

**Association of  
Federal Communications  
Consulting Engineers  
and  
AFCCE Scholarship Fund, Inc.**



**2017–2018 Annual Report**

**70th Annual Meeting • June 21–23, 2018  
Hotel Sorrento • Seattle, Washington**

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## 70<sup>th</sup> AFCCE Annual Meeting Sign-in Sheet (2018)

No.	Last Name	First Name	Member Status	
1	Arnold	Harvey	A	Harvey Arnold
2	Benco	David	A	David Benco
3	Brown	Michael	A	Michael Brown
4	Chase	Ronald	A	Ronald Chase
5	Clark	Roswell	A	Roswell Clark
6	Collinson	John	M	John Collinson
7	Crowley	Steven	M	Steven Crowley
8	Crump	Anne	A	Anne Crump
9	Dahlke	James	A	James Dahlke
10	Davis	Joseph	M	Joseph Davis
11	Davis	Sterling	M	Sterling Davis
12	Dawson	Benjamin	M	
13	Dugan	Paul	M	
14	Edwards	Jon	M	Jon Edwards
15	Fehlig	Mark	M	Mark Fehlig
16	Garziglia	John	A	John Garziglia
17	George	John	M	John George
18	Gillespie	Angela	A	Angela Gillespie
19	Gorton	Thomas	M	
20	Guill	Robert	A	
21	Hatfield	James	E	James Hatfield
22	Horne	Christopher	M	Christopher Horne
23	Jones	Carl T, Jr.	M	Carl T. Jones
24	Le	Tram	S	
25	Lockwood	Stephen	M	Stephen Lockwood
26	Lyons	John	M	John Lyons
27	Pumple	Stephen	A	Stephen Pumple
28	Rackley	Ronald	M	
29	Rhodes	Michael	M	Michael Rhodes
30	Sanderford	Matthew	M	Matthew Sanderford
31	Silliman	Thomas	M	Thomas Silliman
32	Swanson	Erik	M	
33	Weller	Robert	M	Robert Weller
34	Wieczorek	Christopher	A	
35	Will	Larry	M	Larry Will
36	Zuba	Christine	A	Christine Zuba

## 70<sup>th</sup> AFCCE Annual Meeting Sign-in Sheet (2018)

37	Evans	Ben	F	<i>Ben Evans</i>
38	Butcher	Matt	F	<i>Matt Butcher</i>
38	LASKY	MICKZ	A	<i>Mick Lasky</i>
39				
40				

## Annual Meeting Agenda

<b>Item No.</b>	<b>Description</b>	<b>Presenter</b>
1	Call to order, welcome, and introductions	Lyons
2	Quorum determination for Board Meeting items	Weller
3	Approval of Agenda	Lyons
4	President's Report	Lyons
5	Vice-President's Report	Horne
6	Secretary's Report	Weller
7	Treasurer's Report	Chase
	<b>Committee Reports</b>	
8A	Professional Ethics and Grievances*†	Fehlig
8B	Rules and Standards*†	Crowley
8C	Permanent Arrangements† (suggestions for 2019 meeting)	Horne
8D	Nominations† (results of board election)	Crowley/Weller
8E	Historian	Lyons
8F	FCC Liaison	Edwards
8G	Luncheon Coordinator	Reiser
8H	Program Coordinator (call for new Program Coordinator)	Doczkat
8I	Social Media Coordinator	Butcher
8J	Ad Hoc Committee on RF Noise	King
8K	Sustainability	Fehlig
8L	Admissions*	Sanderford
	<b>* committee named in Constitution † committee named in bylaws</b>	

<b>AFCCE and AFCCE Scholarship Fund Board of Director's Meetings</b>		
9	Membership fees	Lyons/Chase
10	Scholarship Committee	Cross
<b>(Annual Meeting Continues)</b>		
11	Old Business	Lyons
12	New Business	Lyons
13	Schedule for 2018–2019	Weller/Horne
14	Adjournment	Lyons

## Minutes of 2017–2018 Annual Meeting

June 22, 2018.

1. The meeting was called to order at 08:00 by President John Lyons. Those present introduced themselves. Stephen Lockwood described the planned activities and announced the schedule.
2. Secretary Robert Weller announced that with 8 of 9 Board members present, a quorum was available to conduct business. Marshall Cross was not present.
3. The agenda was approved without modification. (Motion by Michael Rhodes, second by Sterling Davis, no objections)
4. President Lyons presented his report (a written version is included herein). The report was approved (Mr. Pumple, Mr. S. Davis, N.O.).
5. Vice-President Horne presented his report (a written version is included herein). The report was approved (Mr. George, Mr. Benco, N.O.).
6. Secretary Weller presented his report (a written version is included herein). The report was approved (Ms. Zuba, Mr. Lasky, N.O.).
7. Treasurer Chase presented his report (a written version is included herein). The report was accepted, noting a number of adjustments may be needed to the spreadsheets. (Mr. Crowley, Mr. Butcher, N.O.). There was a consensus that an audit committee was needed.

The meeting was suspended at 09:15 and resumed at 09:30.

8. Committee reports were presented.
  - a. Mr. Fehlig presented the report of the Professional Ethics and Grievances Committee (a written version is included herein). The report was approved (Mr. Crowley, Mr. Will, N.O.).
  - b. Mr. Crowley presented the report of the Rules and Standards Committee (a written version is included herein). The report was approved (Mr. S. Davis, Mr. Butcher, N.O.).
  - c. Mr. Horne presented the report of the Permanent Arrangements Committee (a written summary prepared by the Secretary is included herein). The report was approved (Mr. Pumple, Mr. George, N.O.).
  - d. Mr. Crowley presented the report of the Nominations Committee (a written version is included herein). The report was approved (Mr. Evans, Mr. Jones, N.O.). Mr. Evans agreed to serve as chair of the Nominations Committee for 2018–2019. Secretary Weller announced the results of the election of Board members. President Lyons congratulated incoming Board members Sterling Davis and John George (Full Members), and Stephen Pumple (Associate Member).
  - e. President Lyons presented the Historian's report (a written version is included herein). The report was approved with a date correction. President Lyons noted that he has about 20 boxes of written material. Mr. Silliman noted that, historically, past Presidents retained materials from their term and that he and others had additional written material from AFCCE's past. It was recommended that such material be forwarded to President Lyons for scanning. (Mr. S. Davis, Mr. Lockwood, N.O.).
  - f. Mr. Edwards presented the report of the FCC Liaison (a written version is included herein). The report was approved (Mr. Collinson, Ms. Zuba, N.O.).

- g. There was no report from the Luncheon Coordinator, but it was noted that the luncheon meetings had gone well and Mr. Reiser was thanked for his service.
  - h. There was no report from the Program Coordinator, but it was noted that a number of government and industry representatives made presentations, including Tony Serafini and Charles Cooper from FCC, Mats Ek from Progira, Graziano Casale from Rhode & Schwarz, Author James O’Neal, and Larry Walke from NAB. Mr. Doczkat was thanked for his service. Mr. Doczkat has stepped down and a new Program Coordinator is needed. Potential programs for 2018–2019 were suggested including a discussion of C-band flexible use and use of 3.5 GHz for CBRs.
  - i. Mr. Butcher presented the report of the Social Media Coordinator (a written version is included herein). Mr. Butcher noted that greater engagement by members on AFCCE’s social media pages (through comments and “likes,” etc.) would lead to a larger number of members and non-members receiving notifications of AFCCE activities. The report was approved (Mr. Rhodes, Mr. Will, N.O.). Mr. Rhodes presented the report of the Website Coordinator. The report was approved (Mr. Lasky, Mr. Jones, N.O.).
  - j. Mr. Weller mentioned that he had communicated with Tom King, Chair of the *Ad Hoc* Committee on RF Noise, and recommended that the Committee be suspended pending further FCC activity or direct AFCCE involvement.
  - k. Mr. Fehlig presented the report of the Sustainability Committee (a written version is included herein). The report was approved (Mr. S. Davis, Mr. George, N.O.). The Committee is presently suspended.
  - l. Mr. Sanderford presented the report of the Admissions Committee (a written version is included herein). The report was approved (Mr. Lockwood, Mr. Evans, N.O.).
9. The AFCCE Board of Directors meeting was convened at 10:11. The Secretary announced that a motion was needed to set membership dues for 2019. The President invited comments. A number of proposals were considered, including adding a “convenience fee” to credit card charges, making Full and Associate Member dues the same, and raising both Full and Associate Member dues by various amounts. Ms. Crump moved to make Full Member Dues \$195 and Associate Member Dues \$175 with no other changes. Secretary Weller seconded. The motion passed 6-2-0. A summary of the 2019 Dues structure is included herein.
10. The AFCCE Scholarship Fund Board of Directors meeting was convened at 10:35.
- a. President Lyons presented his report (a written version is included herein). The report was approved.
  - b. Vice-President Horne presented his report orally. Vice-President Horne emphasized that we need to generate greater interest and applications from qualified students. The report was approved.
  - c. Secretary Weller presented his report (a written version is included herein). The report was approved (Ms. Collinson, Mr. Sanderford, N.O.).
  - d. Treasurer Chase presented his report (a written version is included herein). The report was accepted, noting a number of adjustments may be needed to the spreadsheets. (Mr. Edwards, Mr. Crowley, N.O.).
  - e. [ ] presented the report of the Scholarship Committee (a written version is included herein). The report was approved (Mr. Edwards, Mr. Crowley, N.O.). There was discussion about how to attract more qualified applicants. It was suggested that sophomore students be allowed to apply, that the requirement for sponsorship be

eliminated, that there be better use of scholarship websites, that the AFCCE website include better meta-data to allow AFCCE scholarships to appear higher in search results, that we work with NATE and their Ernie Jones Scholarship to share publicity, and that we consider spending a modest amount of money to advertise on Google Ads or other online services.

11. The Annual meeting resumed. No old business was considered.
12. A number of locations for the 2019 Annual Meeting were suggested, including Atlanta, New Bern, N.C. (near VOA site), Orlando/Tampa, FL, and Toronto, ON. A straw poll was taken with Atlanta, Orlando/Tampa receiving 10 votes, New Bern receiving 5 votes, and Toronto receiving 11 votes.
13. The schedule of meetings for 2018–2019 was presented (attached herein).
14. The meeting was adjourned at 12:30.

## AFCCE President's Report

To the AFCCE Board of Directors and AFCCE Membership:

Welcome to the 70th Annual Meeting of the Association of Federal Communications Consulting Engineers. I join the board of directors and the members in thanking Chris Horne as this year's Permanent Arrangements Committee Chair and member Steve Lockwood for their tireless efforts in planning and executing the arrangements for this event in Seattle.

I would like to take the opportunity to thank those Board Members whose terms are up for their contributions to AFCCE and for their counsel and advice to me personally. They are our long-serving Treasurer Ron Chase, Scholarship Committee Chair Marshall Cross, and Engineering & Rules Committee Chair Steve Crowley, who also stepped in to take over the Nominations Committee so that Ben Evans could run for the Board and not have a conflict of interest. I thank Ben Evans for his service as well.

Thanks also to those members who came forward to place their names on the ballot for the Board of Directors. Full Members were Matthew Butcher, Sterling Davis, B. Benjamin Evans and John George. For the open Associate position, Michael Lasky and Stephen Pumple were the candidates. Allow me to be the first to welcome Sterling Davis, John George, and Stephen Pumple to the AFCCE Board of Directors.

This past year has been exciting and rewarding for AFCCE. We worked with IEEE-BTS on the Fall Symposium and Scholarships awards, and with IWCE on the sponsorship of a student scholarship awardee to attend their annual conference. Dielectric continued their sponsorship of the E. Noel Luddy Scholarship, and we look forward to the establishment of the NTA/Byron W. St. Clair Memorial Scholarship.

We put in motion the changes to the Constitution and By-Laws enacted at the 69<sup>th</sup> Annual Meeting in New York last June as we elevated Associate Members to Full Membership and partially achieved my personal goal of growing the Association's membership.

You will read later in this Annual Report the individual committee reports but I'd like to acknowledge Martin Doczkat for securing outstanding presenters for the monthly meetings and John Reiser for his juggling all the details at the meetings including A/V, badging, meals, fees and everything else he has done and continues to do for AFCCE. To Martin Doczkat, a special thank you for handling the meeting presenters over the last several years as you take your exit from that role officially with this meeting.

The very well attended annual Fall Social received the highest level of sponsorship ever and we had many first-time sponsors. The annual FCC Staff Reception was also well attended, with Rudy Bonacci of the FCC Audio Division receiving our prestigious E. Noel Luddy Award for his meritorious service to the telecommunications industry.

In keeping with AFCCE's commitment to file comments with the FCC on technical issues, we filed comments on the Technical Inquiry into reforming technical regulations regarding AM rules in the area of FM translator operations thanks to the efforts of our FCC Liaison Jon Edwards.

A thank you is in order to Cavell, Mertz & Associates for supporting AFCCE with computer resources for our CDBS e-mail reflector and for the time spent by Mike Rhodes, whom we also thank, for dealing with our website, keeping it updated, and for his timely insertion of notices as needed during the year.

Another thank you is in order to Fletcher, Heald & Hildreth, PLC, for allowing AFCCE to use its conference room for our Board of Director monthly meetings. And a special thank you to Anne Crump of FHH, AFCCE board member, for her volunteer time providing legal advice on any number of issues.

To our AFCCE Committee Chairs for 2017–2018 — Thank you!

#### Committees called out in the Constitution

- Admissions Committee: Matthew A. Sanderford, Jr.
- Professional Ethics & Grievances committee: Mark Fehlig
- Rules & Standards Committee: Steve Crowley

#### Committees named in Bylaws:

- Permanent Arrangements Committee: Chris Horne
- Nominations Committee: B. Benjamin Evans and Steve Crowley

#### AdHoc and Standing Committees and Appointments:

- FCC Liaison Committee: Jonathan Edwards
- Luncheon Coordinator: John W. Reiser
- Program Coordinator: Martin Doczkat
- Scholarship Committee: Marshall Cross
- Webmaster: Michael D. Rhodes
- Social Media Director: Matthew Butcher

And thanks to AFCCE/IEEE-BTS Member Tom Silliman for his work on securing the Jules Cohen Scholarship Committee and for serving as the BTS-designated Director of the Scholarship Fund.

Congratulations to two more of our members, Tom Jones and Mark Aitken, who were recognized at this year's NAB Show in Las Vegas with NAB's Engineering Achievement Awards for Radio and Television, respectively.

And a very special thank you to past President Bob Weller who has made my life much easier over this past year through his advice, guidance and handling all the duties of Secretary that help make the organization cohesive.

It has been a privilege and an honor for me to become AFCCE's first non-P.E. to be elevated to Full Membership and serve as Association President after having served last year as the first non-P.E. Vice President. I thank all of you for your support of the AFCCE mission of monitoring the

FCC for technical rule changes, ensuring professional ethics, and supporting a scholarship fund permitting AFCCE to assist future communications engineers with college tuition.

Respectfully submitted,

A handwritten signature in blue ink on a light-colored background. The signature is cursive and appears to read "John M Lyons".

John M Lyons

AFCCE President

June 13, 2018

## AFCCE Vice-President's Report

The primary role of the Vice President is to discharge the duties of the President during their absence. During the 2017-2018 term, President John Lyons presided over all seven Board Meetings. John's leadership has enabled several opportunities and progress for AFCCE including a successful 2017 Annual Meeting, significant changes to the By-Laws, a new AFCCE metal coat lapel pin, and the IEEE-BTS Joint Luncheon, just to name a few.

In 2017, a committee was formed to study the By-Laws, which were amended to allow for an associate member with specific membership and experience credentials to be elevated to a full member. Mr. Lyons along with the other Officers were instrumental in advancing this effort. During the 2017-2108 term, AFCCE received four new members and five upgrades in membership.

The Vice President also serves as the Chairman of the Permanent Arrangements Committee. Mr. John Reiser and Mr. Mike Rhodes were instrumental in completing the arrangements for all the monthly meetings.

AFCCE recognized Rudy Bonacci, Assistant Division Chief, Engineering of the FCC Media Bureau, as the recipient of the E. Noel Luddy Award for outstanding service to the telecommunications industry.

Finally, thanks to my fellow Board Members and the noted committees for steadfast cooperation in making AFCCE activities and events complete. A special thanks to Bob Weller who continues to manage many duties including the keeper of all the Board Meeting Minutes and his leadership in collaboration with other industry organizations. To serve as an officer of the AFFCE Board has been an honor and I thank you for your support.

Respectfully submitted,

A handwritten signature in blue ink that reads "Christopher K. Horne". The signature is written in a cursive, flowing style.

Christopher K. Horne, P.E.

## AFCCE Secretary's Report

To the AFCCE Board of Directors and Members:

The Association continues to run smoothly with a small cadre of active members taking leadership roles. Attendance at our seven luncheon meetings was consistent at 30–45 members and guests. I would like to acknowledge Program Coordinator Martin Doczkat and Luncheon Coordinator John Reiser for continuing to attract excellent speakers and for ensuring that the luncheon meetings are effective and informative.

I would also like to thank Fletcher, Heald & Hildreth for making their conference room available for our monthly board meetings, and Jon Edwards for assembling and publishing the 2018 Membership Directory. Finally, I would like to thank President John Lyons for leading the Association this past year and for arranging last year's impressive Annual Meeting at the World Trade Center in New York. With 49 members attending, I believe that meeting set an attendance record.

A number of initiatives were started or continued this year. Among them was a program to increase AFCCE's name recognition at the NABShow. AFCCE ribbons were purchased for the show and about 50 were mailed to members who requested them. Additionally, Dave Davies secured space for an AFCCE member meet-up in memory of longtime member Brad Carey. We expect to continue these traditions in coming years.

Full Membership increased this year, primarily because of the elevation process. Last year, members voted to allow for elevation from Associate to Full membership based upon a time in grade requirement and "equivalent experience." A number of long-time Associate Members applied for elevation and the Admissions Committee sought clarification of the meaning of that phrase. As a matter of policy, the Board decided *that sponsorship by two P.E.'s is generally sufficient to establish equivalency. The Admissions committee should confirm that candidates for elevation to full membership have the requisite 5 years membership time in grade and have technical experience in the telecommunications field. If there are concerns relating to the qualifications of specific applicants, the Board expects that those concerns will be raised either by the Admissions Committee or during the circulation process.* Additionally, the board set the elevation fee at \$40 with no half-year discount, and decided that five years of continuous membership leading up to the date of the elevation application was required.

Each year, new officers are confronted with a learning curve as they seek to serve in their position. Steve Crowley has been leading an effort to compile working procedures for officers. I know that new officers will appreciate having a reference document that lays out their responsibilities.

As noted in the Treasurer's Report, use of e-commerce (credit cards through our website) to pay for membership dues, luncheon fees, scholarship donations, etc. is now over 80% of all transactions. This was an initiative started by Eric Wandel and has proven highly successful. However, the credit card charges and associated book-keeping fees are approaching, on average, 10% of the total amount charged. Discussion at the last two Annual Meetings revolved around whether to increase membership fees to compensate or assess an "e-commerce" or "convenience"

charge for those choosing to pay by credit card, and how much that fee might be. I believe that we now have sufficient information to support a 10% convenience fee on all website transactions, except for scholarship donations.

To be effective, AFCCE needs its members to be active and help work on committees doing things ranging from drafting comments in FCC dockets to coordinating the Annual Meeting. If you ask someone on the Board how you can help, I can guarantee that you will be rewarded with a meaningful engagement. You don't have to be local to DC, either! AFCCE's ability to serve its members and our industries is limited only by the time and talent offered by its members.

I've enjoyed working with my fellow Board members and all of our active members this past year and I look forward to the coming year's activities.

Very truly yours,

A handwritten signature in dark ink that reads "Robert D. Weller". The signature is written in a cursive, flowing style.

Robert D. Weller, P.E.  
Secretary

## AFCCE Treasurer's Report

This report covers the financial status and transactions of the Association from May 1, 2017 through April 30, 2018. The commencement date follows the ending date of the 2016-2017 Treasurer's Annual Report.

The attached AFCCE Treasurer's Annual Report dated 5/1/17 – 4/30/18 shows a balance<sup>1</sup> of \$46,055 in the Association checking account and \$77,553 in a Wachovia Bank Money Market Account opened on 5/27/2010. The Association operates on a cash basis. The total income for the reported period was \$67,639. The attached Gain and Loss and Balance Sheets provide current as well as historical detailed information.

The following events occurred during this period that departed from the usual year-to-year procedures that the Treasurer normally encounters.

**Bookkeeper ( Denise Branson )** Our bookkeeper has been working for two and a half years under a continuous extension to her original contract. Denise left FHH in September, and is now working at TEGNA in McLean – new email address [branson.denise@yahoo.com](mailto:branson.denise@yahoo.com).

**Yearly Financial Audit:** The requirement in the by-laws, for a yearly audit of the organization's financial information, was previously completed by having the prior Treasurer review the current financial information in the annual report and provide comments in a letter to the board. The board considered bringing in a professional firm, or individual, to perform an audit of our financial data and practices. A review of information on the web ( specifically from the Center for Nonprofit Advancement ) and information provided by a professional auditor, imply that the cost would be extremely expensive ( about \$5,000 ) and that we could be locked into increasing expenses if the audit ran into "problems", *i.e.* any discrepancy or difficulties found in our financial practices. The board decided that it would convene an audit committee, of which the current Treasurer would not be a member. No further details on the goals or period to be reviewed were determined.

**Credit Card Expenses:** AFCCE credit card implementation, management, cost, and recommendations for instituting a charge/fee for card use is provided in a separate report to the meeting.

**Treasurer Transition:** My service as AFCCE Treasurer ( 2012 – 2018 ) ends this year. In order to provide a smooth transition, I'll provide a "handbook" containing all of our financial activities, timelines and account information ( properly obscured ) to the next board. In addition, to assist in the upcoming audit of our finances, I've prepared Excel files containing:

- a. One file containing each year of our bank statements, 2012 – 2017.
- b. One file containing each year's summary of the credit card statement data, 2012 – 2017.

Examples of these files are shown in the credit card report.

Since I'm local to the DC area, and I still have a strong interest in the organization, I will continue to attend board meetings, and assist the new Treasurer for the next year – again to assure a smooth

<sup>1</sup> All amounts rounded to whole dollars.

changeover. I've also asked for, and received, calendar year breakdowns of our finances from the bookkeeper. I plan to do another financial report, only covering the last 5 years, but in the same format as the last 10 year report that was submitted much earlier. I'll provide it to the board when it's finished.

**Attachments herein include:**

AFCCE Treasurer's Annual Report 5/1/17 - 4/30/18  
AFCCE Gain and Loss Sheet as of 4/30/18  
AFCCE 4 year Gain and Loss Balance Sheet 5/1/14 - 4/30/18  
AFCCE 4 year Balance Sheet 4/15 - 4/18

Respectfully submitted,

A handwritten signature in black ink that reads "Ronald Chase". The signature is written in a cursive style with a long horizontal line extending to the right.

Ronald J Chase  
AFCCE Treasurer  
10 June, 2018

AFCCE Balance sheet, 05/01/17 - 04/30/2018

<b>Opening Balance, Checking</b>			<b>\$ 43,526.52</b>
<b>Opening Balance, Wells Fargo Bus. Savings</b>			<b>\$ 77,507.88</b>
<b><i>Income for the period from all sources:</i></b>			<b>\$ 67,639.22</b>
Annual Meeting 2018		\$ 23,922.20	
Dues Income		\$ 23,680.00	
2017	910.00		
2018	22,770.00		
Fall Social Income (2017)		\$ 3,850.00	
FCC Reception Income (2017)		\$ 3,290.00	
Interest on Bus. Savings		\$ 62.02	
Luncheon Income		\$ 8,735.00	
Scholarship Income		\$ 4,100.00	
<b><i>Expenditures for the period totaled:</i></b>			<b>\$ 65,065.20</b>
Accounting		4,514.50	
Advertising		1,680.00	
Annual Meeting 2017		22,238.45	
Annual Meeting 2018		1,424.00	
Awards Supplies		171.00	
Bank Charges		3.00	
Credit card processing fees		3,171.19	
Duplication		522.33	
Fall Social 2017		7,403.18	
FCC Reception 2017		12,089.15	
Grant		200.00	
Insurance (D&O, Liability)		1,349.00	
Luncheons		8,685.00	
Office supplies		114.85	
Postage		156.93	
Post Office Box		160.00	
Professional Services		225.90	
Scholarship Fund AFCCE Match		220.00	
Scholarship Fund General donation		485.00	
Tax - Domestic Nonprofit		80.00	
Tax - Federal Withholding		16.49	
Travel		19.00	
Web site		136.23	
<b>Cash in Bank Checking Savings 4/30/18:</b>			<b>\$ 123,608.42</b>
<b>(Checking \$46,055.01; Savings \$77,553.41)</b>			
Respectfully submitted:			
Ronald Chase			
Treasurer			
6/9/2018			

## AFCCE Gain and Loss as of April 30, 2018

	<b>Income</b>	
	Symposium Income	
	4000 Annual Meeting Income	23,922.20
	4001 FCC Reception Income	3,290.00
	4002 Luncheon Income	8,735.00
	Dues Income	23,680.00
	Fall Social Income	
	F.S. Sponsorship	
	Fall Social Income - Other	3,850.00
	Total Fall Social Income	3,850.00
	Income Scholarship	4,100.00
	Interest Income	62.02
	Other Inc	
	<b>Total Income</b>	<b>67,639.22</b>
	<b>Gross Profit</b>	
	<b>Expense</b>	
	Accounting	
	Accountant	
	Bookkeepers	4,514.50
	Quick Books Online	
	Total Accounting	4,514.50
	Advertising	1,680.00
	Annual Meeting	
	Insurance	
	Entertainment	284.20
	Food	14,486.27
	Travel	400.00
	Miscellaneous	8,119.78
	Annual Meeting - Other	372.20
	Total Annual Meeting	23,662.45
	Awards supplies/Expense	171.00
	Bank Charges	3.00
	Credit Card processing fees	3,171.19
	Duplication	522.33
	Fall Social	
	Bar	1,083.55
	Miscellaneous	
	Fall Social - Other	3,740.00
	Income to SF	
	Food	2,579.63
	Total Fall Social	7,403.18
	FCC Reception	
	Audio-Visual	333.12
	Bar	3,107.28
	Food	5,689.20
	Miscellaneous	359.55
	Room	2,600.00
	FCC Reception- Other	
	Total FCC Reception	12,089.15
	Fees	
	Insurance	1,349.00
	Luncheon	
	Audio Visual	190.80
	Bar	780.00
	Food	7,714.20
	Refund	
	Total Luncheon	8,685.00
	Grant/Gift	200.00
	Postage	
	Post Office Box Rental	160.00
	Print/Post	156.93
	Professional Services	225.90
	Scholarship	
	Noel Luddy Scholarship Fund	
	AFCCE Match	220.00
	Donations	485.00
	General	
	Total Scholarship	705.00
	Travel	19.00
	Supplies	114.85
	Tax Domestic Nonprofit	80.00
	Tax Federal Withholding	16.49
	Web site	136.23
	Total Expense	65,065.20
	<b>Net Income</b>	<b>2,574.02</b>

## AFCCE 4-Year Gains/Losses

	May '14 - Apr 15	May '15 - Apr 16	May '16 - Apr 17	May '17 - Apr 18
<b>Income</b>				
4000 Annual Meeting Income	7,625.00	18,750.00	6,790.00	19,900.00
4001 FCC Reception Income	2,040.00	1,720.00	2,850.00	3,290.00
4002 Luncheon Income	8,720.00	7,475.00	9,425.00	8,735.00
4003 Annual Meeting Sponsorship	0.00	0.00	1,550.00	4,022.20
Dues Income	22,320.00	26,151.26	24,280.00	23,680.00
Income Scholarship	3,130.00	3,065.00	4,100.00	4,100.00
Fall Social Income	400.00	6,950.00	8,000.00	3,850.00
Symposium Income	2,116.00	2,570.00		0.00
Interest Income	61.91	62.13	61.90	62.02
Noel Luddy Scholarship	0.00			
Jules Cohen Mem. Scholarship				
Other income	140.00			
<b>Total Income</b>	<b>46,552.91</b>	<b>66,743.39</b>	<b>57,056.90</b>	<b>67,639.22</b>
<b>Expense</b>				
Accounting	3,515.15	4,785.68	5,377.05	4,514.50
Advertising				1,680.00
Annual Meeting				
Banquet	3,533.44	14,462.83	16,016.39	22,890.25
Transportation	0.00	748.50		400.00
Other	8,595.38	1,469.65	254.97	372.20
<b>Total Annual Meeting</b>	<b>12,128.82</b>	<b>16,680.98</b>	<b>16,271.36</b>	<b>23,662.45</b>
Awards Supplies	168.51	515.00	194.00	171.00
Bank Charges	3.00		0.00	3.00
Board Meeting Dinner	0.00			
Credit card processing fees	1,203.00	1,878.84	3,635.58	3,171.19
Fall Social	3,385.85	12,447.28	4,395.08	7,403.18
FCC Reception	10,628.48	11,655.95	9,102.96	12,089.15
Fee DC Registered Agent Service	97.00			
Grant		253.16	200.00	200.00
Insurance	1,274.00	1,299.00	1,024.00	1,349.00
Luncheons				
Audio Visual	159.60	159.00	328.60	190.80
Bar			930.00	780.00
Food	9,221.37	7,673.02	9,838.40	7,714.20
Refund			55.00	
<b>Total Luncheon</b>	<b>9,380.97</b>	<b>7,832.02</b>	<b>11,152.00</b>	<b>8,685.00</b>
Office Supplies			108.75	67.33
Postage	26.87	98.49	139.22	156.93
Post Office Box Rental	154.00	156.00	169.00	160.00
Printing	290.72	1,538.59		522.33
Professional Services	0.00	497.00	97.00	225.90
Scholarship Fund				
AFCCE Match	420.00	3,025.00	5,215.00	220.00
Donations	420.00	3,025.00	9,173.00	485.00
Transfer to S.F.	90.00	8,905.00		
Transfer to S.F. Noel Luddy Schl.	2,400.00			
Transfer to S.F. Fall Social income	0.00			
<b>Total Scholarship</b>	<b>3,330.00</b>	<b>14,955.00</b>	<b>14,388.00</b>	<b>705.00</b>
Supplies	26.49	233.27		47.52
Symposium expenses	0.00			80.00
Tax DC Domestic Nonprofit	130.00			16.49
Tax, Federal Withholding	17.30	17.34	17.21	
Trademark renewal	0.00			
Travel				19.00
Web site	2,073.15	162.38	691.33	136.23
<b>Total Expense</b>	<b>47,833.31</b>	<b>75,005.98</b>	<b>66,962.54</b>	<b>65,065.20</b>
<b>Net Gain/Loss</b>	<b>(1,280.40)</b>	<b>(8,262.59)</b>	<b>(9,905.64)</b>	<b>2,574.02</b>

## AFCCE 4-Year Balance Sheet

			Apr 30, 15	Apr 30, 16	April 30, 2017	April 30, 2018
<b>ASSETS</b>						
	<b>Current Assets</b>					
	<b>Checking/Savings</b>					
		<b>CHECKING</b>	61,933.34	49,945.69	43,526.52	46,055.01
		<b>Business Savings (Wells Fargo)</b>	77,418.40	77,463.19	77,507.88	77,553.41
		<b>Total Checking/Savings</b>	139,351.74	127,408.88	121,034.40	123,608.42
		<b>TOTAL ASSETS</b>	<b>139,351.74</b>	<b>127,408.88</b>	<b>121,034.40</b>	<b>123,608.42</b>
<b>LIABILITIES &amp; EQUITY</b>						
	<b>Equity</b>					
		<b>Opening Balance Equity</b>	0.00	0	0	0
		<b>Retained Earnings</b>	147,960.05	149,210.17	131,158.27	121,034.40
		<b>Net Gain/Loss</b>	(8,608.31)	(21,801.29)	(10,123.87)	2,574.02
		<b>Total Equity</b>	139,351.74	127,408.88	121,034.40	123,608.42
		<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>139,351.74</b>	<b>127,408.88</b>	<b>121,034.40</b>	<b>123,608.42</b>

## Report on the AFCCE Credit Card System

**Background:** The use of credit card (cc) by AFCCE began in mid 2012 with the first cards paying for events in Nov of that year. It was originally proposed by the board as an experiment, with a review of usage and expense to be undertaken at a future date. The original cc company USAepay was changed in 2013(?) but NEWTEK has provided service to the present date. The method that NEWTEK uses to process the cards and charge our bank has changed twice in that period. The last change took place in June of 2016, when the AMEX card was integrated with all the other cards, and the current process appears to be one that will continue for the future. In light of that circumstance almost all of the details about how the process works given below will focus on the year 2017.

The credit card is used for payment of all of AFCCE's interactions with its members. Previous to the use of the card card, all payments were by check, except for some cash payments for luncheon events. That circumstance greatly simplified tracking AFCCE finances, since the Treasurer deposited all checks, sending listings to the bookkeeper, and the bank statements consisted mostly of checks that were deposited and those written by the bookkeeper to pay our expenses. The cc system adds two types of several monthly bank events described in the cc process section below and shown in an Appendix below.

The following data, taken from the credit card statements show how this system has evolved.

### From the credit card Statements:

Year	cc Cost	# transactions	Amount
2012	\$363.34	33	\$4,670.00
2013	\$776.45	143	\$14,270.00
2014	\$1,206.53	205	\$24,428.00
2015	\$1,564.54	233	\$30,586.00
2016	\$2,365.73	428	\$53,234.00
2017	\$2,569.40	367	\$56,730.00

**cc Cost:** The total amount of the fees charged for card use by the company.

**# transactions:** Total number of cc used, including those that required refunds.

**Amount:** Total amount paid by our members to the cc company for AFCCE events (it includes any refunded amounts).

To get a more detailed look at the use of the card by our members, the data below will focus on looking at the number of card transactions vs. the number of checks received and the dollar amount paid by our members with card use vs. the dollar amount paid by check. The period considered is the last three years, since that should be representative of the immediate financial impact and future use.

The tables below show comparisons for the years 2015, 2016, and 2017. The total number and amounts both for the checks and credit transactions are shown for each year and the percentages derived for the check and credit transactions are presented. Notice that the some numbers in these

tables differ from the amounts shown in the table above since refunded amounts and refunded transactions were subtracted out. The tables focus only on income derived from both AFCCE deposited checks and cc payments. Just to be clear, in 2016, the amount of \$49,450 is the amount paid after \$3,784 was returned in refunds on the cards in 28 individual refund transactions. The comparisons are directly meaningful after those types of corrections are made.

2015 Comparisons		
	\$ Amount	Transactions
<b>cc's</b>	\$30,287.00	233
<b>checks</b>	\$29,423.00	183
<b>Total</b>	\$59,710.00	416
<b>% cc amt</b>	50.72%	56.01%
<b>% check amt</b>	49.28%	43.99%

2016 Comparisons		
	\$ Amount	Transactions
<b>cc's</b>	\$49,450.00	400
<b>checks</b>	\$13,560.00	88
<b>Total</b>	\$63,010.00	488
<b>% cc amt</b>	78.48%	81.97%
<b>% check amt</b>	21.52%	18.03%

2017 Comparisons		
	\$ Amount	Transactions
<b>cc's</b>	\$51,905.00	357
<b>checks</b>	\$12,200.00	70
<b>Total</b>	\$64,105.00	427
<b>% cc amt</b>	80.97%	83.61%
<b>% check amt</b>	19.03%	16.39%

The tables show that the credit card use is now the dominant AFCCE income method. Most of the checks that are received come from member renewal payments, where the checks are issued by the company/firm at which the member is employed (probably won't change much in the future)

**Card processing by AFCCE:** The procedure described here has been in use since the cc system started. All of the card payments are made through the AFCCE web pages. For our events, the AFCCE site provides a registration page where details needed to identify the payer and card information are provided. This data is transferred to the NEWTEK site where the card payments are processed. NEWTEK provides a web portal where all of that information is available. Sensitive information is not directly available at the portal, part of their security feature, i.e. card numbers show as only the last four numbers. A refund can be made at the portal of the total charged amount (simple click of an icon), or a portion of a charged amount, with an email being sent from the portal to the individual receiving the refund. A copy of the NEWTEK site page listing is shown in Appendix 1.

The Treasurer uses the information from the AFCCE web site and the NEWTEK site to produce an Excel file summarizing member payments, cash, check and credit card for every event. The Excel file is sent to the bookkeeper for her records (see Appendix 6). Generating the file uses data from both the AFCCE web page, and the NEWTEK site (both site's data available electronically). There are several improvements that need to be made to this process, but it does work. For one instance, when a non-member uses his/her card for payment, it takes some effort to identify the member associated with the cc charge.

**NEWTEK processing:** The cc company transfers payments to our bank (reduced by an amount called the “discount”) and debits our bank account, charging a fee for their service that depends on the dollar amount and number of cc charges made. A copy of their monthly statement for May 2017 (two text pages of explanations not provided) received at our PO Box is shown in Appendix 2. For the year 2017, these statements have been compiled and summarized by the Treasurer in an Excel file presented in Appendix 3.

*Only a couple of pertinent comments on this material.* Credit cards are processed in “batches” (in our case the number of cards that are charged for all payments every three days) shown in page 2 of Appendix 2. After the “discounts” are removed from the batch, several batch amounts are transferred to our bank in one payment. Our bank statement shows a monthly fee from NEWTEK (that depends on processing amounts) and several deposits containing the batch amounts (see Appendix 4)

Appendix 3 shows several important points:

The sum of the “Month End Charge” and the “Discount Paid” is the total charge for the year for our use of the card.

The data shows the amount of the card fees separately related to the companies internal processing. The columns “card fees” and “NEWTEK fees” total also equals the total charge for the year for our use of the card i.e. same total amount as the sum of the “Month End Charge” and the “Discount Paid”.

Adding the “Discount Paid” column to the Bank Amount column produces the “Amount Submitted” column when adjusted for refunds.

The “Resolution of bank data with cc data” table shows how the cc charges can be reconciled to our bank statement. Annoyance here is that the cc cycle does not coincide with the bank deposits and charges. Bank monthly amounts show the last cc charges from the previous month and omit the last cc charges from the present month.

This NEWTEK data is **not** available electronically from the company. They do mention that an API is available if someone wants to access any part of that data electronically by undertaking a separate software development project. This data is what the bookkeeper has to struggle with to produce Treasurer’s reports for our board meetings and the annual meeting. The bookkeeper has to manually separate the individual charges in each batch based on the data she receives from the cc company. The bookkeeper reported to me that approximately 50% of her time is associated with tracking and recording cc payments. See Appendix 5 for the bookkeeper’s comments on cc processing.

**Developing an AFCCE fee for cc use:** The following information discusses some considerations in developing a fee for member use of the cc to defray the present costs.

These remarks will only consider the total charges from the cc company for cc use, not including the bookkeeper time costs, and will focus on the cost data from the year 2017 for making estimates.

**Single Transaction Credit Card Cost:** It was suggested at the annual meeting that an overall charge should be considered for cc use. One way to estimate this is to look at the number of cc transactions that occurred and the total fee that the company charged us for those transactions. The table below shows pertinent data.

<b>Single transaction cost:</b>			
<b>year</b>	<b>cc cost</b>	<b># Transactions</b>	<b>cost/trans.</b>
2017	\$2,570.00	357	\$7.20
2016	\$2,366.00	400	\$5.92
2015	\$1,565.00	233	\$6.72

The table shows that to cover the yearly cost would require adding approximately \$7.00 each time the card is used, regardless of the purpose/amount for which it is used. That just wouldn't work.

**CC total cost apportioned to the AFCCE event:** Next, look at the cost if we divide up the total costs into those directly related to the AFCCE event and the cc 2017 total cost of approx 5% (\$2570.00) for the use of the card

<b>Credit Card expense per AFCCE Event</b>		
	<b>cc cost</b>	5.00%
<b>Event</b>	<b>2017 cost</b>	<b>cc cost</b>
<b>Lunches</b>	\$55.00	\$2.75
<b>Membership</b>		
<b>Full</b>	\$180.00	\$9.00
<b>Assoc</b>	\$140.00	\$7.00
<b>Life/Student</b>	\$20.00	\$1.00
<b>Annual Meeting</b>	\$375.00	\$18.75
<b>guest</b>	\$275.00	\$13.75
<b>Fall Social</b>	\$110.00	\$5.50
<b>Mini-Symp</b>	\$100.00	\$5.00

The table shows the amount that would be added to each credit card charge for each separate event to cover the total yearly 2017 cc cost.

**CC partial cost apportioned to the AFCCE event:** Another way of breaking down the data that might be more relevant to apportionment is that the cc fee could be set to an amount that would promote use of the cc, and cover the remaining charges in another way. This would provide a clear indication for the member to decide if the option of convenience of payment via cc is “worth” the expense or if they will send a check. The charge should be kept “low” to promote credit card usage and it should be clearly shown as for use of the credit card and not interpreted as an increase in the event fee. We have recently increased all activity fees this year, primarily to account for increases in event costs. Keeping the “cc use fee” low, means that the additional expenses needed to cover the cc cost will have to come from the op fund. Having the op fund cover some portion of cc charges is in agreement with the general understanding that the op fund covers any losses on all other AFCCE events, pays the bookkeeper, and should cover the basic expense of a cc company to support our activities. As with other AFCCE events, members who use the cc will pay a portion for that provision. The portion of the cc costs not covered by the cc fee, could come from an adjustment to member renewal fees since the other event fees have already been changed and those fees appear commensurate with the cost of events. Obviously, there are many methods to make that adjustment (cc fee amount, and remaining op fund required share of cc costs). There doesn't

appear to be a preferred method. In terms of actual dollar amounts, I recommend using 2017 numbers rounded for convenience.

**As an example:**

The cc use fee could be set as 2% (rounded to highest dollar) as shown below. The fee would be calculated on the AFCCE web site, based on the amount charged and shown to the member (the total member event cost including cc usage fee). Then the member would decide if cc use or a check would be appropriate. The table below shows the “cost” associated with a 2% cc use fee.

<b>Credit Card expense per Event (example)</b>		
	<b>cc cost</b>	2.00%
<b>Event</b>	<b>2017 cost</b>	<b>cc cost</b>
<b>Lunches</b>	\$55.00	\$1.00
<b>Membership</b>		
<b>Full</b>	\$180.00	\$4.00
<b>Assoc</b>	\$140.00	\$3.00
<b>Life/Student</b>	\$20.00	\$0.00
<b>Annual Meeting</b>	\$375.00	\$8.00
<b>guest</b>	\$275.00	\$6.00
<b>Fall Social</b>	\$110.00	\$2.00
<b>Mini-Symp</b>	\$100.00	\$2.00

In using 2017 data the above fee would imply that only \$1028 is covered  $[(.02/.05)*2570]$  and thus \$1542 will have to be accounted for from the op fund (to cover the remainder of the \$2570 total). Considering that we have about 90 associate members and 65 full members, if their renewal fees were both raised by \$10 that would provide \$1550, enough to account for the remaining cc cost.

This example provides one way to account for increasing cc fees by instituting a cc usage fee, and increasing membership fees. Within this scope there are endless ways to set the amounts, with the numerical basis as the 2017 cc costs as a future estimate, which should be very close to any real future costs.

**Including the Bookkeeper’s time:** An additional cost that must be considered is the bookkeeper’s time. As pointed out to the board earlier, and as verified by the bookkeeper, about 50% of her time is spent on cc resolution, estimated at around \$2200 for cc costs for 2017 (see Appendix 6). That resolution involves keeping track of cc charges for each event, via manual means, based on the data from the cc company that she receives. If one also wanted to cover the bookkeeper expense in the example above the individual member renewal fees could be raised to \$20 for full and associate members. That would be appropriate since the bookkeeper is paid from the op fund. The Treasurer also puts in a lot of time tracking cc usage, but that doesn’t directly affect costs to AFCCE. However, finding individuals to serve as Treasurer’s in the future might be impacted by this time factor.

**Concerns with the present AFCCE cc system:** Experience to date with the cc processing suggests that a considerable amount of time can be saved by the Treasurer and possibly the bookkeeper if a system can be developed to reduce much of the redundancy that currently exists. Listings from AFCCE’s web on event payments and cc input, the listing at Newtek of cc charges,

and the summary Excel files the Treasurer creates and sends to the bookkeeper of payments for our events, contain roughly the same information. That effort can be reduced. In terms of the bookkeepers efforts one must remember the need to keep information in Quickbooks format for submission to the tax preparer. In this regard, one would need an individual experience with Quickbooks software and familiar with cc payment systems to look at how all of this is handled and to make recommendations for change. Originally, a CPA auditor could have been tasked with coming up with some recommendations, but the current view of the expense this would require as part of an audit does not make it seem likely. Still, even if some adjustments are not made for cc inefficiency, the present system does work, although requiring a LOT more time/effort than one would hope to spend.

**Overall financial considerations:** The overall financial “health” of our organization can be gauged very accurately by considering the amount of dollars in the operating fund at the end of the calendar year. That amount, which is shown in the 31 Dec WF bank statement, is the excess cash that is available to support any additional activities that the board might want to carry out. In addition, the organization has a substantial certificate (approx. \$77,000) as a fall back for any type of catastrophic event.

The table below is taken from the Wells Fargo Bank statements and shows the cash in bank at the end of each calendar year. One note about the loss shown in 2016. An amount of approx \$8200, in Feb of 2016, was moved from the op fund to the sch fund. \$7500 of that amount was used to prevent bank charges to the sch fund, since charges were incurred whenever the amount in the sch fund fell below \$7500. The rest supported an additional scholarship that the board wanted to fund. So \$7500 reduces the 2016 loss, since it is still available in the sch fund, but moving it back to the op fund would cost about \$50 a year in bank fees.

<b>From the Bank Statements</b>		
<b>Year</b>	<b>Yr End Amt</b>	<b>Gain / Loss</b>
2011	\$33,200.61	
2012	\$50,854.50	\$17,653.89
2013	\$50,419.02	(\$435.48)
2014	\$46,954.60	(\$3,464.42)
2015	\$50,694.06	\$3,739.46
2016	\$33,812.65	(\$16,881.41)
2017	\$24,399.80	(\$9,412.85)

The organization has about \$24,400 carry over for 2018, and since the cost of AFCCE events increased recently, there is no need for an immediate change in expenses to address the credit card costs. There are many variations that the new Treasurer may want to consider before coming to some set of specific proposals. The information on the cc expenses/costs for 2018, and the gain/loss for this year would make valuable additions to the data provided in this report.

Ron Chase, AFCCE Treasurer 2012 – 2018, 10 June 2018

**Appendix 1:** Copied NEWTEK web portal listing of cc charges. One page copied from the computer screen and pasted into MS Word is presented to below. This data can be compared to the batch listings for the indicated dates ( batches often include several card amounts ).

<a href="#">60147254579</a>	Settled Successfully	18-May-2017 11:53:04	Arnold, Harvey	A	XXXX1007	USD 350.00	18-May-2017 17:11:22	USD 350.00
<a href="#">60146019502</a>	Settled Successfully	17-May-2017 19:34:37	Chase, Ronald	M	XXXX1057	USD 350.00	18-May-2017 17:11:22	USD 350.00
<a href="#">60145353911</a>	Settled Successfully	17-May-2017 11:56:33	Gregg	V	XXXX0746	USD 65.00	17-May-2017 16:40:56	USD 65.00
<a href="#">60145346754</a>	Settled Successfully	17-May-2017 11:52:59		V	XXXX1718	USD 130.00	17-May-2017 16:40:56	USD 130.00
<a href="#">60144100762</a>	Settled Successfully	16-May-2017 11:36:02	Leifer, James	M	XXXX0393	USD 65.00	16-May-2017 16:43:29	USD 65.00
<a href="#">60144092830</a>	Settled Successfully	16-May-2017 11:32:21	Meleski, Joseph	A	XXXX1367	USD 55.00	16-May-2017 16:43:29	USD 55.00
<a href="#">60140245433</a>	Settled Successfully	15-May-2017 08:27:58	Cross, Marshall	M	XXXX3172	USD 600.00	15-May-2017 17:46:59	USD 600.00
<a href="#">60140239557</a>	Declined	15-May-2017 08:25:53	Cross, Marshall	M	XXXX3172	USD 600.00	15-May-2017 17:46:59	USD 600.00
<a href="#">60140223008</a>	Settled Successfully	15-May-2017 08:19:37	Lyons, John	A	XXXX1009	USD 55.00	15-May-2017 17:46:59	USD 55.00
<a href="#">60140185878</a>	Settled Successfully	15-May-2017 08:06:37	Lasky, Michael	V	XXXX0513	USD 55.00	15-May-2017 17:46:59	USD 55.00
<a href="#">60139175534</a>	Settled Successfully	14-May-2017 17:05:46	Zuba, Christine	A	XXXX1000	USD 55.00	15-May-2017 17:46:59	USD 55.00
<a href="#">60138912931</a>	Settled Successfully	14-May-2017 11:54:52	Jr., John	A	XXXX1004	USD 600.00	14-May-2017 16:07:11	USD 600.00
<a href="#">60138907719</a>	Settled Successfully	14-May-2017 11:48:34	Jr., John	A	XXXX1003	USD 55.00	14-May-2017 16:07:11	USD 55.00
<a href="#">60138906457</a>	Declined	14-May-2017 11:46:59	Jr., John	A	XXXX1003	USD 55.00	14-May-2017 16:07:11	USD 55.00
<a href="#">60138905881</a>	Declined	14-May-2017 11:46:17		A	XXXX1003	USD 55.00	14-May-2017 16:07:11	USD 55.00
<a href="#">60137761670</a>	Settled Successfully	13-May-2017 08:04:40	Sockett, Peter	V	XXXX4167	USD 350.00	13-May-2017 16:08:49	USD 350.00
<a href="#">60135799587</a>	Settled Successfully	12-May-2017 04:22:34	Meleski, Joe	A	XXXX1367	USD 55.00	12-May-2017 17:28:14	USD 55.00
<a href="#">60134508585</a>	Settled Successfully	11-May-2017 09:34:49	Jr, James	V	XXXX6925	USD 600.00	11-May-2017 17:25:53	USD 600.00

**NEWTEK MERCHANT SOLUTIONS**

1981 MARCUS AVE. 130  
 LAKE SUCCESS, NY 11942

**YOUR CARD PROCESSING STATEMENT**



1981 MARCUS AVE. 130  
 101779610000101743003035TMT1MDC0014766000011119 005 01 000001  
**RONALD CHASE**  
 ASSOC OF FED COMM CONSULTING E  
 PO BOX 19333  
 WASHINGTON DC 20036-9333



Page 1 of 5 **THIS IS NOT A BILL**  
 Statement Period 05/01/17 - 05/31/17  
 Merchant Number 4988 9410 0018100  
 Customer Service 800-277-6980

Location:  
 ASSOC OF FED COMM CONSULTING E  
 240 M ST SW APT 515  
 WASHINGTON DC 20024-3627

**SUMMARY** An overview of account activity for the statement period.

Page 5	<b>Amount Submitted</b>	\$14,650.00
Page 5	<b>Third Party Transactions</b>	0.00
Page 5	<b>Adjustments/Chargebacks</b>	0.00
Page 5	<b>Fees Charged</b>	-\$539.20
	Month End Charge	-\$182.91
	Less Discount Paid	-\$356.29
	<b>Total Amount Funded to Your Bank</b>	<b>\$14,110.80</b>

See page 2 for Key Definition of Terms.

(Amount Submitted - Third Party) + Adjustments + Chargebacks + Fees Charged = Amount Funded

**IMPORTANT INFORMATION ABOUT YOUR ACCOUNT**

**ATTENTION!**  
 ALERT - IMPORTANT INFORMATION PLEASE READ THOROUGHLY. YOU'VE BEEN IDENTIFIED AS PROCESSING ECOMMERCE TRANSACTIONS AND YOU NEED TO BE AWARE OF AN IMPORTANT ANNOUNCEMENT FROM VISA. IN FEBRUARY 2017, ANALYSTS IDENTIFIED A NEW TECHNIQUE USED WITH JAVASCRIPT-BASED ECOMMERCE MALWARE THAT ENABLES THE MALWARE TO RE-INFECT THE WEBSITE AUTOMATICALLY UPON INCOMPLETE REMOVAL. THE MALWARE OBTAINS THIS PERSISTENCE BY MODIFYING THE DATABASE TO FORCE THE INJECTION OF A MALICIOUS JAVA SCRIPT FILE INTO THE ECOMMERCE WEBPAGE. BY TARGETING THE DATABASE, RATHER THAN THE SPECIFIC ECOMMERCE APPLICATION, THE MALWARE IS RESILIENT TO NORMAL REMOVAL ATTEMPTS. VISA HAS RECOMMENDED THE FOLLOWING BEST PRACTICES: SCAN YOUR WEBSITE FOR MALWARE, CHECK FOR THE MALICIOUS DATABASE TRIGGER, USE A PAYMENT CARD INDUSTRY DATA SECURITY STANDARD VALIDATED THIRD-PARTY SERVICE PROVIDER TO STORE, PROCESS OR TRANSMIT CARDHOLDER DATA. TO LEARN MORE



1981 MARCUS AVE. 130, LAKE SUCCESS, NY 11942

nnnnnn 01 03 001766 005557P

**YOUR CARD PROCESSING STATEMENT**

Merchant Number 4988 0410 0018100  
 Customer Service 800-277-6980

Page 4 of 8

Statement Period 05/01/17 - 05/31/17

**SUMMARY BY CARD TYPE**

(Total Sales You Submitted - Refunds = Total Amount You Submitted)

Card Type	Average Ticket	Total Gross Sales You Submitted		Refunds		Total Amount You Submitted
		Items	Amount	Items	Amount	Amount
MASTERCARD	\$408.75	4	\$1,615.00	0	0.00	\$1,615.00
AMEXCT043	\$265.23	22	\$5,835.00	0	0.00	\$5,835.00
VISA	\$288.00	25	\$7,200.00	0	0.00	\$7,200.00
<b>Total</b>		<b>51</b>	<b>\$14,650.00</b>	<b>0</b>	<b>0.00</b>	<b>\$14,650.00</b>

**AMOUNTS FUNDED BY BATCH**

(Amount Submitted - Third Party) + Adjustments + Chargebacks + Fees Charged = Amount Funded

Date Submitted	Batch Number	Submitted Amount	Third Party Transactions	Adjustments/ Chargebacks	Fees Charged	Funded Amount
05/01/17	70200557757	\$350.00	0.00	0.00	-\$6.30	\$343.70
05/02/17	70200557322	\$700.00	0.00	0.00	\$18.96	\$681.05
05/03/17	70200557452	\$2,040.00	0.00	0.00	-\$48.32	\$1,991.68
05/04/17	70200557123	\$350.00	0.00	0.00	-\$6.30	\$343.70
05/05/17	70200557728	\$1,255.00	0.00	0.00	-\$23.77	\$1,231.23
05/07/17	70200557395	\$300.00	0.00	0.00	-\$0.25	\$299.75
05/09/17	70200557300	\$685.00	0.00	0.00	-\$20.40	\$664.60
05/10/17	70200557095	\$55.00	0.00	0.00	-\$1.57	\$53.43
05/11/17	70200557957	\$110.00	0.00	0.00	-\$3.14	\$106.86
05/12/17	70200557235	\$600.00	0.00	0.00	-\$7.70	\$592.30
05/13/17	70200557153	\$350.00	0.00	0.00	\$10.97	\$339.03
05/14/17	70200557034	\$35.00	0.00	0.00	0.00	\$35.00
05/15/17	70200557152	\$655.00	0.00	0.00	-\$11.79	\$643.21
05/16/17	70200557854	\$785.00	0.00	0.00	-\$20.65	\$764.35
05/17/17	70200557290	\$120.00	0.00	0.00	-\$2.84	\$117.16
05/18/17	70200557780	\$145.00	0.00	0.00	-\$5.58	\$139.42
05/19/17	70200557339	\$700.00	0.00	0.00	-\$16.28	\$683.72
05/21/17	70200557513	\$350.00	0.00	0.00	-\$9.98	\$340.02
05/23/17	70200557973	\$35.00	0.00	0.00	-\$0.99	\$34.01
05/24/17	70200557150	\$800.00	0.00	0.00	-\$17.10	\$782.90
05/25/17	70200557340	\$1,200.00	0.00	0.00	-\$27.90	\$1,172.10
05/26/17	70200557406	\$2,800.00	0.00	0.00	-\$70.43	\$2,729.57
05/31/17	70200557996	\$350.00	0.00	0.00	-\$6.30	\$343.70
	Month end Charge	0.00	0.00	0.00	\$182.91	-\$182.91
<b>Total</b>		<b>\$14,650.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-\$592.20</b>	<b>\$14,110.80</b>

8881 MARCUS AVE. 130 LAKE SUCCESS, NY 11042

nnnnnn 02 03 001786 005558P

**YOUR CARD PROCESSING STATEMENT**

Merchant Number 4988 0410 0018100  
 Customer Service 800-277-6880

Page 3 of 6

Statement Period 05/01/17 - 05/31/17

**AMOUNTS SUBMITTED**

Date Submitted	MASTERCARD	AMEXCT043	VISA	Total Submitted
05/31/17	\$1,815.00	\$5,835.00	\$7,200.00	\$14,850.00
<b>Sub Totals</b>	<b>\$1,815.00</b>	<b>\$5,835.00</b>	<b>\$7,200.00</b>	<b>\$14,850.00</b>
<b>Total</b>				<b>\$14,850.00</b>

**THIRD PARTY TRANSACTIONS**

Date	Description	Amount
No Third Party Transactions for this Statement Period		
<b>Total</b>		<b>0.00</b>

**ADJUSTMENTS/CHARGEBACKS**

Date	Description	Amount
No Adjustments/Chargebacks for this Statement Period		
<b>Total</b>		<b>0.00</b>

**FEES CHARGED**

Date	Type	Description	Volume	Rate	Total
05/31/17	CF	MASTERCARD DISC 8			0.00
05/31/17	CF	MDJAL DISC	1615.00	0.02800	-46.03
05/31/17	CF	AUTHS & AVS CPU GTWY	5	0.2300	-1.15
05/31/17	CF	AVS CPU-G	5	0.0500	-0.25
05/31/17	CF	LICENSE RATE	1615.00	0.0006610	-1.06
05/31/17	CF	NABJ FEES	5	0.01950	-0.10
05/31/17	CF	MC DIGITAL ENABLEMENT	1615.00	0.00010	-0.16
05/31/17	CF	AMEXCT043 DISC 8			0.00
05/31/17	CF	MDJAL DISC	495.00	0.02100	-10.40
05/31/17	CF	MDJAL DISC	5340.00	0.02450	-130.83
05/31/17	CF	OTHER VOLUME FEES	5835.00	0.00250	-14.59
05/31/17	CF	AUTHS & AVS CPU GTWY	25	0.2300	-5.75
05/31/17	CF	AVS CPU-G	25	0.0500	-1.25
05/31/17	CF	NETWORK FEE	5835.00	0.00150	-8.75
05/31/17	CF	RECLASS ADJUSTMENT			-0.05
05/31/17	CF	VISA DISC 8			0.00
05/31/17	CF	MDJAL DISC	3500.00	0.03050	-106.01
05/31/17	CF	MDJAL DISC	3670.00	0.03600	-134.46
05/31/17	CF	AUTHS & AVS ECI CPU-G	28	0.2300	-6.44

1981 MARCUS AVE. 130, LAKE SUCCESS, NY 11042

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YOUR CARD PROCESSING STATEMENT					
Merchant Number	4088 9410 0018100		Page	6 of 6	
Customer Service	800-277-6990		Statement Period	05/01/17 - 05/31/17	
<b>FEES CHARGED</b>					
Date	Type	Description	Volume	Rate	Total
05/21/17	CF	AVS EDC-C	26	0.0500	-1.30
05/21/17	CF	ACQ ISA FEE	600.00	0.00800	-4.80
05/21/17	CF	ACQR PROCESSOR FEES	26	0.01660	0.61
05/21/17	CF	INTERNL. ACQUIRER FEE	600.00	0.00450	-2.70
05/21/17	CF	FIXED NETWORK CNP FEE	2		-0.00
05/21/17	CF	FILE TRANSMISSION FEE			-0.00
		<b>Total Card Fees</b>			<b>-43.82</b>
05/21/17	MISC	BATCH HEADER	22	0.2300	-5.06
05/21/17	MISC	STATEMENT FEE			0.00
05/21/17	MISC	BREACH COVERAGE			-6.96
05/21/17	MISC	REGULATORY PRODUCT			-2.85
05/21/17	MISC	COMPLIANCE SERVICE			-0.00
05/21/17	MISC	MO LOCATION FEE			-1.75
05/21/17	MISC	MO NONCOMP FEE			-19.00
05/21/17	MISC	GATEWAY PER ITEM			2.55
05/21/17	MISC	INTERNET GATEWAY			-0.00
		<b>Total Miscellaneous Fees</b>			<b>-55.39</b>
<b>Total (Miscellaneous Fees and Card Fees)</b>					<b>-\$539.20</b>
<b>Fee Type Legend</b>					
MISC = Miscellaneous Fees					
CF = Card Fees					
<b>TAX GROSS REPORTABLE SALES BY TIN</b>			<small>Total debit and credit card sales reportable per month into state sales tax and used for joint use with contractors. This is a type 2 reporting period. Will be used in any agreements for credit, card requirements, deposit amount, fees, reduced amounts, or any other amounts per respective tax jurisdiction.</small>		
Month	Description	Total			
MAY	Gross Reportable Sales - TIN XXXXX8566	\$14,853.00			
	<b>2017 YTD Gross Reportable Sales</b>	<b>\$35,250.00</b>			
1661 MARCUS AVE. 130, LAKE SUCCESS, NY 11042					
nnnnnn 03 03 001766 005559P					

Appendix 3: 2017 cc data compiled by Treasurer from cc statements:

2017 Credit Card Data											
	Amount Submitted	Month End Charge	Discount Paid	Card Fees	Newtek Fees	Total Fees	Bank Amount	# Items	Refunds	Refund Amount	cking amt
Jan	\$5,495.00	\$115.45	\$127.65	\$189.09	\$54.02	\$243.10	\$5,251.90	42	0	\$0.00	\$5,495.00
Feb	\$5,700.00	\$117.51	\$174.43	\$237.79	\$54.15	\$291.94	\$5,408.06	55	8	\$1,210.00	\$6,910.00
Mar	\$5,520.00	\$110.55	\$140.65	\$197.23	\$53.97	\$251.20	\$5,268.80	40	1	\$55.00	\$5,575.00
Apr	\$2,610.00	\$75.27	\$59.24	\$84.05	\$50.47	\$134.51	\$2,475.49	16	1	\$10.00	\$2,620.00
May	\$14,650.00	\$182.91	\$366.29	\$483.82	\$55.39	\$539.20	\$14,110.80	61	0	\$0.00	\$14,650.00
June	\$3,890.00	\$85.70	\$94.08	\$129.80	\$49.99	\$179.78	\$3,710.22	12	0	\$0.00	\$3,890.00
July	\$250.00	\$48.20	\$0.00	\$0.63	\$48.83	\$48.20	\$298.20	0	1	\$250.00	\$0.00
Aug	\$30.00	\$53.14	\$9.40	\$13.26	\$49.26	\$62.54	\$267.46	5	0	\$0.00	\$30.00
Sept	\$3,675.00	\$86.72	\$90.16	\$124.17	\$52.72	\$176.88	\$3,498.12	18	1	\$55.00	\$3,730.00
Oct	\$4,730.00	\$102.58	\$110.04	\$161.78	\$50.85	\$212.62	\$4,517.38	23	0	\$0.00	\$4,730.00
Nov	\$4,530.00	\$141.02	\$205.00	\$289.29	\$56.72	\$346.02	\$4,183.98	72	4	\$3,245.00	\$7,775.00
Dec	\$1,025.00	\$59.43	\$23.98	\$33.36	\$50.05	\$83.41	\$941.59	7	0	\$0.00	\$1,025.00
<b>Totals:</b>	<b>\$51,905.00</b>	<b>\$1,178.48</b>	<b>\$1,390.92</b>	<b>\$1,944.29</b>	<b>\$626.42</b>	<b>\$2,569.40</b>	<b>\$49,335.60</b>	<b>351</b>	<b>16</b>	<b>\$4,825.00</b>	<b>\$56,730.00</b>
<b>Amount Submitted:</b> Amount submitted by our members minus refunds											
<b>Month End Charge:</b> Amount drawn on bank each month											
<b>Discount Paid:</b> Fees related to processing credit cards each month											
<b>Card Fees:</b> Fees charged for each type of credit card processed											
<b>Newtek Fees:</b> Misc fees Newtek charges for operating the site											
<b>Total Fees:</b> Month End Charge plus Discount paid ALSO Card Fees plus Newtek Fees											
<b>Bank Amount:</b> Dollar amount deposited into the AFCEE account											
<b># Items:</b> Number of credit cards processed											
<b>Refunds:</b> Number of refunds processed											
<b>Refund Amount:</b> Dollar amount refunded											
<b>Total Sales =</b> Amount Submitted + Refund Amount; this is reported to the IRS											
<b>Total Sales:</b>	<b>\$56,730.00</b>										
<b>Summary:</b>											
<b>Amount Submitted:</b>	<b>\$51,905.00</b>										
<b>Total card fees:</b>	<b>\$1,944.29</b>	<b>3.75%</b>									
<b>Total Newtek fees:</b>	<b>\$626.42</b>										
<b>cc cost 2017</b>	<b>\$2,569.40</b>	<b>4.95%</b>									
<b>cc bookkeeper 50%:</b>	<b>\$2,215.53</b>										
<b>TTL cc cost:</b>	<b>\$4,784.93</b>	<b>9.22%</b>									

Resolution of bank data with cc data	
<b>Cash in bank:</b>	<b>\$49,377.60</b> computed from bank statement
	-\$233.16 Dec 2016 last batch
	\$114.58 Dec 2016 monthly charge
	\$136.01 Jan 2018 last batch from Dec 2017
	-\$95.43 Jan 2018 monthly charge from Dec 2017
<b>cc cash in bank</b>	<b>\$49,335.60</b> shown in H18 above
<b>Resolution of credit monthly charge bank data with cc data</b>	
<b>fees charged bank</b>	<b>1,233.63</b> computed from bank statement
	-114.58 Dec 2016 monthly charge
	59.43 Jan 2018 monthly charge
<b>fees charged by cc</b>	<b>1,178.48</b> shown in C18 above

*Appendix 4:* Well Fargo Bank statement showing May listing:

Shown in the Bank Listing below:

BTOT – NEWTEK Deposit

MTOT DISC – NEWTEK monthly charge for cc service

( Note that this charge is the April month charge )

Deposit – checks deposited by the Treasurer

CHECK – check written by the Bookkeeper

4/25/2017	-\$75.00		3135	CHECK # 3
5/2/2017	\$343.70			BTOT
5/3/2017	\$680.05			BTOT
5/3/2017	-\$75.27			MTOT DISC
5/4/2017	\$1,990.68			BTOT
5/5/2017	\$343.70			BTOT
5/8/2017	\$1,231.83			BTOT
5/8/2017	\$321.75			BTOT
5/8/2017	\$275.00			DEPOSIT
5/10/2017	\$844.60			BTOT
5/11/2017	\$53.43			BTOT
5/12/2017	\$106.86			BTOT
5/15/2017	\$582.90			BTOT
5/15/2017	\$394.03			BTOT
5/16/2017	\$643.21			BTOT
5/17/2017	\$744.35			BTOT
5/18/2017	\$117.16			BTOT
5/18/2017	\$950.00			DEPOSIT
5/18/2017	-\$300.00		3138	CHECK # 3
5/19/2017	\$189.44			BTOT
5/22/2017	\$683.72			BTOT
5/22/2017	\$340.02			BTOT
5/22/2017	-\$489.50		3139	CHECK # 3
5/24/2017	\$54.01			BTOT
5/24/2017	-\$20.00		3137	CHECK # 3
5/25/2017	\$582.90			BTOT
5/26/2017	\$1,172.10			BTOT
5/30/2017	\$2,529.57			BTOT
6/1/2017	\$343.70			BTOT
6/2/2017	\$585.52			BTOT
6/2/2017	-\$4,380.30		3140	CHECK # 3

*Appendix 5:* Bookkeeper's comments about handling the AFCCE cc data from a 12/30/17 email:

"I would estimate that 50% of my time is allocated to charge card resolution.

I receive an email detailing each charge as it is made (name, amount, card type, purpose, etc.). I note the charges and the almost daily batch summaries in a ledger, which I keep by hand. Next I check the bank account for the deposit information. Then I match-up the bank deposit information with the batch summaries in the ledger. Once they are matched up, I determine the amount of the processing fee for each deposit and note it in the ledger. In the final step I enter the deposit information into Quickbooks using the deposit date from the bank account.

At times when a large number of charges are being made in a small period of time (i.e., during the dues/renewals, or when a luncheon is in close proximity to a second event), matching up the charges with the deposits can be more difficult. This is because the AmEx charges are sometimes processed faster than the other cards and the result is that the batch summaries don't always match up nicely with the bank deposits. Also, refunds made after the funds are deposited into the bank account complicates the process, usually requiring more Quickbooks entries than usual. I do not specifically allot a separate credit card processing fee with each separate charge because it would be time-consuming and would make reconciling the account more difficult."

Appendix 6: Excel file produced by Treasurer for the May 2017 luncheon event and sent to the bookkeeper for her records:

<b>Association of Federal Communications Consulting Engineers</b>		
<b>Acct. No.</b>	Wells Fargo Bank	
Bank Deposit 06/06/2017		
		<b>2017</b>
Cash: Stephen Pumple	60.00	May luncheon
Thomas Pearce, 5970	65.00	May luncheon
Acron Edelman, Amy Lin 254189	110.00	May luncheon
Paul Cicheliski, John Hidle, Herman Hurst, Tom Jones 17297	220.00	May luncheon
Don Everist 31271	55.00	May luncheon
Mettill Weiss 4946	55.00	May luncheon
<b>Total Deposits</b>	<b>565.00</b>	
<b>Credit Card Payments</b>		
Mark Fehlig 5/22	55.00	May luncheon
Rebecca Jacobs 5/17 guest of Garziglia	65.00	May luncheon
Joe Wozniak 5/17, and guest	130.00	May luncheon
James Leifer 5/16	65.00	May luncheon
Joseph Meleski 5/16	55.00	May luncheon
John Lyons 5/15	55.00	May luncheon
David Cole 5/15 guest of M. Lasky	55.00	May luncheon
Christine Zuba 5/14	55.00	May luncheon
Dennis Wallace 5/10	55.00	May luncheon
Matthew Butcher 5/10	55.00	May luncheon
Bob Weller 5/9	55.00	May luncheon
Lynn Claudy 5/8	55.00	May luncheon
Daniel Ryson 5/8	55.00	May luncheon
Joe Davis 5/8	55.00	May luncheon
John Garziglia	55.00	May luncheon
John Mullaney 5/5, Bob Hoover, and Tim Sawyer	165.00	May luncheon
Scott Hewitt, guest of J. Meleski	55.00	May luncheon
Lanny Nass 5/5	55.00	May luncheon
Michael Rhodes 5/4	55.00	May luncheon
John George 5/14	55.00	May luncheon
<b>Notes:</b>		
FCC comps - Charles Cooper, Pamela Gallant, Jeff Neumann		
FHH comps - Denise Branson, Anne Crump, Paul Feldman, Steve Lovelady,		
AFCCE comps - Reiser		
Presenters: John Lyons, Pam Gallant		
<b>Total Receipts</b>	<b>1,870.00</b>	
<b>NOTES:</b>		
Don Everist and Merrill Weiss both sent in a late check for \$55.00, shown above.		

## Report of Professional Ethics and Grievances Committee

### 2017–2018 Term

This was again a quiet year – this is good!

The committee has not been asked to investigate any allegations of unethical behavior by any current member of AFCCE.

Respectfully Submitted,

Mark G. Fehlig, P.E., CPBE  
Walnut Creek, CA

## Report of the Rules and Standards Committee

2017-2018 Term

There is interest in the committee in seeking AM industry relief by having the FCC permit unconventional AM antenna systems provided their radiation characteristics can be reasonably established. This might be done by elimination of the minimum antenna efficiency requirement and the general license requirement to use 120 ground radials to forgo a field-strength-measurement based proof of performance.

Another idea is for the FCC to use the standard quarter-wave ground system to calculate the antenna radiation efficiencies used for allocation studies and not regulate construction. Put another way, give AM stations the flexibility to serve their desired audiences from sites and antenna systems of their choosing.

At this time the committee has no recommendation for AFCCE action on this matter.

In considering whether to file comments with the FCC, the AFCCE board takes into account the following guidelines it adopted on May 22, 2015:

1. If there is little interest among AFCCE members in an FCC matter, or if an FCC matter is especially contentious among AFCCE members, AFCCE should not participate in that matter. [SEP]
2. Members should be sent the text of proposed AFCCE filings a minimum of seven days in advance of filing. [SEP]
3. AFCCE should strive for consensus, but unanimity of the members is not necessary to make an FCC filing. [SEP]

Respectfully submitted,



Steve Crowley  
Chairperson, Engineering Rules and Standards Committee

June 7, 2018

## Report of the Permanent Arrangements Committee

Presented orally by Chris Horne; reported by the Secretary.

Luncheon meetings for 2018–2019 will again be held at the Key Bridge Holiday Inn. A contract is in place that includes free parking.

The FCC Reception will again be held at the National Press Club. The usual combined space (First Amendment Lounge and Holeman Lounge) is not available. The event will be held in the Holeman Lounge only. A contract is pending.

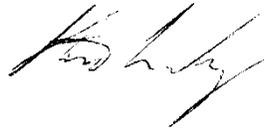
## Report of the Nominations Committee

2017-2018

This year there are two open Full Member director seats and one open Associate Member director seat on the AFCCE board. On March 7, 2018, a Call for Candidates was sent by email to AFCCE members. Candidates for the two Full Member director seats are Matthew J. Butcher, Sterling E. Davis, B. Benjamin Evans, and John H. George. Candidates for the one Associate Member director seat are Michael Lasky and Stephen Pumple.

On February 26, 2018 I was appointed Nominations Committee chairperson by the AFCCE president. The former chairperson, B. Benjamin Evans, stepped down as he wanted to be a candidate for board director. Ben provided excellent support in my transition to chairperson. He not only offered guidance but also provided past nomination documents that I adapted for this year. Any errors in the nomination documents are mine.

Respectfully submitted,



Steve Crowley  
Chairperson, Nominations Committee

June 5, 2018



ASSOCIATION OF

FEDERAL COMMUNICATIONS CONSULTING ENGINEERS

WASHINGTON, D.C.

**AFCCE 2018 Board Election Ballot - May 2018**

The AFCCE Board of Directors consists of nine members, three of which are Associate Members, in accordance with Article V, Section 1 of the AFCCE Constitution. This year, two Full Member positions (four-year term) and one Associate Member position (three-year term) will be open and must be filled by election.

Please vote on this electronic form (or on a printed copy if you prefer) and return this ballot to AFCCE Secretary Robert Weller at [secretary@afcce.org](mailto:secretary@afcce.org) or by USPS to address shown below.

Please return this ballot as soon as possible, but no later than May 31, 2018.

The AFCCE Nominations Committee has recommended that the persons listed below be placed on the ballot for the upcoming vacant positions of the AFCCE Board of Directors for terms beginning July 1, 2018.

Please note that Full Members can vote for both Full Member and Associate Member Director positions. Associate Members can only vote for Associate Member positions.

FULL MEMBERS ONLY - Vote for the **two** Full Member Director positions (check only two):

Matthew J. Butcher

Sterling E. Davis

B. Benjamin Evans

John H. George

Write-in Candidate \_\_\_\_\_

Write-in Candidate \_\_\_\_\_

FULL & ASSOCIATE MEMBERS - Vote for the **one** Associate Director position (check only one):

Michael Lasky

Stephen Pumple

Write-in Candidate \_\_\_\_\_

Sincerely,

John Lyons  
AFCCE President

Please return ballot no later than May 31, 2018 to:

[secretary@afcce.org](mailto:secretary@afcce.org)

or: AFCCE  
P.O. Box 19333  
Washington, DC 20036-0333  
(Please put your name and return address on envelope.)

## Election Results

The AFCCE Constitution states that there shall be an elected Board of Directors consisting of nine members, three of which shall be associate members. Election of the Board of Directors shall be for a four year term for members and a three year term for associate members. Each year, a general election will be held to replace Directors whose term will expire on June 30.

Further, the Constitution states that a general election will be held in May to replace Directors whose term will expire on June 30. The vacant positions on the Board of Directors shall be filled by election at a general meeting to take place during the month of May each year. A ballot shall be mailed or delivered electronically to each member and associate member according to their recorded preference at least twenty-one days before the May meeting election.

On May 4, 2018 a ballot was distributed by e-mail to all AFCCE members. The ballot included four Full Members and Two Associate Members. Full Members were asked to vote for two Full Member candidates and one Associate Member candidate. Associate Members were asked to vote for one Associate Member candidate.

49 Ballots were received and were tabulated by the undersigned.

Of the Full-Member candidates, Sterling Davis and John George received the largest number of votes.

Of the Associate Member candidates, Stephen Pumple received the largest number of votes.

Respectfully submitted,



Robert. D. Weller, P.E.  
Secretary  
June 14, 2018

## Historian's Report

### **Report of the Association Historical Committee for the AFCCE Annual Meeting June 21-23, 2018, Seattle, Washington**

During the past year, I have served as committee chair for the historical committee and have been involved with sorting out the plethora of material in the AFCCE files and weeding out duplicate, and in some cases, triplicate copies of files.

As the case has been with previously Historical Committees, concentrated work time as been minimal, but regular work and home life are starting to settle down and more time can then be spent on the culling and scanning of files such that a presentation can be made during our next year,

Respectfully submitted,

John M Lyons (sig)

Chair

June 13, 2018

## Report of the FCC Liaison Committee

2017-18 TERM

During the 2017-18 year, AFCCE filed comments in response to the FCC’s Technological Advisory Council’s (TAC) Technical Inquiry into Reforming Technical Regulations. Specifically, the Council queued the public for input on seven (7) regulatory processes and how they are developed and if improvements could be improved. AFCCE chose to comment on item three (3): “Regulations that should be modified because technical reporting requirements are too burdensome, data contained in the reports are no longer used, or existing regulation does not fully apply to new technology. If the technical requirements are too burdensome, should the FCC automate existing reporting or leverage other data or reporting from third parties or organizations?”

On October 30, 2017 AFCCE filed comments requesting the Commission modify its requirement that FM Translators (that rebroadcast AM stations) cease operation when the parent AM station is temporarily off the air. This can be a common event due to maintenance on the AM station. A copy of these filed comments is attached to this report.

[On June 20, 2018, AFCCE filed comments requesting the Commission extend the filing window to register existing C-band satellite earth stations. A copy of these filed comments is included in this Annual Report. Paragraph added by Robert Weller, June 26, 2018.]

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "J.N. Edwards", with a stylized flourish at the end.

Jonathan N. Edwards, P.E.



**ASSOCIATION OF  
FEDERAL COMMUNICATIONS CONSULTING ENGINEERS**

WASHINGTON, D.C.

**BEFORE THE  
FEDERAL COMMUNICATIONS COMMISSION  
WASHINGTON, D.C. 20554**

In the Matter of: )  
 )  
Technological Advisory )  
Council (TAC) Technical )  
Inquiry Into Reforming )  
Technical Regulations )  
 )

**COMMENTS OF THE  
ASSOCIATION OF FEDERAL COMMUNICATIONS CONSULTING ENGINEERS  
WASHINGTON, D.C.**

Honorable Commissioners,

This letter is written on behalf of the members of the Association of Federal Communications Consulting Engineers (AFCCE) and the engineers and other individuals at companies across the US regarding the technical inquiry into reforming technical regulations. AFCCE is a professional organization composed of members who provide technical, legal and other supporting roles in the communications industry to serve clients having matters under the purview of the Commission, including a significant number of members who are registered/licensed professional engineers. AFCCE has worked together with the FCC for over 60 years to provide comments, guidance, and recommendations on such topics as matters of rule interpretation, technical collaboration, and assessing impact of FCC policy and implementation suggestions.

The FCC recently asked for comments regarding seven (7) specific items relating to changes in regulations and/or processes. AFCCE hereby comments on item three (3), regulations that should be modified.

AFCCE believes the FCC can improve its AM rules in the area of FM translator operations. Specifically, a possible adjustment in the requirement for the immediate cessation of operations for FM translators when the parent signal is turned off for maintenance and repairs. Currently, when the parent station is shut down for repairs or maintenance, the translator is required to immediately turn off. In recent times, FM translators reference FM digital sub channels which at times needs to be temporarily turned off for maintenance or to manage RF safety related to tower work. The pending TV repack will increase this activity more than normal. Adjusting this requirement to allow ongoing operation of the FM translator to be extended but in a limited fashion would help broadcasters maintain the valuable service to the community served by the FM translators. Restrictions concerning the length of time could be developed to ensure this relaxation of the rule would not be abused.

Respectfully Submitted,  
Association of Federal Communications  
Consulting Engineers  
by

Jonathan N. Edwards, P.E.  
AFCCE-FCC Liaison  
October 30, 2017

## Report of the Luncheon Coordinator

(no report received)

## Report of the Program Coordinator

(no report received)

## Report of the *Ad Hoc* Committee on RF Noise

(no report received)

## Report of the Social Media Coordinator

There are 3 social media platforms that AFCCE is using to communicate:

### Linked-In Group

<https://www.linkedin.com/groups/3713958>

Members: 311 (2017 - 310)

### Facebook

<https://www.facebook.com/afcce/>

Followers: 80 (2017 - 70 Likes)

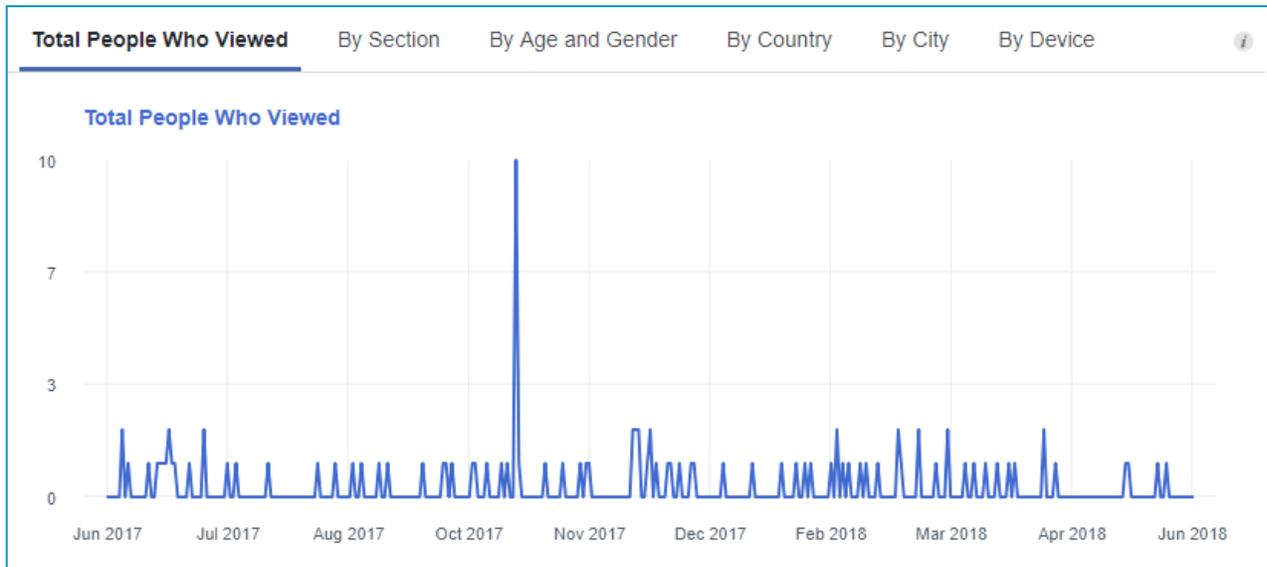
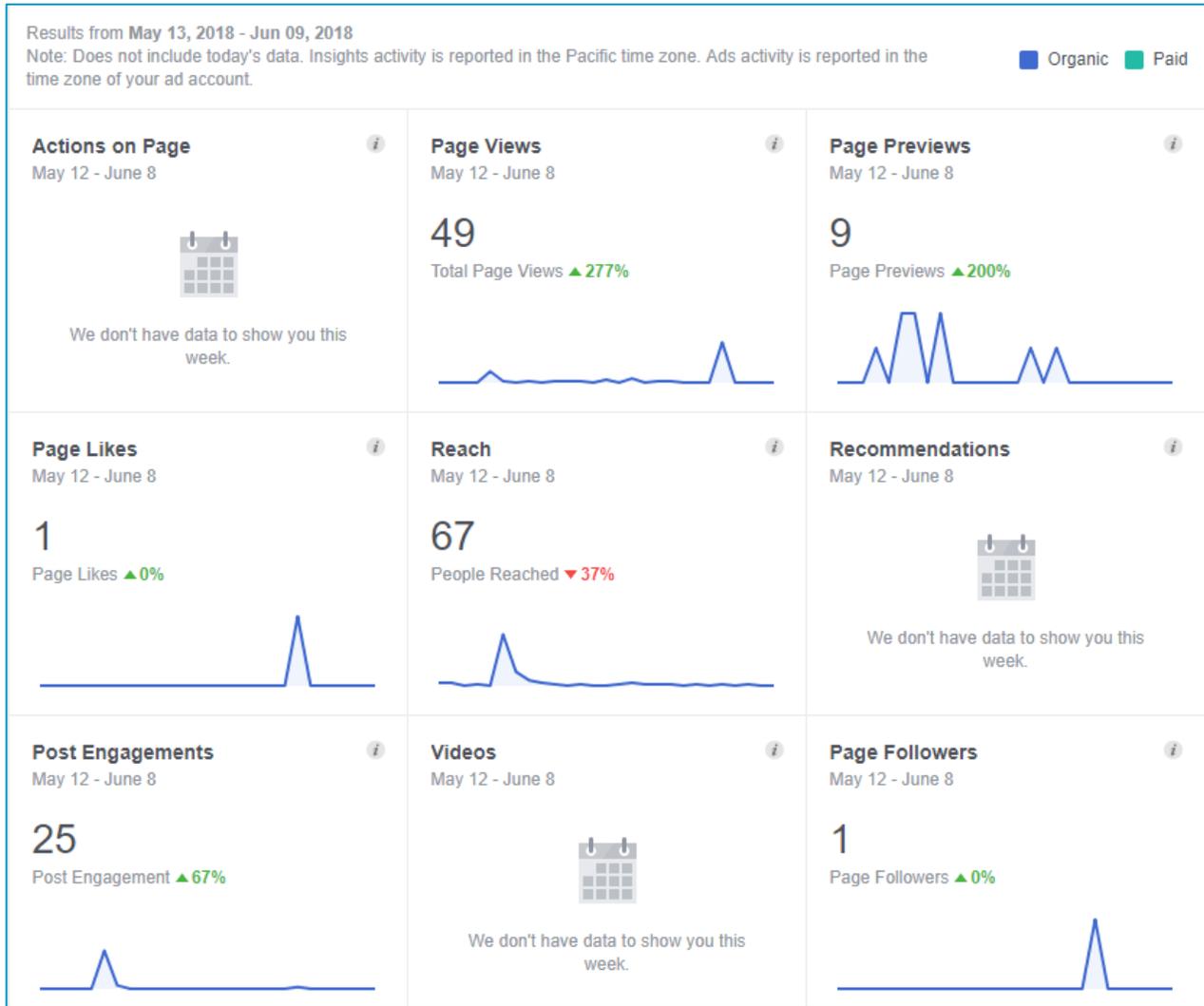
### Twitter

<https://twitter.com/afcce>

Followers 61 (2017 - 95)

- LinkedIn has made minor updates of their “Groups” and the posting should be available to all our followers. And as the more business centric social media I believe we should concentrate our social media efforts here. We have 4 new members over the last year.
- Facebook Insights are included below for the 28 days ending June 10, 2018 and the past year.
  - As would be expected the majority of viewers are male, 45-80, from the US and the most are from Washington DC.
- The other services don’t have accessible details.
- The number of Twitter followers dropped by 1/3, I don’t have any insight into what caused this.
- If we want to engage more through Social Media we must add content and discussion, I’m looking for ideas that would appeal to the group and start some interaction. I propose we start with a summary of the topic from our next meeting, hopefully including a video if we have permission. If the presenter would be willing to participate, so much the better.

Facebook:

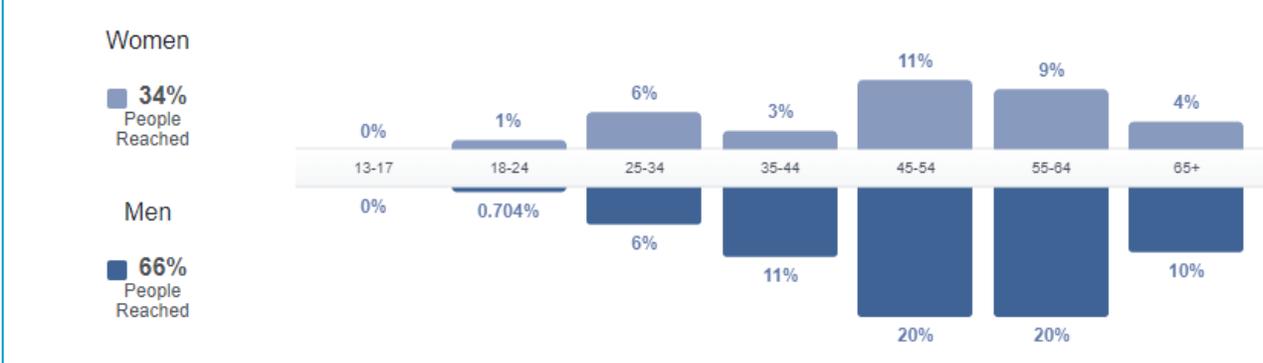


## Post Reach

The number of people who had any posts from your Page enter their screen.



The number of people who saw any content by your Page or about your Page, grouped by age and gender.



## Report of the Sustainability Committee

Annual Report of the Sustainability Committee

Chair: Mark G. Fehlig, P.E., CPBE

July 2017 – June 2018

This Committee was decommissioned on the heels of the successful vote last year to inaugurate a new order in the Membership grades. There is now a full member grade available to non-P.E. members which has proved popular and will help promote AFCCE-wide participation and recruitment

### IWCE Participation.

This year we again participated with the IWCE (International Wireless Communications Expo), a Penton Event. Several AFCCE members and clients attend this annual show, and this invitation was a beneficial, no cost way for AFCCE to explore participation. They invited us to be a vendor with a booth presence but we chose to against this additional cost again in 2018. We look forward to participating with this same offer in 2019. The AFCCE-IWCE scholarship this year was awarded to:

Next year's IWCE:

International Wireless Communications Expo (IWCE) 2019

March 4-7, 2019.

Las Vegas Convention Center

## Admissions Committee

From June 2017 through May 2018, the following applications were recommended for membership and accepted by The Board as follows:

### **For Full Membership:**

John D. Collinson, Chief Engineer, HSN/Ventana Television Inc.\*

Jorge E. Gonzalez, Senior Director of Technology, Kentucky Educational Television

John Matthew Lyons, Assistant VP/Director of Broadcast, The Durst Organization\*

Sterling Evan Davis, Consultant to Cox Media Group & Pearl LLC\*

David Howard Layer, VP Advanced Engineering, NAB\*

John H. George, Jr., President, Broadtech Services, Inc.\*

Dr. Byron W. St. Clair\*

\* indicates elevation from associate membership

### **For Associate Membership:**

Stephen F. Pumple, President, Aztech Engineering

Angela Marie Gillespie, Vice President, Shively Labs

Bertram S. Goldman, President, Goldman Engineering Management

### **For Student Membership:**

Tram Mai Le, Student, University of Washington Bothell, EE major

I would like to thank Joe Davis and Bill Meintel who continue to faithfully serve on the Admissions Committee.

Respectfully submitted,

Matthew A. Sanderford, Jr., P.E.  
Committee Chairman  
AFCCE Admissions Committee

cc: Joseph M. Davis, P.E.  
William R. Meintel

## AFCCE Board of Director's Meeting

### Call to Order, Approval of Agenda

### 2018-2019 Membership Dues

Motion by Anne Crump (second Robert Weller):

I move that the dues for Calendar Year 2019 be set as follows:

Emeritus:	\$ 0
Full Member:	\$195*
Associate Member:	\$175*
Life Member:	\$ 20
Student Member:	\$ 20

\* Full and associate members employed by government agencies pay a discounted rate of \$50

and that the fee for elevation from Associate to Full membership be set at \$0.

Motion approved 6 in favor, 2 opposed, 0 abstentions.

(By-laws): The annual dues for the following year shall be set by a vote of the Board of Directors at the time of the annual meeting of the Association and shall be due and payable on or before January 31 of the following year. Dues, which may or may not differ in amount, shall be established for each separate grade of membership; provided that, the amount[s] of dues payable by any grade of membership may not be increased by an amount more than 25 percent of the amount of dues for the same membership grade for the prior year. If an application for membership is approved after July 31, the initial dues shall be one-half of the amount established for the relevant grade of membership for a full year.

2017–2018 Dues:

Emeritus:	\$0
Full Member:	\$180*
Associate Member:	\$140*
Life Member:	\$20
Student Member:	\$20

\* Full and associate members employed by government agencies pay a discounted rate of \$50.

Other Business

Adjournment

# AFCCE Scholarship Fund Board of Director's Meeting

Call to Order, Approval of Agenda

## AFCCE Scholarship Fund President's Report

To the AFCCE Scholarship Fund Board of Directors and AFCCE Membership:

I'd like to recognize Scholarship Committee Chair Marshall Cross and Committee Members Anne Crump, Bob Weller and Tom Silliman for their work, and Mark Fehlig for his work with IWCE. I also want to thank all those who donated to the AFCCE Scholarship Fund as individuals and those individuals and companies and corporations who sponsored the AFCCE Scholarship Fund at our Annual Fall Social to record-breaking amounts.

The continuance and growth of the AFCCE Scholarship program is of paramount importance as we attempt to develop the students of today into the field of telecommunications engineering. As noted by Bob Weller at last year's Annual Meeting, the Scholarship Fund "raises awareness of the consulting engineering profession" as well as encouraging college students to engage in the rapidly changing developments in broadcasting and other areas of telecommunications.

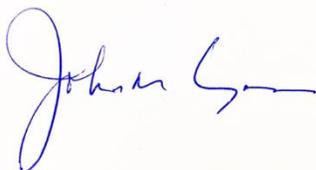
The AFCCE Scholarship Fund has continued its memorandum of understanding with the IEEE Broadcast Technology Society for the administration of the IEEE Broadcast Technology/AFCCE Jules Cohen Memorial Scholarship. As agreed last year, the funding level for this joint scholarship program is up to \$40,000 annually.

In addition, Dielectric once again is funding the E. Noel Luddy Scholarship that AFCCE awards annually. Thank you, Dielectric, for your continued support. And, we are looking to administer the new National Translator Association Byron W. St. Clair Memorial Scholarship in memory of Byron, who passed away this May 20<sup>th</sup> at the age of 93, followed on May 30<sup>th</sup> by his 71-year spouse Julie.

In the fall of 2017, the Scholarship Fund awarded \$20,000 in combined scholarships and also awarded \$25,000 in the spring of 2018. One awardee, picked by lottery was given a trip to the IWCE show and conference paid for by IWCE and AFCCE.

As noted last year, even with the growth of award dollars, applications have not increased. We have taken out ads in the BTS newsletter and QST magazine. We've contacted many engineering schools to alert them of the scholarship opportunities, but applications have not increased. We again ask that AFCCE members help with scholarship outreach and if time allows to become a member of the Scholarship committee to help with this effort.

Respectfully submitted,



John M Lyons  
AFCCE Scholarship Fund, Inc. President  
June 13, 2018

## AFCCE Scholarship Fund Vice-President's Report

Report presented orally by Chris Horne. See minutes.

## AFCCE Scholarship Fund Secretary's Report

To the AFCCE Scholarship Fund, Inc. Board of Directors:

Each semester, the AFCCE scholarship program typically offers cash awards of up to \$10,000 to students studying telecommunications engineering. The AFCCE Scholarship Fund, Inc. presently administers AFCCE's own scholarships, the IEEE-BTS/AFCCE Jules Cohen Memorial Scholarship, and the E. Noel Luddy Scholarship (sponsored by Dielectric). These three scholarships are (with some additional limitations) for students enrolled in accredited four-year baccalaureate programs or graduate programs. With the passing of long-time AFCCE member Byron St. Clair, we expect to introduce a new scholarship in Byron's memory that will be available to students studying communications technology at community colleges and other two-year schools. We hope that this new scholarship will address the ongoing need for qualified technical professionals in the broadcast industry for positions not requiring a four-year degree. The new scholarship is expected to be sponsored by the National Translator Association, which Byron founded.

The AFCCE Scholarship Fund Board of Directors met in September, October, and November of 2017 and January, February, March, and May of 2018. The AFCCE-SF Board is composed of the elected AFCCE Board of Directors plus a director designated by the IEEE Broadcast Technology Society. For the past two years the BTS-designated Director has been Tom Silliman. All of the AFCCE-SF Board meetings are open to AFCCE members. The Scholarship Committee performs an initial review of scholarship applications, ranks them according to the Award Guidelines (amended 2017), and recommends award amounts. The AFCCE-SF Board makes the final award decisions.

Although the scholarship program is adequately funded, increasing the number of qualified student applicants needs to be a priority. While there seems to be no shortage of ideas for greater outreach, additional volunteers are needed for the Scholarship Committee to help implement them.

I've enjoyed working with my fellow Board and Scholarship Committee members this past year and I look forward to continuing to support our industry in the coming year by helping to provide for the financial needs of interested students.

Very truly yours,



Robert D. Weller, P.E.  
AFCCE Scholarship Fund, Inc. Secretary

## AFCCE Scholarship Fund Treasurer's Report

This report covers the financial status and transactions of the Association from May 1, 2017 through April 30, 2018. The commencement date follows the ending date of the 2016-2017 Treasurer's Annual Report.

The attached AFCCE Scholarship Fund Annual Report dated 5/1/17 – 4/30/18 shows a balance<sup>2</sup> of \$30,666 in the Scholarship Fund checking account. The Fund operates on a cash basis. As reflected in the attached Annual Report financial sheet, the total income from all sources for the period was \$28,515. All expenditures for the period went toward 12 awards. The attached four-year Net Gain and Loss Balance Sheets provide current and historical detailed information from May 1, 2014 through April 30, 2018.

**IEEE-BTS/AFCCE Jules Cohen Memorial Scholarship account:** IEEE funding for the BTS scholarship is tracked as a separate section in the AFCCE Scholarship Fund. The IEEE funding is used only for the BTS scholarship awards, with AFCCE funding supporting all other associated costs. In Oct an amount of \$20,000 was received from the IEEE. In Nov, the contract with the IEEE was reviewed and approved for 2018. In Jan, the contract was signed by the AFCCE President. Also, in Jan \$30,000 of unused 2017 BTS funds were returned to the IEEE. In Feb, an invoice was submitted to the BTS for \$20,000 of 2018 dollars, with an agreement that if the entire \$20,000 was awarded an additional invoice would be generated for the remaining \$20,000. This Feb amount of our initial request was reduced from \$40,000 to avoid a lengthy IEEE internal review process. In March, a check for \$20,000 was received from the IEEE.

### **Attachments herein include:**

AFCCE Scholarship Fund Treasurer's Annual Report 5/1/17 - 4/30/18  
AFCCE Scholarship Fund Gain and Loss Sheet as of 5/1/17 - 4/30/18  
AFCCE Scholarship Fund 4-year Balance Sheet 4/15 - 4/18  
AFCCE Scholarship Fund 4-year Gain and Loss Sheet 5/14 - 4/18  
Scholarship Contributions provided with the Membership Renewals

Respectfully submitted,



Ronald J Chase, Treasurer  
June 10, 2018

<sup>2</sup> All amounts shown in whole dollars

AFCCE Scholarship Fund Gain and Loss Sheet, 5/1/17 - 4/30/18

<b>Opening Balance</b>		<b>\$ 31,156.92</b>
<b><i>Income for the period from all sources:</i></b>		<b>\$ 28,515.00</b>
Contributions - Other		
General	50.00	
Renewals	440.00	
Matching Scholarship Donations	15,525.00	
Jules Cohen Memorial Scholarship	10,000.00	
Noel Luddy Scholarship	2,500.00	
<b><i>Expenditures for the period totaled:</i></b>		<b>\$ 29,006.00</b>
Bank Fee		\$ 6.00
Scholarships paid:		\$ 29,000.00
\$10,000--Jules Cohen Sch. \$5,000, Noel Luddy Sch. \$14,000--AFCCE		
William Shifflett (Fall 2017)	10,000.00	
Abdoulie Njie (Fall 2017)	1,500.00	
Prosanta Paul (Fall 2017)	1,500.00	
Mohammad Islam (Fall 2017)	1,500.00	
Rafida Zaman (Fall2017)	2,500.00	
Alexander M. Wilcox (Fall 2017)	1,000.00	
Tram Le (Fall 2017)	1,000.00	
Tram Le (Spring 2018)	1,500.00	
Abdoulie Njie (Spring 2018)	2,000.00	
Prosanta Paul (Spring 2018)	2,000.00	
Rafida Zaman (Spring 2018)	2,500.00	
Md Tajul Islam (Spring 2018)	2,000.00	
<b>Cash in Bank 4/30/18:</b>		<b>\$ 30,665.92</b>
Respectfully submitted:		
Ronald Chase		
Treasurer		
6/10/2018		

			May '17 - Apr 18
<b>Income</b>			
<b>Annual Meeting Sponsorship (2018)</b>			
<b>Contribution</b>			
		<b>General</b>	50.00
		<b>Renewal</b>	440.00
		<b>Jules Cohen Mem. Scholarship</b>	10,000.00
		<b>Noel Luddy</b>	2,500.00
		<b>Total Contribution</b>	12,990.00
<b>Dues</b>			
<b>Fall Social</b>			
		<b>Donations</b>	1,935.00
		<b>Sponsorship</b>	13,590.00
		<b>Total Fall Social</b>	15,525.00
<b>Luncheon Income</b>			
<b>Matching Scholarship Donations</b>			
<b>Symposium Income</b>			
		<b>Total Income</b>	28,515.00
<b>Expense</b>			
		<b>Bank Charges</b>	6.00
		<b>Scholarship Pd</b>	29,000.00
		<b>AFCCE</b>	14,000.00
		<b>Noel Luddy</b>	5,000.00
		<b>IEEE-BTS</b>	10,000.00
		<b>Total Expense</b>	29,006.00
<b>Net Gain/Loss</b>			<b>(491.00)</b>

AFCCE Scholarship Fund 4-year Balance Sheet 2015 - 2018

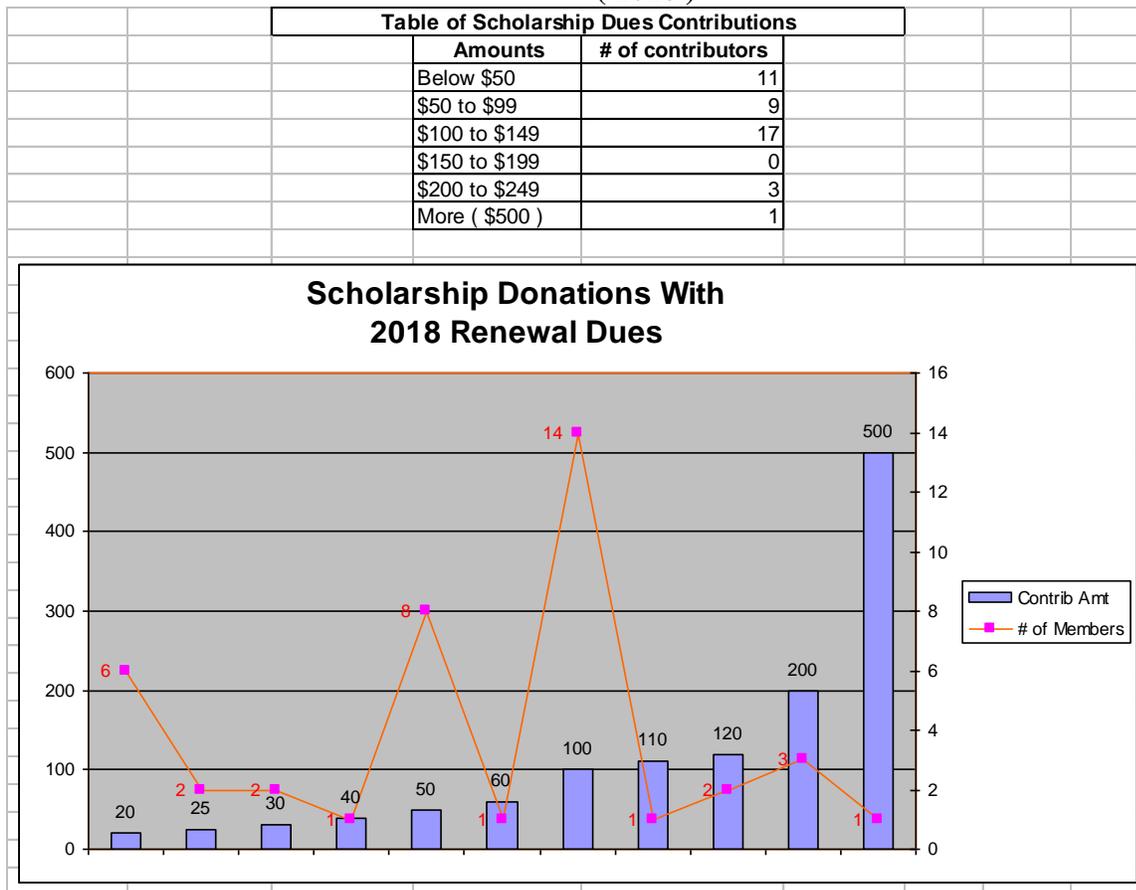
			Apr 30, 15	Apr 30, 16	Apr 30, 17	Apr 30, 18
<b>ASSETS</b>						
	<b>Current Assets</b>					
	<b>Checking/Savings</b>					
	<b>SCHOLARSHIP FUND</b>		2,921.91	11,152.91	31,156.92	30,665.92
	<b>Total Checking/Savings</b>		2,921.91	11,152.91	31,156.92	30,665.92
	<b>Total Current Assets</b>		2,921.91	11,152.91	31,156.92	30,665.92
<b>TOTAL ASSETS</b>			<b>2,921.91</b>	<b>11,152.91</b>	<b>31,156.92</b>	<b>30,665.92</b>
<b>LIABILITIES &amp; EQUITY</b>						
	<b>Noel Luddy Scholarship Fun</b>		1,000.00	0.00	2,500.00	2,500.00
	<b>Equity</b>					
	<b>Retained Earnings</b>		11,921.91	7,061.91	20,982.91	5,671.92
	<b>Net Gain/Loss</b>		-10,000.00	4,091.00	7,674.01	22,494.00
	<b>Total Equity</b>		1,921.91	11,152.91	28,656.92	28,165.92
<b>TOTAL LIABILITIES &amp; EQUITY</b>			<b>2,921.91</b>	<b>11,152.91</b>	<b>31,156.92</b>	<b>30,665.92</b>

## AFCCE Scholarship Fund 4-year Gain and Loss Sheet 2014 - 2018

		May '14 - Apr 15	May '14 - Apr 16	May '16 - Apr 17	May '17 - Apr 18
<b>Income</b>					
	<b>Annual Meeting Income</b>			2,908.00	
<b>Contribution</b>					
	<b>General</b>	488.00	155.00	750.00	
	<b>Memorial</b>	0.00	1,100.00		50.00
	<b>Renewal</b>	420.00	3,025.00	3,035.00	440.00
	<b>Jules Cohen Mem. Scholarship</b>			40,000.01	10,000.00
	<b>Noel Luddy</b>			2,500.00	2,500.00
	<b>- Other (from Op Acct)</b>		8,750.00	2,555.00	
	<b>Total Contribution</b>	908.00	13,030.00	48,840.01	12,990.00
<b>Fall Social</b>					
	<b>Sponsorship</b>	7,500.00	7,900.00	2,090.00	3,000.00
	<b>Fall Social - Other</b>	0.00	0.00	2,000.00	10,590.00
	<b>Donations</b>	3,850.00	4,290.00		1,935.00
	<b>Total Fall Social</b>	11,350.00	12,190.00	4,090.00	15,525.00
	<b>Matching Scholarship Donations</b>	420.00	3,025.00	5,215.00	
	<b>Total Income</b>	12,678.00	28,245.00	61,053.01	28,515.00
<b>Expense</b>					
	<b>Accounting</b>	0.00	0.00		
	<b>Bank Fees</b>	0.00	14.00	49.00	6.00
	<b>DC Annual Report</b>	0.00	0.00		
	<b>DC Reinstatement Fee</b>	0.00	0.00		
	<b>Incorporation service to 3/2013</b>	0.00	0.00		
	<b>Scholarships paid</b>	20,000.00	19,000.00		
	<b>IEEE BTS</b>			20,000.00	10,000.00
	<b>Luddy</b>			2,500.00	5,000.00
	<b>Other</b>			21,000.00	14,000.00
	<b>Total Scholarships paid</b>			43,500.00	29,000.00
	<b>Total Expense</b>			43,549.00	29,006.00
	<b>Net Gain/Loss</b>	<b>(7,322.00)</b>	<b>9,231.00</b>	<b>17,504.01</b>	<b>(491.00)</b>

**Scholarship Contributions provided with Membership Renewals:** Each year a significant amount of funds are contributed to the Scholarship fund along with the membership renewal dues. Those contributions are well leveraged, since all individual contribution amounts (\$200.00 or less) are matched with funds from the operating account. Other “significant” contributions to the Scholarship fund are generally recognized – amounts of \$250.00 or above must be acknowledged with a “tax” letter (IRS rule) – such as donations from Fall Social sponsors. Information is provided here on the membership renewal donations for this year hoping that this will encourage more members to consider this opportunity.

### Scholarship Contributions provided with Membership Renewals ( 2018 )



The largest scholarship contribution received with the member renewals ( \$500 )was from Lohnes & Culver LLC ( Scott Turpie ). Dr. Robert Hoover (for the fourth year in a row) contributed \$200.

AFCCE Officers and Directors extend their thanks to all the members who contributed with their membership dues.

## Scholarship Fund Donations, 2017–2018

41 members made tax-deductible donations to the AFCCE Scholarship Fund as part of their 2018 membership renewal. Donations up to \$200 are matched by AFCCE. The AFCCE Board would like to recognize those members for their contributions:

Junior Level Contributors (\$200 - \$499)	Sophomore Level Contributors (\$100 - \$199)	Freshman Level Contributors (\$5 - \$99)
Robert Hoover	Matthew Butcher	Lanny Nass
John Lundin	John Byrne	Morgan Burrow
Scott Turpie	Ronald Chase	William Cordell
	Dave Doherty	Ben Evans
	Louis du Treil	Christopher Horne
	John George	Cynthia Jacobson
	William King	Grafton Olivera
	Marissa Repp	Lewis Wetzel
	Douglas Ross	Louis Williams
	Peter Starke	Carroll Garrison
	Davis Sterling	Angela Gillespie
	Eric Stoll	Eileen Breslin
	Merrill Weiss	Terrence Baun
	Larry Will	Mark Colombo
	John Mullaney	Jonathan Edwards
	Carl Jones Jr.	Leslie Kutasi
	John Lyons	Barbara Pavon
		William Reynolds
		Matthew Sanderford
		Thomas Van Wazer
		David Glenn

## AFCCE Scholarship Fund -- Fall Social Sponsors for 2017

(Compiled on 10/18/2017 and later)

	<u>SILVER</u>
Chris Horne - eMuWave, PLLC	\$250.00
Jay Martin	250.00
Richard Edwards	250.00
Dale Ladner	250.00
Ted Collora	250.00
Dennis Wallace	250.00
Larry Will	250.00
Steve Crowley	250.00
Eric Wandel	250.00
Carl T. Jones Corp	250.00

	<u>GOLD</u>
Mark Fehlig	\$500.00
Ron Chase	500.00
John George	500.00
Cavell, Mertz & Assoc, Inc	500.00
Fletcher, Heald & Hildreth PLC	500.00
Electronics Research, Inc	500.00

	<u>PLATINUM</u>
Bob Hoover	\$1,000.00
Mullaney Engineering, Inc	1,000.00
Durst Org	1,500.00

	<u>Palladium</u>
Myat, Inc. ( Dennis Heymans )	\$2,000.00

	<u>Other</u>
Dennis Heymans	\$50.00
Karl Lahm	80.00

Total Sponsorship Receipts	\$11,130.00
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AFCCE Scholarship Committee Report

1. I thank committee members: Bob Weller, Anne Crump and Tom Silliman for their contributions during the past year and to John Lyons for his counsel. I also want to thank those who acted as sponsors and to Mark Fehlig for his work with the IWCE.
2. Advertising for the AFCCE and IEEE-BTS scholarships was accomplished by contacting 16 colleges and universities, advertising page in the BTS Newsletter, soliciting current/past awardees, a full-page advertisement in the ARRL's QST magazine, emails to college radio stations, the AFCCE membership and the Peterson's Scholarship Site. Despite these outreach efforts we received only seven applications for the Fall, 2017 and six for both Spring, 2018 and Fall, 2018 semesters.
3. The Fall, 2017 awards included one IEEE-BTS Jules Cohen \$10,000, one \$2,500 E. Noel Luddy and five AFCCE awards the latter which totaled \$7,500. The Spring 2018 awards included four AFCCE totaling \$7,500, one E. Noel Luddy \$2,500 award and no IEEE-BTS award. The Fall 2018 awards were one IEEE-BTS Cohen \$10,000, one IEEE-BTS Cohen \$5,000, one \$2,500 Luddy (contingent on the applicant being accepted into the University of Texas' Ph.D. program) awards, and two AFCCE awards totaling \$7,500.
4. Ms. Rafida Zaman, a Ph. D. (EE) candidate at The university of Missouri, Kansas City and an IEEE and AFCCE student member, was chosen by lottery and attended the IWCE exposition in Florida.
5. The Scholarship Committee has discussed the disappointing downward trend in both the AFCCE and IEEE-BTS applications and recommends that the Board consider and approve opening the undergraduate applicant pool to sophomores and making optional the requirement for obtaining an AFCCE sponsor.

The Scholarship Committee,

Marshall Cross, P.E., Chair.  
AFCCE Scholarship Committee

## Adjournment of Scholarship Board Meeting

(Annual Meeting Resumes)

## Old Business

## New Business

## Schedule for 2018–2019

AFCCE plans to continue to hold its monthly meetings at the Holiday Inn Rosslyn at Key Bridge. The hotel has agreed to continue to provide free parking to attendees and does not charge us for the use of its conference space. AFCCE pays a nominal amount (\$30) for a projection screen and P.A. system, and \$130 to have a cash bar available. Plated lunch and alcoholic beverages are market rate.

Additionally, AFCCE plans to hold its FCC Staff Reception at the National Press Club. Our preferred space was not available. The National Press Club charges a substantial fee (about \$2,000) for use of its space, and its bar and food charges are relatively high. Nonetheless, the Board believes that having the event at the Press Club is favorable to our organization. The dates for 2018–2019 events are:

<u>Date</u>	<u>Day</u>	<u>Time</u>	<u>Room</u>
9/21/2018	Friday	11:30–15:00	Dogwood
10/11/2018	Thursday	18:00–21:00	Vantage Point Restaurant (Fall Social)
11/28/2018	Wednesday	11:30–15:00 17:00–20:00	Dogwood Holeman Lounge (National Press Club)
01/18/2019	Friday	11:30–15:00	Dogwood
02/22/2019	Friday	11:30–15:00	Dogwood
03/22/2019	Friday	11:30–15:00	Dogwood
05/17/2019	Friday	11:30–15:00	Dogwood

## Adjournment