

Minutes
PSAN BOARD MEETING AGENDA
Friday, September 18, 2015,
Chances "R" Restaurant
124 W 5th St
York, NE 68467
402-362-7755

1) Call meeting to order.

Meeting called to order at 1:10 p.m. by President Wayne Dietz.

2) Roll call:

President - Wayne Dietz (P)

President Elect - Dan Martinez (P)

Treasurer - John Berry (P)

Secretary - Warren Headlee (P)

Board of Directors:

Jeremy Feusner (P)

Jason Headley (P)

Duane Katt (A)

Brian Langenberg (A)

Casey Sherlock (P)

Matt Tinkham (P)

Steve Cobb (P)

Admin. Sec., Connie Arnold (A)

3) Review and approve agenda.

Under New Business, Steve Cobb recommended adding Item 5 Investment Committee.

Motion to approve agenda with added item by Steve Cobb, second by Dan Martinez.

Motion: Pass.

4) Review and approve minutes of June 19, 2015 board meeting.

Motion to approve by Jeremy Feusner, second by Casey Sherlock.

Motion: Pass.

5) Don Sorenson - Edward Jones Account.

Financial Advisor, Don Sorenson with Edward Jones performed a recent analysis of our portfolio (see attached) and reviewed his findings with the board. Sorenson made the following suggestions:

1. Create a mission statement and/or investment policy. Sorenson stressed the importance of having a plan in writing so everyone will know how PSAN is investing the money and what we are trying to accomplish with those investments. Sorenson provided a draft copy of a Statement of Investment Objectives and Policies for us to review (see attached).
2. Adding a higher percentage of the portfolio to growth focused investments. Sorenson provided the Morningstar ratings (see attached) of the Growth Fund of America and the

New Economy Fund as a couple of different growth focused funds from American Funds to consider.

3. Keep cash in a cash type investment to cover expected expenditures (i.e. PSAN Scholarship).
4. Consider utilizing an Edward Jones Advisory Solution to manage the portfolio. Sorenson explained that these managed portfolios are professionally balanced and that Edward Jones defines a balanced portfolio as containing 65% stocks and 35% bonds. Sorenson stated that our current portfolio is 85% stocks and 15% bonds. Sorenson suggested considering the active/passive core research model (see attached) which is a balanced toward growth model/portfolio. Sorenson stated that this is a fee based program and that the cost is 1.35% per year.
5. A reasonable rate of return expectation should be 6% to 9% per year.
6. At a minimum, review the investment policy and portfolio every 3 years.
7. Sorenson recommended contacting our accountant for any questions regarding our non-profit status.

Sorenson also pointed out that as a 501(c)(9) non-profit organization, PSAN can accept gifts and that our gifts are deductible.

6) Old Business.

1. 2016 winter convention - Casey Sherlock in Grand Island.

Casey Sherlock reported that he has signed a contract with the Midtown Holiday Inn in Grand Island and that the convention would be January 28th & 29th, 2016. Sherlock stated that a block of 80 rooms had been reserved and that the nightly room rate is \$94.95. Sherlock explained that the meeting will consist of multiple topics and speakers. Sherlock added that the topics, speakers and rates had not yet been finalized and would be discussed with the convention committee immediately following this meeting.

John Berry asked if PSAN would be liable if alcohol was purchased by PSAN. Vickie Roth stated that the liability is with the holder of the liquor liability policy or, in this case, Midtown Holiday Inn.

2. 2016 summer seminar - Bonnie Edwards and Jerry Penry at Halsey Forest.

Dan Martinez reported that the seminar would be on July 15th, 2016 and Bonnie Edwards and Jerry Penry had been working with personnel at the National Forest to secure the group campground on July 14th through July 16th, 2016. Martinez stated that there was no further news regarding the program.

3. 2017 Winter Convention - Jason Headley.

Jason Headley reported that he was wanting to have the 2017 Winter Convention at Eugene T. Mahoney State Park on January 26th – 27th, 2017. Headley is concerned that there are only 40 rooms available at the park and asked for opinions on the room situation.

The general consensus of the board was that only having 40 rooms would not create a problem as long as it was disclosed early enough for attendees to make other arrangements.

4. Revised constitution & by-laws.

LaVern Schroeder read through the proposed changes to the constitution and by-laws, but, since the proposed revisions had not been distributed to the board beforehand, it was decided that they would be sent to the board members to review and comment on by a determined date. Dan Martinez volunteered to field all questions and suggestions. Martinez said he would check to see if the proposed changes needed to be delivered to the members 30 or 60 days prior to the general assembly meeting before determining if a special meeting would be necessary.

5. Budget.

See attached budget dated October 1, 2015 – September 30, 2016.

John Berry asked if the \$19K estimate for the Winter Seminar was enough. Casey Sherlock thought that since no large speaker fee was anticipated the \$19K estimate should be OK. Berry pointed out that the \$500 miscellaneous amount was for the insurance policy. Berry added that the membership dues were based on 231 members. Berry then asked if anyone knew where we stood with Kissel and Associates. Berry said he would follow up to see what the status was.

Motion to approve the 2016 budget by Steve Cobb, second by Matt Tinkham.

Motion: Pass.

6. Insurance policy - John Berry - Vicky Roth.

Vickie Roth with UNICO met with us to discuss our current crime insurance policy and pointed out that it is a very minimal policy. Roth stated that it covers employee theft and that it was increased last year from \$30K to \$150K. Roth added that we are all covered under the crime policy, but that our book keeper would not be covered since she is a contract employee and recommended that we have a contract drawn up for the book keeper to sign.

Roth explained that all of us would be considered a director or an officer and that currently we had no directors and officers policy (D&O policy). Roth stated that we are currently paying \$319 per year and to add a D&O policy our yearly rate would increase to approximately \$1000 per year. Roth further explained that our current employer's policy might cover each of us as directors and officers of PSAN.

Roth pointed out that computer fraud, funds transferred and forgery are all options that we could add to our policy. Roth added that EPLI (Employment Practices Liability Insurance) doesn't really apply to us but could be included. Roth said that adding a computer fraud and funds transferred policy would increase our rate from \$319 to \$447 per year.

Roth stated that the association's money was protected only if someone within the association was to take it. If anyone from outside the association was to take it we would be out the money.

Roth stated that we do not need to carry workers comp insurance but should have something in writing with the book keeper. Roth added that workers comp insurance would probably run an additional \$500 a year.

Roth concluded that a general liability policy including D&O, computer theft, fraud, events, etc. might be the best way to go. Roth estimated that we could probably get such a policy for approximately \$800 to \$1000 a year. Roth said she would work up a general liability policy estimate for us and send to John Berry.

7. New Business

1. Set up convention committee - Dan Martinez.

Dan Martinez reported that there had been one telephone meeting and that Jeremy Feusner, Matt Tinkham and Casey Sherlock made up the remainder of the committee. Feusner volunteered to chair the committee.

Feusner added that he had put together an assistance guide stating what the committee goals are and to help conference host in planning, scheduling, etc.

Tinkham asked that any ideas be sent to one of the committee members.

2. Advertising Committee; no money paid for extra sized ads since December 2012.

Wayne Dietz said that Connie Arnold and Sandy Maillie were reporting that no additional advertising fees for the newsletter had been collected since 2012.

LaVern Schroeder stated that the newsletter had not been published for two years (2010-2012) but PSAN had continued to collect money from the sustaining members. Schroeder added that there was also a discrepancy in the constitution as to whether a quarter page or a half page of advertising should be included with a sustaining membership. Schroeder stated that he thought that the letter prepared by Maillie should be sent to all sustaining members specifying exactly what advertising was going to cost.

John Berry commented that because of the lost advertising fees, PSAN had been shorted approximately \$3,200 to \$3,500. Berry suggested that it be pointed out in the letter that PSAN had not charged any additional advertising fees since 2012.

Schroeder continued that a decision needs to be made as to whom is responsible to send the invoices and how often. Maillie has suggested that Arnold be the one to invoice.

Berry stated that he thought the process should be as follows:

1. Ads should be sent to Maillie.
2. Maillie will notify Arnold of additional fees required.
3. Arnold will prepare and send invoice.

Berry added that each sustaining member needs to let Maillie know what their advertising needs will be for the coming year and invoicing should be done on a yearly basis, not quarterly. Berry said that he would draft a letter to the sustaining members and sent it out to the board for review and comment.

Schroeder then pointed out that Southeast Community College had been running a quarter page ad and they are not a sustaining member. The board unanimously agreed that Southeast should be allowed to continue placing a quarter page ad at no cost.

Schroeder continued with the issue concerning Maillie being on the advertising committee while not being a member of PSAN and stated that Maillie has since applied to become an affiliate member. The board decided that since Maillie was a contract employee and paid to be the newsletter editor, she would be removed from the advertising committee and Schroeder agreed to be chair of the advertising committee.

3. Dan Martinez - NSPS Young Surveyors Chapter.

Dan Martinez handed out a flyer for the NSPS Young Surveyors Network (see attached), which some states are active in. Martinez reported that he was going to attend the NSPS Fall Business Meeting and was going sit in on the October 8th Young Surveyors Meeting. Martinez wants to see what would be required to set up the network in Nebraska.

Martinez added that he had been asked to co-chair the FEMA Committee for NSPS. Martinez said that he would report on the October meeting.

4. Connie Arnold - Annual raise review.

John Berry reported that in the summer of 2014 we had agreed to give Connie Arnold a 3% raise if financially possible. Berry stated that Arnold currently is paid \$15.17 per hour and a 3% raise would increase it to \$15.63 per year or approximately an additional \$500 per year. Berry added that we could afford that.

Motion to approve a 3% annual contract increase for Connie Arnold by Casey Sherlock, second by Steve Cobb.

Motion: Pass

Wayne Dietz asked what we paid Sandy Maillie. Berry reported that Maillie was paid \$300 per issue as editor of the Nebraska Surveyor newsletter. LaVern Schroeder added that each newsletter was reviewed by a former English teacher for \$50 per issue so the total cost to PSAN is \$350 per issue or quarter. Schroeder thought that \$350 was a sufficient amount for now.

5. Investment Committee.

Dan Martinez stated that he felt we should form a committee to investigate and follow up with Don Sorensen's recommendations for our Edward Jones account.

Wayne Dietz suggested that the investment committee be a three (3) person committee with the treasurer being one of the three.

The board agreed that this item could wait until and be added to the general assembly meeting agenda.

9. Officer Reports.

President - Wayne Dietz.

Wayne Dietz asked for a volunteer to start considering nominations for the Head Chainman Award and figure out who will be eligible for the 25 Year Award. Dietz added that we will need nominations by our December meeting. Dan Martinez volunteered to help and will prepare a notification for Connie Arnold to send out to the membership.

Dick Hansen asked and it was agreed upon that in order to be eligible for the 25 Year Award the 25 years had to be continuous and uninterrupted.

Dietz added that he had been asked by the Frontier County Assessor, who is also president of the Assessors Association, for county surveyors to, along with the state surveyor, be on a panel at the NACO Convention in Kearney on December 10th.

Set up committees:

Initial Point Committee - Doug Stevenson

Wayne Dietz reported that Doug Stevenson said he would contact the folks in Kansas to see if anything was needed.

Advertising Committee – (discussed under New Business, Item 2).

Constitution Review Committee - Richard Hansen & LaVern Schroeder, Co-chair
(discussed under Old Business, Item 4).

President Elect - Dan Martinez – No Report.

Secretary - Warren Headlee – No Report.

Treasurer - John Berry

John Berry provided a copy of the Treasurer's Report dated September 1, 2015 and a summary of the final numbers for the 2015 Summer Conference (see attached).

Board of Directors:

Jeremy Feusner – No Report.

Jason Headley – No Report.

Duane Katt

Wayne Dietz reported that Duane Katt was getting a pamphlet prepared to put on our website and/or distribute by other means explaining the values of a county surveyor and the importance of having your property surveyed and should have it ready by the next meeting.

Brian Langenberg – No Report.

Casey Sherlock – No Report.

Matt Tinkham – No Report.

Steve Cobb – No Report.

Admin. Sec., Connie Arnold – (see attached report dated September 14, 2015).

10. Committee Reports

Publications - LaVern Schroeder – No Report

Nominations - Brian Langenberg

Dan Martinez asked how many and what positions were up for reelection in 2016. Wayne Dietz said it would be three directors, vice president and the secretary. Dietz added

that he and Brian Langenberg had recently talked about potential candidates and that Langenberg had indicated he was going to wait to see who volunteered via the membership renewal forms that Connie Arnold would be mailing shortly. Dietz and Martinez agreed that it would be a good idea for Langenberg to contact those who had volunteered on last year's renewal forms. Dietz said he would give Langenberg a call to discuss.

Education - Matt Tinkham

Matt Tinkham reported the pre-exam workshop will be held as a part of the Winter Seminar again this year. Tinkham added that this year it will be broken into four different sessions with a math refresher being one of the sessions. Tinkham estimated 20-25 people will attend the workshop.

Public Relations - Dave Schmitz – No Report.

Legislation - Todd Whitfield – No Report.

Membership - Brian Langenberg

William E. Knight, \$140.00 check enclosed with application

Motion to approve William E. Knight's application by Steve Cobb, second by Jeremy Feusner.

Motion: Pass.

Historical - Gene Thomsen, Mitch Humphrey – No Report.

Ethics and Standards - Duane Katt – No Report.

GIS - Jason Headley – No Report.

Associate - Steve Cobb

Steve Cobb reported that the next Southeast Nebraska Land Surveyors Association seminar will be the third Saturday in October.

11. Set meeting date for December (Friday - 4th, 11th, 18th, 25th) 2015 meeting.

Friday, December 4th was agreed upon for the next meeting.

12. Adjournment Motion.

Motion to adjourn by Casey Sherlock, second by Jeremy Feusner.

Motion: Pass – Meeting adjourned at 3:40 p.m.

Respectfully submitted by Warren Headlee, Secretary.

2015 Summer Conference: Fort Robinson State Park

18 registered for the conference and received PDH's

Fees- \$ 2395.00

Costs- \$ 768.55

Total for Conference \$1626.45

Treasurer's Report
9/1/2015

Washington County Bank Checking
6/14/2015 thru 9/01,2015

Date	Num	Description	Category	Memo	Amount
Balance 6/14/2015					16,564.31
6/14/2015	1847	Connie Arnold			-61.48
6/22/2015		transfer	phone, postage		-200.00
6/30/2015		Banking Fees	Winter Conference E&A donation Scholarship fund		-6.82
7/7/2015	1848	American Broadband			-25.00
7/14/2015	1849	Connie Arnold	phone, postage		-62.97
7/14/2015	1850	Connie Arnold	Salary April 1st-June 30th		-3,629.42
7/30/2015		Summer Conference	Fees		2,395.00
7/30/2015		2015 Membership Dues			50.00
7/30/2015		2016 Membership Dues			140.00
7/30/2015	1851	Fort Robinson State Park	summer conference-food		-620.81
7/30/2015	1852	Pine Ridge Land Surveyors	reimburse for room payment. summer conference		-147.74
8/10/2015	1853	American Broadband			-25.00
8/14/2015	1854	Family of Les Siedschlag	memorial		-50.00
8/14/2015	1855	Sandy Mailille	newsletter		-300.00
8/14/2015	1856	Lea McKenna	newsletter		-50.00
8/14/2015	1857	Connie Arnold	phone, postage		-80.16
8/14/2015	1858	Crete Post Office	stamps		-49.00
8/17/2015	1859	Gene Thomsen	repairs on the cast iron mon.		-32.05
8/21/2015	1860	Postmaster	service press- newsletter postage		-113.44
8/31/2015	1861	Connie Arnold	phone, postage		-63.17
8/31/2015	1862	American Broadband			-25.00
TOTAL					-2,957.06
CHECKING BALANCE					13,607.25
Edward Jones					80,440.69
TOTAL					94,047.90

Budget

October 1, 2015 - September 30, 2016

Income	Amount	Expenses	Amount
Membership Dues (includes NSPS Fees)	30,000	Winter Seminar	19,000
Winter Seminar	21,000	Administrative Secretary	17,500
Summer Seminar	2,500	Newsletter	4,000
Newsletter Advertising	1,000	Website	550
Edward Jones Acct	5,000	Board Meetings	500
		GIS Symposium	350
		Office Supplies	1,000
		Cast Iron Monument	200
		Income Tax Prep	350
		Summer Seminar	1,500
		Lobbyist	3,750
		Phone Bill	700
		Postage	1,000
		Miscellaneous	500
		Lawn Care at 6th P.M	150
		NSPS Governor	1,500
		NSPS Fee	6,800
TOTAL	59,500		59,350