Kansas Section ASAE – 14 October 2005
Manhattan, KS


The meeting was called to order at 2:55 pm by Stacy Hutchinson. Motion to approve Proposed Agenda (Nuzman, 2nd Snethen) passed. Motion to approve Minutes of the previous meeting held on October 15, 2004 (Steichen, 2nd Ourada) passed.

Announcements
John Ourada announced that Jerome Robillard received Young Member of the Year Award at the Mid-Central meeting. Hutchinson noted that Robillard has moved to Minnesota, and that is why she is conducting the meeting instead of him this year. Jim Koelliker noted that Carl Nuzman won the Member of the Year award at Mid-Central as well.

Morgan Powell discussed two handouts. He is working on creating a short document for next year related to the 100-year anniversary of ASABE. The first was titled “Brief Chronological History of Biological and Agricultural Engineering Department at Kansas State University”. The second was a list of all Faculty members since 1909. He requested we review the handouts and let him know of any additions and corrections. He did not find any information on where the Department was physically located in the early years. He noted that our first four Department Heads went on to become President of ASAE.

Treasurer’s Report
Peter Clark presented a preliminary Treasurer’s Report for the Section’s checking account. He noted that the “official” ASABE Fiscal Year 2005 ended June 30, 2005. Previous KS Section Treasurers have used the “effective” or “working” year (meeting-to-meeting) as the end of the reporting period. The Preliminary Report (reprinted below) listed all activity for the meeting-to-meeting period beginning October 1, 2004 and ending September 30, 2005. He discussed the method used to determine the amount to transfer internally for the Endowment Fund and noted that he would discuss that further under New Business. Mahbub Alam presented a motion to accept the Preliminary Treasurer’s Report. Danny Rogers seconded the motion and it passed with no opposition.

The Final Financial Report, based on the official fiscal year for 2005, is included on the next page.

Checking Account Balances at End of Official KS Section ASABE Fiscal Years:

<table>
<thead>
<tr>
<th>Date</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 30, 2004</td>
<td>$6638.14</td>
</tr>
<tr>
<td>June 30, 2005</td>
<td>$9046.72</td>
</tr>
</tbody>
</table>
2005 Pre-Meeting Report: Checking Account at Sunflower Bank
Initial Balance October 1, 2004: $6787.64

Income:
- 2004 Section Meeting Registrations $1120.00
- Kansas Section Dues from ASAE HQ $2151.50
- Total Income $3271.50

Expenditures:
- Refreshments/meals at 2004 Meeting $214.06
- Van Rental for Tours for 2004 Meeting $161.81
- Award plaques at 2004 Meeting $99.00
- Support for Student Teams $225.00
- Check Endorsement Stamp $22.55
- Total Expenditures $722.42

Internal Transfers:
- To Scholarship Endowment Fund $1040.00

Internal Totals:
- Endowment Fund $5910.00
- General Fund $3426.72

Final Balance September 20, 2005: $9336.72

Initial Balance July 1, 2004: $6638.14

Income:
- Rebates on 2004 KS Section Dues from ASAE $149.50
- Rebates on 2005 KS Section Dues from ASAE $1720.00
- Regular Registration Fees-2004 Meeting $1060.00
- Student Registration Fees-2004 Meeting $60.00
- Rebates on 2005 KS Section Dues from ASAE $141.50
- Total Income $3131.00

Expenditures:
- Lunch and Refreshments-2004 Meeting ($214.06)
- Award plaques – 2004 Meeting ($99.00)
- Van Rental – 2004 Meeting ($161.81)
- Check Endorsement Stamp ($22.55)
- Student Support-BAE ¼-Scale Tractor Design Team ($225.00)
- Total Expenditures (722.42)

Internal Transfers:
- To Scholarship Endowment Fund ($2410.00)

Internal Totals:
- Scholarship Endowment Fund $7540.00
General Fund $1506.72

**Final Balance June 30, 2005:** $9046.72

**Committee Reports**
Hutchinson requested reports from committees. None of the standing committees had anything to report.

**Name Change of Society**
Hutchinson requested a motion “that the Kansas Section formally accept the name change from ASAE to ASABE and to update our Bylaws and Constitution to officially reflect the change such that our organization will be known as the Kansas Section of the American Society of Agricultural and Biological Engineers”. The motion was presented by John Ourada, seconded by Peter Clark, and passed without opposition.

**Constitution and Bylaws Update**
Related to the name change, Hutchinson would like to form an Ad-Hoc committee to review the Bylaws and Constitution to bring them up-to-date and requested volunteers. J. Kurtz, P. Clark, R. Maghirang, and S. Hutchinson will form the Ad-Hoc Committee. It is hoped to have any recommendations for changes ready to present for consideration at next year’s Annual Meeting.

**Scholarship Accounts**
Peter Clark discussed the tables on the back side of the Treasurer’s Report related to our scholarship accounts. Within our checking account, there is an internal fund known as the Endowment Fund. This fund was designated to set aside the $10,000 necessary to establish an Endowment Account at the K-State Foundation. When the endowment account is set up, it will earn 3.75% interest each year. We will use the $375 of interest to fund Kansas Section ASABE scholarships each year. Any future contributions to this account will increase the amount of annual interest earned and available for scholarships. We currently have $7540 in the Endowment Fund (updated table below). However, that money is not earning interest as long as it remains in our checking account. The checking account does not earn interest primarily because historic balances did not earn enough interest to offset the reporting headaches associated with non-profit status/taxes. Clark would like to request additions necessary to reach our $10,000 goal before the next meeting in order to set up the new account and so our money can start earning interest.

<table>
<thead>
<tr>
<th>School Year</th>
<th>Additions to Endowment Fund</th>
<th>Endowment Fund Balance on Dec. 31</th>
</tr>
</thead>
<tbody>
<tr>
<td>1998/1999</td>
<td>$440.00</td>
<td>$440.00</td>
</tr>
<tr>
<td>1999/2000</td>
<td>$640.00</td>
<td>$1,080.00</td>
</tr>
<tr>
<td>2000/2001</td>
<td>$580.00</td>
<td>$1,660.00</td>
</tr>
<tr>
<td>2001/2002</td>
<td>$1,150.00</td>
<td>$2,810.00</td>
</tr>
<tr>
<td>2002/2003</td>
<td>$1,390.00</td>
<td>$4,200.00</td>
</tr>
<tr>
<td>2003/2004</td>
<td>$930.00</td>
<td>$5,130.00</td>
</tr>
<tr>
<td>2004/2005</td>
<td>$2,410.00</td>
<td>$7,540.00</td>
</tr>
</tbody>
</table>
The $800 we have been donating for two scholarships each year goes to a different account at the K-State Foundation. That account is known as our Expendable Account and is supposed to be used to retain the money we decide to donate each year until the scholarships are actually awarded to the students. If the scholarships awarded match the amount donated, the account would have zero balance at some point each year. However, no officer of our organization had been receiving regular reports for this account for several years. He was able to gather information on the account and noticed that the annual balance was not always zero as shown in the reprinted table on the next page. This was due to scholarships not matching our designated amounts, not being awarded, or if our Treasurer did not send a check each year to match our commitment.

We are now getting a monthly report from the Foundation. He has discussed the situation with the BAE Scholarship Chair and Department Head. There should be $975 remaining in the account in un-awarded scholarships. An additional $12.50 check needs to be sent to correct the balance. A check will also be sent for any amount approved later in this meeting.

### Kansas Section ASAE Scholarship Expendable Account at KSU Foundation

<table>
<thead>
<tr>
<th>School Year</th>
<th>Scholarship Amount Designated by Section</th>
<th>Deposits to Account</th>
<th>Awarded to Students</th>
<th>Account Balance</th>
<th>Not Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>1998/1999</td>
<td>$500.00</td>
<td>$0</td>
<td>($375.00)</td>
<td>($375.00)</td>
<td>$125.00</td>
</tr>
<tr>
<td>1999/2000</td>
<td>$500.00</td>
<td>$0</td>
<td>($500.00)</td>
<td>($875.00)</td>
<td>$0</td>
</tr>
<tr>
<td>2000/2001</td>
<td>$500.00</td>
<td>$1,125.00</td>
<td>($500.00)</td>
<td>($250.00)</td>
<td>$0</td>
</tr>
<tr>
<td>2001/2002</td>
<td>$500.00</td>
<td>$750.00</td>
<td>($500.00)</td>
<td>$0.00</td>
<td>$0</td>
</tr>
<tr>
<td>2002/2003</td>
<td>$500.00</td>
<td>$0</td>
<td>($250.00)</td>
<td>($250.00)</td>
<td>$250.00</td>
</tr>
<tr>
<td>2003/2004</td>
<td>$500.00</td>
<td>$912.50</td>
<td>($500.00)</td>
<td>$162.50</td>
<td>$0</td>
</tr>
<tr>
<td>2004/2005</td>
<td>$800.00</td>
<td>$1,800.00</td>
<td>($500.00)</td>
<td>$1,462.50</td>
<td>$300.00</td>
</tr>
<tr>
<td>2005/2006</td>
<td>$800.00</td>
<td>$0</td>
<td>($500.00)</td>
<td>962.50</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

### Scholarships for BAE and ATM Students

Carl Nuzman presented a Motion to award two $400 scholarships for the next school year and Mahbub Alam seconded the motion. John Ousrada proposed amending the motion to increase the scholarship amounts to $500 and this was seconded by Harry Manges. The amount for scholarships was discussed considering also having a goal to get Endowment Fund to $10,000. The motion to amend passed. The amended motion to award two $500 scholarships passed without opposition.

### Standing Order to Establish Endowment Account

Morgan Powell offered a motion to reaffirm an existing standing order that empowers the Executive Committee to establish the Endowment account without a vote by the membership when the balance reaches $10,000. It was seconded by Freddie Lamm and passed without opposition.

### Support for BAE Student Design Teams
Peter Clark read a letter from the tractor team requesting financial support and noted that the other student design teams have been given notice to submit their own requests. Danny Rogers made the Motion to authorize up to four $250 scholarships to student design teams if they make a formal request was second by Maynard Herron and passed unanimously.

**Support for Students for Study Abroad Program in China**
Naiqian Zhang requested that we consider offering student scholarships for the Study Abroad trip he is sponsoring to China next summer. Extensive discussion followed, but general consensus was that no scholarship would be made available this year. It was recommended that an application procedure be developed for such scholarships in the future.

**Nominations and Elections**
Hutchinson presented the Proposed Slate of Officers from the nominating committee. The new officers nominated were: 2nd Vice Chair – Naiqian Zhang, Secretary/Treasurer – Peter Clark, Awards & Recognition – Gary Clark, Membership – Paul Armstrong, Continuing Education/Career Guidance – Jim Steichen, BAE Student Section Liaison – Stacy Hutchinson. Pat Murphy made Motion to accept Slate of Officers as nominated, Morgan Powell seconded the motion, and it passed without opposition.

**Section Awards and Recognition**
Hutchinson listed the members that received long-term membership pins and certificates by mail earlier this year.

Don Snethen recognized Stacy Hutchinson as the 2005 Young Member of the Year and Mahbub Alam as the 2005 Member of the Year and presented them with certificates of recognition.

Hutchinson noted that we would normally recognize the Past Section Chair, but since Jerome Robbilard has moved, we will have to mail a plaque of recognition.

**Memorials**
Jim Koelliker read Gus Fairbanks’ Obituary and Harry Manges shared memories of Harry Converse. A moment of silence was observed in memory of these two members.

**Future Meetings**
Stacy Hutchinson announced that the next meeting will be in Hutchinson in mid-October 2006 and that John Kurtz will be the program chair. The specific date and location will be announced later. Phil Barnes announced that the Mid-Central ASABE Meeting would be held in Manhattan in the first part of April. The meeting was adjourned at 4:05 p.m. by Stacy Hutchinson.

Respectfully submitted,
Peter A. Clark, Secretary/Treasurer