

Memphis-Area Joint Engineer's Council  
Monthly Meeting  
April 2, 2014  
**Minutes**

**Call to Order:** Chairman Barnes called the meeting to order at 4:19 PM. Other attendees were: Jerry Kennedy, Renee Stoll, Wesley Goodnight, Janet Sykes, Alan Otts and John Buxton.

**Secretary's Report:** The minutes of 3/5/14 meeting were reviewed and accepted as presented. There were no new representatives.

**Treasurer's Report:** This was covered by the Audit Committee.

**Old Business**

Engineers Week Dates: **February 16 – 22, 2015**

Student Contest Date: Otts said schools were being asked for the most convenient date. It is desired to have in the Southwest Nabors auditorium. Also, no pizza will be provided. (*Subsequent to the meeting, the date has been established as 3/21/15. However, reservations for the auditorium could not be made at this time.*)

Engineers Week Grand Luncheon Date: **February 18, 2014**

Engineers Week Banquet: The date remains TBD.

Award of Excellence Procedures: Jerry Kennedy had some questions to be answered by the Council before preparing the procedures. He allowed as how he was less confused after the discussion.

**New Business**

Audit Report: The Audit Committee concurs with the Treasurer that the MJEC has a combined bank balance of \$2,843.41 as of 3/27/14. At the beginning of the year, the combined balance was \$2,584.30, a \$259.11 increase in assets. Budgeted and actual incomes were \$2,000.00 and \$2,300.00, respectively. Budgeted and actual expenses were \$2,765 and \$2,040.89, also respectively. Actual expenses were less than budgeted by \$724.11. The report is attached to these minutes.

Election of 2014 – 2015 Officers: There were not enough organizations represented to elect the slate. The Secretary is to send the slate to all representatives for an electronic ballot NLT 4/6/14. (*Subsequent to the meeting, 13 electronic, affirmative votes were cast for the slate which now has been elected.*)

Chairman – Jerry Kennedy  
Vice Chairman – Harvey Matheny  
Past Chairman – George Barnes  
Treasurer – Renee Stoll  
Secretary – John Buxton

**Adjournment**

The meeting was adjourned at 4:45 PM. The next meeting will be on 9/3/14 in Room 241 of the Nolan Engineering Building at 4 PM.

**These minutes were accepted as presented at the 9/3/14 meeting.**



**John L. Buxton**  
Secretary

**MEMPHIS-AREA JOINT ENGINEERS COUNCIL**

**MEMO**

**TO:** MJEC Executive Board  
**SUBJECT:** Report of Audit Committee  
**FROM:** John Buxton, PE (R) & Dr. John Ventura, PE, RLS  
**DATE:** 3/29/14

The Audit Committee (John Ventura and John Buxton) was appointed at the regular Board meeting on 3/5/14. On 3/28/14, the committee met with Treasurer Renee Stoll to examine the source documents and to examine the appropriate receipts. She provided the committee with a copy of the checking and savings account balances as of 3/27/14, a copy of the updated Operating Budget and a reproduction of the checkbook ledger. These documents will be attached to the approved copy of this report. Receipts were in a notebook referenced to checks.

The 3/27/14 bank statement showed a checking account balance of \$1,817.49 and a savings account balance of \$1,075.92. The checkbook ledger shows a balance of \$1,767.49 with Checks # 809 and #811 outstanding in the total amount of \$50.00 Adding the outstanding checks back to the check ledger yields \$1,817.49 The Treasurer has followed up on the two outstanding checks. The savings account is in complete agreement between Treasurer Records and bank statement.

Based on this examination, the Audit Committee concurs with the Treasurer that the MJEC has a combined bank balance of \$2,843.41 as of 3/27/14. At the beginning of the year, the combined balance was \$2,584.30, a \$259.11 increase in assets.

Budgeted and actual incomes were \$2,000.00 and \$2,300.00, respectively. Budgeted and actual expenses were \$2,765 and \$2,040.89, also respectively. Actual expenses were less than budgeted by \$724.11. Participation in the Student Contest was good but due to the necessary re-scheduling caused by snow, the MJEC did not have the expense of Student Contest winners and families attending the Engineers Week Banquet.

The Audit Committee recommends that this report be submitted to the representatives electronically, that the approved report be attached to the April minutes and that Treasurer Renee Stoll be commended, yet again, for her work.



John L. Buxton, PE (Ret)  
Member



John Ventura, PE, RLS  
Member

**Attachments:**

MJEC 2013 – 2014 Operating Budget – 3/28/14  
MJEC 2013 – 2014 Checkbook Ledger – 3/10/14  
First South Account Summary 331202 – 3/27/14