



MINUTES
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS
LAW AND RULES/POLICIES COMMITTEE MEETING
Vanderbilt University
Nashville, Tennessee
Thursday, October 5, 2017

CALL TO ORDER

Rick Thompson, Committee Chair, called the Law and Rules/Policies Committee meeting to order at 9:00 a.m. on October 5, 2017, in 308 Featheringill Hall at Vanderbilt University, Nashville, Tennessee.

The following **Board members** were present:

Robert Campbell, Jr., P.E.
Blair Parker, R.L.A.
Rick Thompson, R.A.
Brian Tibbs, R.A.

A quorum was present.

The following **Board staff** was present for part or all of the meeting:

John Cothron	Executive Director
Wanda Garner	Administrative Assistant
Elizabeth Goldstein	Assistant General Counsel
Wanda Phillips	Administrative Manager

Visitors present: Kasey Anderson, representing the Tennessee Society of Professional Engineers/American Council of Engineering Companies of Tennessee (TSPE/ACEC-TN); Stephen King, P.E.

NEW BUSINESS

POTENTIAL LAW, RULE, AND POLICY CHANGES

Regarding the proposal to add definitions of practice and incidental practice provisions to the law, the Architect Committee supported defining the practice of architecture, but the Landscape Architect and Engineer committees sought further input and guidance. Committee members expressed concern about restraining the practice of registrants who are competent in many disciplines. The committee requested further discussion on the issue and assistance from legal counsel in developing clear, reasonable definitions. Ms. Goldstein suggested that she could discuss the proposal with her supervisors to provide legal guidance on the issue.

Mr. Parker reported that the Landscape Architect Committee had agreed to make no changes to the landscape architect experience requirements at this time.

Mr. Cothron highlighted proposed changes to the continuing education rules and stated that the Continuing Education Committee had voted to recommend adoption of the continuing education rulemaking hearing notice.

Mr. Cothron presented two questions asked by the State Fire Marshal's Office (SFMO) relative to sealing requirements:

- *Should change orders, addenda, and field changes be sealed?*

The committee agreed that change orders, addenda, and field changes should be sealed if they change the design or design intent and are not simply accounting or administrative changes. All disciplines should seal their own their own documents.

- *Should truss drawings be sealed by the truss designer, or is the engineer of record's review stamp sufficient?*

Committee members agreed that truss designers (registered in Tennessee) should seal their drawings; a review stamp is not adequate.

Mr. King expressed concerns to the committee about contractors enlisting the services of registrants other than the original designer to make design changes to buildings and structures. The committee agreed that any design changes must be properly prepared and sealed in accordance with Rule 0120-02-.08.

Adjourn. There being no further business, Mr. Thompson adjourned the meeting at 10:03 a.m.



MINUTES
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS
GRANTS TO HIGHER EDUCATION COMMITTEE MEETING
Vanderbilt University
Nashville, Tennessee
Thursday, October 5, 2017

CALL TO ORDER

Frank Wagster, Board Chair, called the Grants to Higher Education Committee meeting to order at 10:15 a.m. on October 5, 2017, in 308 Featheringill Hall at Vanderbilt University, Nashville, Tennessee.

The following **Board members** were present:

Robert Campbell, Jr., P.E.
Philip Lim, P.E.
Blair Parker, R.L.A.
Frank Wagster, R.A.

A quorum was present.

The following **Board staff** was present:

John Cothron	Executive Director
Wanda Garner	Administrative Assistant
Elizabeth Goldstein	Assistant General Counsel
Wanda Phillips	Administrative Manager

Visitor present: Stephen King, P.E.

NEW BUSINESS

DISTRIBUTION OF GRANT FUNDS

Mr. Cothron presented a proposed grant distribution for discussion (attached). Mr. Lim suggested basing the engineering distribution, at least in part, on the percentage of senior students sitting for the Fundamentals of Engineering (FE) examination at each institution, or

requiring that a portion of the grant funds be utilized to pay FE examination fees for students. Mr. Campbell stated that he would like to work with the National Council of Examiners for Engineering and Surveying (NCEES) to subsidize the FE examination cost.

Following discussion of the proposed grant distribution, a motion was made by Mr. Campbell and seconded to recommend approval of the grant distribution as presented. The motion passed unanimously.

REVIEW OF GRANT GUIDELINES

No changes were suggested to the grant guidelines.

SPECIAL PROJECT GRANTS

Mr. Cothron provided an overview of the special project grant for fiscal year 2017 that was awarded to the University of Tennessee at Chattanooga (UTC). Committee members agreed to continue using the full appropriation to provide grants for equipment, library resources, and intern development program/examination fees, and not for special projects. However, the committee also agreed to reassess special project grants after receiving the final report from UTC, and to discuss the program with the deans in October 2018.

PROPOSAL TO INCREASE GRANTS APPROPRIATION

The committee agreed to wait on requesting an increase in the grants appropriation.

Adjourn. There being no further business, Mr. Wagster adjourned the meeting at 10:57 a.m.

Grants to Higher Education Committee Minutes, October 5, 2017

2017-18 PROPOSED GRANT DISTRIBUTION							
Total:	\$ 335,500	(additional \$14,500 available to fund 1% minimum--\$3,500--for programs, with remainder going to smallest program)					
Architecture Distribution		\$ 64,416					
	<u>50% divided equally</u>	<u>Enrollment</u>	<u>%</u>	<u>Request</u>	<u>Enroll Amt</u>	<u>Grant</u>	
UT Knoxville	\$ 16,104	309	76.67	\$ 51,270	\$ 24,694	\$ 40,798	
U of Memphis	\$ 16,104	94	23.33	\$ 29,020	\$ 7,514	\$ 23,618	
<i>Totals</i>	\$ 32,208	403	100		\$ 32,208	\$ 64,416	
Landscape Arch Distribution		\$ 6,710					
	<u>Enrollment</u>			<u>Request</u>	<u>Remainder Amt</u>	<u>Grant</u>	
UT Knoxville	18			Combined	\$ 210	\$ 6,920	
Interior Design Distribution		\$ 6,710					
<u>Institution</u>	<u>50% divided equally</u>	<u>Enrollment</u>	<u>%</u>	<u>Request</u>	<u>Enroll Amt</u>	<u>Min. Amt.</u>	<u>Grant</u>
UT Knoxville	\$ 560	133	28.61	Combined	\$ 960	\$ 1,980	\$ 3,500
UT Chattanooga	\$ 559	95	20.43	\$ 3,500	\$ 685	\$ 2,256	\$ 3,500
MTSU	\$ 559	84	18.06	\$ 5,194	\$ 606	\$ 2,335	\$ 3,500
ETSU	\$ 559	60	12.9	\$ 4,495	\$ 433	\$ 2,508	\$ 3,500
O'More	\$ 559	56	12.04	\$ 4,000	\$ 404	\$ 2,537	\$ 3,500
U of Memphis	\$ 559	37	7.96	Combined	\$ 267	\$ 2,674	\$ 3,500
<i>Totals</i>	\$ 3,355	465	100		\$ 3,355	\$ 14,290	\$ 21,000
Engineering Distribution		\$ 257,664					
<u>Institution</u>	<u>50% divided equally</u>	<u>Enrollment</u>	<u>%</u>	<u>Request</u>	<u>Enroll Amt</u>	<u>Grant</u>	
UT Knoxville	\$ 11,712	2903	28.91%	\$ 49,675	\$ 37,245	\$ 48,957	
TN Tech	\$ 11,712	1978	19.70%	\$ 46,000	\$ 25,380	\$ 37,092	
UT Chattanooga	\$ 11,712	1284	12.79%	\$ 28,863	\$ 16,478	\$ 28,190	
U of Memphis	\$ 11,712	1060	10.56%	\$ 29,830	\$ 13,605	\$ 25,317	
Vanderbilt	\$ 11,712	993	9.89%	\$ 30,000	\$ 12,741	\$ 24,453	
TSU	\$ 11,712	703	7.00%	\$ 29,379	\$ 9,018	\$ 20,730	
CBU	\$ 11,712	316	3.15%	\$ 20,000	\$ 4,058	\$ 15,770	
MTSU	\$ 11,712	300	2.99%	\$ 19,100	\$ 3,852	\$ 15,564	
UT Martin	\$ 11,712	256	2.54%	\$ 17,367	\$ 3,272	\$ 14,984	
Lipscomb	\$ 11,712	202	2.01%	\$ 19,330	\$ 2,590	\$ 14,302	
Union	\$ 11,712	47	0.46%	\$ 15,000	\$ 593	\$ 12,305	
<i>Totals</i>	\$ 128,832	10042	100.00%		\$ 128,832	\$ 257,664	
Total with \$14,500 additional funding:		\$ 350,000					
<i>Discussion/Methodology:</i>							
1. \$335,500 distributed among professions based on number of active & inactive registrants as of 7/1/17.							
2. Distribution calculated by dividing 50% of allotment among the schools equally, then distributing the remaining 50% based on % of enrollment.							
3. Programs with grant amount below \$3,500 given additional funding to raise grant to \$3,500, with remainder given to smallest program.							



MINUTES
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS
FINANCE COMMITTEE MEETING
Vanderbilt University
Nashville, Tennessee
Thursday, October 5, 2017

CALL TO ORDER

Blair Parker, Committee Chair, called the Finance Committee meeting to order at 11:05 a.m. on October 5, 2017, in 308 Featheringill Hall at Vanderbilt University, Nashville, Tennessee.

The following **Board members** were present:

Robert Campbell, Jr., P.E.
Blair Parker, R.L.A.
Rick Thompson, R.A.

A quorum was present.

The following **Board staff** was present:

John Cothron	Executive Director
Wanda Garner	Administrative Assistant
Elizabeth Goldstein	Assistant General Counsel
Wanda Phillips	Administrative Manager

NEW BUSINESS

REVIEW OF FINANCIAL DATA

Mr. Cothron reviewed financial data (attached).

Mr. Campbell suggested studying a reduction in fees, and asked Mr. Cothron to prepare reports on this topic for future discussion.

PROPOSAL TO INCREASE GRANTS APPROPRIATION

Committee members agreed with the Grants Committee's decision to not pursue an increase in the grants appropriation at this time.

Adjourn. There being no further business, Mr. Parker adjourned the meeting at 11:22 a.m.

**FOURTH QUARTER FISCAL YEAR 2017
FINANCIAL REPORT SUMMARY
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS**

Revenue:

- Licensing revenue for the fourth quarter of fiscal year 2017 increased \$25,134 from the fourth quarter of fiscal year 2016.
- The estimated state regulatory fee for this year (which is a revenue deduction) is \$107,720.

Expenses:

- Personal services expenditures (staff salaries, per diems, employee benefits) increased slightly compared with the fourth quarter of fiscal year 2016.
- In-state travel expenses decreased \$3,633.
- Out-of-state travel expenses increased \$824.
- Communications, Third Party Professional Services, and Supplies expenses remained consistent with the fourth quarter of fiscal year 2016.
- Training of State Employees, which includes registration fees for national council meetings, increased \$665.
- State Professional Services expenses decreased \$4,345.
- Overall, direct expenditures decreased \$5,537.
- After deducting estimated cost backs, the year-to-date reserve balance is \$293,383, giving us an estimated accumulated reserve of \$1,945,084.

**FY 2016-2017 PRELIMINARY FINANCIAL REPORT
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS**

	1ST QUARTER JULY-SEPT 2016	1ST QUARTER JULY-SEPT 2015	2ND QUARTER OCT-DEC 2016	2ND QUARTER OCT-DEC 2015	3RD QUARTER JAN-MAR 2017	3RD QUARTER JAN-MAR 2016	4TH QUARTER APR-JUNE 2017	4TH QUARTER APR-JUNE 2016	TOTALS
REVENUE									
A&E	\$ 319,683.14	\$ 256,637.36	\$ 343,133.13	\$ 282,645.00	\$ 446,505.00	\$ 382,045.00	\$ 390,890.00	\$ 365,756.00	1,500,211.27
CASE AND COMPLAINT REVENUE	14,500.00	-	2,978.00	-	1,100.00	-	1,000.00	5,700.00	19,578.00
STATE REGULATORY FEE (est.)	-	-	-	-	-	-	(107,720.00)	(91,340.00)	(107,720.00)
	\$ 334,183.14	\$ 256,637.36	\$ 346,111.13	\$ 282,645.00	\$ 447,605.00	\$ 382,045.00	\$ 284,170.00	\$ 280,116.00	1,412,069.27
EXPENDITURES									
REGULAR SALARIES & WAGES	\$ 63,995.00	60,117.72	\$ 62,495.00	\$ 58,932.00	\$ 64,386.00	60,688.00	\$ 63,286.00	59,592.00	254,162.00
PART-TIME SALARIES & WAGES (PER DIEM)	3,050.00	3,250.00	3,000.00	3,650.00	2,200.00	2,500.00	2,700.00	4,150.00	10,950.00
EMPLOYEE BENEFITS	25,818.66	24,610.38	25,682.01	24,490.27	26,467.05	25,988.88	26,255.93	24,910.61	104,223.65
IN-STATE TRAVEL	4,617.11	5,434.53	8,752.26	12,354.56	4,912.61	3,625.81	5,018.14	8,651.34	23,300.12
OUT-OF-STATE TRAVEL	6,868.38	9,078.70	3,974.99	2,159.86	2,446.78	1,460.19	2,163.96	1,339.96	15,454.11
PRINTING & DUPLICATING	-	-	82.71	-	-	-	74.98	-	157.69
COMMUNICATIONS & SHIPPING COSTS	4,002.72	3,288.28	3,434.24	4,495.32	4,956.03	3,832.30	5,394.44	4,689.16	17,787.43
MAINTENANCE & REPAIRS	-	-	-	-	-	-	-	140.00	-
THIRD PARTY PROFESSIONAL SERVICES	4,438.23	2,940.58	10,343.33	25,015.82	22,492.32	18,077.47	14,309.35	15,024.62	51,583.23
SUPPLIES & OFFICE FURNITURE	734.34	301.76	420.14	45.58	341.14	379.99	1,146.44	512.74	2,642.06
RENTALS & INSURANCE	-	-	-	78.32	-	234.96	-	3,637.06	-
GRANTS & SUBSIDIES	-	-	-	(17,849.12)	331,700.00	308,700.00	-	-	331,700.00
TRAINING OF STATE EMPLOYEES	1,750.00	4,375.00	1,800.00	325.00	450.00	2,765.00	1,330.00	665.00	5,330.00
COMPUTER RELATED ITEMS	451.75	576.63	4,790.36	411.48	259.38	-	441.26	-	5,942.75
STATE PROFESSIONAL SERVICES	8,411.47	10,720.03	4,793.57	12,153.78	22,182.35	8,532.42	7,413.44	11,758.47	42,800.83
TOTAL DIRECT EXPENDITURES	\$ 124,137.66	\$ 124,693.61	\$ 129,568.61	\$ 126,262.87	\$ 482,793.66	436,785.02	\$ 129,533.94	135,070.96	866,033.87
COST BACKS (est.)									
DEPARTMENT							199,594.00	157,271.00	199,594.00
INVESTIGATIONS							3,158.00	-	3,158.00
LEGAL							42,575.00	73,469.00	42,575.00
CUSTOMER SERVICE CENTER							7,325.00	9,751.45	7,325.00
TOTAL COST BACKS							252,652.00	240,491.45	252,652.00
TOTAL EXPENDITURES	\$ 124,137.66	\$ 124,693.61	\$ 129,568.61	\$ 126,262.87	\$ 482,793.66	436,785.02	\$ 382,185.94	375,562.41	1,118,685.87
YTD RESERVE	\$ 210,045.48	\$ 131,943.75	\$ 426,588.00	\$ 288,325.88	\$ 391,399.34	233,585.86	\$ 293,383.40	138,139.45	293,383.40
BALANCE ADJUSTMENTS								-	
ACCUMULATED RESERVE (est.)							1,945,084.55	1,651,701.15	1,945,084.55

NOTES: Training of State Employees includes registration fees for national council meetings; State Professional Services includes printing by state agencies and lease of office space.

MONTHLY EXPENDITURE DETAIL
FY 2016-2017

APRIL 2017

REGULAR SALARIES & WAGES	\$ 20,462.00
PART-TIME SALARIES & WAGES (PER DIEM)	\$ 1,350.00
EMPLOYEE BENEFITS	\$ 8,642.82
IN-STATE TRAVEL	
In-State Mileage	\$ 1,448.54
In-State Airfare	\$ -
In-State Meals & Incidentals	\$ 619.50
In-State Lodging	\$ 1,127.00
In-State Travel--Other	\$ 110.00
	\$ 3,305.04
OUT-OF-STATE TRAVEL	
Out-of-State Airfare	\$ -
Out-of-State Travel--Other	\$ -
Out-of-State Meals	\$ -
Out-of-State Mileage	\$ -
Out-of-State Lodging	\$ -
	\$ -
PRINTING & DUPLICATING	\$ -
COMMUNICATIONS & SHIPPING COSTS	
Telecommunications	\$ -
Postal Charges	\$ 1,657.75
Freight & Express Charges	\$ 103.87
	\$ 1,761.62
MAINTENANCE & REPAIRS	\$ -
THIRD PARTY PROFESSIONAL SERVICES	
Court Reporter Services	\$ -
Document Destruction Services	\$ 33.90
General Business Consulting Svcs	
Dr. John W. Smith	\$ 200.00
Credit Card Fees (online renewal)	\$ 2,848.72
Organization Memberships/Dues	\$ -
Other Legal Services	\$ -
Other	\$ -
Consulting Services--Testing Services	\$ -
	\$ 3,082.62
SUPPLIES & OFFICE FURNITURE	
Office Supplies & Furniture	\$ 819.48
Operational Supplies	\$ -
Training Supplies	\$ -
Sensitive Minor Equipment	\$ -
Food and Beverages (for meetings)	\$ -
	\$ 819.48
RENTALS & INSURANCE	
Rent or Lease of Buildings	\$ -
Rent or Lease of Reproduction Equipment	\$ -
	\$ -

MONTHLY EXPENDITURE DETAIL
FY 2016-2017

GRANTS & SUBSIDIES	\$	-
TRAINING OF STATE EMPLOYEES		
In-Service Training	\$	-
Out-Service Training	\$	-
	\$	-
COMPUTER RELATED ITEMS		
Maintenance of Equipment	\$	-
Data Processing Supplies	\$	206.30
Rent or Lease of Data Processing Equip.	\$	78.32
Data Processing Services (Non-State)	\$	-
Sensitive Minor Computers	\$	-
	\$	284.62
STATE PROFESSIONAL SERVICES		
Data Processing Services (F&A, OIR)	\$	3.86
Statewide Accounting Billing	\$	-
Telephone Billing	\$	297.95
Payroll Billing	\$	-
Lock Box Billing	\$	-
Attorney General Billings	\$	-
Administrative Judges Billing (SOS)	\$	-
Agency Internal Administrative Costs	\$	-
Agency Internal Info Systems Costs	\$	-
Printing & Reproduction by State Agencies	\$	70.00
Rent or Lease of State Buildings	\$	(7,894.20)
State-Owned Vehicle Charges	\$	-
Other	\$	-
	\$	(7,522.39)
TOTAL APRIL 2017	\$	32,185.81
MAY 2017		
REGULAR SALARIES & WAGES	\$	20,462.00
PART-TIME SALARIES & WAGES (PER DIEM)	\$	150.00
EMPLOYEE BENEFITS	\$	8,551.03
IN-STATE TRAVEL		
In-State Mileage	\$	-
In-State Airfare	\$	-
In-State Meals & Incidentals	\$	-
In-State Lodging	\$	-
In-State Travel--Other	\$	-
	\$	-
OUT-OF-STATE TRAVEL		
Out-of-State Airfare	\$	-
Out-of-State Travel--Other	\$	-
Out-of-State Meals	\$	-
Out-of-State Mileage	\$	-
Out-of-State Lodging	\$	-
	\$	-
PRINTING & DUPLICATING	\$	-

MONTHLY EXPENDITURE DETAIL
FY 2016-2017

COMMUNICATIONS & SHIPPING COSTS

Telecommunications	\$	-
Postal Charges	\$	2,198.58
Freight & Express Charges	\$	-
	\$	2,198.58

MAINTENANCE & REPAIRS

\$ -

THIRD PARTY PROFESSIONAL SERVICES

Court Reporter Services	\$	-
Document Destruction Services	\$	27.12
General Business Consulting Svcs		
Credit Card Fees (online renewal)	\$	2,084.42
Organization Memberships/Dues		
NCARB Dues	\$	6,500.00
Other Legal Services	\$	-
Other	\$	-
Consulting Services--Testing Services	\$	-
	\$	8,611.54

SUPPLIES & OFFICE FURNITURE

Office Supplies & Furniture	\$	3.38
Operational Supplies	\$	-
Training Supplies	\$	-
Sensitive Minor Equipment	\$	-
	\$	3.38

RENTALS & INSURANCE

Rent or Lease of Buildings	\$	-
Rent or Lease of Equipment	\$	-
Rent or Lease of Reproduction Equipment	\$	-
	\$	-

GRANTS & SUBSIDIES

\$ -

TRAINING OF STATE EMPLOYEES

In-Service Training	\$	-
Out-Service Training	\$	1,330.00
		NCARB reg fees
	\$	1,330.00

COMPUTER RELATED ITEMS

Maintenance of Equipment	\$	-
Data Processing Supplies	\$	-
Rent or Lease of Data Processing Equip.	\$	78.32
Data Processing Services (Non-State)	\$	-
Sensitive Minor Computers	\$	-
	\$	78.32

STATE PROFESSIONAL SERVICES

Data Processing Services (F&A, OIR)	\$	-
Statewide Accounting Billing	\$	-
Telephone Billing	\$	290.62
Payroll Billing	\$	-
Lock Box Billing	\$	-
Attorney General Billings	\$	-
Administrative Judges Billing (SOS)	\$	-
Agency Internal Administrative Costs	\$	-
Agency Internal Info Systems Costs	\$	-

MONTHLY EXPENDITURE DETAIL
FY 2016-2017

Printing & Reproduction by State Agencies	\$ 1,398.61
Rent or Lease of State Buildings	\$ 7,894.20
State-Owned Vehicle Charges	\$ -
Other	\$ -
	<u>\$ 9,583.43</u>

TOTAL MAY 2017 **\$ 50,968.28**

JUNE 2017

REGULAR SALARIES & WAGES	\$ 22,362.00
PART-TIME SALARIES & WAGES (PER DIEM)	\$ 1,200.00
EMPLOYEE BENEFITS	\$ 9,062.08

IN-STATE TRAVEL

In-State Mileage	\$ 748.24
In-State Airfare	\$ -
In-State Meals & Incidentals	\$ 348.00
In-State Lodging	\$ 523.86
In-State Travel--Other	\$ 93.00
	<u>\$ 1,713.10</u>

OUT-OF-STATE TRAVEL

Out-of-State Airfare	\$ 399.96
Out-of-State Travel--Other	\$ 25.18
Out-of-State Meals	\$ 310.50
Out-of-State Mileage	\$ -
Out-of-State Lodging	\$ 1,428.32
	<u>\$ 2,163.96</u>

PRINTING & DUPLICATING **\$ 74.98**

COMMUNICATIONS & SHIPPING COSTS

Telecommunications	\$ -
Postal Charges	\$ 1,434.24
Freight & Express Charges	\$ -
	<u>\$ 1,434.24</u>

MAINTENANCE & REPAIRS **\$ -**

THIRD PARTY PROFESSIONAL SERVICES

Court Reporter Services	\$ -
Document Destruction Services	\$ 27.12
General Business Consulting Svcs	
Credit Card Fees (online renewal)	\$ 2,488.07
Dr. John W. Smith	\$ 100.00
Organization Memberships/Dues	\$ -
Other Legal Services	\$ -
Other	\$ -
Consulting Services--Testing Services	\$ -
	<u>\$ 2,615.19</u>

SUPPLIES & OFFICE FURNITURE

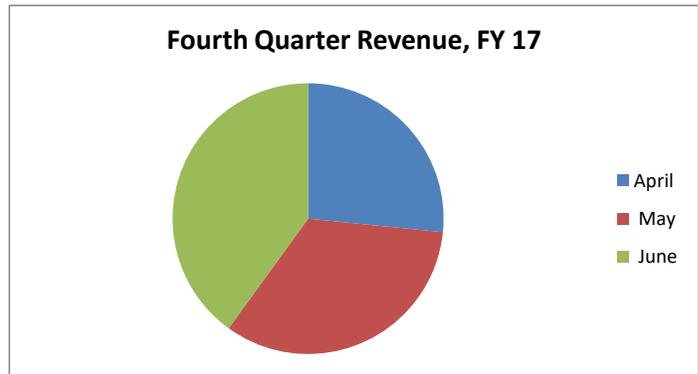
Office Supplies & Furniture	\$ 151.58
Operational Supplies	\$ 172.00
Training Supplies	\$ -

MONTHLY EXPENDITURE DETAIL
FY 2016-2017

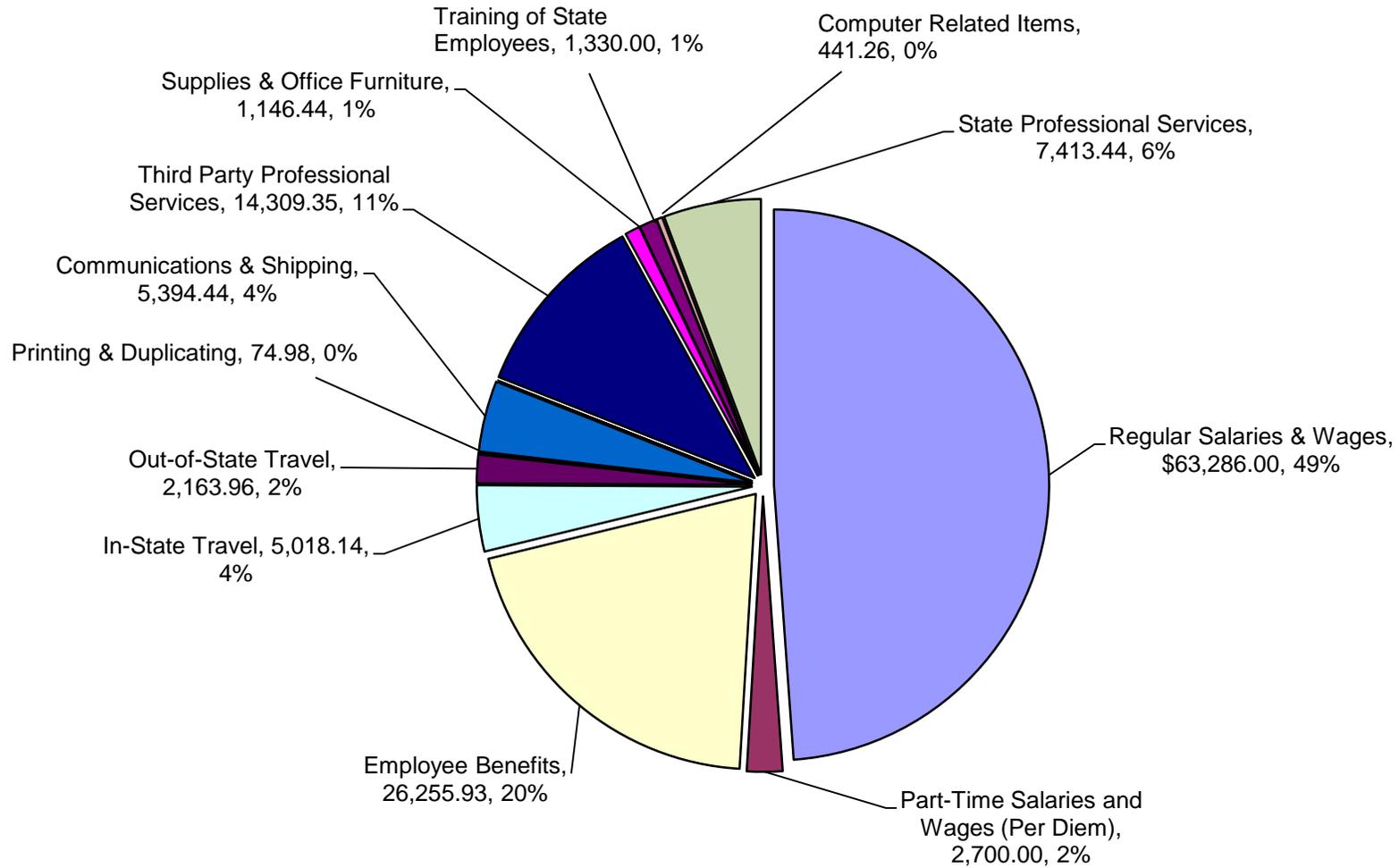
Sensitive Minor Equipment	\$ -
	<u>\$ 323.58</u>
RENTALS & INSURANCE	
Rent or Lease of Buildings	\$ -
Rent or Lease of Reproduction Equipment	\$ -
	<u>\$ -</u>
GRANTS & SUBSIDIES	<u>\$ -</u>
TRAINING OF STATE EMPLOYEES	
In-Service Training	\$ -
Out-Service Training	\$ -
	<u>\$ -</u>
COMPUTER RELATED ITEMS	
Maintenance of Equipment	\$ -
Data Processing Supplies	\$ -
Rent or Lease of Data Processing Equip.	\$ 78.32
Data Processing Services (Non-State)	\$ -
Sensitive Minor Computers	\$ -
	<u>\$ 78.32</u>
STATE PROFESSIONAL SERVICES	
Data Processing Services (F&A, OIR)	\$ -
Statewide Accounting Billing	\$ -
Telephone Billing	\$ 633.44
Payroll Billing	\$ -
Lock Box Billing	\$ -
Attorney General Billings	\$ -
Administrative Judges Billing (SOS)	\$ -
Agency Internal Administrative Costs	\$ -
Agency Internal Info Systems Costs	\$ -
Printing & Reproduction by State Agencies	\$ 1,865.22
Rent or Lease of State Buildings	\$ 2,631.40
State-Owned Vehicle Charges	\$ -
Other	\$ 222.34
	<u>\$ 5,352.40</u>
TOTAL JUNE 2017	<u>\$ 46,379.85</u>

**MONTHLY REVENUE BREAKDOWN
FY 2016-2017**

	A&E	Case & Complaint	Total
First Quarter			
July	\$ 124,730.00	\$ -	\$ 124,730.00
August	\$ 92,750.00	\$ 12,000.00	\$ 104,750.00
September	\$ 102,203.14	\$ 2,500.00	\$ 104,703.14
	\$ 319,683.14	\$ 14,500.00	\$ 334,183.14
Second Quarter			
October	\$ 108,390.00	\$ -	\$ 108,390.00
November	\$ 101,475.00	\$ 2,978.00	\$ 104,453.00
December	\$ 133,268.13	\$ -	\$ 133,268.13
	\$ 343,133.13	\$ 2,978.00	\$ 346,111.13
Third Quarter			
January	\$ 145,010.00	\$ 600.00	\$ 145,610.00
February	\$ 152,990.00	\$ -	\$ 152,990.00
March	\$ 148,505.00	\$ 500.00	\$ 149,005.00
	\$ 446,505.00	\$ 1,100.00	\$ 447,605.00
Fourth Quarter			
April	\$ 103,740.00	\$ 500.00	\$ 104,240.00
May	\$ 130,290.00	\$ 500.00	\$ 130,790.00
June	\$ 156,860.00	\$ -	\$ 156,860.00
	\$ 390,890.00	\$ 1,000.00	\$ 391,890.00
Total	\$1,500,211.27	\$ 19,578.00	\$ 1,519,789.27



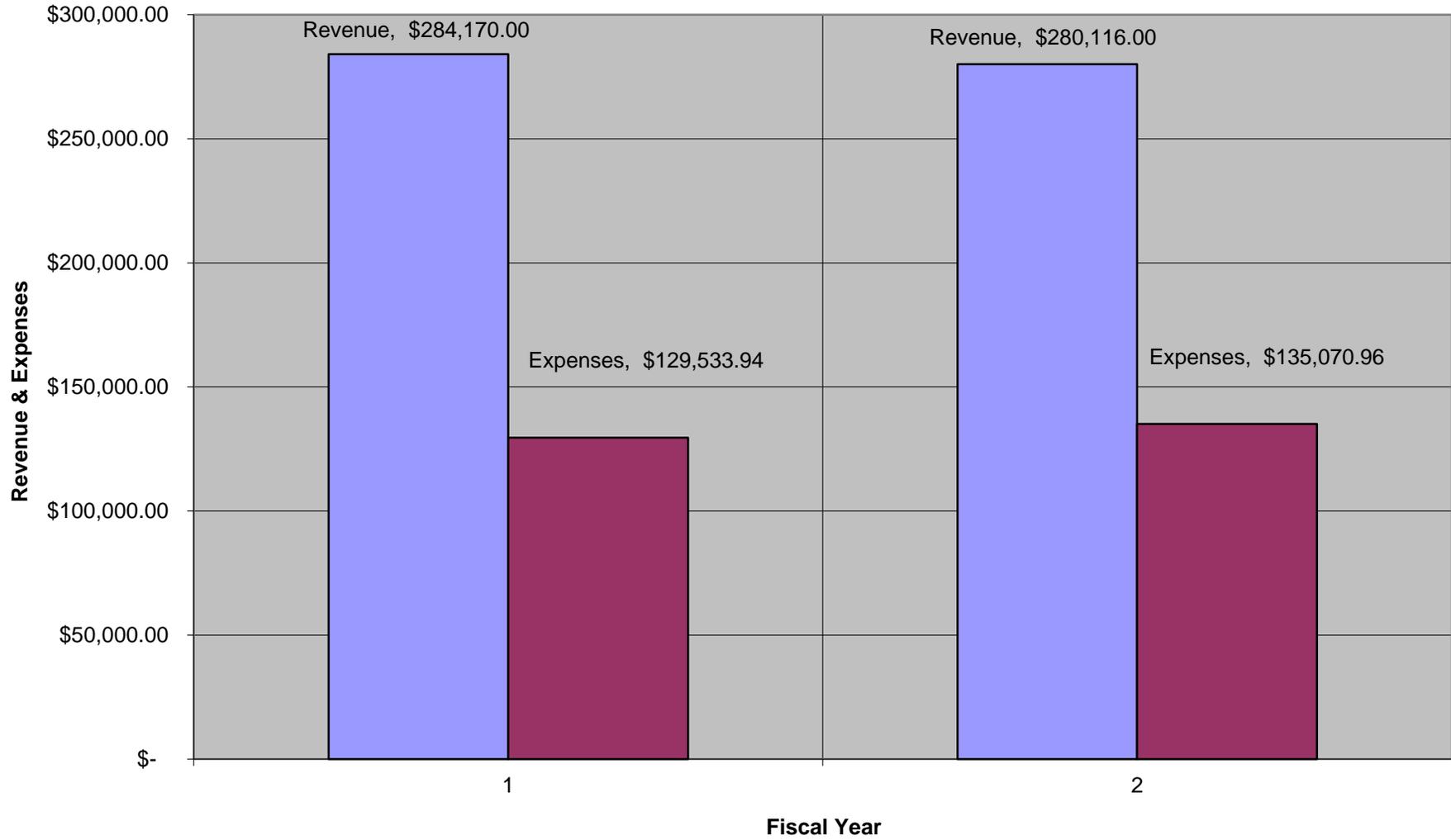
Expenditures--4th Quarter, FY 2017
Total Direct Expenditures: \$129,533.94



4th Quarter Comparison

FY 2017

FY 2016





MINUTES
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS
OUTREACH COMMITTEE MEETING
Vanderbilt University
Nashville, Tennessee
Thursday, October 5, 2017

CALL TO ORDER

Stephen King, Committee Chair, called the Outreach Committee meeting to order at 1:32 p.m. on October 5, 2017, in 308 Featheringill Hall at Vanderbilt University, Nashville, Tennessee.

The following **Board members** were present:

Ricky Bursi, P.E.
Stephen King, P.E.
Blair Parker, R.L.A.
Brian Tibbs, R.A.
Frank Wagster, R.A.

A quorum was present.

The following **Board staff** was present:

John Cothron	Executive Director
Wanda Garner	Administrative Assistant
Elizabeth Goldstein	Assistant General Counsel
Wanda Phillips	Administrative Manager

Visitor present: Rick Thompson, R.A.

NEW BUSINESS

NEWSLETTER ARTICLES

The following articles were suggested for future Board newsletters:

- A reprint of an article on digital signatures from the August 2017 issue of *Licensure Exchange* (a publication of the National Council of Examiners for Engineering and Surveying), subject to legal review.
- Articles on the landscape architecture and interior design professions by Blair Parker and Susan Ballard.

PUBLICATIONS REVISIONS

No changes were suggested to publications at the present time.

OUTREACH ACTIVITIES

Mr. Cothron suggested planning an annual program for new registrants that would provide an overview of Board functions, a review of the Rules of Professional Conduct, and other relevant topics. It was suggested that the program could be scheduled to coincide with professional society legislative events or with Board meetings. Mr. Bursi proposed that new registrants could be invited to attend Board meetings twice a year, which could include short presentations; the committee agreed with this approach.

Mr. King recommended being more proactive in contacting schools to schedule licensure outreach presentations.

MEETINGS WITH DEANS/PROGRAM DIRECTORS

Mr. Cothron announced that the next meeting with deans and program directors is scheduled for October 2018. Committee members agreed that deans and program directors should be given guidance on what to include in their program updates at the biennial meetings, and/or a time limit should be established for these updates.

Adjourn. There being no further business, Mr. King adjourned the meeting at 2:13 p.m.