer and Mike Bougher will get a message together and send out to the membership about what is going on with the events and what is getting done.
- Rosanna Smithnosky asked if we should tap someone to be on communications and use Latorre for the messaging.
- Rose Bougher asked how the relationship with Latorre was going and Brent Sailhamer said that are communicating with Latorre and the relationship is fine.
- It was asked should we have a standard timeframe to send out messages.
- The board was challenged to get out to their local representatives. Need to have a consistent message from ACEC/PA.
- Colleen Meiswich stated that a need to better communicate what the committees are doing and could be a chance to spotlight committees with a routine membership message.
- Sarah Babski indicated that the contracts for GAC events have not been signed and need to determine what is planned next year. The contracts need to be signed soon so this needs to be address quickly.

## 8. Committee Reports

- Justin Gibbons provided the report (provided in the board packet) for the Construction Services Committee
  - Tony Dougherty gave praise to Justing for the effort and work he is doing leading the Committee.
  - Tony Dougherty said there is movement on the wage rate issue with a salary study being performed by PennDOT.
- Mike Miller provided the report for Innovative Delivery Committee
  - Mike indicated that not much happenging with Digital Delivery and DBBV the only topics.
  - Mike Bougher stated that with not much other topics being raised to

- consider moving this group to a task force.
- Casey Moore asked if the HOP Permitting be added to the Innovative Delivery as a topic.
- Rosanna Smithnosky stated digital delivery is a big topic and more should be coming out of it. Mike Miller brought up the idea of holding a meeting with the pilot project consultants to have a panel discussion. Jim Maloney said that may be a good topic for Fall Day or the Infrastructure Conference.
- Mike Bougher said digital delivery should be a task force and Mark Markosky asked about how other agencies are handling the digital delivery process. Maggie Talarico brought up the construction side with digital delivery.
- Mike Cuddy provided the report (provided in the board packet) for the Multi-Modal Committee
  - They are looking to get industry leaders to talk at meetings (10-15 minutes). There is a lack of activity within the committee on topics and discussions.
  - Mike Bougher said that this needs to be discussed as last year this committee was combined from three committees.
- David DiGioia provided the report (provided in the board packet) for the PTC Committee
  - Look at sending out summary of the PTC Task Force meetings held with the PTC to the committee and membership at-large.
- Jim Brady provided the report (provided in the board packet) for the Scholarship Committee
  - Larry Bankert asked if there is set aside scholarship for HBCU or minority groups. Jim Brady said there is not. Larry said that should be considered to match up with ACEC/PA mission. Rose Bougher agrees with Larry's statement on the set aside scholarship for HBCU/Minority groups.
  - Jim Maloney asked what schools are included and has Vo-tech/Technical schools considered. Casey Moore asked if surveying or railroad programs are eligible.
  - Todd Morris asked if the applicants are required to be from PA and Jim indicated that the requirements are included in the board report provided.
- Mike Kenawell provided the report (provided in the board packet) for the Water Energy and Environment (WEE) Committee
  - Rose Bougher provided an update with the coordination with DEP and contracting. Copies of PennDOT's review agreements were shared with

DEP and DEP is putting out a PM/Review contract to help with their backlog.

- With this upcoming contract coming out of DEP, Brent Sailhamer said he will reach out to get any messaging from DEP and to go through him to eliminate the conflict of interest.
- Colleen Meiswich provided the report (provided in the board packet) for the Environmental Committee Permit Tak Force
  - Larry Bankert asked if this group should reach out to Office of Technology Opportunity (OTO) with the new governs directive.
  - Brent Sailhamer will get in contact with OTO and try to get the group together.
- Todd Morris provided the report (provided in the board packet) for the Work Force Development Task Force
  - Todd mentioned that they are working with 2 groups in PA they are looking at for outreach. It was brought up to look at engineering4u.org which is a website for engineering.
  - Mike Bougher asked if getting HR groups or Talent Acquisition folks involved would help. Todd said that is a good idea but that has not happened.
  - Tony Dougherty asked if we are involved with and are aware of PennDOT and PTC efforts on workforce development. Todd indicated that he is on the TQI group for this and is aware of the ongoing effort.
  - Rose Bougher indicated that previously ACEC/PA talked to groups before and is that still being done. Todd indicated that is still happening.
  - It was stated that a lot is happening with workforce development but maybe not as focused on the engineering field specifically.
  - David DiGioia said we should look at partnering with ASCE, ASHE, and other groups.
- Brent Sailhamer provided the brief report on a new Committee being developed for Private Development.
  - Brent provided a summary of the group and the purpose of HOP permitting reform.
  - Brent is leading this and setting up a leadership workshop with the industry with the following member firms involved are Rettew, GZA, Larson Desing Group, Taylor Wiseman, and TPD.

## 9. Strategic Plan Update

- Rose Bougher provided the update.
- Rose said to get on ACEC/PA Teams site and look at the task.

- The Strategic Committee plan is to provide a report card with the status of the task.

## 10. Executive Director's Report

- Brent Sailhamer provided the Executive Director's report.
- Brent had four items: New Slate for board, Work Zone Camera legislation, TQI Shared Intern, and PTC Environmental Mentoring Program.
- Brent shared that the committee portal will be gone on April 4<sup>th</sup>.
- DRPA/DRJTBC has a new chair and Brent will get him up to speed with the Committee.

## 11. President's Report

- Mike Bougher provided the President's report.
- Rose Bougher provided the latest on the Indemnification language. The language is final and waiting for implementation and the revision of Publication 442. She stated that a clearance transmittal is not needed.
- Mike Bougher had two other points on the agenda and the PTC meeting was already addressed by David DiGioia.
- The annual Leadership agenda was discussed, and the final agenda will be decided on shortly and sent out to the board.

## 12. New Items

- Member Feedback – was already discussed and in the Membership report.

No need for Executive Session.

Motion made to adjourn the meeting. Scott Zeevaart moved, Casey Moore 2<sup>nd</sup>, Unanimously approved with the meeting closed at 5:19 pm.

# MEETING MINUTES

## ACEC/PA Board Meeting - Meeting Minutes

**April 12, 2024, at 11:00 am**

**Location: Virtual Teams Meeting**

### Attendees Present:

Board Members: Mike Bougher (President), Roseline Bougher (Immediate Past President/National Director), Mark Markosky (President -Elect), Eric Meyer (Secretary), Tony Dougherty, Mark Kinnee, Damon Rhodes, Joseph Riley, Maggie Talarico, Josh Wilson, Jim Maloney, Scott Zeevaart, Glenn Stickel

ACEC/PA Executive Director: Brent Sailhamer

Not present: Mike Girman (Vice President), Rosanna Smithnosky (Treasurer), Casey Moore, Larry Bankert, Matt Macey,

### Call to Order

Mike Bougher called the meeting to order at 11:03 AM.

### Roll Call

#### 1. 2024-2025 Board of Directors & Officer Slate

Mike Bougher indicated that the board members not present have contacted him and have indicated that they are in favor of the proposed 2024-2025 slate.

Mike Bougher asked Rose Bougher to present the slate of officers to the group and Rose went over the process on how this was done and asked all present board members to review their name and company's name.

Rose provided a brief explanation of how the three P's review all submitted forms that are interested in joining the ACEC/PA board. Rose indicated that letters will be sent to all interested parties that did not make the board with ways to stay or get involved on committees.

The slate will be sent out to the membership so a vote for approval is received from the membership prior to the June Board meeting.

Motion was made to accept the 2024-2025 Board of Directors & Officers Slate. Mark Kinnee moved, Damon Rhodes 2<sup>nd</sup>, all in favor motion passed.

## 2. Membership Offer

Mike Bougher indicated that the board members not present have contacted him and have indicated that they are in favor of the proposed membership offer.

Brent Sailhamer provided the background on the proposed membership offer of three months of “free” membership which is if you pay your 2024-2025 dues now (instead of July) you become a member and not have to pay a prorated due for the time up to June 30<sup>th</sup>. This is to entice new membership of potential firms to ACEC/PA.

Matt Macey raised a concern to Mike Bougher via email of the potential flack from good standing members with the “free” three months and said he is in favor of the proposal. Brent reiterated the lack of events for ACEC/PA except for the upcoming Annual Leadership Meeting.

Joe Riley asked of this is being sent to one firm or multiple firms. Mike Bougher said there is one firm that Mike Girman has been in touch with that is one we would be sending this to and Brent Sailhamer indicated that this offer will be sent to other potential member firms.

Maggie Talarico asked if the Annual Leadership Meeting is a members only event and it was stated that it was not and there was no rate difference indicating that.

Mark Markosky indicated that this is a good idea and could be done every year to entice new members.

Maggie Talarico asked if there is a dues increase is that going to be captured with firms taking this offer or will they be sent an additional bill to get the increase. A discussion happened and it was agreed upon that another benefit would be the firms taking advantage of this would get the prior years dues rate for their first year.

Motion was made to accept the Brent’s membership offer. Mark Markosky moved, Tony Dougherty 2<sup>nd</sup>, all in favor motion passed.

Motion made to adjourn the meeting. Damon Rhodes moved, Eric Meyer 2<sup>nd</sup>, Unanimously approved with the meeting closed at 11:26 AM.



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## Financial Report – Treasurer’s Notes May 20, 2024

### Items of note:

Financial Reporting is through **April 2024** (83% into fiscal year)

#### **A. Budget versus Actuals**

1. Total Revenue is slightly under YTD budget. Higher revenue for region meetings offset lower events total revenue and lower membership revenue due to cancellations.
2. Total Expenditures are slightly below YTD budget.
3. Net Revenue is strong, trending positive and above budgeted net loss.
4. Items to keep an eye on:
  - a. Annual Leadership mtg net income.

#### **B. Event Profit and Loss**

1. Higher than expected net revenue from events, exceeding budget by \$74,138
2. Annual Leadership meeting has above average attendance, this could produce higher net revenue over budget for this event.

#### **C. Statement of Financial Position**

1. No significant change.
2. Retained earnings remain within 1/4 to 1/3 of the operating budget.

#### **D. CEPA PAC – Statement of Activity & Statement of Financial Position**

1. Revenue since January is \$15,166.
2. Expenses in March for campaign contributions & event totaled \$6,900.

#### **E. Wells Fargo (WF) Investment Account**

1. Showing modest returns over 12 month period of \$4,500 (4%).

#### **F. Noteworthy Items**

1. None.

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 as of April 30, 2024					
	Apr 2024 Actual	YTD as of Apr 2024 Actual	FYE 2024 Budget	% of Budget	
Revenue					
Dues Income					
3001 Base ACEC/PA Dues	4,461.13	45,664.41	56,500.00	0.81	
3002 ACEC/PA Dues	35,126.25	353,214.26	424,364.32	0.83	
3003 Affiliate Dues	2,700.55	26,002.73	32,148.00	0.81	
3005 ACEC Dues Rounding Difference		0.00	50.00	0.00	
Total Dues Income	42,287.93	424,881.40	513,062.32	0.83	NOTE 1
Events & Region Meetings/Special Events Income					
Events Income					
Total Annual Leadership Meeting Income	0.00	0.00	69,125.00	0.00	
Total Diamond Awards Income	0.00	73,733.15	69,700.00	1.06	NOTE 2
Total Fall Day Income	0.00	22,985.00	35,500.00	0.65	
Total Govt Affairs Event Income	0.00	3,300.00	13,200.00	0.25	
Total Infrastructure Conference Income	0.00	67,422.00	56,900.00	1.18	
Total Legislative Day Income	0.00	0.00	18,000.00	0.00	
Total Scholarship Golf Outing Income	0.00	34,785.00	42,540.00	0.82	NOTE 3
Total Events Income	0.00	202,225.15	304,965.00	0.66	
Events-Region Meetings/Special Events Income					
Central Region Meeting Income		27,615.00	18,300.00	1.51	
Eastern Region Meeting Income	7,793.00	35,263.00	23,700.00	1.49	
Western Region Meeting Income		44,450.00	39,950.00	1.11	
Total Events-Region Meetings/Special Events Income	7,793.00	107,328.00	81,950.00	1.31	
Total Events & Region Meetings/Special Events Income	7,793.00	309,553.15	386,915.00	0.80	NOTE 4
Member Directory Income		0.00	1,200.00	0.00	NOTE 5
Misc Income		341.72	200.00	1.71	
Royalty Income-ACEC BIT		3,700.00	2,000.00	1.85	
Total Revenue	50,080.93	738,476.27	903,377.32	0.82	
Gross Profit	50,080.93	738,476.27	903,377.32	0.82	
Expenditures					
Events & Special Projects Expense					
Events Expense					
Total Annual Leadership Meeting Expense	0.00	0.00	59,185.00	0.00	
Total Diamond Awards Expense	0.00	58,339.99	60,380.00	0.97	
Total Fall Day Expense	0.00	10,012.50	20,850.00	0.48	
Total Govt Affairs Event Expense	0.00	1,377.72	5,110.00	0.27	
Total Infrastructure Conference Expense	0.00	45,284.13	39,625.00	1.14	
Total Legislative Day Expenses	0.00	0.00	10,650.00	0.00	
Total Scholarship Golf Outing Expense	0.00	35,018.54	42,540.00	0.82	
Total Events Expense	0.00	150,032.88	238,340.00	0.63	
Events-Region Meetings/Special Events Expense					
Total Central Region Meeting Expense	0.00	14,308.89	6,943.00	2.06	
Total Eastern Region Meeting Expense	2,968.49	21,549.06	14,000.00	1.54	

Total Western Region Mtg Expense	0.00	26,350.29	20,180.00	1.31	
Total Events-Region Meetings/Special Events Expense	2,968.49	62,208.24	41,123.00	1.51	
Special Projects Expense					
PennDOT Innovations Challenge Expense		0.00	1,500.00	0.00	
Total Safety Stand Down Expense	0.00	0.00	500.00	0.00	
Total Special Projects Expense	0.00	0.00	2,000.00	0.00	
Total Events & Special Projects Expense	2,968.49	212,241.12	281,463.00	0.75	NOTE 6
General Operating and Administrative Expenses					
Advertising Expense		52.50	200.00	0.26	
Total Auto Expense	515.33	2,045.31	1,150.00	1.78	
Auto Lease	530.84	5,308.40	6,370.00	0.83	
Bank / Credit Card Fees	1,626.01	13,228.31	14,000.00	0.94	
Total Board Expenses	0.00	4,661.12	7,000.00	0.67	
Committee Expense		0.00	250.00	0.00	
Depreciation Expense	558.49	5,485.02	6,585.16	0.83	
Total Dues/Subscriptions Expense	21.19	37,900.17	38,562.00	0.98	NOTE 7
Total Insurance Expense	324.37	6,477.75	7,340.00	0.88	NOTE 8
Internet Services Expense	284.19	2,818.64	3,250.00	0.87	
Member-Related (non-travel) Expense	273.76	854.40	1,550.00	0.55	
Misc Expense		1.00	50.00	0.02	
Total Office Supplies/Copier Expense	82.10	2,703.40	3,830.00	0.71	
Total Personnel Expense	29,307.64	289,980.04	380,410.00	0.76	
Postage Expense		159.23	250.00	0.64	
Prof Dev/Meetings Expense	40.00	1,148.05	3,000.00	0.38	
Total Professional Services Expense	6,613.73	93,981.79	91,300.00	1.03	NOTE 9
Rent Expense	3,735.28	37,352.80	44,425.00	0.84	
Telephone Expense	574.88	5,734.30	7,500.00	0.76	
Tenant Improvements Expense		0.00	250.00	0.00	
Total Travel Expense	2,057.28	2,404.00	7,500.00	0.32	NOTE 10
Total General Operating and Administrative Expenses	46,545.09	512,296.23	624,772.16	0.82	
Member Directory Expense		0.00	0.00		
Total Expenditures	49,513.58	724,537.35	906,235.16	0.80	
Net Operating Revenue	567.35	13,938.92	(2,857.84)	(4.88)	NOTE 11
Other Revenue					
Bank/Investment Account Interest Income		0.00	0.00		
3901 Investment Account Interest Income	0.00	0.00	200.00	0.00	
Investment/Money Market Account Interest Income	0.02	0.44	0.00		
Operating Account Interest Income	2.70	157.03	0.00		
Scholarship Account Interest Income		7.36	0.00		
Total Bank/Investment Account Interest Income	2.72	164.83	200.00	0.82	
Investment Account Unrealized Gain/Loss	(3,455.33)	3,537.72	0.00		
Total Other Revenue	(3,452.61)	3,702.55	200.00	18.51	
Net Other Revenue	(3,452.61)	3,702.55	200.00	18.51	
Net Revenue	(2,885.26)	17,641.47	(2,657.84)	(6.64)	
Saturday, May 11, 2024 08:43:02 AM GMT-7 - Accrual Basis					

ACEC/PA  
2023-2024 Actual vs Budget Notes  
As of April 30, 2024

NOTE 1

Membership Dues Income is recorded as earned revenue; 1/12 of the annual revenue is recorded monthly and modified by new member dues and member renewal cancellations

				Total 2023-2024 Dues Billed less Cancellations plus New Members			Dues Unpaid as of 05/10/2024	Number of Members with Unpaid Dues as of 05/10/2024	
	2023-2024 Dues Billed	YTD FYE 2024 Member Cancellations as of 05/10/2024	YTD FYE 2024 New Members as of 05/10/2024		2023-2024 Dues Budget	Dues Paid as of 05/10/2024			
Base ACEC/PA Dues	55,670.00	(1,500.00)	416.67	54,586.67	56,500.00	54,586.67	-		
ACEC/PA Dues	427,142.68	(4,092.07)	416.13	423,466.74	424,364.32	423,466.74	-		
Affiliate Dues	32,148.00	(3,572.00)	2,827.83	31,403.83	32,148.00	29,617.83	1,786.00	1 members	Payment for unpaid dues is expected
TOTAL	514,960.68	(9,164.07)	3,660.63	509,457.24	513,012.32	507,671.24	1,786.00		
2023-2024 Dues Budget vs 2023-2024 Dues Billed as of 04/10/2024					(3,555.08)				
Cancellations									
08/01/23	Great Valley Consultants			1,951.16	Firm				
08/01/23	Envision			2,192.46	Firm				
08/01/23	Advance2000			1,786.00	Affiliate				
11/15/2023	Brown Schultz Sheridan & Fritz			1,786.00	Affiliate				
1/31/2024	Member firm FTE adj			321.74	Firm				
3/31/2024	Naik Consulting Group PC			1,126.71	Firm				
TOTAL CANCELLATIONS				9,164.07					
New Members									
08/23/23	Tectonic			832.80	prorated-Firm				
09/13/23	Rinker Materials			1,488.33	prorated-Affiliate				
01/01/24	Topcon Solutions			893.00	prorated-Affiliate				
03/20/24	Vandemark & Lynch Inc			446.50	prorated-Affiliate				
05/03/24	Converse Consultants			-	Firm-New member deal; 2023-2024 zero dollars due; 2024-2025 unpaid				
TOTAL NEW MEMBERS				3,660.63					

NOTE 2

Diamond Awards Income updated to include small amount of additional funds received to defray cost of extra awards requested by various firms

NOTE 3

Scholarship Golf Outing Budget and Net Revenue pertaining to the ACEC/PA Scholarship Award Program is activity with Donor Restrictions

Profits from the annual Scholarship Golf Outing are used to determine available Scholarship awards for the current fiscal year; any remaining funds are reserved in the Wells Fargo Money Market account for future scholarships

Scholarships totalling \$14,000 were awarded during January 2024

Golf Outing Income adjusted re: Auction income adjustment \$120

FY 2023-2024 Net Revenue: (-) 233.54

FY 2023-2024 Budget Net Revenue is zero

NOTE 4

All Event Income will be listed as earned revenue during the month of the event date

Reference the Event P&L Report for event income received

The Government Affairs Breakfast scheduled for 01/10/2024 was cancelled; loss of net revenue is about \$2,000

The Government Affairs Breakfast scheduled for 02/07/2024 was cancelled; loss of net revenue is about \$2,000

The Government Affairs Breakfast scheduled for 03/06/2024 was cancelled; loss of net revenue is about \$2,000

NOTE 5

Member Directory Ad Income will be listed as earned revenue during the month when the Membership Directory expense occurs

\$1,400 in Directory Ad income received as of 04/2024

NOTE 6

All Event Expense will be listed as earned revenue during the month of the event date

Reference the Event P&L Report for event expense received

NOTE 7

Dues/Subscriptions Expense includes expense for annual subscriptions prorated between the appropriated fiscal years

The Pennsylvania Legislative Services (PLS) subscription has been updated to reduce the annual subscription rate from \$8,220 to \$6,365; the FYE 2024 Budget is \$6,400

The renegotiation of the annual subscription rate resulted in an overlap of subscription dates from 11/15/2023 12/14/2023 and inflated the FYE 2024 expense

For FYE 2024, the higher subscription rate paid during the first two quarters, the overlap of subscription dates, and the new subscription rate to be billed for the last two quarters in 2024 results in the annual expense amount of \$7,748.03

The Phone2Action subscription for \$7,200 renewed as part of a two-year contract which expires on 06/30/2024. The contract will not be renewed after FYE 2024

NOTE 8

Mar 2024 Insurance Expense includes monthly premiums for Auto and WC insurance; YTD 2023-2024 Actual expense includes annual insurance premiums for other insurance policies

NOTE 9

Professional Services Expense includes Lobbying Expense.

Lobbying Expense includes the monthly fees paid to Commonwealth Compliance Services (CCS) for Campaign Finance and Lobbying Disclosure reporting and compliance. ACEC/PA pays a monthly fee of \$500 for Campaign Finance related services and \$166.67 for Lobbying Disclosure related services. Administrative fees such as the \$500 monthly fee can be paid directly from a PAC account, and \$2,861.19 of the monthly fee amounts were paid directly from the PaCE PAC bank account to deplete the account balance to close the account. As of December 2023, the PaCE PAC bank account balance was depleted to a zero dollar balance, and the account has been closed. During January 2024, CCS submitted the final required reporting to the PA Department of State for the PaCE PAC. The 2023-2024 General Operating Fund Budget for Lobbying Expense is \$8,300.00, and the \$2,861.19 CCS fee expense amount which was paid from the PaCE PAC reduces the 2023-2024 expense amount applied to the 2023-2024 General Operating Fund budget.

Professional Services Expense includes Accountant Expense

The 2023-2024 Budget for Accountant Expense is \$9,000  
ACEC/PA received two engagements letters from RKL LLC  
The letter for the review of the 2022-2023 financial records and preparation of the financial reports included the quote of \$9,000  
The letter for the IRS Form 990 tax preparation/filing included a quote of \$2,800

NOTE 10

04 2024 Travel Expense is various expenses for the 04/29/2024 ACEC political reception, Washington DC

NOTE 11

Information pertaining to the April 2024 and YTD April 2024 Net Operating Revenue follows:

Apr 2024 Dues Revenue less Gen Op Expense	(4,257.16)	Includes nonmonthly expenses which are usual and variable operating expenses
Apr 2024 Net Event Revenue	4,824.51	
Apr 2024 Misc Income	-	
Apr 2024 Royalty Income	-	
YTD Apr 2024 Net Operating Revenue	567.35	
YTD as of Apr 2024 Dues Revenue less Gen Op Expense	(87,414.83)	Includes nonmonthly expenses which are usual and variable operating expenses
YTD Apr 2024 Net Event Revenue	97,312.03	See the Event P&L Report
YTD Apr 2024 Misc Income	341.72	
YTD Apr 2024 Royalty Income	3,700.00	
YTD Apr 2023 Net Operating Revenue	13,938.92	

**American Council of Engineering Companies of Pennsylvania**

**Events P&L Report**

**Fiscal Year 2023-2024 as of March 31, 2024**

	Jul 2023 to Mar 2024 Events P&L	FY 2023-2024 Budget	% of Budget
Annual Meeting Income	0.00	69,125.00	0.00%
Annual Meeting Expense	0.00	59,185.00	0.00%
<b>Net Revenue</b>	<b>0.00</b>	<b>9,940.00</b>	0.00%
Diamond Awards Income	73,745.00	69,700.00	105.80%
Diamond Awards Expense	58,351.84	60,380.00	96.64%
<b>Net Revenue</b>	<b>15,393.16</b>	<b>9,320.00</b>	165.16%
Fall Day Income	22,985.00	35,500.00	64.75%
Fall Day Expense	10,012.50	20,850.00	48.02%
<b>Net Revenue</b>	<b>12,972.50</b>	<b>14,650.00</b>	88.55%
Govt Affairs Event Income	3,300.00	13,200.00	25.00%
Govt Affairs Event Expense	1,377.72	5,110.00	26.96%
<b>Net Revenue</b>	<b>1,922.28</b>	<b>8,090.00</b>	23.76%
Infrastructure Conference Income	67,422.00	56,900.00	118.49%
Infrastructure Conference Expense	45,284.13	39,625.00	114.28%
<b>Net Revenue</b>	<b>22,137.87</b>	<b>17,275.00</b>	128.15%
Legislative Day Income	0.00	18,000.00	0.00%
Legislative Day Expenses	0.00	10,650.00	0.00%
<b>Net Revenue</b>	<b>0.00</b>	<b>7,350.00</b>	0.00%
Scholarship Golf Outing Income	34,785.00	42,540.00	81.77%
Scholarship Golf Outing Expense	35,018.54	42,540.00	82.32%
<b>Net Revenue</b>	<b>(233.54)</b>	<b>0.00</b>	
Central Region Meeting Income	27,615.00	18,300.00	150.90%
Central Region Meeting Expense	14,308.89	6,943.00	206.09%
<b>Net Revenue</b>	<b>13,306.11</b>	<b>11,357.00</b>	117.16%
Eastern Region Meeting Income	35,263.00	23,700.00	148.79%
Eastern Region Meeting Expense	21,549.06	14,000.00	153.92%
<b>Net Revenue</b>	<b>13,713.94</b>	<b>9,700.00</b>	141.38%
Western Region Meeting Income	44,450.00	39,950.00	111.26%
Western Region Mtg Expense	26,350.29	20,180.00	130.58%
<b>Net Revenue</b>	<b>18,099.71</b>	<b>19,770.00</b>	91.55%
<b>Total Net Revenue - All Events/Meetings</b>	<b>97,312.03</b>	<b>107,452.00</b>	90.56%

American Council of Engineering Companies of Pennsylvania  
Events P&L Report - YTD Income/Expense  
Fiscal Year 2023-2024 as of March 31, 2024

*NOTE: Report is informational only; the event income/expense/net revenue will be finalized after the date of the event.  
The final event net revenue will be listed on the Event P&L Report after the date of the event.*

	Jul 2023 to Mar 2024 YTD Inc/Exp	FY 2023-2024 Budget	
Annual Meeting Income	70,857.00	69,125.00	
Annual Meeting Expense	3,360.00	59,185.00	
Net Revenue	<b>67,497.00</b>	<b>9,940.00</b>	
Diamond Awards Income	73,745.00	69,700.00	
Diamond Awards Expense	58,351.84	60,380.00	
Net Revenue	<b>15,393.16</b>	<b>9,320.00</b>	
Fall Day Income	22,985.00	35,500.00	
Fall Day Expense	10,012.50	20,850.00	
Net Revenue	<b>12,972.50</b>	<b>14,650.00</b>	
Govt Affairs Event Income	3,300.00	13,200.00	
Govt Affairs Event Expense	1,377.72	5,110.00	
Net Revenue	<b>1,922.28</b>	<b>8,090.00</b>	
Infrastructure Conference Income	68,722.00	56,900.00	Income includes \$1,300 reserved funds from prio fiscal year
Infrastructure Conference Expense	45,284.13	39,625.00	
Net Revenue	<b>23,437.87</b>	<b>17,275.00</b>	
Legislative Day Income	16,494.75	18,000.00	Income includes \$9,619.75 reserved funds from prior fiscal years
Legislative Day Expenses	52.50	10,650.00	Additional expense information to be received
Net Revenue	<b>16,547.25</b>	<b>7,350.00</b>	
Central Region Meeting Income	27,540.00	18,300.00	
Central Region Meeting Expense	14,308.89	6,943.00	
Net Revenue	<b>13,231.11</b>	<b>11,357.00</b>	
Eastern Region Meeting Income	35,263.00	23,700.00	
Eastern Region Meeting Expense	21,549.06	14,000.00	
Net Revenue	<b>13,713.94</b>	<b>9,700.00</b>	
Western Region Meeting Income	44,525.00	39,950.00	
Western Region Mtg Expense	26,350.29	20,180.00	
Net Revenue	<b>18,174.71</b>	<b>19,770.00</b>	
Total Net Revenue - All Events/Meetings	<b>182,889.82</b>	<b>107,452.00</b>	
	181,589.82		

# American Council of Engineering Companies of Penns

## Statement of Financial Position Comparison

As of April 30, 2024

		TOTAL			
		AS OF APR 30, 2024	AS OF APR 30, 2023 (PY)	CHANGE	% CHANGE
<b>ASSETS</b>					
Current Assets					
Bank Accounts					
Wells Fargo Checking Account-Gen Op Fund 5407		286,085.85	340,686.38	-54,600.53	-16.03 %
Wells Fargo Investment Account-Long Term 9758		88,699.95	85,283.66	3,416.29	4.01 %
Wells Fargo Investment Account-Short Term 4856		29,013.07	27,893.77	1,119.30	4.01 %
Wells Fargo MM Account-Scholarship Fund 4135	<b>NOTE 1</b>	9,146.87	9,136.10	10.77	0.12 %
<b>Total Bank Accounts</b>		<b>\$412,945.74</b>	<b>\$462,999.91</b>	<b>\$ -50,054.17</b>	<b>-10.81 %</b>
Accounts Receivable					
1200 *Accounts Receivable		5,410.00	8,033.51	-2,623.51	-32.66 %
1201 Allowance for Bad Debts		0.00	0.00	0.00	
<b>Total Accounts Receivable</b>		<b>\$5,410.00</b>	<b>\$8,033.51</b>	<b>\$ -2,623.51</b>	<b>-32.66 %</b>
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		16,321.46	6,184.21	10,137.25	163.92 %
1210.2 Prepaid Insurance		5,504.56	5,939.15	-434.59	-7.32 %
1210.3 Prepaid Expenses		9,907.62	11,587.76	-1,680.14	-14.50 %
1210.4 Prepaid Expense-EZ Pass		69.50	65.59	3.91	5.96 %
<b>Total 1210 Prepaid Expenses</b>		<b>31,803.14</b>	<b>23,776.71</b>	<b>8,026.43</b>	<b>33.76 %</b>
1499 Undeposited Funds		5,067.00	0.00	5,067.00	
Accrued Revenue		0.00		0.00	
<b>Total Other Current Assets</b>		<b>\$36,870.14</b>	<b>\$23,776.71</b>	<b>\$13,093.43</b>	<b>55.07 %</b>
<b>Total Current Assets</b>		<b>\$455,225.88</b>	<b>\$494,810.13</b>	<b>\$ -39,584.25</b>	<b>-8.00 %</b>
Fixed Assets					
1062 Office Equipment		0.00	0.00	0.00	
1062A Original Cost		50,765.96	44,173.78	6,592.18	14.92 %
1062B Accumulated Depreciation		-38,394.01	-31,292.13	-7,101.88	-22.70 %
<b>Total 1062 Office Equipment</b>	<b>NOTE 2</b>	<b>12,371.95</b>	<b>12,881.65</b>	<b>-509.70</b>	<b>-3.96 %</b>
1063 Leasehold Improvements		3,410.00	3,410.00	0.00	0.00 %
<b>Total Fixed Assets</b>		<b>\$15,781.95</b>	<b>\$16,291.65</b>	<b>\$ -509.70</b>	<b>-3.13 %</b>
Other Assets					
Operating Lease ROU Asset	<b>NOTE 3</b>	48,603.00		48,603.00	
<b>Total Other Assets</b>		<b>\$48,603.00</b>	<b>\$0.00</b>	<b>\$48,603.00</b>	<b>0.00%</b>
<b>TOTAL ASSETS</b>		<b>\$519,610.83</b>	<b>\$511,101.78</b>	<b>\$8,509.05</b>	<b>1.66 %</b>
<b>LIABILITIES AND EQUITY</b>					
Liabilities					
Current Liabilities					

	TOTAL			
	AS OF APR 30, 2024	AS OF APR 30, 2023 (PY)	CHANGE	% CHANGE
Accounts Payable				
2200 *Accounts Payable	1,941.03	49,834.29	-47,893.26	-96.11 %
<b>Total Accounts Payable</b>	<b>\$1,941.03</b>	<b>\$49,834.29</b>	<b>\$ -47,893.26</b>	<b>-96.11 %</b>
Credit Cards				
Chase Visa Card-BS 3877	4,704.36	336.96	4,367.40	1,296.12 %
Chase Visa Card-JB 6354	0.00	155.82	-155.82	-100.00 %
Chase Visa Card-JB3885	75.00	0.00	75.00	
Chase Visa Card-LS 7998	0.00	0.00	0.00	
Chase Visa Card-RB 5204	0.00	0.00	0.00	
Chase Visa Card-SB 0927	0.00	0.00	0.00	
Chase Visa Card-SB 3893	3,801.35	1,100.21	2,701.14	245.51 %
Wells Fargo Visa Card-LS 2483	0.00	0.00	0.00	
Wells Fargo Visa Card-SB 0056	0.00	0.00	0.00	
<b>Total Credit Cards</b>	<b>\$8,580.71</b>	<b>\$1,592.99</b>	<b>\$6,987.72</b>	<b>438.65 %</b>
Other Current Liabilities				
2206 Deferred Revenue-Dues	0.00	0.00	0.00	
2206.1 Deferred Revenue-Firm Dues	70,252.48	0.00	70,252.48	
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	5,401.10	0.00	5,401.10	
2206.5 Deferred Revenue-Base Dues	8,922.26	0.00	8,922.26	
<b>Total 2206 Deferred Revenue-Dues</b>	<b>84,575.84</b>	<b>0.00</b>	<b>84,575.84</b>	
2211 Deferred Revenue-Events	0.00	0.00	0.00	
2206.6 Deferred Revenue-Government Affairs Event	0.00		0.00	
2211.1 Deferred Revenue-Diamond Awards	0.00		0.00	
2211.2 Deferred Revenue-Fall Day	0.00		0.00	
2211.3 Deferred Revenue-Infrastructure Conference	1,300.00		1,300.00	
2211.4 Deferred Revenue-Annual Leadership Meeting	61,111.00		61,111.00	
2211.5 Deferred Revenue-Legislative Day	16,444.75		16,444.75	
2211.6 Deferred Revenue-Scholarship Golf Outing	0.00		0.00	
2211.7 Deferred Revenue-Western Region Meeting	0.00	0.00	0.00	
2211.8 Deferred Revenue-Central Region	0.00		0.00	
2211.9 Deferred Revenue-Eastern Region	0.00		0.00	
<b>Total 2211 Deferred Revenue-Events</b>	<b>78,855.75</b>	<b>0.00</b>	<b>78,855.75</b>	
2212.1 Deferred Revenue-Directory Ads	1,400.00		1,400.00	
2502 Capital Lease Obligation	<b>NOTE 4</b> 4,716.05	455.54	4,260.51	935.27 %
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	29,922.87	62,077.83	-32,154.96	-51.80 %
25615 Due to ACEC-Anniversary Membership Dues	0.00	6,546.85	-6,546.85	-100.00 %
Billing				
25620 Due to ACEC-Past Due Membership Dues	0.00	0.00	0.00	
<b>Total 25600 Due to ACEC-Membership Dues</b>	<b>29,922.87</b>	<b>68,624.68</b>	<b>-38,701.81</b>	<b>-56.40 %</b>
25700 Accrued Payroll and Taxes	0.00	0.00	0.00	
25800 ACCRUED VACATION	2,263.25	2,586.90	-323.65	-12.51 %
3315 Scholarship Donations	0.00	0.00	0.00	
401 (k) Payables				

TOTAL				
	AS OF APR 30, 2024	AS OF APR 30, 2023 (PY)	CHANGE	% CHANGE
401 (k) Loan Repayment Payable	0.00	0.00	0.00	
401 (k) Payroll Deferrals Payable	0.00	0.00	0.00	
<b>Total 401 (k) Payables</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
Accrued Expense	0.00	0.00	0.00	
Due to CEPA PAC	0.00	0.00	0.00	
PA Department of Revenue Payable	0.00	0.00	0.00	
<b>Total Other Current Liabilities</b>	<b>\$201,733.76</b>	<b>\$71,667.12</b>	<b>\$130,066.64</b>	<b>181.49 %</b>
<b>Total Current Liabilities</b>	<b>\$212,255.50</b>	<b>\$123,094.40</b>	<b>\$89,161.10</b>	<b>72.43 %</b>
Long-Term Liabilities				
Long Term Operating Lease Liability	<b>NOTE 3</b> 48,950.00		48,950.00	
<b>Total Long-Term Liabilities</b>	<b>\$48,950.00</b>	<b>\$0.00</b>	<b>\$48,950.00</b>	<b>0.00%</b>
<b>Total Liabilities</b>	<b>\$261,205.50</b>	<b>\$123,094.40</b>	<b>\$138,111.10</b>	<b>112.20 %</b>
Equity				
2900 Opening Bal Equity	0.00	0.00	0.00	
2960 Retained Earnings	240,763.86	313,408.63	-72,644.77	-23.18 %
3100 Scholarship (Golf Outing) Restricted Net Assets	0.00	0.00	0.00	
Net Revenue	17,641.47	74,598.75	-56,957.28	-76.35 %
<b>Total Equity</b>	<b>\$258,405.33</b>	<b>\$388,007.38</b>	<b>\$ - 129,602.05</b>	<b>-33.40 %</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$519,610.83</b>	<b>\$511,101.78</b>	<b>\$8,509.05</b>	<b>1.66 %</b>

NOTE 1 - The funds held in the Wells Fargo MM Account-Scholarship Fund 4135 are restricted for ACEC/PA scholarship awards.

NOTE 2 - FYE 2024: Office Equipment balance is updated by the value of a Meeting OWL Camera, Speaker, Microphone, Case \$1,328.13

NOTE 3 - The Operating Lease account balances pertain to the building office space rent.

Per the new lease accounting standard, the Operating Lease must be included as a Long Term Asset and Long Term Liability.

NOTE 4 - FYE 2024: The Capital Lease Obligation is the new copier lease.

# Consulting Engineers of Pennsylvania PAC

## Statement of Financial Position Comparison

As of April 30, 2024

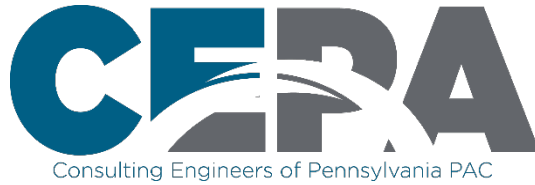
	TOTAL			
	AS OF APR 30, 2024	AS OF APR 30, 2023 (PY)	CHANGE	% CHANGE
<b>ASSETS</b>				
Current Assets				
Bank Accounts				
1001 Wells Fargo Checking	74,965.59	61,085.55	13,880.04	22.72 %
<b>Total Bank Accounts</b>	<b>\$74,965.59</b>	<b>\$61,085.55</b>	<b>\$13,880.04</b>	<b>22.72 %</b>
Other Current Assets				
Undeposited Funds	872.71	0.00	872.71	
<b>Total Other Current Assets</b>	<b>\$872.71</b>	<b>\$0.00</b>	<b>\$872.71</b>	<b>0.00%</b>
<b>Total Current Assets</b>	<b>\$75,838.30</b>	<b>\$61,085.55</b>	<b>\$14,752.75</b>	<b>24.15 %</b>
<b>TOTAL ASSETS</b>	<b>\$75,838.30</b>	<b>\$61,085.55</b>	<b>\$14,752.75</b>	<b>24.15 %</b>
<b>LIABILITIES AND EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable (A/P)	0.00	0.00	0.00	
<b>Total Accounts Payable</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Total Current Liabilities</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Total Liabilities</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
Equity				
Retained Earnings	69,426.20	54,511.43	14,914.77	27.36 %
Net Revenue	6,412.10	6,574.12	-162.02	-2.46 %
<b>Total Equity</b>	<b>\$75,838.30</b>	<b>\$61,085.55</b>	<b>\$14,752.75</b>	<b>24.15 %</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$75,838.30</b>	<b>\$61,085.55</b>	<b>\$14,752.75</b>	<b>24.15 %</b>

# Consulting Engineers of Pennsylvania PAC

## Statement of Activity by Month

January - April, 2024

	JAN 2024	FEB 2024	MAR 2024	APR 2024	TOTAL
Revenue					
4001 Donations	4,336.76	3,552.80	2,314.26	1,876.01	\$12,079.83
PAC Event Revenue		644.48	1,614.88	827.14	\$3,086.50
<b>Total Revenue</b>	<b>\$4,336.76</b>	<b>\$4,197.28</b>	<b>\$3,929.14</b>	<b>\$2,703.15</b>	<b>\$15,166.33</b>
GROSS PROFIT	<b>\$4,336.76</b>	<b>\$4,197.28</b>	<b>\$3,929.14</b>	<b>\$2,703.15</b>	<b>\$15,166.33</b>
Expenditures					
6002 CC Fees	84.96	126.51	171.14	30.44	\$413.05
6003 Legal & Professional Services			143.10		\$143.10
6100 Campaign Contributions			5,000.00		\$5,000.00
PAC Event Expense			1,900.08	1,298.00	\$3,198.08
<b>Total Expenditures</b>	<b>\$84.96</b>	<b>\$126.51</b>	<b>\$7,214.32</b>	<b>\$1,328.44</b>	<b>\$8,754.23</b>
NET OPERATING REVENUE	<b>\$4,251.80</b>	<b>\$4,070.77</b>	<b>\$ -3,285.18</b>	<b>\$1,374.71</b>	<b>\$6,412.10</b>
NET REVENUE	<b>\$4,251.80</b>	<b>\$4,070.77</b>	<b>\$ -3,285.18</b>	<b>\$1,374.71</b>	<b>\$6,412.10</b>



## **2024 CEPA PAC**

### **Contributors**

*As of May 29, 2024*

2024 CEPA PAC Goal - \$25,000

Contributions received to date - \$17,134.01

Total PAC Fund as of 05/29/2024 - \$77,037.49

#### **\$1,000 - \$2,500**

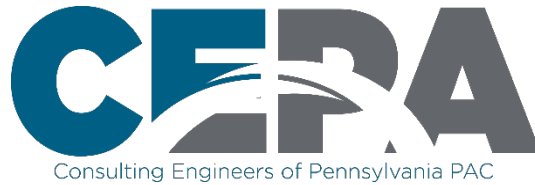
Larry Bankert, Kimley-Horn and Associates, Inc.  
Erica Carter, Kimley-Horn and Associates, Inc.  
Erdman Anthony (Employee PAC)  
Larson Design Group PAC  
Glenn Stickel, SAI Consulting Engineers, Inc.

#### **\$500 - \$999**

Esther Betancourt, Volkert, Inc.  
Michael Bougher, Stantec Consulting Services, Inc.  
Roseline Bougher, A. D. Marble & Company, Inc.  
Dave Hamlet, Gannett Fleming, Inc.  
Alexander Houseal, STV Incorporated  
Kevin Johnson, Traffic Planning and Design, Inc.  
Mark Kinnee, Urban Engineers, Inc.  
James Maloney, Johnson, Mirmiran & Thompson  
Eric Meyer, Whitman, Requardt and Associates, LLP  
Damon Rhodes, Larson Design Group  
Joseph Riley, HDR Engineering, Inc.  
Rosanna Smithnosky, Susquehanna Civil, Inc.  
Margaret Talarico, Foresight Construction Services, LLC  
Josh Wilson, ATCS PLC  
Scott Zeevaart, Gannett Fleming, Inc.

#### **\$250 - \$499**

Anthony Dougherty, Traffic Planning and Design, Inc.  
Mark Markosky, The Markosky Engineering Group, Inc.  
Jeffrey Roken, Urban Engineers, Inc.



## **2024 CEPA PAC**

### **Contributors**

*As of May 29, 2024*

2024 CEPA PAC Goal - \$25,000

Contributions received to date - \$17,134.01

Total PAC Fund as of 05/29/2024 - \$77,037.49

#### **\$1 - \$249**

Jonathan Balko, The Markosky Engineering Group, Inc.

Michael Beal, AI Engineers, Inc.

Steve Bolt, Remington & Vernick Engineers, Inc.

James Brady, STV Incorporated

Ashley Brehm, The Markosky Engineering Group, Inc.

Irene Eells, Johnson, Mirmiran & Thompson

Eric Frary, Michael Baker International

Douglas George, Lochner

Bradford Hull, Johnson, Mirmiran & Thompson

Vickie Karandrikas, Kimley-Horn and Associates, Inc.

Matthew Kozsuch, Bowman Consulting Group, Ltd.

Ron Link, Stantec Consulting Services, Inc.

Shiny Mathew, Johnson, Mirmiran & Thompson

Mark McShea, HDR Engineering, Inc.

Colleen Meiswich, A. D. Marble & Company, Inc.

Chris Messner, Greenman-Pedersen, Inc.

John Mitchell, Bowman Consulting Group, Ltd.

Todd Morris, Pennoni

Rob Myers, RETTEW

Andrew Pennoni, Pennoni

Marc Pinto, Susquehanna Civil, Inc.

Anthony Rauso, Johnson, Mirmiran & Thompson

Thomas Rowader, Greenman-Pedersen, Inc.

Jonathan Schmidt, AECOM

Mahmood Shehata, RK&K

James Stump, STV Incorporated

Craig Suhoskey, AECOM

Jill Bolt, Navarro & Wright Consulting Engineers, Inc.

Source	Total	Goal	Attainment	Remaining	Average
PA	\$15,000.00	\$33,958.00	44.17%	\$18,958.00	\$483.87
	Date	Amount	RecordName	EntityType	
	5/29/2024	\$500.00	Bankert, Larry	Individual	
	3/21/2024	\$600.00	Bougher, Roseline	Individual	
	5/14/2024	\$200.00	Cutlip, David	Individual	
	3/29/2024	\$1,250.00	DeLizza, David	Individual	
	4/22/2024	\$600.00	Dougherty, Anthony	Individual	
	3/22/2024	\$600.00	Girman, Michael	Individual	
	5/13/2024	\$1,000.00	Hanna, Ernest	Individual	
	5/14/2024	\$200.00	Houser, Michael	Individual	
	5/27/2024	\$500.00	Kinnee, Mark	Individual	
	2/29/2024	\$1,250.00	Larson Design Group PAC	PoliticalCommittee	
	4/23/2024	\$400.00	Macey, Matthew	Individual	
	4/23/2024	\$100.00	Macey, Matthew	Individual	
	4/11/2024	\$400.00	Maloney, James	Individual	
	4/11/2024	\$100.00	Maloney, James	Individual	
	4/30/2024	\$200.00	Markham, James	Individual	
	4/19/2024	\$200.00	Markosky, Curtis	Individual	
	3/26/2024	\$600.00	Markosky, Joyce	Individual	
	4/24/2024	\$600.00	Meyer, Eric	Individual	
	4/9/2024	\$400.00	Moore, Casey	Individual	
	4/9/2024	\$100.00	Moore, Casey	Individual	
	1/14/2024	\$1,000.00	Newell, Donna	Individual	
	4/29/2024	\$1,000.00	Pennoni, Andrew	Individual	
	4/10/2024	\$200.00	Pinto, Marc	Individual	
	5/10/2024	\$200.00	Reilly, Thomas	Individual	
	3/21/2024	\$400.00	Riley, Joseph	Individual	
	3/21/2024	\$100.00	Riley, Joseph	Individual	
	4/4/2024	\$400.00	Smithnosky, Rosanna	Individual	
	3/20/2024	\$600.00	Stickel, Glenn	Individual	
	2/29/2024	\$300.00	Transsystems Corporation PAC	PoliticalCommittee	
	3/21/2024	\$600.00	Wilson, Josh	Individual	
	3/21/2024	\$400.00	Zeevaart, Scott	Individual	



AMERICAN COUNCIL OF ENGINEERING COMPANIES  
*of Pennsylvania*

## 2024-2025 Fiscal Year Draft Budget

To: ACEC/PA Board of Directors

From: Rosanna Smithnosky, ACEC/PA Treasurer, FY 2023-24

Date: April 30, 2024

Re: ACEC/PA Draft Budget Fiscal Year 2024-25, for Board Vote

**The purpose of this Memorandum** is to provide ACEC/PA Board of Directors the ACEC/PA Draft Budget for Fiscal Year 2024-2025. This draft budget requires approval from the ACEC/PA Board of Directors. Voting on this budget will occur at the June 2024 Board meeting.

Following is noteworthy information for your review:

1. Draft budget preparation process – This draft budget was prepared by ACEC/PA staff, and went through reviews by ACEC/PA President, Incoming President, Treasurer, incoming treasurer, and the Finance committee.
2. Recommended Budget – The Finance Committee recommends to the Board for their approval the attached draft budget with a proposed 4% member dues increase.
3. Budget basis
  - a. Membership dues increase is proposed at 4%. Other increases were evaluated at 3% and 6% and are provided for reference.
  - b. Member count was maintained at current levels – this provides a conservative approach to income.
  - c. Event attendance fees increase is proposed excluding the Annual Meeting. Increases range from \$10 to \$30 more above the prior year, event dependent.
  - d. Region meeting attendance fee increase is proposed, increasing from \$75 to \$90 per meeting.
  - e. Staff salary annual adjustment is included.
4. Net Operating Revenue budgeted at \$10,409. Recent year budgets were in negative range. The goal moving forward is to establish budgets that are at least balanced or generate some revenue to provide a buffer for the unexpected.

Rosanna Smithnosky, P.E.  
ACEC/PA Treasurer

American Council of Engineering Companies of Penns  
 Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L; 2024-2025 Proposed Budget with 4% Dues Increase  
 July 2023 - June 2024

	YTD Actual as of 02/28/2024	FYE 2024 Budget Without Donor Restrictions	2023-2024 Forecast	2024-2025 Proposed Budget with 4% Dues Increase
<b>Revenue</b>				
<b>Dues Income</b>				
3001 Base ACEC/PA Dues	36,742.15	56,500.00	54,586.67	55,000.00
3002 ACEC/PA Dues	283,026.11	424,364.32	424,093.45	440,727.53
3003 Affiliate Dues	20,423.04	32,148.00	31,403.83	35,283.00
3005 ACEC Dues Rounding Difference	0.00	50.00	50.00	50.00
<b>Total Dues Income</b>	<b>340,191.30</b>	<b>513,062.32</b>	<b>510,133.95</b>	<b>531,060.53</b>
<b>Events &amp; Region Meetings/Special Events Income</b>				
<b>Events Income</b>				
Total Annual Leadership Meeting Income	0.00	69,125.00	59,550.00	40,955.00
Total Diamond Awards Income	72,940.00	69,700.00	72,940.00	74,725.00
Total Fall Day Income	22,985.00	35,500.00	22,985.00	30,115.00
Total Govt Affairs Event Income	3,300.00	13,200.00	3,300.00	14,650.00
Total Infrastructure Conference Income	67,422.00	56,900.00	67,422.00	80,337.00
Total Legislative Day Income	0.00	18,000.00	14,625.00	10,875.00
Total Scholarship Golf Outing Income				
<b>Total Events Income</b>	<b>166,647.00</b>	<b>262,425.00</b>	<b>240,822.00</b>	<b>251,657.00</b>
<b>Events-Region Meetings/Special Events Income</b>	<b>0.00</b>			
Central Region Meeting Income	15,310.00	18,300.00	28,250.00	33,100.00
Eastern Region Meeting Income	11,115.00	23,700.00	31,300.00	30,000.00
Western Region Meeting Income	26,220.00	39,950.00	44,337.43	52,000.00
<b>Total Events-Region Meetings/Special Events Income</b>	<b>52,645.00</b>	<b>81,950.00</b>	<b>103,887.43</b>	<b>115,100.00</b>
<b>Total Events &amp; Region Meetings/Special Events Income</b>	<b>219,292.00</b>	<b>344,375.00</b>	<b>344,709.43</b>	<b>366,757.00</b>
<b>Member Directory Income</b>	<b>0.00</b>	<b>1,200.00</b>	<b>1,400.00</b>	<b>1,400.00</b>
<b>Misc Income</b>	<b>341.72</b>	<b>200.00</b>	<b>341.72</b>	<b>200.00</b>
<b>Royalty Income-ACEC BIT</b>	<b>3,700.00</b>	<b>2,000.00</b>	<b>3,700.00</b>	<b>3,700.00</b>
<b>Total Revenue</b>	<b>563,525.02</b>	<b>860,837.32</b>	<b>860,285.10</b>	<b>903,117.53</b>
<b>Gross Profit</b>	<b>563,525.02</b>	<b>860,837.32</b>	<b>860,285.10</b>	<b>903,117.53</b>
<b>Expenditures</b>				
<b>Events &amp; Special Projects Expense</b>				
<b>Events Expense</b>				
Total Annual Leadership Meeting Expense	0.00	59,185.00	49,595.25	39,400.00
Total Diamond Awards Expense	57,754.79	60,380.00	57,754.79	65,270.83
Total Fall Day Expense	10,012.50	20,850.00	10,012.50	15,479.18
Total Govt Affairs Event Expense	1,377.72	5,110.00	1,377.72	5,395.89
Total Infrastructure Conference Expense	45,284.13	39,625.00	45,284.13	53,645.60
Total Legislative Day Expenses	0.00	10,650.00	6,336.00	9,620.00
Total Scholarship Golf Outing Expense				
<b>Total Events Expense</b>	<b>114,429.14</b>	<b>195,800.00</b>	<b>170,360.39</b>	<b>188,811.50</b>
<b>Events-Region Meetings/Special Events Expense</b>				
Total Central Region Meeting Expense	10,968.59	6,943.00	14,729.18	15,039.70
Total Eastern Region Meeting Expense	6,536.79	14,000.00	20,508.89	14,734.12
Total Western Region Mtg Expense	20,731.84	20,180.00	25,948.71	25,794.10
<b>Total Events-Region Meetings/Special Events Expense</b>	<b>38,237.22</b>	<b>41,123.00</b>	<b>61,186.78</b>	<b>55,567.92</b>
<b>Special Projects Expense</b>				
PennDOT Innovations Challenge Expense	0.00	1,500.00	1,500.00	1,500.00
Safety Stand Down Expense	0.00	0.00		
4312.1 Safety Stand Down	0.00	500.00	-	-
<b>Total Safety Stand Down Expense</b>	<b>0.00</b>	<b>500.00</b>	<b>-</b>	<b>-</b>
<b>Total Special Projects Expense</b>	<b>0.00</b>	<b>2,000.00</b>	<b>1,500.00</b>	<b>1,500.00</b>
<b>Total Events &amp; Special Projects Expense</b>	<b>152,666.36</b>	<b>238,923.00</b>	<b>233,047.17</b>	<b>245,879.42</b>

	YTD Actual as of 02/28/2024	FYE 2024 Budget Without Donor Restrictions	2023-2024 Forecast	2024-2025 Proposed Budget with 4% Dues Increase
General Operating and Administrative Expenses				
Advertising Expense	52.50	200.00	52.50	200.00
Total Auto Expense	1,386.84	1,150.00	2,391.72	2,550.00
Auto Lease	4,246.72	6,370.00	6,370.08	8,329.20
Bank / Credit Card Fees	9,285.62	14,000.00	13,000.00	14,000.00
Total Board Expenses	3,822.11	7,000.00	9,730.91	14,550.00
Committee Expense	0.00	250.00	-	3,000.00
Depreciation Expense	4,123.44	6,585.16	6,602.05	5,425.00
Total Dues/Subscriptions Expense	37,052.16	38,562.00	38,504.00	22,392.00
Insurance Expense				
4401 Business Insurance	1,654.00	7,340.00	1,654.00	1,700.00
4402 Workers Comp Insurance	829.80	0.00	1,395.00	1,425.00
4403 Auto Insurance	1,480.35	0.00	2,537.00	2,880.00
4404 Directors & Officers Liability	1,450.49	0.00	1,584.00	1,600.00
4405 ERISA Bond Insurance	90.00	0.00	90.00	90.00
Total Insurance Expense	5,504.64	7,340.00	7,260.00	7,695.00
Internet Services Expense	1,965.67	3,250.00	3,388.00	3,825.00
Member-Related (non-travel) Expense	580.64	1,550.00	800.00	1,000.00
Misc Expense	1.00	50.00	1.00	50.00
Total Office Supplies/Copier Expense	3,678.28	3,830.00	2,620.72	3,449.00
Personnel Expense				
4001 Salaries	190,023.20	310,750.00	293,592.50	311,200.00
4001.1 Salaries - Vacation	(2,998.41)	0.00	(483.80)	-
Total 4001 Salaries	187,024.79	310,750.00	293,108.70	311,200.00
Total 4002 Payroll Taxes	15,015.51	25,170.00	22,639.00	23,526.00
4003 Employee Benefits	18,673.52	32,000.00	34,060.00	36,270.00
4004 401 (k) Employer Match	6,774.15	10,250.00	10,380.00	11,000.00
4005 Payroll Fees	1,304.55	2,240.00	2,260.00	2,314.00
Total Personnel Expense	228,792.52	380,410.00	362,447.70	384,310.00
Postage Expense	157.36	250.00	230.00	250.00
Prof Dev/Meetings Expense	491.25	3,000.00	2,100.00	3,655.00
Professional Services Expense				
Accountant	11,576.00	9,000.00	12,928.00	24,000.00
Computer/IT	7,526.20	11,500.00	11,500.00	11,500.00
Legal	14,750.50	1,000.00	14,750.00	7,000.00
Lobbying Expenses	3,772.17	8,300.00	6,439.00	8,300.00
Public Relations	40,000.00	61,500.00	60,000.00	61,000.00
Total Professional Services Expense	77,624.87	91,300.00	105,617.00	111,800.00
Rent Expense	29,882.24	44,425.00	44,900.00	44,823.00
Telephone Expense	4,326.38	7,500.00	6,875.00	7,000.00
Tenant Improvements Expense	0.00	250.00	-	250.00
Travel Expense				
ACEC/NACEC Event Expenses	0.00	7,500.00	3,000.00	8,000.00
Staff/Membership Related Travel	231.66	0.00	275.00	275.00
Total Travel Expense	231.66	7,500.00	3,275.00	8,275.00
Total General Operating and Administrative Expenses	413,205.90	624,772.16	616,165.68	646,828.20
Member Directory Expense	0.00	0.00	-	-
Total Expenditures	565,872.26	863,695.16	849,212.85	892,707.62
Net Operating Revenue	(2,347.24)	(2,857.84)	11,072.25	10,409.91

	YTD Actual as of 02/28/2024	FYE 2024 Budget Without Donor Restrictions	2023-2024 Forecast	2024-2025 Proposed Budget with 4% Dues Increase
Other Revenue				
Bank/Investment Account Interest Income				
Investment/Money Market Account Interest Income	0.29	0.00		
Operating Account Interest Income	147.44	200.00		
Scholarship Account Interest Income	6.95	0.00		
Total Bank/Investment Account Interest Income	154.68	200.00	180.00	
Investment Account Unrealized Gain/Loss	4,599.52	0.00		
Total Other Revenue	4,754.20	200.00		
Net Other Revenue	4,754.20	200.00		
Net Revenue	2,406.96	(2,657.84)		

Total Dues Income	531,060.53
Total General Operating and Administrative Expenses	646,828.20
Net Revenue - Dues Income vs Gen Op/Admin Expenses	(115,767.67)
Total Events & Region Meetings/Special Events Income	366,757.00
Total Events-Region Meetings/Special Events Expense	244,379.42
Net Revenue - Events-Region Meetings/Special Events	122,377.58
Member Directory Income	1,400.00
Misc Income	200.00
Royalty Income-ACEC BIT	3,700.00
PennDOT Innovations Challenge Expense	(1,500.00)
	10,409.91

American Council of Engineering Companies of Pennsylvania  
Events P&L Report  
Fiscal Year 2023-2024 as of January 31, 2024

	Jul 2023 to Feb 2024 Events P&L	FY 2023-2024 Budget	% of Budget	FY 2023-2024 Forecast	FY 2024-2025 Proposed Budget
Annual Meeting Income	0.00	69,125.00	0.00%	59,550.00	40,955.00
Annual Meeting Expense	0.00	59,185.00	0.00%	49,595.25	39,400.00
Net Revenue	<b>0.00</b>	<b>9,940.00</b>	0.00%	<b>9,954.75</b>	<b>1,555.00</b>
Diamond Awards Income	73,005.00	69,700.00	104.74%	72,940.00	74,725.00
Diamond Awards Expense	58,339.99	60,380.00	96.62%	57,754.79	65,270.83
Net Revenue	<b>14,665.01</b>	<b>9,320.00</b>	157.35%	<b>15,185.21</b>	<b>9,454.17</b>
Fall Day Income	22,985.00	35,500.00	64.75%	22,985.00	30,115.00
Fall Day Expense	10,012.50	20,850.00	48.02%	10,012.50	15,479.18
Net Revenue	<b>12,972.50</b>	<b>14,650.00</b>	88.55%	<b>12,972.50</b>	<b>14,635.82</b>
Govt Affairs Event Income	3,300.00	13,200.00	25.00%	3,300.00	14,650.00
Govt Affairs Event Expense	1,377.72	5,110.00	26.96%	1,377.72	5,395.89
Net Revenue	<b>1,922.28</b>	<b>8,090.00</b>	23.76%	<b>1,922.28</b>	<b>9,254.11</b>
Infrastructure Conference Income	67,422.00	56,900.00	118.49%	67,422.00	80,337.00
Infrastructure Conference Expense	45,284.13	39,625.00	114.28%	45,284.13	53,645.60
Net Revenue	<b>22,137.87</b>	<b>17,275.00</b>	128.15%	<b>22,137.87</b>	<b>26,691.40</b>
Legislative Day Income	0.00	18,000.00	0.00%	14,625.00	10,875.00
Legislative Day Expenses	0.00	10,650.00	0.00%	6,336.00	9,620.00
Net Revenue	<b>0.00</b>	<b>7,350.00</b>	0.00%	<b>8,289.00</b>	<b>1,255.00</b>
Scholarship Golf Outing Income	34,905.00	42,540.00	82.05%		
Scholarship Golf Outing Expense	35,018.54	42,540.00	82.32%		
Net Revenue	<b>(113.54)</b>	<b>0.00</b>			
Central Region Meeting Income	22,915.00	18,300.00	125.22%	28,250.00	33,100.00
Central Region Meeting Expense	11,593.59	6,943.00	166.98%	14,729.18	15,039.70
Net Revenue	<b>11,321.41</b>	<b>11,357.00</b>	99.69%	<b>13,520.82</b>	<b>18,060.30</b>
Eastern Region Meeting Income	21,435.00	23,700.00	90.44%	31,300.00	30,000.00
Eastern Region Meeting Expense	15,536.83	14,000.00	110.98%	20,508.89	14,734.12
Net Revenue	<b>5,898.17</b>	<b>9,700.00</b>	60.81%	<b>10,791.11</b>	<b>15,265.88</b>
Western Region Meeting Income	35,165.00	39,950.00	88.02%	44,337.43	52,000.00
Western Region Mtg Expense	20,912.13	20,180.00	103.63%	25,948.71	25,794.10
Net Revenue	<b>14,252.87</b>	<b>19,770.00</b>	72.09%	<b>18,388.72</b>	<b>26,205.90</b>
Total Net Revenue - All Events/Meetings	<b>83,056.57</b>	<b>107,452.00</b>	77.30%	<b>113,162.26</b>	<b>122,377.58</b>

EVENTS / MEETINGS NET REVENUE

TOTAL EVENTS/MEETINGS INCOME	386,915.00	344,709.43	<b>366,757.00</b>
TOTAL EVENTS/MEETINGS EXPENSE	279,463.00	231,547.17	244,379.42
TOTAL EVENTS/MEETINGS NET REVENUE	<b>107,452.00</b>	<b>113,162.26</b>	<b>122,377.58</b>

EVENTS NET REVENUE

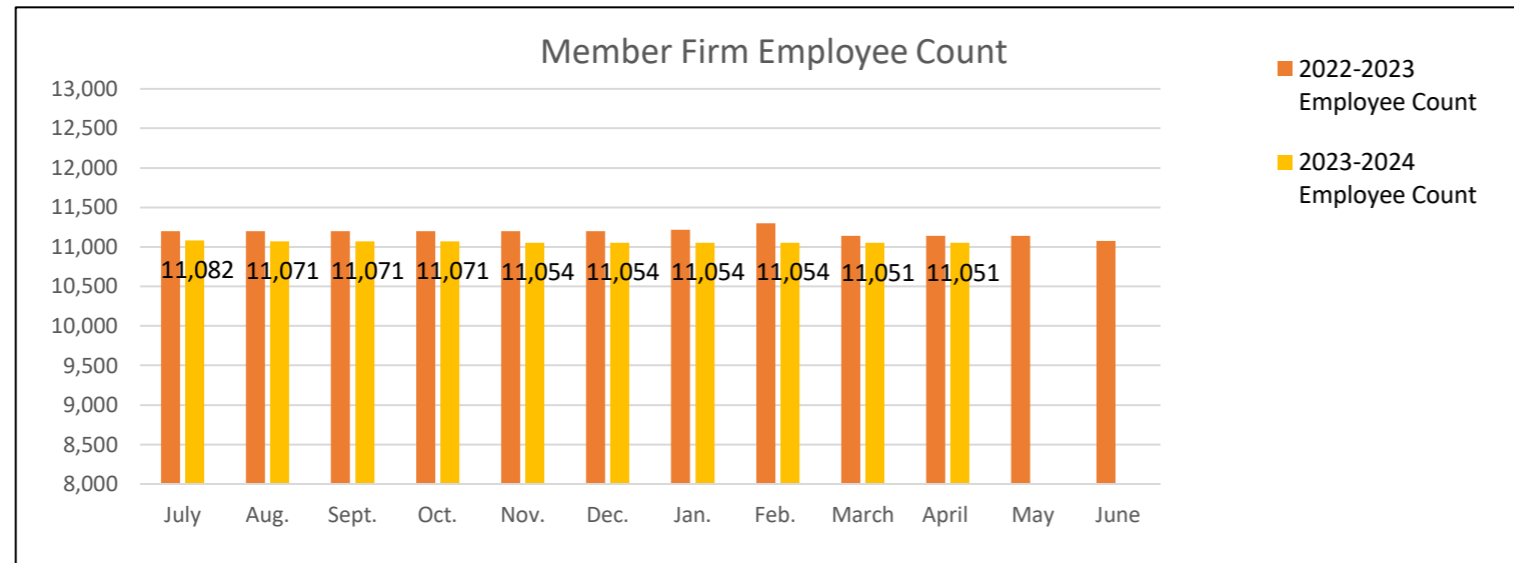
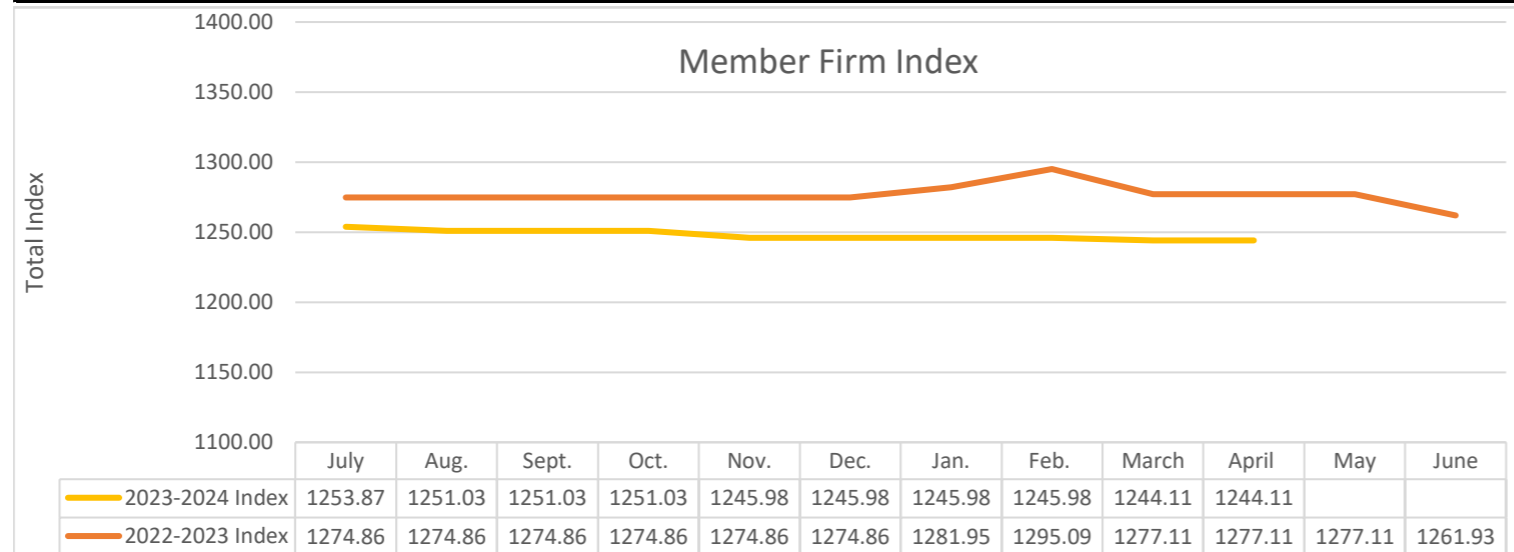
TOTAL EVENTS INCOME	304,965.00	240,822.00	<b>251,657.00</b>
TOTAL EVENTS EXPENSE	238,340.00	170,360.39	188,811.50
TOTAL EVENTS NET REVENUE	<b>66,625.00</b>	<b>70,461.61</b>	<b>62,845.50</b>

REGION MEETINGS NET REVENUE

TOTAL MEETINGS INCOME	81,950.00	103,887.43	<b>115,100.00</b>
TOTAL MEETINGS EXPENSE	41,123.00	61,186.78	55,567.92
TOTAL MEETINGS NET REVENUE	<b>40,827.00</b>	<b>42,700.65</b>	<b>59,532.08</b>

**April 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	11,082
Aug.	1253.87	11,082	1.49	2	4.33	13	1251.03	11,071
Sept.	1251.03	11,071	0.00	0	0.00	0	1251.03	11,071
Oct.	1251.03	11,071	0.00	0	0.00	0	1251.03	11,071
Nov.	1251.03	11,071	0.00	0	5.05	17	1245.98	11,054
Dec.	1245.98	11,054	0.00	0	0.00	0	1245.98	11,054
Jan.	1245.98	11,054	0.00	0	0.00	0	1245.98	11,054
Feb.	1245.98	11,054	0.00	0	0.00	0	1245.98	11,054
March	1245.98	11,054	0.00	0.00	1.87	3.00	1244.11	11,051
April	1244.11	11,051	0.00	0.00	0.00	0.00	1244.11	11,051
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: **110**  
Same Time Last Year: **113**

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

April New Member Firms		
<u>Firm Name</u>	<u>Index</u>	<u>Employee Count</u>
<b>Totals</b>	<b>0.00</b>	<b>0</b>

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

April Drop Member Firms			
<u>Firm Name</u>	<u>Index</u>	<u>Employee Count</u>	<u>ACEC Reason</u>
<b>Totals</b>	<b>0.00</b>	<b>0</b>	

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
Envision Consultants, Ltd.	5.05	17	5
Naik Consulting Group, P.C.	1.87	3	9
<b>Totals</b>	<b>11.25</b>	<b>33</b>	

**April 2024 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.	17	1	0	18
Oct.	18	0	0	18
Nov.	18	0	0	18
Dec.	18	1	0	19
Jan.	19	0	0	19
Feb.	19	0	0	19
Mar.	19	1	0	20
Apr	20	0	1	19
May				
Jun				

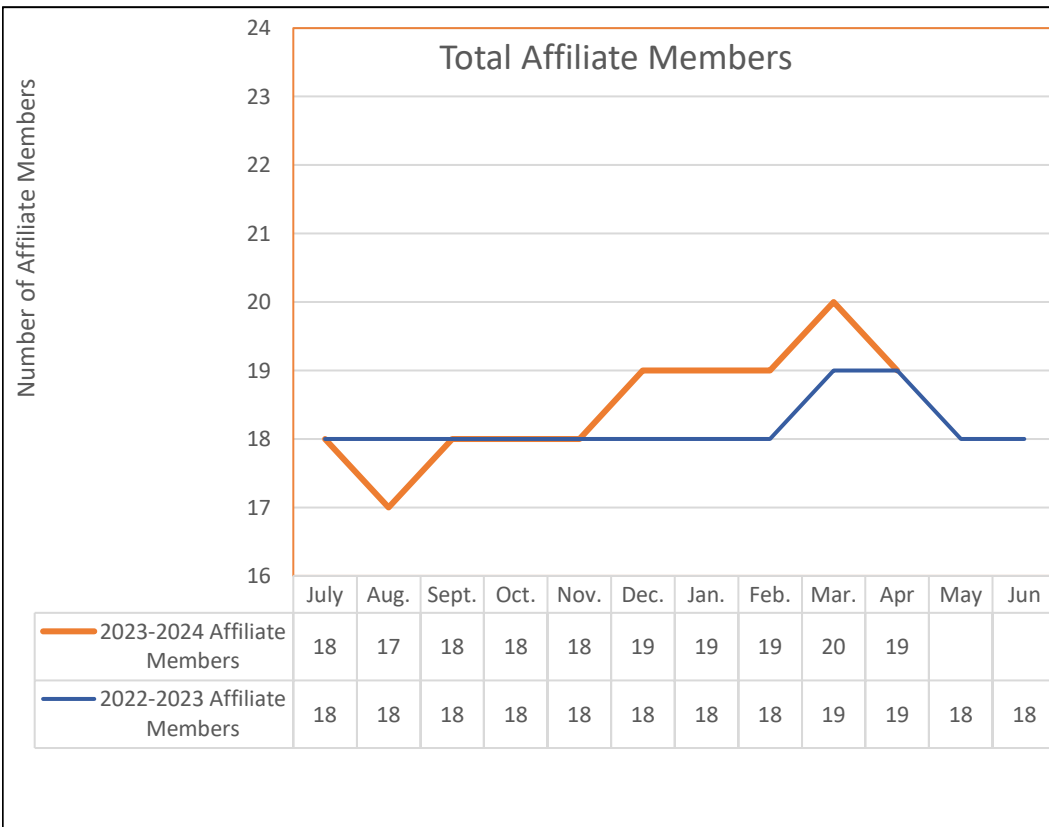
April New Affiliate Members

YTD New Affiliate Members
Rinker Materials
Topcon Solutions
VanDemark & Lynch, Inc.

April Drop Affiliate Members	Reason
Brown, Schultz, Sheridan & Fritz	6
(actually dropped back in Nov of 2023)	

YTD Drop Affiliate Members	Reason
Advance 2000, Inc.	6
Brown, Schultz, Sheridan & Fritz	6

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



## **DRAFT UPDATE - ACEC/PA Investment Policy**

### **Introduction**

The Board of Directors of the American Council of Engineering Companies of Pennsylvania (ACEC/PA) has adopted this investment policy to provide guidelines for the investment of funds held by the organization.

### **Purpose**

The policy establishes investment objectives, policies and guidelines related to eligible securities and all assets held by ACEC/PA primarily for investment purposes (‘reserve funds’). The purpose of maintaining reserve funds (short-term and long-term) is to allow the organization to sustain financial operations for a reasonable period of time in the event of a significant unbudgeted increase in operating expense or a significant loss in operating revenue. In doing so the policy:

- clarifies the delegation of duties and responsibilities concerning the management of investment funds,
- identifies the criteria against which the investment performance of the organization’s investments will be measured,
- communicates the objectives to the Board, staff, investment managers, brokers, and funding sources that may be involved,
- confirms policies and procedures relative to the expenditure of investment funds, and
- serves as a review document to guide the ongoing oversight of the management of the organization’s investments.

### **Delegation of Responsibilities**

The Board of Directors has a direct oversight role regarding all decisions that impact ACEC/PA’s institutional funds. The Board has delegated supervisory responsibility for the management of our investment funds to the Finance Committee. Members of the Finance Committee are appointed by the ACEC/PA President at the start of the President’s term. Specific responsibilities of the various bodies and individuals responsible for the management of ACEC/PA investment funds are set forth below:

#### ***Responsibilities of the Board***

The Board shall ensure that its fiduciary responsibilities concerning the proper management of ACEC/PA’s reserve funds are fulfilled through an appropriate investment structure, internal and external management, and portfolio performance consistent with all policies and procedures. Based on the advice and recommendations of the Finance Committee and review by the Executive Committee and/or full Board of Directors at the discretion of the President, the Board of Directors shall approve investment policies and objectives that reflect the short-term & long-term investment-risk orientation of the reserve funds.

### ***Responsibilities of the Governance Committee***

The Governance Committee is responsible for the development or updates to the ACEC/PA Investment Policy.

### ***Responsibilities of the Finance Committee for Investments***

Members of the Finance Committee are not held accountable for less than desirable outcomes for ACEC/PA's reserve fund investing, but rather for adherence to procedural prudence and the process by which decisions are made in respect to invested assets. In consideration of the foregoing, the Finance Committee is responsible for the recommendation, implementation and maintenance of the policies relative to the investment of ACEC/PA's reserve funds and shall:

- develop and/or propose investment policy recommendations to the Executive Committee of the Board with regard to the management of all institutional funds.
- review the investment policy and processes annually and recommend any necessary revisions to the Governance Committee and the Board of Directors. The Board of Directors has final approval authority on any changes to the investment policy.
- determine with ACEC/PA staff that reserve funds are prudently and effectively managed with the assistance of necessary investment consultants and/or other outside professionals, if any.
- monitor and evaluate the performance of all those responsible for the management of reserve funds.
- recommend the retention and/or dismissal of investment consultants and/or other outside professionals.
- receive and review reports from ACEC/PA staff, investment consultants and/or other outside professionals, if any.
- review and evaluate investment results and recommend changes for Board approval, as needed.
- specific to the association's investments, meet at least once per year in person, or more often if needed, with the ACEC/PA Finance Manager and Executive Director and investment consultants and/or other outside professionals.
- specific to the association's investments, convene twice per year to evaluate whether this policy, investment activities, risk management controls and processes continue to be consistent with meeting the goals and objectives set for the management of reserve funds for ACEC/PA.
- provide investment performance reports twice per year at the ACEC/PA Board of Directors meetings.

### ***Responsibilities of ACEC/PA Executive Director & Finance Manager***

ACEC/PA's Executive Director and Finance Manager (management) shall be responsible for the day-to-day administration and implementation of policies established by the Board and/or the Finance Committee concerning the management of investment funds. These management positions in ACEC/PA shall also be the primary liaisons between any investment consultants and/or other outside professionals that may be retained to assist in the management of such funds. Specifically, ACEC/PA management shall:

- oversee the day-to-day operational investment activities of all reserve funds subject to policies established by the Board of Directors.

- make recommendations to the Board of Directors for the contracting of services of independent investment fund managers to provide investment guidance and management of the reserve funds, such as investment consultants, investment advisors, money managers, banks, custodians and/or trust companies and/or any other necessary outside professionals. Upon approval of the Board, then contract with the fund managers,
- ensure that the service providers adhere to the terms and conditions of their contracts; have no material conflicts of interests with ACEC/PA; and performance monitoring systems are sufficient to provide the Finance Committee accurate and useful information.
- communicate with any outside service providers to evaluate and assess compliance with investment guidelines, performance, outlook and investment strategies; monitor asset allocation and rebalance assets, as directed by the Finance Committee and in accordance with approved asset allocation policies, among asset classes and investment styles; and tend to all other matters deemed to be consistent with due diligence with respect to prudent management of institutional funds.
- comply with official accounting and auditing guidelines regarding due diligence and ongoing monitoring of investments, especially alternative investments.
- review the performance of the investment account and investment policy guidelines with input from the fund manager and prepare and issue reports two times per year to the ACEC/PA Treasurer and the Finance Committee with recommendations as needed. This information will be used to report at the Board of Directors meetings.
- work with the Treasurer on content of fund performance reports.
- coordinate a once annual presentation of the fund performance by the fund manager to the Board of Directors

### **Three Pools of ACEC/PA Funds**

To manage investment risk and to optimize investment returns within acceptable risk parameters, the funds held by the organization are divided into three separate pools. The process for determining the dollar amount in each pool is set forth in the **Procedures** section of this document. The three pools are the Operating Fund (OF), the Short-term Reserve Fund (SRF), and the Long-term Reserve Fund (LRF).

#### ***Operating Fund***

The purpose of the Operating Fund (OF) is to provide sufficient cash to meet the day-to-day financial obligations of ACEC/PA in a timely manner. These funds may reside in an interest-bearing checking account, but will not be intended to generate significant investment income for ACEC/PA.

The main objectives of the OF are preservation of capital and liquidity. The account will be in a federally insured bank or savings and loan association licensed to conduct business in Pennsylvania.

#### ***Reserve Funds***

ACEC/PA will maintain a maximum of 1 years' worth of operational funds in reserve funds at any given time.

### Short-term Reserve Fund (SRF)

The investment objectives of the Short-term Reserve Fund are preservation of capital, current income, liquidity, and to optimize the investment return of operating revenues to keep pace with inflation and maintain purchasing power.

The Finance Committee will authorize the fund manager to invest the Short-term Reserve Fund in Short Duration High Credit Quality (AA or better) Bond mutual funds. Mutual Funds with a conservative risk tolerance are appropriate for these assets. Short-term Reserve Fund assets will not be invested in individual agency discount notes, repurchase agreements, commercial paper, corporate notes, mortgage-backed securities, or individual equities.

The SRF will be invested in securities appropriate for a 1–3-year investment horizon.

### Long-term Reserve Fund (LRF)

The purpose of the LRF is to increase the investment return of ACEC/PA operating capital in order to provide an alternative source of income in the event of an unexpected financial situation.

The investment objectives of the Long-term Reserve Fund are growth of capital to exceed inflation, and to maximize the investment return without exposure to undue risk.

The Finance Committee will authorize the fund manager to invest the Long-term Reserve Fund in Mutual Funds which include equity exposure and High Yield Bonds. Mutual Funds with moderate risk tolerance are appropriate for this asset class. Long-term Reserve Fund assets will not be invested in individual agency discount notes, repurchase agreements, commercial paper, corporate notes, mortgage-backed securities, individual equities, or be utilized for any crypto-related transactions.

The LRF will be invested in securities appropriate for a 3-5 year investment horizon.

## **Investment Considerations**

The Finance Committee must consider ACEC/PA's purpose, mission and our assets in managing and investing our reserve funds. All individuals responsible for managing and investing ACEC/PA's reserve funds must do so in good faith and with the care that an ordinarily prudent person in a like position would exercise under similar circumstances. In making any decision relative to the expenditure of investment funds, each of the following factors must be considered, and properly documented, in the minutes and records of the Finance Committee and Board of Directors (whichever applies):

1. general economic conditions;
2. possible effect of inflation or deflation;
3. expected tax consequences, if any, of investment decisions or strategies;

4. the role that each investment or course of action plays within the overall investment portfolio of the fund;
5. expected total return from the income and appreciation of investments with respect to current market conditions;
6. other resources of the organization;
7. the needs of the organization and the fund to make distributions and preserve capital; and,
8. an asset's special relationship or special value, if any, to the organization's purposes.

### **Expenditure Considerations**

The Board of Directors and the Finance Committee are responsible for the establishment of a balanced reserve fund spending policy to:

- (a) ensure that over the medium-to-long term, sufficient investment return shall be retained to preserve and grow its economic value as a first priority; and,
- (b) to provide funds, if or when necessary, to support the annual operating budget in an amount which is not subject to large fluctuations from year-to-year to the extent possible.

### **Procedures**

The following protocols and procedures will be followed by the Finance Manager, Executive Director, Board Treasurer and Finance Committee to ensure that the investment goals of ACEC/PA are achieved with adequate chain of custody and Board oversight:

#### Transfers from Operating Funds (OF) to Reserve Funds (SRF and LRF)

A yearly net revenue of 120% or more in the OF (determined by audited annual financial statement) will trigger a transfer to the investment funds, with 25% of the surplus going to the SRF and 75% going to the LRF depending on the current market conditions and outlook for the association.

The Treasurer is responsible for determining the dollar amounts to be invested in the SRF and LRF.

Before any annual transfer is made from the OF to invested reserves, the Treasurer will review and confirm the amount with the Finance Committee, obtain approval from the Board of Directors, and work with Executive Director and Finance Manager to document basis of decision.

Depending upon the yearly performance of each fund, the Finance Committee may recommend to the Board a different split of surplus operating funds into the reserve funds in any given year.

#### Transfers from Reserve Funds (SRF and LRF) to Operating Funds (OF)

No funds shall be transferred from the invested reserve funds without the approval of the Executive Committee. Transfers from the invested reserve funds must be initiated by the Executive Director in consultation with the Finance Committee to the Executive Committee. Upon approval of the request, the transfer can be initiated.

The Finance Committee will provide updates to the Board of Directors on the status of each fund at least twice per year.

### **Expenditure of Investment Funds**

All decisions of the Board of Directors relative to the expenditure of investment funds must assess the uses, benefits, purposes, and duration for which the investment fund(s) were established, and consider the factors as relevant:

1. the duration and preservation of the investment fund;
2. purpose and strategic plan objectives of ACEC/PA and the fund;
3. the fiduciary responsibility to all ACEC/PA members;
4. general economic conditions;
5. possible effect of inflation or deflation;
6. expected total return from income and appreciation of investments;
7. other organizational resources;
8. all applicable investment policies; and
9. where appropriate, alternatives to spending from the investment fund and the possible effects of those alternatives.

**For each decision to appropriate investment funds for expenditure, an appropriate contemporaneous record must be kept and maintained describing the nature and extent of the consideration that the ACEC/PA Board of Directors gave to each of the stipulated factors.**

## Appendix:

### Guide to Investing (suggested only and advisor consultation may cause variation)

The investment goal of the total return fund is to achieve a total return (income and appreciation) of approximately 5% or more after inflation, over a full market cycle (3-5 years). The following guidelines apply to the three main investment asset classes:

**Money Market Funds: Allowable range: Minimum 5%; Maximum 45% of total assets**

A quality money market fund will be utilized for the liquidity needs of the portfolio whose objective is to seek as high a current income as is consistent with liquidity and stability of principal. The fund will invest in “money market” instruments with remaining maturates of one year or less, that have been rated by at least one nationally recognized rating agency in the highest category for short-term debt securities. If non-rated, the securities must be of comparable quality.

**Equities: Allowable Range- Minimum 20%; Maximum 60% of total assets**

The equity component of the portfolio will consist of high-quality equity securities traded on the New York, NASDAQ or American Stock exchanges. The securities must be screened for above average financial characteristics such as price-to-earnings, return-on-equity, debt-to-capital ratios, etc.

No more than 5% of the equity portion of the account will be invested in any one issuer. As well, not more than 20% of the equity portion of the account will be invested in stocks contained within the same industry.

It is acceptable to invest in an equity mutual fund(s) adhering to the investment characteristics identified above, as long as it is a no-load fund, without 12(b)(1) charges, which maintains an expense ratio consistent with those other funds of similar investment styles as measured by the Lipper and/or Morningstar rating services.

Prohibited equity investments include initial public offerings, restricted securities, private placements, derivatives, options, futures, and margined transactions.

***Exceptions to the prohibited investment policy may be made only when assets are invested in a Mutual Fund(s) that periodically utilizes prohibited strategies to mitigate risk and enhance return.***

**Fixed Income: Allowable Range- Minimum 30%; Maximum 75% of total assets**

Bond investments will consist solely of taxable, fixed income securities that have an investment-grade rating (BBB or higher by Standard & Poor’s and Baa or higher by Moody’s) that possess a liquid secondary market. If the average credit quality rating disagrees among the two rating agencies, then use the lower of the two as a guideline.

No more that 5% of the fixed income portfolio will be invested in corporate bonds of the same issuer. As well, not more than 20% of the fixed income portfolio will be invested in bonds of issuers in the same

industry.

The maximum ***average maturity*** of the fixed income portfolio will be 10 years, with not more than 25% of the bond portfolio maturing in more than 10 years.

Prohibited securities include private placements, derivatives (other than floating-rate coupon bonds), margined transactions and foreign denominated bonds.

***Exceptions to the prohibited investment policy may be made only when assets are invested in a Mutual Fund(s) that periodically utilizes prohibited strategies to mitigate risk and enhance return.***

### **Performance Measurements Standards**

The benchmarks to be used in evaluating the performance of the two main asset classes will be:

- **Equities:** *S&P 500 Index*- Goal: exceed the average annual return of the index over a full market cycle (3-5 years)
- **Fixed Income:** *Lehman Brothers Government/Corporate Index*- Goal: exceed the average annual return of the index over a full market cycle (3-5 years).

**ACEC/PA Board Meeting Events Report**  
**Sunday, June 2, 2024**

- I. Regional Meetings Recap for the year
  - a. Western – budgeted revenue: \$19.8K, actual: \$18K, average of 117ppl/meeting (up 11)
  - b. Central – budgeted revenue: \$11K, actual: \$13K, average of 85ppl/meeting (up 15)
  - c. Eastern – budgeted revenue: \$9.7K, actual: \$14K, average of 80ppl/meeting (up 12)
  - d. Government Affairs – budgeted revenue: \$8K, actual: \$2K, 42 ppl
- II. Legislative Events Recap
  - a. Legislative Day – total income was about \$16.5K with \$9,600 of that being sponsorship money rolled over from previous years. Expenses were less than \$6K.
  - b. Fundraiser for Matt Bradford, March 26 at Rubicon – 13 members attended
  - c. Central Region PAC reception on April 9 – 15 members attended
  - d. Event in DC at the ACEC Residence April 29-30 – 12 members attended
- III. Annual Leadership Meeting, Bedford Springs, June 3-4
  - a. 87 attendees and 17 guests
  - b. 12 speakers
  - c. Exceeded revenue in registrations and sponsorships
  - d. Will exceed forecasted profit of \$10K as well.
- IV. 2024-2025 Schedule of Events is complete
  - a. See attached. This will be posted on the website after Annual Leadership Meeting.
  - b. Annual Leadership Meeting 2025 location to be announced at the end of this event.
  - c. Only event TBD is Legislative Day for 2025.
- V. Coming in July...
  - a. Diamond Awards submissions open for 2025
  - b. Registration for Scholarship Golf Outing and Infrastructure Conference to open
  - c. Sponsorship Catalog goes out

## 2024-2025 Meeting Dates At-A-Glance

September 9	ACEC/PA Scholarship Golf Outing, Royal Manchester Golf Links, Mt. Wolf
September 10-11	ACEC/PA Infrastructure Conference, Hilton Harrisburg
September 11	ACEC/PA Board of Directors Meeting, Hilton Harrisburg
September 27	Western Region Meeting, Cefalo's
October 8	Eastern Region Meeting, Desmond Hotel
October 16	Government Affairs Meeting, West Shore Country Club
October 16	Central Region Meeting, West Shore Country Club
October 20-23	ACEC Fall Conference, Hyatt Regency New Orleans
November 1	Western Region Meeting, Cefalo's
November 12	Eastern Region Meeting, Desmond Hotel
November 20	Fall Day, Hershey Country Club
November 20	ACEC/PA Board of Directors Meeting, Hershey Country Club
January 10	Western Region Meeting, Cefalo's
January 15	Government Affairs Meeting, West Shore Country Club
January 15	Central Region Meeting, West Shore Country Club
January 23	ACEC/PA Board of Directors Meeting, Lancaster Marriott
January 23	ACEC/PA Diamond Awards, Lancaster Marriott
February 7	Western Region Meeting, Cefalo's
February 12	Government Affairs Meeting, West Shore Country Club
February 12	Central Region Meeting, West Shore Country Club
February 18	Eastern Region Meeting, Desmond Hotel
March 7	Western Region Meeting, Cefalo's
March 12	Government Affairs Meeting, West Shore Country Club
March 12	Central Region Meeting, West Shore Country Club
March 18	Eastern Region Meeting, Desmond Hotel
April 8	ACEC/PA Board of Directors Meeting, APC Building
April 24	Eastern Region Event, Location TBD
Spring 2025	ACEC/PA Legislative Day, Pennsylvania State Capitol
May 18-21	ACEC Annual Convention, Grand Hyatt, Washington DC
June 1-3	ACEC/PA Annual Leadership Meeting, La Fonda, Santa Fe
June 3	ACEC/PA Board of Directors Meeting, La Fonda, Santa Fe

## **ACEC/PA Government Affairs Committee Board Report March 6, 2024**

### **Activities in 2024**

- Hosted a virtual Government Affairs Committee meeting (Jan. 10, 2024)
- Participated in the Executive Committee (Jan. 22, 2024) that discussed the PAC Game Plan
- Participated in the Board of Director's Meeting (Jan. 25, 2024)
- Participated in the Communication Transition Discussion (Feb. 13, 2024)

### **Planned Committee Activities**

- March 6, 2024 – Government Affairs Breakfast (speaker-pending)
- March 6, 2024 – Government Affairs Committee meeting (In person and via Microsoft Teams)
- April 10, 2024 – Government Affairs Committee meeting (Microsoft Teams)
- May 8, 2024 – Government Affairs Committee meeting (Microsoft Teams)

### **2024 Legislative Day**

- Focus – Introduction to ACEC/PA – “this is what we do” and Transportation Funding

## **ACEC/PA Admin Committee Board Report June 2, 2024**

1. Number of Meetings Fiscal Year to Date (July 2023-Present): 5 (every 2 months)
2. Accomplishments Fiscal Year to Date (July 2023-Present):
  - Held a planning meeting on 8/1/2023 to discuss the operations of the committee.
  - Fritz participated in PennDOT Task Force meetings (7/6/23;10/5/23;1/4/24;4/11/24).
  - On 10-9-23 PennDOT Announced SOI file Size modification to 1MB. This was an ongoing project of the Admin Committee
  - Met with Municipal Services Committee to discuss progress on QBS white Paper on 10/20/23.
  - Utilizing the committee portal, we started a PennDOT priority Checklist Thread which through discussion at the 10-26-23 meeting three new items will be added to the upcoming PennDOT task force agenda.
    - Appetite to revisit Mutual Gains
    - Is it possible to receive a notification when an SOI is disqualified?
    - Timing of Supplements/Amendments and Advanced NTP
  - Successful Integration of TEAMS and phasing out committee portal
  - Discussed the items with PennDOT that were on the priority checklist and while no changes will be made at this time, we received informative information to take back to the members on these issues.
  - Continued discussion on future committee involvement.
  - Attended periodic meetings of committee chairs.
  - Started to investigate potential changes to the PennDOT Subconsultant Agreement
  - Looking into a free building relationships webinar/training session for young professionals.
3. Projects Committee is Engaged in Fiscal Year to Date (July 2023-Present):
  - QBS
  - Indemnification
  - Wage rates & escalation
  - Statements of Interest (Disqualifications)
  - PennDOT marketing meetings
  - Mutual Gains
  - PennDOT Subconsultant Agreement Changes– Current Priority

## **ACEC/PA Construction Services Committee Board Report June 2024**

1. Number of Meetings Fiscal Year To Date: 4 (7/27/23, 10/9/23, 1/8/24, 4/8/24)

2. Accomplishments Fiscal Year To Date:

Proprietary Traffic Barrier & End Treatments Certification Course – PennDOT has modified the structure of this course from live-virtual over 4 days to monthly self-paced courses that can be completed over the course of 18 days. PennDOT has shared draft changes to Pub 408 and Pub 2 relating to the changes that would permit inspectors to obtain individual product certs, rather than require certification in all products.

TA Training & Mentoring Plan/TA BMP's– The Dept. accepted our plan template as meeting minimum submission requirements. Template was provided to member firms. Ongoing discussions occur regarding best management practices in using TA's. Central Office has disseminated usage data to ADE-C's.

Met with Governors Office regarding CWTP Workforce Development Funding Opportunities – explained the TA program including the many required training courses to develop an inspector.

Vice Chairs have held committee positions throughout all PennDOT Districts for their winter school trainings over the past 5 years. It was another successful year. We are given 10 mins at most of these events (200+ attendees) to talk about ACEC/PA in general and our “hot topics” in construction.

Committee has worked directly with PennDOT Central Office through the process of proposing viability of Governor's CWTP Workforce Development Funding being used for TA level inspectors and potentially new TCI's. The committee provided a draft 'TCI Training and Mentoring Plan' to the Department for review.

3. Projects Committee is Engaged In Fiscal Year To Date:

Technology – A Work Group continues to meet regularly with the ECMS/PPCC team at Central Office (J. Burnett, M. Smeal, M. Lentz) to share information, collect, identify and resolve technological issues—next meeting scheduled for March 27<sup>th</sup>.

Wage Rate Discussions with Central Office – a Work Group developed within our committee assisted in research and discussions with Central Office relating to wage

increases for inspection staff effective November 2023. Group to continue this dialogue through the negotiation of the next union contract/SOL.

TA Usage – Ongoing quarterly discussions with Michele Harter. Michele provided new data as of January 2024 for our committee for review. This data was reviewed in detail with the committee and trends were shared with committee and the Department.

TA Training and Mentoring – Developed plan template, accepted by Dept., provided to membership.

Proprietary Traffic Barriers and End Treatment Certification Course – continuing as noted above.

MET Review – The committee has begun reviewing the MET's and identifying alternate and additional certifications for consideration by the Department in qualifying inspectors at the different classification levels.

Workforce Development – supporting ongoing discussions relating to CWTP, etc.

TCI Training and Mentoring – Developed draft plan template, provided to Dept. at their request for consideration related to CWTP.

Conflict Matrix Working Group – created work group concerning Pub 93 Escalation Matrix. The group aims to draft up changes or requested clarification and circulate to our committee and Contract Admin for review prior to further discussion with PennDOT.

#### 4. Committee/Association Challenges For Committee:

No notable challenges.

#### 5. Clients Engaged With:

PennDOT Consultant Agreement Division  
PennDOT Engineering Districts  
Governor's Office  
PennDOT ECMS Team  
PennDOT Guide Rail Team  
PennDOT Technology Team

#### 6. Action Items for Future:

- Increase TA usage
- Engage in SOW/MET update as appropriate

# MEETING MINUTES

- Continue wage rate dialogue through the negotiation of the next union contract/SOL.
- Implement sensible changes to Pub 93 related to the Engineering Involvement Restrictions Matrix.

7. Next Meeting – August 5<sup>th</sup>, 2024

## **ACEC/PA DRPA/DRJTBC Committee Board Report June 2, 2024**

### **1. Number of Meetings Fiscal Year to Date (July 2023-Present):**

- Three (3) Committee meetings on 9/6/2023, 1/3/2024, 3/5/2024
- Three (3) Construction Services subcommittee meetings on 10/10/2023, 2/6/2024, 4/3/2024
- One (1) joint meeting with ACEC/NJ DRJTBC committee on 12/4/2023
- One (1) joint meeting with ACEC/NJ DRPA committee on 12/6/2023

### **2. Accomplishments Fiscal Year to Date (July 2022-Present):**

- DRPA Chief Engineer Mike Venuto & DRJTBC Chief Engineer Kevin Skeels presented & spoke at ACEC/PA Eastern Chapter meeting on 11/7/2023
- Joint meeting with ACEC/NJ DRJTBC committee on 12/4/2023
- Joint meeting with ACEC/NJ DRPA committee on 12/6/2023
- Joint leadership meeting with ACEC/NJ and DRJTBC Chief Engineer & Executive Director on 2/8/2024

### **3. Projects Committee is Engaged in Fiscal Year to Date (July 2023-Present):**

- Prepared exhibits to facilitate discussions between ACEC & DRPA on two items of concern for member firms:
  1. During the construction phase, keep the designer as Engineer-of-Record on board for support services to review shop drawings & requests for information, and to address design changes due to field conditions. This is not standard practice with DRPA currently.
  2. On construction management contracts change the requirement that the Project Manager/Resident Engineer must be a PE. Instead, allow the option to have appropriate level NICET certified staff as PM/Resident Engineer. This is consistent with current practice of many similar agencies and DOTs.
  3. Encourage both DRPA & DRJTBC to institute a formal trainee program for construction inspection. This would help replenish qualified inspectors as the older workforce retires.

# MEETING MINUTES

## **ACEC/PA Innovative Delivery Committee Board Report May 17, 2024**

No meetings since 2/9/24 where Allen Melley gave a presentation on all things Digital Delivery. Coming out of that meeting, we asked PennDOT for a list of consultants that are currently doing DD pilot projects. Unfortunately, I have not followed up on this list until last week. Our idea was to have another meeting where we enlisted some consultants to sit on a panel and answer questions about their experiences/lessons learned thus far. Still plan to have this meeting at some point this Summer. Additionally, on the DBBV front, while we still await approved legislation, we did have a meeting with PennDOT on April 15<sup>th</sup> to discuss a few changes being proposed by APC regarding ATC confidentiality and communication during the period between the technical and price proposal submissions when they are separate, which are still being considered (meeting on May 20<sup>th</sup> to get report from Brent coming out of a meeting with PennDOT, PTC and APC that will add further clarity to these proposed changes).

# MEETING MINUTES



## ACEC/PA \_\_\_\_\_Municipal Services\_\_\_\_\_ Committee Board Report June 2, 2024

- The municipal services committee is currently working on the following:
  - Updating the current presentation to add new topics for this years PSATS presentations
  - Expanding our local government organization contacts
  - Growing exposure of the Municipal Services Committee to the local governments
  - Attempting to speak at more meetings besides PSATS

## ACEC/PA Safety Task Force Committee Board Report June 2, 2024

- **New Chair: Peter Kaplan** Peter Kaplan has assumed the responsibilities of Joan Roof as the new Chair of the ACEC/PA Safety Task Force.
- **Annual Initiatives:** The task force highly values any input and suggestions regarding potential annual initiatives. We are actively seeking advice and recommendations from members to shape our agenda for the upcoming year. Your insights and perspectives are invaluable in identifying priority areas where the task force can make a meaningful impact in advancing safety education within the engineering industry.
- **Safety Training and Education Information Programs:** To cultivate a safer working environment across member firms, we will work towards the development of safety training and education programs. These programs will cover a range of topics including hazard identification, emergency response protocols, ergonomics, and mental health awareness. By equipping member firms with the resources necessary to mitigate risks, we aim to help them reduce workplace accidents and injuries.
- **Best Practices Sharing Platform:** We intend to capitalize on our current best practices sharing platforms where member firms can exchange insights, strategies, and success stories related to safety initiatives. This will facilitate collaboration and peer-to-peer support, enabling firms to benchmark their safety performance and adopt proven strategies for improvement. Through the dissemination of best practices, we aim to foster a collective commitment to safety excellence within the engineering community.
- **Safety Culture Assessment and Improvement:** Building a strong safety culture is fundamental to sustaining long-term safety performance. To help member companies assess the current state of safety culture within member firms, I would like to propose the development of surveys or assessments to identify strengths, weaknesses, and areas for improvement within our respective organizations. Member companies can use this information internally and if approved, can share. Based on the findings, recommendations and resources can be provided or developed to assist firms in strengthening their safety culture. Our goal is to build a task force that member companies find beneficial for creating safer workplaces.
- **Conclusion:** The ACEC/PA Safety Task Force remains steadfast in its commitment to advancing safety standards and practices within the engineering industry. Through collaboration, education, and cultural transformation, we are confident that our annual initiatives will drive meaningful progress towards our collective goal of ensuring the health, safety, and well-being of all engineering professionals.

## **ACEC/PA Scholarship Committee Board Report June 2, 2024**

- The Scholarship Committee is composed of 12 members. They are Rich Ames (WSP USA); Ann Mark (McCormick Taylor); Kyle Rankin (AMT); Elliot Fink (Michael Baker), Josh Wilson (ATS PLC), Vince Valovage (Erdman, Anthony Associates), Edward Stetz (STV), Jennifer. McCracken (AECOM), Kevin Brown (TranSystems Corporation); Lorraine Castranio (American Engineers Group, LLC). Jim Brady of STV is the chairperson and Tom Imholte of Navarro & Wright is the Vice Chairperson.
- There have not been any meetings since March 2024. Our next scheduled meeting will be in August when we will recap 2024 and prepare for the scholarship advertisement.

## ACEC/PA Water Energy and Environment (WEE) Board Report June 2, 2024

1. Number of Meetings Fiscal Year to Date (July 2023-Present):

The WEE committee typically meets bimonthly. We have had three meetings of the Permitting Task Force Subcommittee since June of 2023 and the committee met with PennDOT Central Office staff in September of 2023 and in May of 2024. We had a committee meeting in December 2023, February 2024, April 2024, and one scheduled for early June 2024.

2. Accomplishments Fiscal Year to Date (July 2023-Present):

Description: We have a full complement of vice chairs on board for the WEE committee, including Mallory Griffin (Water – GHD), Ryan Whittington (Environmental – HNTB), and Jason Harkcom (Energy – Markosky Engineering Group)

We have 31 members signed up for the committee with 12-15 routinely present during our bimonthly meetings.

3. Projects Committee is Engaged in Fiscal Year to Date (July 2023-Present):

Description: Advancing the goals of the Permit Stakeholder Task Force, including:

- Goal 1- Update PennDOT QA/QC Form for 105/102 Submissions – **this goal was completed during the 2022/2023 board year.**
- Goal #2- Improve Interdisciplinary (Engineer/Water Resource/ Environmental) – **this goal was completed during the 2022/2023 board year.**
- Goal #3- Review KEES system to identify opportunities to eliminate redundant areas asking for the same information. – **this goal is ongoing as the committee continues to coordinate with PennDOT EPDD regarding modifications to the KEES system.**
- Goal #4- Develop procedures to address comments that are specific to individual PennDOT District/Conservation District. – **this goal is ongoing. ACEC/PA in collaboration with PA DEP and PennDOT sent out a list of survey questions to PA DEP reviewers to provide feedback on quality of permit submissions. The survey ended on April 19<sup>th</sup> and the group is now reviewing the results of the survey and will look to share the results with the membership in the near future.**
- Goal #5- Connect with District staff regarding permit issues/preferences. – **this goal is ongoing, and discussions continue to determine the**

**appropriate path forward to enhance procedures for addressing permit comments.**

4. Challenges Committee is Discussing:

Description: Attracting additional members to the WEE committee. Also finding PennDOT or PA DEP staff that are willing to provide presentations or updates to the group during regular meetings.

5. Clients/Organizations Engaged With (if applicable):

PennDOT, PA Department of Environmental Protection, PA County Conservation Districts, PA Water and Sewer Authority (PWSA), PA American Water, Philadelphia Water Department (PWD)

6. Action Items for Future:

- Continue to advance the objectives of the Permit Stakeholder Task Force
  - Goal #3- Review KEES system to identify opportunities to eliminate redundant areas asking for the same information.
  - Goal #4- Develop procedures to address comments that are specific to individual PennDOT District/Conservation District.
  - Goal #5 – continue with this new goal to garner feedback from PennDOT permit reviewers on the quality of permits from consultants.
- Continue quarterly meetings with PennDOT EPDD staff to help identify areas of collaboration between PennDOT and ACEC/PA WEE Committee.
- Develop webinars/presentations lead by PennDOT/PA DEP and others to provide updates on new initiatives that are of interest to our members.
- Continue discussions with PA DEP and identify a contact that ACEC/PA can connect with on a quarterly basis to discuss ongoing efforts by the department.

7. Update on Strategic Plan Initiative(s):

Board Goal #2 – External Partnerships – WEE committee has been building relationships with PWSA, PA American Water, and PWD to encourage engagement by their staff at ACEC events and collaboration in helping solve similar industry challenges that are existing partners may experience (permitting delays, changing regulations, etc).

8. Next Meeting – June 2024

## ACEC/PA WEE Permit Task Force Board Report June 2, 2024

**Meeting Held in 2024:** February 27, 2024 and May 21, 2024.

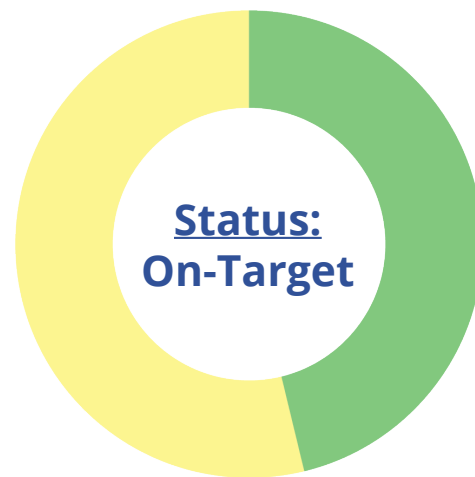
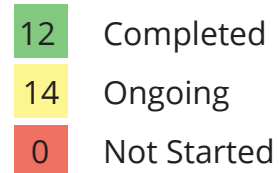
### **Summary of Permit Task Force Actions:**

- Attendance/Participation in Quarterly PennDOT Bureau of Design & Delivery, Environmental Policy and Development Division- meetings with Bryon Ruhl and Nick Vivian.
- **Goal #1- Update PennDOT QA/QC Form for 105/102 Submissions**
  - Updates to Chapter 105 guidance- **ON HOLD** due to PADEP rescinding the Function-Based Aquatic Resources Compensation Protocol Update on Publication revisions
- **Goal #2- Improve Interdisciplinary (Engineer/Water Resource/ Environmental) Communication.**
  - Goal complete
- **Goal #3- Review KEES system to identify opportunities to eliminate redundant areas asking for the same information.**
  - As discussed during Quarterly PennDOT meetings, Central Office is "ticking of" what ACEC/PA Task Force communicated with them. They are making progress on some of our action items. Continue the conversation.
- **Goal #4- Develop procedures to address comments that are specific to individual PADEP/Conservation District.**
  - Survey sent to regional reviewers at PADEP and County Conservation Districts. Asked questions related to permit quality, improvements, and continued deficiencies.
  - Survey closed April 19.
  - Group is developing a comment response document.
  - Will discuss with Central Office prior to releasing the comment response document to the ACEC/PA Community as well as to the survey respondents.
- **Goal #5- Connect with District staff**
  - Contact PennDOT District and RPCO staff to discuss any permit quality improvements. Developed standard questions to ask.
  - Develop strategy for communicating to ACEC/PA community

Next Meeting – July 30, 2024

## 1. Advocacy

### Year 1 Tasks:



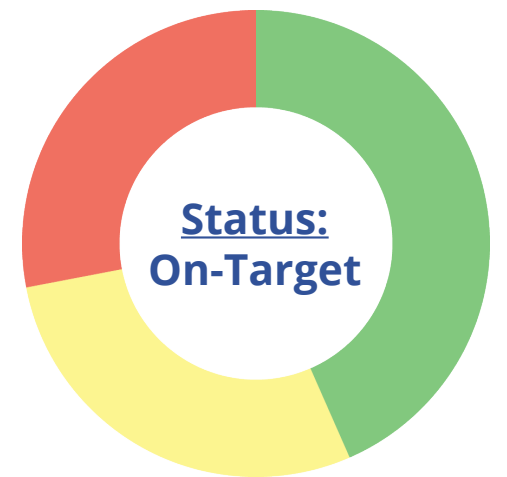
## 2. Partnerships

### Year 1 Tasks:



### 3. Networking

### Year 1 Tasks:



- All three regions hosted events aimed at engaging emerging professionals in ACEC/PA and related activities.
- Eastern Region event featured emerging staff from consultant members as well as PA Turnpike Commission, with nearly 100 people in attendance.
- Multiple PAC fundraisers were structured to facilitate networking among member firms and elected officials.

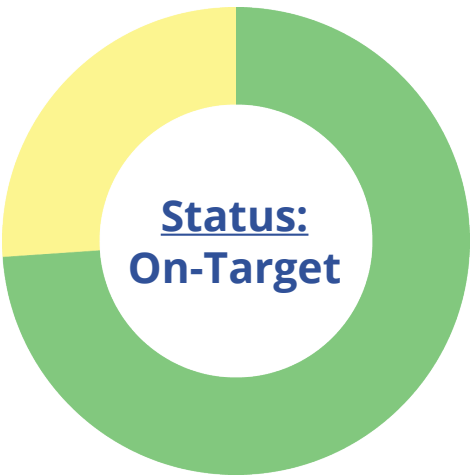
*In the summer of 2022, the ACEC/PA Board of Directors developed a three year strategic plan to guide the organization in the best interests of its member firms. The resultant plan yielded 80 tasks spanning 5 major goal areas. The Board's Strategic Planning Committee monitors progress and completes an annual review for adjustments and enhancements to the plan. This document summarizes progress made in the 18 months of the plan's implementation.*

### 4. Governance

Making sure that ACEC/PA runs efficiently, with clear expectations and well-defined roles for the Board of Directors, committees and staff is critical, as is ensuring strong participation by DBE members and developing a pipeline of future ACEC/PA leaders.

#### Year 1 Tasks:

22	Completed
8	Ongoing
0	Not Started



#### Notable Accomplishments/Activities:

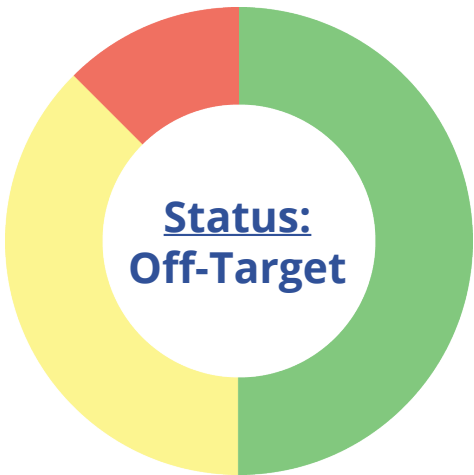
- This scorecard is being updated and shared biannually to communicate strategic plan implementation progress.
- Governance committee completed revisions to governance manual to update board roles and other changes.
- A new process has been implemented to conduct an annual review of governance manual, bylaws, financial policies and procedures and the ACEC/PA Employee Handbook.
- A succession planning pipeline / process is being developed for future leadership of ACEC/PA

### 5. Membership

A robust, well-informed membership base is important for the long-term success of ACEC/PA and our industry. Efforts here will focus on enhanced communications, recruitment, and diversifying our membership. Several new member firms joined ACEC/PA in this reporting period and significant “behind-the-scene” efforts that strengthen the organization for the long-term were completed. Future periods should see increased focus on DBE member participation and related efforts.

#### Year 1 Tasks:

4	Completed
3	Ongoing
1	Not Started



#### Notable Accomplishments/Activities:

- Membership committee has established Board of Director Liaisons for member firms and conducted dozens of phone interviews of member firm leaders to solicit feedback and input on the organization. This outreach is planned to occur annually and feedback is shared as a standing agenda item at Board meetings.
- A Value Proposition document was developed for recruitment of new member firms and a “hot-list” of potential members has been established with committee members reaching out.

### For More Details:

- The full ACEC/PA 2022-2025 Strategic Plan is available on [acecpa.org](http://acecpa.org) in the Members section under ACEC/PA Policies.
- Details on individual tasks are diligently tracked by the Strategic Planning Committee using Microsoft Planner. Contact ACEC/PA Executive Director Brent Sailhamer with specific inquiries.

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Visit us on the web:



[acecpa.org](http://acecpa.org)