

COLORADO ASSOCIATION OF STORMWATER AND FLOODPLAIN MANAGERS

2480 W. 26th Ave., Suite 156-B

Denver, CO 80211

www.casfm.org



Date/Time: Thursday, November 14, 2019, 9:00 AM

Hosted by: Michael Baker International

Location: 165 S Union Blvd, Lakewood, CO 80228

Remote:

Attendance:

On the phone: Molly Trujillo, Drake Ludwig, Shea Thomas, Robert Moore, Stuart Gardner, Candice Own, Sarah Houghland, Andrew Fisher

In Person: Kevin Doyle (Michael Baker); See sign in sheet

GENERAL MEMBERSHIP MEETING AGENDA:

I. Call to Order – *Morgan Lynch*

II. Secretary Report – *Saman Mehdi*

A. Minutes from the September 25, 2019 General Membership Meeting were distributed for review. Minutes were approved with minor change as discussed.

1. https://www.casfm.org/wp-content/uploads/2019/11/2019-09-25-General-Membership-Mtg-agenda_final-minutes-w-attachment.pdf

B. Minutes from September 26, 2019 Board Meeting also approved

1. https://www.casfm.org/wp-content/uploads/2019/11/2019-09-26-Board-Mtg-MM_Final-with-attachments.pdf

III. Treasurer Report – *Rich Borchardt*

A. Rich went over October's Treasurer's Report (attached) which doesn't include Credit Cards for October.

1. Membership looked a little low, because Rich was coding them to lunch and learns and not membership meetings.
2. The \$11,710 membership dues are earlier this year, we should be anticipating the remaining renewals in November and December and are anticipated to meet the \$23,000 in the 2019 budget, and projected same amount for 2020.
3. Biggest expense is annual conference
4. Still have not received the bill for 2019 conference.
 - a. Shea will be tracking this down and will send the invoice to Rich.
 - b. Shea has not heard from conference venue 2 weeks ago, will need to follow up again and ask for W-9 as well.
 - c. Budget is \$132,000 for the conference. Remains the same for 2020

5. Social Events:

- a. Discussed remaining budget for social events in every region

B. CASFM Cash Position – Summary of cash position through 10/31/19 is \$235,478.99 in Checking and \$25,285.58 in the Money Market account.

C. Draft Budget for 2020 (attached)

1. Similar to 2019 - until we get more expenses coming in, it seems to stay the same.
 - a. Line item 1 of budget, increased to \$1,500 to account for potential 1099 prep and any additional audit work.

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- b. If we have a vendor that is paid by CASFM directly, we will need a W9 from them. If they are not a corporation a 1099 needs to be submitted. For example, Scholarship recipients and research grant.
 2. Annual conference budget is the same for 2020, if there is any need for anything different please let Rich know.
 3. The group discussed if the Stream Academy should be a \$2,000 line item in budget.
 - a. Result of conversations from board meeting and emails between board members.
 - b. Additional CASFM trainings like the SWMM review workshop at the CASFM Conference are a result of Stream Academy discussions.
 - c. How many members are part of Stream Academy?
 - i. Drew to give us member updates – at least one third of the attendees are CASFM members.
 - d. We have been giving Stream Academy \$2,000 the past 3 years and our members see value; it makes sense to have it as its own separate line item moving forward.
 4. Water Quality Field Trip – budget to increase to at least \$2,300. Last field trip was approximately \$2,300.
 5. Outreach and Training still \$17,000. Does this need to change?
 6. Socials, unchanged.
 7. Scholarships, unchanged.
 8. Numbers in budget show that if we continue our spending and revenue, we will be spending upwards of \$25,000 of organization reserve.
 - a. Reserves at end of last year is \$75,000, we anticipated spending \$25k of reserves this year, and if we do not change budget 2020, we will end up with about \$25k in reserves for 2020.
- D. Sarah – asking for hotel reservation break down.
1. Sarah asking for \$25k be budgeted for Conference General Category in 2020.
 2. Do we need the hotel reservation line item?
 - a. Shea says \$9,000 is accurate for Keystone and has been paid.
 - i. Shea to confirm if we have submitted reservation fees to Keystone for 2020 conference and report back to Rich to update budget.
 - b. Deb suggests to find out what dollar amount we need for sponsorship
 - i. Keystone had numerous ideas on sponsorship opportunities – maybe have this conversation in January or have it amongst the Conference committee about ways to increase sponsorship.
 - ii. Paid Snowmass \$1,000 for 2021. Full \$9,000 can go into conference expenses.
 - c. We won't be able to keep spending down the reserves in 2021
 - i. Do we need to increase membership dues? Conference dues? Sponsorship fees? Etc.
 - ii. Morgan does not want to take away from other line items like socials and training as those are very valuable resources for CASFM members.
 - iii. Maybe look at how to reduce conference expenses (food, and drink etc)
- E. **Please get revised budget asks to Rich before December 24, 2019.**
- F. 2018 tax return has been filed and on time!
- G. Checking Account
1. Rich working on paperwork to add new members to the checking account.

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- a. If for some reason Rich needed a reimbursement, is probably the only time that another board member would need to sign a check. Or if something happens to a board member, for CASFM to continue business as usual.

IV. Vice Chair Report – *Thuy Patton*

A. Winter Summary Newsletter

1. Looking at last year's newsletter, wants to do something different; spice it up a little. Last year was "a year in review."
 - a. Summary of conference, message from Chair, and member spotlights (CFM pass, etc)
 - b. Thuy wants to do "Where are they now?" interviews with past chairs
 - c. Maybe have Stuart or someone great with people do a "Man on the Street".
 - i. Interview CASFM members about what they do and don't know about CASFM
 1. Kevin Doyle, Jason? Social Reps?
 - a. Thuy to come up with some sample questions
 - b. Work with Region/social chairs directly.
 - d. Member spotlights? Combine with CASFM YMG Instagram?

V. Committee/Regional Representative Summary

A. Stormwater Quality

1. Talk more in January regarding conference registration waiving for targeted groups.
2. Colorado Stormwater center received some money from the State CDPHE to put on a symposium
 - a. Through Holly Piza, the storm water committee has been considering to host/sponsor that event. Can this fit in the budget? Should CASFM do this/support this?
 - b. Morgan likes it. Supports if we need CASFM to advertise, etc.
 - c. Candice to report back in January with more information regarding the potential event and what level of support is needed.
3. See Attached Report for remaining Committee/Regional Summaries.

VI. Conference Recap and Planning – *Sarah Houghland & Shea Thomas*

A. Survey Results/ Comments

1. Great job this year, generally great response from the survey.
 - a. Most negative comments are regarding venue
 - i. We have been sized out of Crested Butte
 - b. Negative comments about reservation process – again in respect to the venue.
 - c. A lot of venue comments are out of our control but we recognize the concerns.
 - d. Lot of support for box lunch for at least one of the days –
 - i. Comments regarding the packaging
 - ii. The bags were supposed to all be reusable or recyclable?
 - e. Keystone box lunch does give a reusable bag.
 - f. Majority support for the formal dinner
 - g. A lot of support for Casino night.
 - i. Planning to do casino night this year, group is out of Golden and couldn't get enough dealers for the event – should not be an issue for Keystone.

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- ii. No one said that “no entertainment is needed”
- iii. Some people did say to have karaoke every year.
- h. Support for project awards; maybe we do different size project awards. Candice might have some more ideas on how to improve the stormwater quality rewards.
 - i. Discuss more in January meeting about awards in general.
 - ii. Which ones?
 - iii. How to give them?
 - iv. Doesn't make sense to have the audience to choose?
 - v. How to present? That 1.5 hour presentation slot usually has the lowest ratings in the survey. The Committee will reach out to Colin Wagoner to provide input on how the awards look moving forward.
 - vi. Construction focus versus not construction?
 - vii. Running into limitations on presentations at the conference.
- B. 2020 Planning
 - 1. Venue considerations – Keystone will have tons of space, no crowding into rooms at all.
 - 2. Shuttle situation is a bit different. Maybe need to give yourself more time to get to the conference venue.
 - 3. Potential schedule update?
 - 4. Conference committee should chat a bit before the January meeting to come up with some more ideas.
- C. Socio to increase prices next year. If we sign the contract this year we will be grandfathered at 2019 rate. They can restructure the contract to pay in 90 days. Rich says to pay this year to save money, and use reserves.
- D. Does the text message voting still work?
 - 1. Fairly easy to set up. Good response once we had it set up correctly.
- E. Open Positions
 - 1. Open positions - A/V and field trips
 - a. Field Trips has been filled by Peggy Graham with Advanced Drainage Systems, Inc.

VII. Outreach & Training – Emily Villines/ Tyler Rosburg

- A. Talk about further in January?
 - 1. Interested in course regarding CWCB Fluvial Hazard Zone protocols; to see if CASFM would like to host a course once protocols are finalized on how to effectively implement.
 - 2. Course on How to effectively prepare a CLOMR/LOMR?
 - a. Kevin Doyle/Craig Jacobsen for instructors?
 - 3. Any ideas on additional training opportunity?
 - a. Modelling classes seem to be in high demand. SWMM Training, HecRAS, etc. Will talk in December among the committee, and bring final ideas to January meeting.

VIII. ASFPM Update – Brian Varrella

- A. No longer Brian, it will be Heidi Hansen (Chapter Director at ASFPM)
 - 1. Morgan to reach out to Heidi, Brian, and Jeff Sickles to get their idea regarding CASFM
 - 2. Writing a letter to ASFPM with our concerns, will explore the option of reaching out to other chapters before sending a letter to ASFPM.

IX. 2020 Meetings (to discuss)

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- A. *January 9th at Mile High Flood District*
 - 1. Move to Wednesday, January 15th, 2019
- B. *March 12th at Jacobs – Morgan will confirm with Jacobs*
- C. *May 14th City of Loveland*
- D. *July 10th at Keystone Conference Center*
- E. *September 30 at CASFM Annual Conference*
- F. *November 12th at Michael Baker*

X. Adjourn

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CASFM DRAFT 2020 BUDGET

Expenses	2019 Budget	2019 YTD - Actual	2020 Budget	Description	
Contract Services					0
1. Accounting Services	\$ 800.00		\$ 1,500.00	Tax & Accounting Services, Increase for 1099 Prep	800
2. Legal Services	\$ 500.00		\$ 500.00	Did have a place holder for \$1,500	500
Dues and Subscriptions					0
1. ASFPD Dues	\$ 700.00		\$ 700.00	Both 2018 and 2019 Dues were paid in 2018. \$700 Budgeted for 2020 Dues, to match increase from ASFPD	700
Annual Conference					0
1. Annual Conference Hotel Reservation	\$ 9,000.00		\$ 9,000.00		9000
2. Annual Conference	\$ 132,000.00	3,999.00	\$ 132,000.00	Conference venue	128001
3. Annual Conference General	\$ 15,000.00	11,220.20	\$ 15,000.00	Conference programming	3779.8
Operations					0
1. Postage, Mailing Service	\$ 50.00		\$ 50.00		50
2. Supplies	\$ 400.00		\$ 400.00	Supplies, and other admin costs	400
3. Membership Coordination	\$ 1,800.00		\$ 1,800.00	Wild Apricot	1800
4. Newsletters	\$ 1,750.00	\$ 403.75	\$ 1,750.00	1 Newsletter for 2017	1346.25
5. Credit Card Fees - Monthly	\$ 2,200.00	\$ 2,308.77	\$ 2,200.00	Annual cost of monthly charged fees, doesn't include credit card discount fees	-108.77
6. Website Hosting	\$ 2,300.00		\$ 2,300.00	Hosting expenses	2300
6.1 Conference Management Software	\$ 6,610.00		\$ 6,610.00		6610
6.2 Bank Fees	\$ 50.00		\$ 120.00	Increased to include Bill Pay Fees	50
7. Insurance	\$ 2,000.00		\$ 2,000.00	D&O and EPLI Insurance	2000
8. Membership Meetings	\$ 600.00		\$ 600.00	For board member meeting expenses.	600
9. Database Registration	\$ 2,000.00		\$ 2,000.00	Formstacks	2000
10. Cloud Services	\$ 180.00		\$ 180.00		180
ASFPD National Conference					0
1. ASFPD National Conference	\$ 2,200.00	\$ 803.34	\$ 2,200.00	Chair's attendance	1396.66
Workshops					0
1. Lunch and Learn Training	\$ 1,500.00	\$ 414.67	\$ 1,500.00		1085.33
2. Water Quality Field Trip	\$ 2,000.00	\$ 2,285.39	\$ 2,000.00		-285.39
4. Outreach & Training	\$ 17,000.00	\$ 15,184.36	\$ 17,000.00	\$2,000 allocated for help HEC-RAS 2D training. Renamed Item from Seminars/Training to Outreach and Training and combined both items into one budget category	1815.64
5. Stream Academy	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	Support Stream Academy	0
Socials					0
1. Metro Socials	\$ 2,500.00	\$ 1,177.92	\$ 2,500.00	4 socials with 35 people	1322.08
2. Northeast Socials	\$ 1,000.00	\$ 641.44	\$ 1,000.00	2 socials with 15 people	358.56
3. Southeast Socials	\$ 1,400.00	\$ 449.94	\$ 1,400.00	4 socials with 15 people	950.06
4. Northwest Socials	\$ 500.00		\$ 500.00	2 socials with 10 people	500
5. Young Members Social	\$ 2,500.00	\$ 1,486.03	\$ 2,500.00	For use by the Young Members Group	1013.97
Travel and Meetings					0
Donations					0
1. ASFPD Donations	\$ 500.00	\$ 500.00	\$ 500.00	Donation to 5k or other ASFPD Donations	0
2. Research	\$ 2,500.00		\$ 2,500.00	\$2,500 Research Grant and \$1,000 to Healthier Colorado in 2018	2500
Scholarships					0
1. Undergrad Scholarship	\$ 2,500.00		\$ 2,500.00		2500
2. Ben Urbanas Scholarship	\$ 2,500.00		\$ 2,500.00	Scholarship Awarded in 2017 was paid as 2018 expense	2500
3. CASFM Family Scholarship	\$ 4,000.00		\$ 4,000.00		4000
Miscellaneous					0
1. Miscellaneous	\$ 200.00		\$ 200.00	Miscellaneous expenditures and supplies that arise	200
2. Disaster Relief	\$ -		\$ -	Will fund as needed with available funds.	0
Website					0
1. Maintenance and Warranty	\$ 500.00		\$ 500.00		500
Total Expenses:	\$ 223,240.00	\$ 42,874.81	\$ 224,010.00		180365.19
Revenue					
Income					
				All donations and scholarship fund raising should go to Family Scholarship. Deleted row for Undergrad Scholarship revenue, to avoid confusion. Undergrad is funded wholly through CASFM.	
1. Family Scholarship Donations	\$ 4,000.00	\$ 3,699.00	\$ 4,000.00		\$ (301.00)
Investments					\$ -
Interest-Savings, Short-term CD	\$ 50.00	\$ 35.99	\$ 50.00		\$ (14.01)
Program Income					\$ -
1. Membership Dues	\$ 23,000.00	\$ 11,710.00	\$ 23,000.00		\$ (11,290.00)
2. Annual Conference Fees	\$ 130,000.00	\$ 145,792.90	\$ 130,000.00		\$ 15,792.90
3. Annual Conference Sponsorships	\$ 26,000.00	\$ 6,100.00	\$ 26,000.00		\$ (19,900.00)
4. Workshops/Training					\$ -
A. Lunch and Learn Training/Seminars	\$ 15,000.00	\$ 8,115.00	\$ 15,000.00	Combined Lunch and Learns and Training	\$ (6,885.00)
B. Water Quality Field Trip	\$ 2,100.00	\$ 1,899.96	\$ 2,100.00		\$ (200.04)
Total Revenue:	\$ 200,150.00	\$ 177,352.85	\$ 200,150.00		
Total Gain (Loss)	\$ (23,090.00)	\$ 134,478.04	\$ (23,860.00)		
Beginning Unrestricted Balance				Checking (2020 beg. should match 2019 end balance)	
Beginning Temp Restricted Balance				CASFM Family Scholarship Savings Account	
Ending Unrestricted Balance				Checking on 12/31/19 and projected 12/31/20 with proposed budget	
Ending Temp Restricted Balance				CASFM Family Scholarship Savings Account on 12/31/18	

7:00 AM

Colorado Assn of Stormwater and Floodplain Managers, Inc. CASFM Profit & Loss Budget vs. Actual - 2019

Accrual Basis

January through October 2019 (October Credit Card Information not included)

	Jan - August 2019		Budget		\$ Over Budget		% of Budget
Ordinary Income/Expense							
Income							
43400 - Direct Public Support							
43415 - Scholarships Contributions	3,699.00		4,000.00		301.00		92.5%
Total 43400 - Direct Public Support	3,699.00		4,000.00		301.00		92.5%
45000 - Investments							
45030 - Interest-Savings, Short-term CD	35.99		50.00		14.01		72.0%
Total 45000 - Investments	35.99		50.00		14.01		72.0%
47200 - Program Income							
47230 - Membership Dues	11,710.00		23,000.00		11,290.00		50.9%
47240 - Annual Conference Fees	145,792.90		130,000.00		-15,792.90		112.1%
47245 - Annual Conference Sponsorships	6,100.00		26,000.00		19,900.00		23.5%
47250 - Workshop Fees							
47251 - Lunch & Learn Training	895.00		15,000.00		14,105.00		6.0%
47260 - Water Quality Fieldtrip Fees	1,899.96		2,100.00		200.04		90.5%
Total 47250 - Workshops Fees	2,794.96		17,100.00		14,305.04		16.3%
Total 47200 - Program Income	166,397.86		196,100.00		29,702.14		84.9%
Total Income	170,132.85		200,150.00		30,017.15		85.0%
Expense							
62100 - Contract Services							
62110 - Accounting Fees	0.00		800.00		800.00		0.0%
62140 - Legal Fees	0.00		500.00		500.00		0.0%
Total 62100 - Contract Services	0.00		1,300.00		1,300.00		0.0%
62200 - Dues and Subscriptions							
62210 - ASFPM Dues	0.00		700.00		700.00		0.0%
Total 62200 Dues and Subscriptions	0.00		700.00		700.00		0.0%
64000 - Annual Conference							
64100 - Annual Conference Hotel Reservation	0.00		9,000.00		9,000.00		0.0%
64200 - Annual Conference Costs	3,999.00		132,000.00		128,001.00		3.0%
64300 - Annual Conference General	11,220.20		15,000.00		3,779.80		74.8%
Total 64000 - Annual Conference	15,219.20		156,000.00		140,780.80		9.8%
65000 - Operations							
63400 - Membership & Database Coordination	0.00		1,800.00		1,800.00		0.0%
63500 - News Letters	403.75		1,750.00		1,346.25		23.1%
65020 - Postage, Mailing Service	0.00		50.00		50.00		0.0%
65040 - Supplies	0.00		400.00		400.00		0.0%
65120 - Insurance - Liability, D and O	0.00		2,000.00		2,000.00		0.0%
65150 - Credit Card Fees							
65151 - Credit Card Fees - Monthly	2,308.77		2,200.00		-108.77		104.9%
Total 65151 - Credit Card Fees	2,308.77		2,200.00		-108.77		104.9%
65200 - Website	0.00		2,300.00		2,300.00		0.0%
65205 - Website Maintenance and Warranty	0.00		500.00		500.00		0.0%
65210 - Conference Management Software	0.00		6,610.00		6,610.00		0.0%
65300 - Bank Fees	0.00		50.00		50.00		0.0%
65400 - Database Registrations	0.00		2,000.00		2,000.00		0.0%
65450 - Cloud Services	0.00		180.00		180.00		0.0%
68305 - Membership Meetings	0.00		600.00		600.00		0.0%
70000 - Miscellaneous	0.00		200.00		200.00		0.0%
Total 65000 - Operations	2,712.52		20,640.00		17,927.48		13.1%
65500 - ASFPM National Conf	803.34		2,200.00		1,396.66		36.5%
66000 - Workshops							
66100 - Workshops - Lunch & Learn	414.67		1,500.00		1,085.33		27.6%
66150 - Water Quality Fieldtrip	2,285.39		2,000.00		-285.39		114.3%
66200 - Workshops - Outreach & Training	15,184.36		17,000.00		1,815.64		89.3%
66400 - Workshops - Stream Academy	2,000.00		2,000.00		0.00		100.0%
Total 66000 - Workshops	19,884.42		22,500.00		2,615.58		88.4%
68000 - Socials							
68100 - Metro Socials	1,177.92		2,500.00		1,322.08		47.1%
68200 - Northeast Socials	641.44		1,000.00		358.56		64.1%
68400 - Southeast Socials	449.94		1,400.00		950.06		32.1%
68500 - Northwest Socials	0.00		500.00		500.00		0.0%
68600 - Young Members Social	1,486.03		2,500.00		1,013.97		59.4%

Total 68000 - Socials	3,755.33	7,900.00	4,144.67	47.5%
68800 - Donations				
68920 ASFPM Foundation	500.00	500.00	0.00	100.0%
68930 - Research	0.00	2,500.00	2,500.00	0.0%
Total 68800 - Donations	500.00	3,000.00	2,500.00	16.7%
69000 - Scholarships				
69200 - Ben Urbonas Scholarship	0.00	2,500.00	2,500.00	0.0%
69300 - CASFM Family Scholarship	0.00	4,000.00	4,000.00	0.0%
69400 - Undergrad Scholarship	0.00	2,500.00	2,500.00	0.0%
Total 69000 - Scholarships	0.00	9,000.00	9,000.00	0.0%
Total Expense	42,874.81	223,240.00	180,365.19	19.2%
Net Ordinary Income	170,132.85	200,150.00	30,017.15	85.0%
Net Income	127,258.04	-23,090.00	-150,348.04	

Date/Time: Thursday, November 14, 2019, 9:00 AM
Hosted by: Michael Baker International
Location: 165 S Union Blvd, Lakewood, CO 80228

OFFICERS

Treasurer
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