

**MEETING MINUTES**  
**Board of Directors Meeting**  
**Wichita Council of Engineering Societies**  
**Panera Bread - 3337 East Central, Wichita, KS**  
**July 25, 2023 5:30p – 6:30p**

1. **CALL TO ORDER** – The meeting was called to order at 5:31p.
2. **QUORUM** – The following 6 delegates were present satisfying the quorum requirements of Article X (b) of the Bylaws:
  - Patrick French – SAMPE
  - Bob Potter – ASNT
  - Steve Huscher – SME
  - Talha Khan – SAE
  - Paul Pendleton – SAE
  - Kirsten Jensen - IISE
3. **ANNOUNCEMENTS** - None
4. **APPROVAL OF AGENDA AND THE MARCH 10 MEETING MINUTES** – Bob asked if there were any changes to the agenda. There was none. Steve moved to accept the agenda as published. Patrick seconded. The agenda was approved as published without objection.
5. Bob asked if there were any changes to the March 10, 2023 Meeting Minutes. There was none. Steve moved to accept the meeting minutes as published. Paul seconded. The meeting minutes were approved as published without objection.
6. **FINANCIAL REPORT**
  - 6.1. **Financial Accounts (President & Treasurer)** – Steve conveyed that once meeting minutes were provided to the bank documenting the 2023-2024 officers, this task could be completed and the Board would be in compliance with Article V (d) of the Bylaws. Steve to follow-up once the minutes defined herein are published.
  - 6.2. **Finance Committee** – Per Article IX (b) of the Bylaws, Bob appointed Steve Huscher as Chair of the Finance Committee.
  - 6.3. **Annual Audit** – Per Article VII of the Bylaws, Bob appointed Patrick French as the Chair of the Audit Committee. A request was made to have the audit completed on or before August 15, 2023.
  - 6.4. **Financial Report** - Steve provided an updated financial status - see Page 2.
7. **AGENDA**
  - 7.1 **Continuation of Lessons Learned Discussion**
    - 7.1.1 It was a general consensus of the group that the registration process of the banquet needs improved. This item will be further discussed during the August meeting.
    - 7.1.2 Gold and Silver sponsors should be given the opportunity for assigned seating. Bob to revise the sponsor invitation letter to reflect the option. This will be carried forward as an action item.
    - 7.1.3 There needs to be a deadline for ticket sales. As part of the deadline the notice of attendance needs to include the names of the attendees. Note this item will be further discussed during the August meeting.
    - 7.1.4 The idea to have pre-printed name tags was discussed. Note this item will be further discussed during the August meeting.
  - 7.2 **Unfinished Business - Potential Speakers for 2024** – Bob reported the discussion with Dave Bass – Chief Technical Officer of Integra. Dave suggested a talk on packaging of semi-conductors. Dave to provide an outline and his bio. This will be shared with the Executive Committee prior to the August meeting.
  - 7.3 **Bylaws Approval** – Bob provided the current draft of Amendment 1 to the Bylaws and provided a summary of the changes. He requested the Executive Committee review the Bylaws one more time and provide feedback on or before Monday – July 31. Paul moved that the Bylaws be approved for distribution and ballot to the member societies per Article XII of the Bylaws. Kirsten seconded. The draft amendment to the Bylaws was approved for ballot without objection.

**7.4 Delegates** – Per Article VI (b) and (c) of the Bylaws, Bob reported that eleven (11) of the member societies had provided delegates and in some cases alternates for CYs 2023-2024. As of July 26, 2023, this list of delegates shall serve as the list of societies to ballot Amendment 1 to the Bylaws. The list will also be used to ratify the election of officers.

**7.5 Election of Officers** – Per Article VIII (b) of the Bylaws, Patrick French reported the Nominating Committee selection of Officers. They are as follows:

Bob Potter – President  
 Tina Tomas – Vice President  
 Steve Huscher – Treasurer  
 Kirsten Jensen – Secretary

This slate of officers will be balloted by the Board of Delegates on or before the August meeting.

**7.6 Ex Officio Position, Awards Chairman** – Per Article IX (d) of the Bylaws, Bob appointed Paul Pendleton as the Awards Chair and also appointed Paul to serve on the Executive Committee.

**7.7 Use of WCES web site for document storage (i.e. meeting minutes)** – Bob to follow-up with Alexis Fitzpatrick and report during at the August meeting.

**7.8 Future Meeting Locations** – After discussion, it was decided to leave the meeting location at Panera.

- 8. **NEXT MEETING** – August 15, 2023
- 9. **ADJOURNMENT** – Concluding business, Paul moved to adjourn. Steve seconded. The meeting adjourned at 5:26p.

**Action Item List**

Task	Assigned To	Due Date	Status
Notify Kansa Bank of Officer election	Steve Huscher	9/2023	Open
Perform Financial Audit	Patrick French	8/2023	Open
Revise Sponsor Invitation Letter Concerning Seating	Bob Potter	10/2023	Open
Obtain Program Outline & Speaker Bio	Bob Potter	8/2023	Open
Marriott Costs for 2024 Program	Steve Huscher	9/2023	Open

**Financial Report**

Opening Balance 3/31/23	\$5,222.93
Net Income	
Deposit for Door Sales	\$1650.00
Expenses	0
Retained Earnings (Ending Balance 6/31/23)	\$6872.93

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- 1. CALL TO ORDER**
- 2. QUORUM\* (Needs Discussed)**
- 3. ANNOUNCEMENTS**
- 4. APPROVAL OF AGENDA AND THE MARCH 10 MEETING MINUTES**
- 5. FINANCIAL REPORT**
  - 5.1. Financial Accounts (President & Treasurer)**
  - 5.2. Finance Committee (Steve Huscher – Chair)**
  - 5.3. Annual Audit**
- 6. AGENDA**
  - 6.1 Continuation of Lessons Learned Discussion**
    - 6.1.1 It was a general conscious of the group that the registration process of the banquet needs improved. Ideas to be discussed over the summer
    - 6.1.2 Gold and Silver sponsors should be given the opportunity for assigned seating. Bob to revise the sponsor invitation letter to reflect the option.
    - 6.1.3 There needs to be a deadline for ticket sales. As part of the deadline the notice of attendance needs to include the names of the attendees.
    - 6.1.4 The idea of name tags was brought up. This needs further discussion.
    - 6.1.5 Other
  - 6.2 Unfinished Business - Potential Speakers for 2024 (Integra – Dave Bass – Chief Technical Officer)**
  - 6.3 Bylaws Approval**
  - 6.4 Delegates**
  - 6.5 Election of Officers**
    - 6.5.1 Nominating Committee – Patrick French (Chair)**
      - Edward Feltrop
      - Alexis Fitzpatrick
      - Patrick French
      - Steve Huscher
      - Bob Potter
      - Tina Tomas
      - John Watkins
  - 6.6 Ex Officio Position – Awards Chairman**
  - 6.7 Use of WCES web site for document storage (i.e. meeting minutes)**
  - 6.8 Future Meeting Locations**
- 7. NEXT MEETING – August 2023**
- 8. ADJOURNMENT**