



Society of
Women Engineers

ASPIRE • ADVANCE • ACHIEVE

Region F Council Meeting July 30, 2014

Jennifer Lynch

FY15-16 Region F Governor

Engineers Make a World of Difference

Agenda

Brief introduction – Jenny

For a vote: Requires 50% quorum (8 of 15 reps.)

- FY14 region conference proceeds for WNEU – Cherie
- FY15 Budget – Cherie

Additional agenda items - Jenny

- Fall Leadership summit and monthly telecons
- Important Dates for our region
- Announcements
- Section reporting schedule and information



Region F FY15 Budget Proposal

Cherie Cain, FY15 Treasurer

July 30, 2014

Region F Current Account Balance

\$50,598.73 actual balance in account
– \$1,764.87 in current commitments

\$48,833.86 current balance

Commitments/Receivables

Remaining conference expenses from Western New England of \$1764.87.

Uncollected conference sponsorship and career fair fee of \$1400.

Region Conference Proceeds Vote

It is proposed that region conference proceeds of \$20,000 be split 50/50 with Western New England University.

Conference Successes

Third highest attendance in last seven years.

Similar profit to recent years despite lower sponsorship due to much lower costs and high participation.

Session topics were well received, especially the Alternative Energy panel.

FY14 Region F Budget

| | | |
|-------------------------------------------------------------------|------------------|------------------|
| Date: July 1,2013 | | |
| Initial Account Balance for FY14 | 60,575.21 | |
| Balance for FY13 Conference Expenses | 8,987.80 | |
| FY13 Pending Liabilities (Uncashed Checks) | 74.02 | |
| Corrected Initial Balance for FY14 | 51,513.39 | |
| | | |
| Income | Budgeted | Actual |
| Dues Rebates | 1,000.00 | 1,807.41 |
| Region Conference Proceeds | 18,000.00 | 19,009.44 |
| National Conference Awards | - | 3,200.00 |
| CPC Funding | 1,000.00 | 1,000.00 |
| FY13 Receivable | - | 550.00 |
| Donation | - | 100.00 |
| Removal of uncleared checks from previous years | - | 65.00 |
| Total Income for FY14 | 20,000.00 | 25,731.85 |
| | | |
| Expenses/Disbursements | Budgeted | Actual |
| Region Council Member Assistance | 4,000.00 | 3,853.02 |
| Section President/Treasurer Fund - Region Conference | 15,000.00 | 1,778.55 |
| Section President/Treasurer Fund - Annual Conference | 25,000.00 | 11,861.99 |
| Region Conference Registration Expense | 178.00 | 205.21 |
| Region Section Awards | 200.00 | 112.50 |
| Administrative Expenses | 2,000.00 | 1,600.31 |
| Special Funding to Sections | 2,000.00 | - |
| Share of Conference Proceeds to Hosting College for Previous Year | 9,000.00 | 9,000.00 |
| Total Expenses/Disbursements | 57,378.00 | 28,411.58 |
| | | |
| Projected Ending Balance for FY14 | Budgeted | Actual |
| | 14,135.39 | 48,833.66 |

Proposed FY15 Region F Budget

– with FY14 comparison

| | FY14 Budgeted | FY14 Actual | FY15 July Proposal |
|-------------------------------------------------------------------|------------------|------------------|--------------------|
| Initial Account Balance | 60,575.21 | | 51,176.44 |
| Balance for FY13 Conference Expenses | 8,987.80 | | |
| Pending Liabilities (Uncashed Checks) | (74.02) | | (2,342.78) |
| Pending Receivables | | | 1,400.00 |
| Operating Reserves | | | 20,000.00 |
| Corrected Initial Balance | 51,513.39 | | 30,233.66 |
| | | | |
| Income | FY14 Budgeted | FY14 Actual | FY15 July Proposal |
| Dues Rebates | 1,000.00 | 1,807.41 | 1,200.00 |
| Region Conference Proceeds | 18,000.00 | 19,009.64 | 20,000.00 |
| National Conference Awards | - | 3,200.00 | - |
| CPC Funding | 1,000.00 | 1,000.00 | 1,000.00 |
| FY13 Receivable | - | 550.00 | - |
| Donation | - | 100.00 | - |
| Removal of uncleared checks from previous years | - | 65.00 | - |
| Total Income | 20,000.00 | 25,732.05 | 22,200.00 |
| | | | |
| Expenses/Disbursements | FY14 Budgeted | FY14 Actual | FY15 July Proposal |
| Region Leadership Assistance | 4,000.00 | 3,853.02 | 6,000.00 |
| Section President/Treasurer Fund - Region Conference | 15,000.00 | 1,778.55 | 5,000.00 |
| Section President/Treasurer Fund - Annual Conference | 25,000.00 | 11,861.99 | 26,500.00 |
| Region Conference Registration Expense | 178.00 | 205.21 | |
| Region Section Awards | 200.00 | 112.50 | 200.00 |
| Administrative Expenses | 2,000.00 | 1,600.31 | 2,000.00 |
| Special Funding to Sections | 2,000.00 | - | 2,500.00 |
| Share of Conference Proceeds to Hosting College for Previous Year | 9,000.00 | 9,000.00 | 10,000.00 |
| Total Expenses/Disbursements | 57,378.00 | 28,411.58 | 52,200.00 |
| | | | |
| Projected Ending Balance | FY14 Budgeted | FY14 Actual | FY15 July Proposal |
| | 14,135.39 | 48,833.86 | 233.66 |

Explanation of Proposed FY15 Budget

See slides “Net Assets at Start of Fiscal Year” and “Yearly Income v Expenses” for 10 year trend of region finances.

Operating reserve, \$20K, allocated as a minimum balance to be used if an unexpected loss of income occurs.

“Conference Proceeds 5 Year Trend” is basis of estimate for FY15 conference proceeds.

Region Leadership Assistance was increased due to new elected leaders that may need more assistance than in FY14. Also, we spent most of the allocation for this item this year.

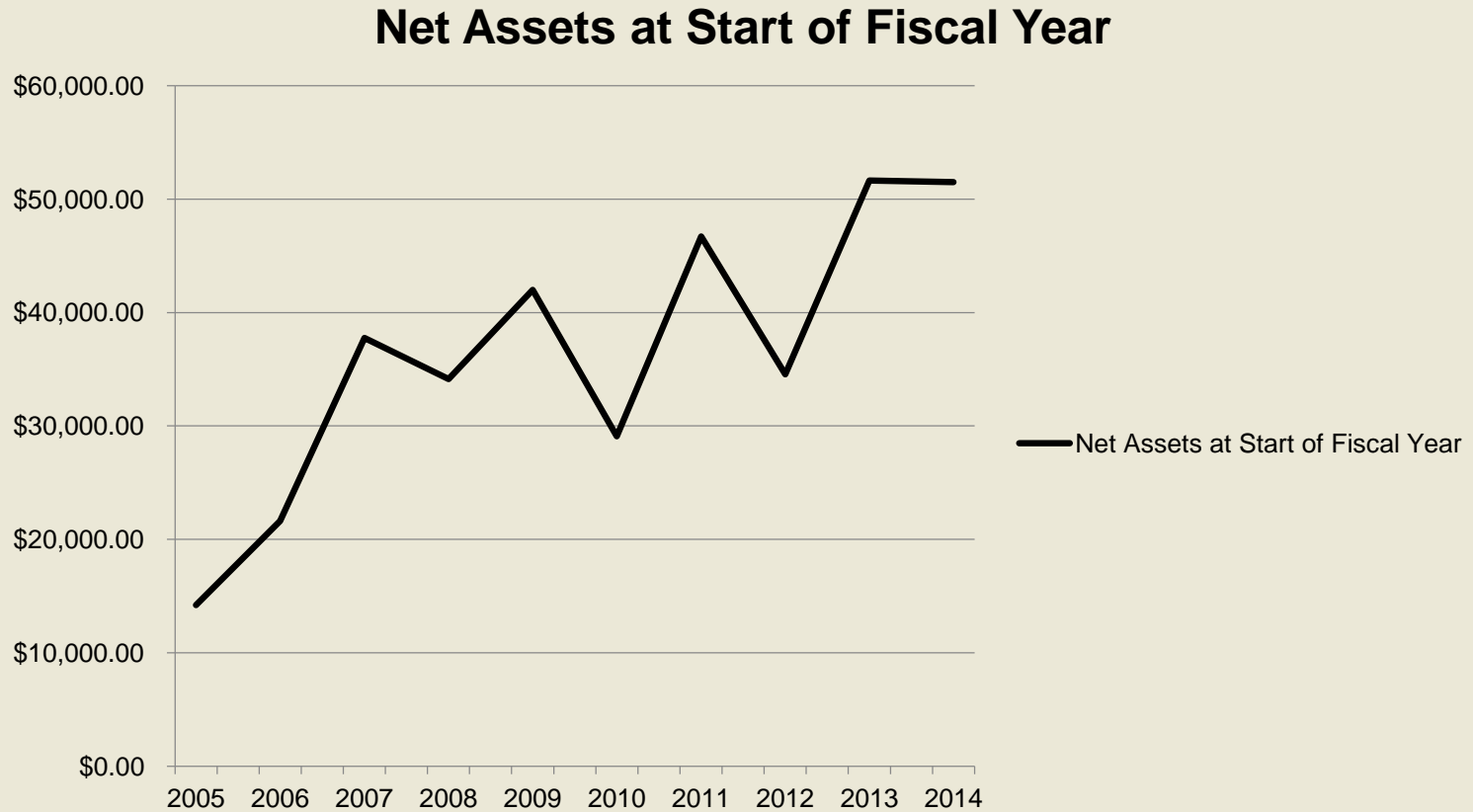
See conference assistance trend slides at the end of presentation.

Region Conference registration expense moved to conference budget in FY15.

Special funding to sections increased by \$500 due to grant awarded for event scheduled in September.

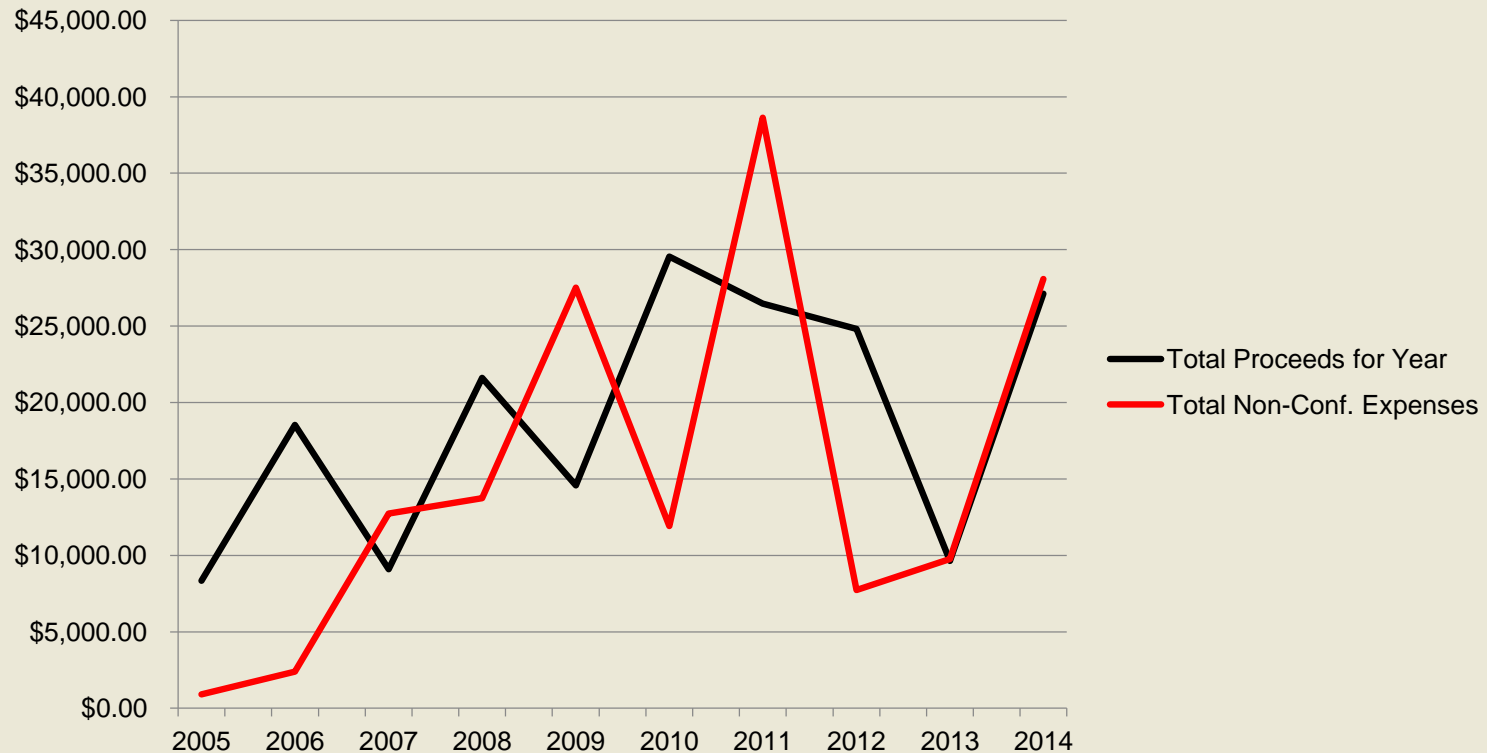
Proposed share of conference proceeds based on the council historically voting to split proceeds 50/50.

Net Assets at Start of Fiscal Year



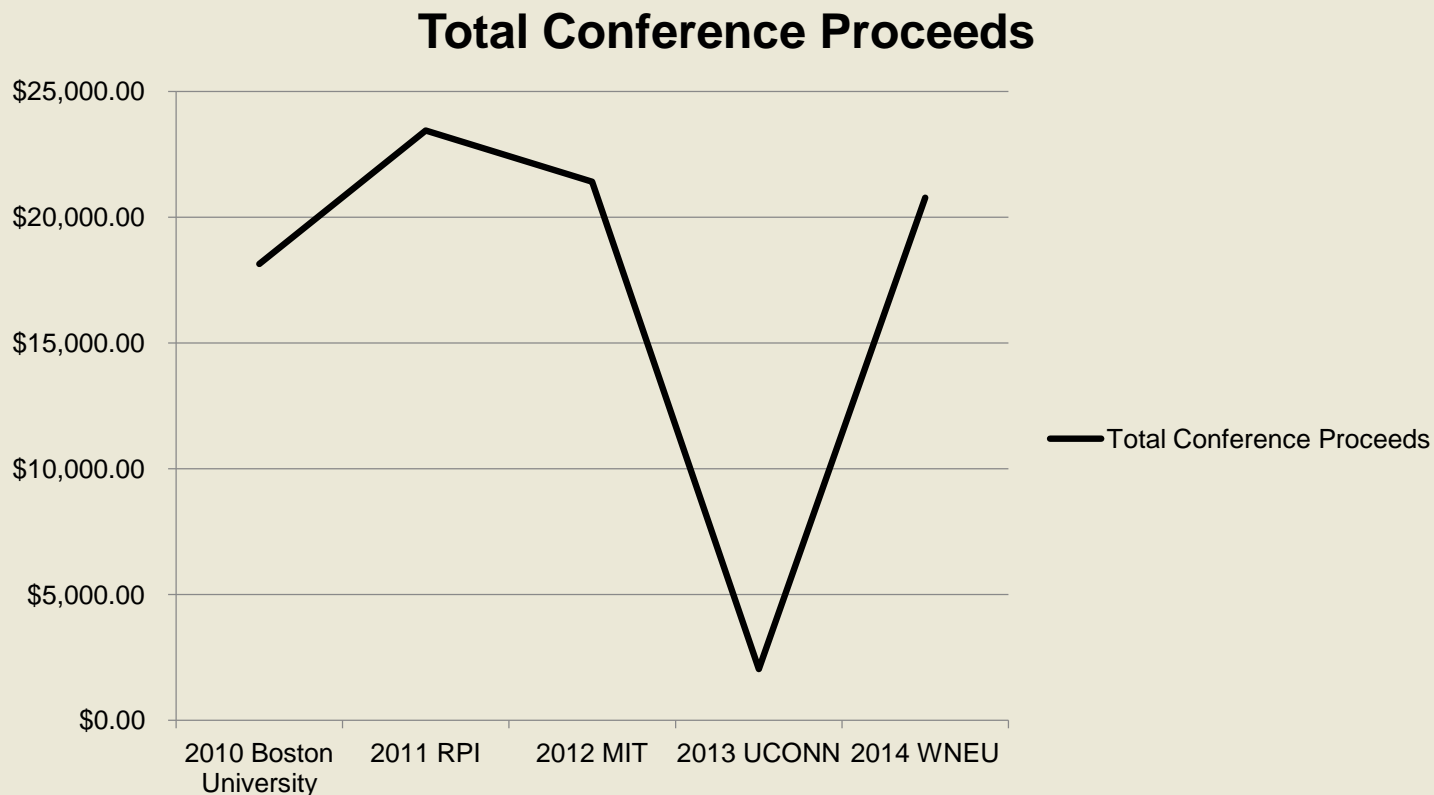
Net assets at the start of FY15 will be ~\$50,000.

Yearly Income v Expenses



Expenses exceeded income in FY07, FY09, and FY11. FY07, the reason was low income for the year. FY09 and FY11, the reason was \$25K contributed to Region F scholarship endowment. In FY13, we have an outstanding receivable of \$16,728.65 with Acteva.

Conference Proceeds 5 Year Trend



2013 Uconn should have been ~\$20K. WNEU is estimated

Conference Assistance Data

| | FY13 | FY14 |
|------------------------------|-------------|-------------|
| Collegiate - Society | 13 | 14 |
| Professional -Society | 3 | 10 |
| Costs -Society | 11423.22 | 11861.99 |
| | | |
| Collegiate - Region | 10 | 10 |
| Professional - Region | 1 | 7 |
| Costs - Region | 940 | 1543.84 |

- Slight year to year increase in Society Assistance Cost.
- I expect an increase for FY15 due to location of Society Conference and increasing program awareness.
- It is recommended to volunteer at Society conference, use shuttles and public transport to keep costs down.

Society Conference Assistance Breakdown

| | FY13 Houston | FY14 Baltimore |
|----------------------|-----------------|-------------------|
| Collegiate-Society | | |
| Members assisted | 13 | 14 |
| Lodging | 2922.62 | 3047.96 |
| Transportation | 3932.9 | 1590.8 |
| Registration | 800 | 800 |
| Food | 950 | NA |
| Total | 8605.52 | 5438.76 |
| Professional-Society | | |
| Members assisted | 3 | 10 |
| Lodging | 313 | 2169.85 |
| Transportation | 1119.7 | 1590.88 |
| Registration | 1250 | 2662.5 |
| Food | 135 | NA |
| Total | 2817.7 | 6423.23 |
| Sum Total | 11423.22 | 11861.99 |

FY14 observations:

- Society conference attendance for officers is a budget item for some collegiate sections.
- Some collegiates share hotel with non-officers from their section.
- Many professionals did not share hotel with another member.
- Only early bird registration was reimbursed.
- Food was not reimbursed in FY14.
- Known LA expenses:
 - Early bird registration: \$90
 - Collegiate, \$435 professional
 - Airport transport: shuttle cost \$30 - \$32/person
 - Hotel: \$169 - \$256/night

Region Conference Assistance Breakdown

| | FY13 UCONN | FY14 WNEU |
|----------------------|---------------|-----------|
| Collegiate-Society | | |
| Members assisted | 10 | 6 |
| Lodging | 248 | 422.86 |
| Transportation | 97 | 166.52 |
| Registration | 350 | 150 |
| Food | 150 | NA |
| Total | 845 | 739.38 |
| Professional-Society | | |
| Members assisted | 1 | 5 |
| Lodging | 0 | 508.66 |
| Transportation | 0 | 85.8 |
| Registration | 70 | 210 |
| Food | 25 | NA |
| Total | 95 | 804.46 |
| Sum Total | 940 | 1543.84 |

FY14 observations:

- Not all members awarded assistance applied for reimbursement.
- Collegiates shared rooms. Most professionals did not share rooms.
- Number of collegiates needing lodging could be dependent on if Wentworth offers room sharing on campus.

Agenda

Additional agenda items - Jenny

- Fall Leadership summit and monthly telecons
 - Summit: October Saturday at WIT – Doodle poll this weekend, agenda by late August
 - Monthly telecons – Alternate Tues and Wed. at 8PM?
- Important Dates for our region – first pass in separate attachment
 - WE14 in Los Angeles! Deadlines and 2015 dates will need to be confirmed
- Announcements
 - Please share information with your constituencies.
 - I will send items via email at least monthly.
 - Feedback if items should be eBlast or postings (Region has FB, blog, Twitter feeds)
 - I will have more information to share after my August Region Governors Summit
- Section reporting schedule and information

RG Team Reporting Schedule

FY15 RG & MAL Report forms will be available following
RG summit Aug. 15-16

BOD (DR) Reports due:

October 1

March 1

June 1

RG Team Reports due:

September 20*

February 20

May 20

NEW:

Representative (Section, MAL, RCR)
reports at discretion of Region
Governors/MAL President.

ACTION: Give thought to:

- What information really needs to be collected
- How to make things as easy as possible for all volunteers (yourselves included)

Time will be allotted at the RG summit to brainstorm/discuss further.

* First collegiate reports due 10/10 to RG