

MAINE      Section
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ANNUAL REPORT

(Guidelines and Suggested Format)

For the Fiscal Year October 1, 2002 through September 30, 2003

TRANSMITTAL	Report Prepared by:		
11/21/03 (Date)	Peter S. Merfeld, P.E. (Name)	Secretary (Office)	
Distribution Information*	Copies of this report have been distributed by the Section to:	Yes	No
	ASCE District Director: Ms. Anni H. Autio, P.E. (District 2)	<b>X</b>	
	Subsidiary Branch Secretaries		<b>N/A</b>
	Section File	<b>X</b>	

\*NOTE

The original of this report is to be submitted by the Section so that it will be **received** by the Geographic Services Department, ASCE Headquarters, 1801 Alexander Bell Drive, Reston, VA 20191-4400, **not later than November 30, 2003.**

GENERAL INFORMATION

Consolidated Annual Reports of Section Activities and Finances are required to be submitted in accordance with the provisions of Society Bylaws, Article XII, Section 9. Annual Section Reports are due at the Society Headquarters not later than November 30. Reports are to cover the Society's twelve month fiscal year period starting on October 1 and ending September 30.

REMINDER

Receipt of the complete Annual Report is a prerequisite to the payment of the Society's annual allotment to each Section.

## TABLE OF CONTENTS

<b>ITEM</b>	<b>PAGE</b>
1.0 Organization .....	1
2.0 Finance and Membership .....	2
2.1 Financial Operations .....	3
2.2 Statement of Cash Receipts, Expenditures & Budget Comparison for Fiscal Year .....	4
2.3 Disbursements .....	5
2.4 Balance Sheet.....	6
2.5 Securities .....	7
3.0 Subsidiary Organizations .....	8
4.0 Section Committees.....	8-10
5.0 Addenda	
Please attach the following with your Section's Annual Report:	
5.1 A current copy of the Section Constitution and Bylaws	
5.2 A current copy of the Branch Bylaws, if applicable	

<b>1.0 ORGANIZATION</b>		
1.1	Officers are elected during the month of	April
	Officers officially take office during the month of	May
1.2	Please indicate personnel serving during this fiscal year:	
	Term of Office (Month/Year to Month/Year)	May 02 to May 03
	Gregory Blake Isabel V. Schonewald Eric Landis	President President Elect Vice President
	William A.Scott	Secretary
	Robert E. Chaput, Jr.	Treasurer
	Redington Robbins Timothy W. Merritt	Director 2 <sup>nd</sup> Year Director 1 <sup>st</sup> Year
	Personnel elected to hold office during the next fiscal year are:	
Term of Office (Month/Year to Month/Year)	May 03 to May 04	
Isabel V. Schonewald Eric Landis Robert E. Chaput, Jr.	President President Elect Vice President	
Peter S. Merfeld	Secretary	
Timothy W. Merritt	Treasurer	
Erik Wiberg Chris Taylor	Director 2 <sup>nd</sup> Year Director 1 <sup>st</sup> Year	

**2.0 FINANCE AND MEMBERSHIP**

**2.1 FINANCIAL OPERATIONS**

**2.1.1 Reporting Section Subsidiary Organizations**

The Annual Financial Report of the Section shall include a consolidation of the concurrent financial operations of all subsidiary local organizations (Branches, Technical Groups, Forums, Committees, etc.) which may or may not have separate treasuries. This reporting may be done in two ways, or by a combination of both:

First, the itemized receipts disbursements and assets of subsidiary local organizations may be included integrally with the Section statement of cash receipts and expenditures and budget comparison (Figure 3, Form - IIOA). This procedure would be preferable where the receipts and disbursements of the respective subsidiary organizations are handled and managed by the Section.

Second, when the receipts and disbursements are handled and managed by the subsidiary organizations, the total assets and total equity of such units may be reported separately by the Section on its Balance Sheet (Figure 4, Form - IIOB). When this procedure is used, the Section may find it convenient and desirable to have the subsidiary organizations submit an annual financial report to the Section. Forms - IIOA and IIOB may be locally adapted for this purpose. Copies of such reports should be included in this report following the Section's Financial Report.

<b>2.1.2 Audit of Section Finances</b>	Yes	No
The Section's Financial Records are periodically audited (by someone other than the Treasurer)		<b>X</b>
Frequency, or time of Audit: not applicable		
Describe composition or qualifications of Auditor or Auditing Committee: not applicable		

<b>2.1.3 Budget</b>	Yes	No
This Section prepares a budget itemizing anticipated income and expenses	<b>X</b>	
Responsibility for preparing the budget belongs to (Position, Committee, etc.): Treasurer		
	Yes	No
The budget is officially approved	<b>X</b>	
By (Position, Committee, etc.): Section Board of Directors		

<b>2.1.4 Periodic Financial Reports</b>	Yes	No
Financial Reports are periodically presented to the Section Membership	<b>X</b>	
Frequency: Every Board Meeting (ten per fiscal year)		
Form of presentation: Agenda Item - Oral report with written summary		

<b>2.1.5 Handling of Funds</b>
Authorization to obligate Section Funds belongs to (Title or Position): Section Board of Directors
Authorization to disburse Section Funds belongs to (Title or Position): Section Treasurer

<b>2.1.6 Bonding</b>	Yes	No
Persons authorized to handle Section monies are bonded		<b>X</b>
Describe type, amount and cost of bonds in effect (theft, fidelity, etc.): not applicable		

<b>2.1.7 Operation of Subsidiary Organizations</b>		
The following subsidiary organizations handle their Financial Operations separate from the Section-Treasurer's activities:  (Please list organization(s))	Charge dues in addition to Section dues?	
	Yes	No

<b>2.2 STATEMENT OF CASH RECEIPTS, EXPENDITURES &amp; BUDGET COMPARISON FOR FISCAL YEAR</b>	
Number of members assigned to Section (as of September 30, 2003) (per 09/22/03 Section Statistics Report)	583
Number of members paying Section dues <b>directly to the Section</b> during the period	0
Number of assigned Life Members exempt for payment of Section dues	13
Number of Branches	0
Number of Student Chapters in area of Section	1

<b>SECTION MEMBERSHIP/DUES REPORT</b>						
Note: DO NOT complete this information if ASCE National collects dues for your Section. Complete ONLY IF your Section collects its own dues, or has collected a portion of dues directly.						
MEMBERSHIP		DUES - COLLECTED BY ASCE NATIONAL				
Membership Grades		Number assigned to Section as of September 30 A	Section dues amount per person B	Number of Assigned Members Paying Dues C	Dues Collected D(=BxC)	% Assigned Members Paying Section Dues C/Ax100
Associate Member	AM		\$			
Member	M		\$			
Fellow	F		\$			
Affiliate	AF		\$			
Student Member	SM		\$			
TOTAL	XX	1.	XXXXXXXX	4.		
Life Member	LM	2.		XXXXXXXX		XXXXXXXX
Total assigned members minus life members. (Item 1 minus item 2)		3.	XXXXXXXX	XXXXXXXX		XXXXXXXX
% of Assigned Members less Life Members paying Sect. Dues = Item 4 x 100 – Item 3 = %						

RECEIPTS	\$ BUDGET	\$ ACTUAL
21 Section Dues	4,500.00	4,130.00
22 Society Allotments	2,600.00	2,234.11
23 Interest Income	70.00	81.60
24 Dividend Income	0.00	0.00
25 Contributions, Gifts *	0.00	0.00
26 Grants - ASCE SPAG	350.00	0.00
27/28 Assessments/ Publication Sales	0.00	1,169.00
29/30 Entrance Fees/ Advertising Income	0.00	0.00
33 Local Societies	0.00	0.00
34 Dinners & Luncheons	3,750.00	3,624.51
35 ASCE Conferences - Annual Transportation	4,000.00	9,500.00
36 Educational Courses - Annual Tech Seminar	7,000.00	4,560.00
40 Miscellaneous - General	0.00	125.00
Section A/E Golf Tournament	9,500.00	10,965.00
High School Model Competition Sponsorships	2,500.00	1,250.00
TOTAL	\$ 34,270.00	\$ 37,639.22
Sale of Securities	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	0.00
SubTotal	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	\$ 37,639.22
Cash on Hand October 1, 2002**	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	\$ 19,261.58
TOTAL		\$56,900.80

\* NOTE: Contributions [individual or corporate] over \$5,000.00 MUST be itemized.  
 \*\* NOTE: This figure should be identical to that submitted as Cash on Hand [year-end balance] in the previous year[s] Annual Report.

<b>2.3 DISBURSEMENTS</b>	<b>\$ BUDGET</b>	<b>\$ ACTUAL</b>
33 Local Societies	0.00	0.00
34 Dinners & Luncheons	6,000.00	6,219.58
35 ASCE Conferences - Annual Transportation Conference	0.00	0.00
36 Educational Courses - Annual Technical Seminar	5,000.00	5,239.32
40 Miscellaneous	200.00	0.41
49 Contributions, Gifts, Grants Paid	2,350.00	2,062.95
50 Fees Paid for Raising Contributions, Gifts, Grants	0.00	0.00
51 Stationery & Office Supplies	0.00	0.00
52 Postage	0.00	0.00
53 Telephone & Telegraph	0.00	0.00
54 Newsletter	4,000.00	4,548.42
55 Year Book	0.00	0.00
56 General Printing (Excluding Advertising)	0.00	0.00
57 Meetings- Zone I Leadership Conference	0.00	0.00
58 Branches	0.00	0.00
59 Associate and Younger Member Activities	500.00	84.46
60 Student Activities	1,000.00	1,000.00
61 Secretarial Services (Non Employee)	0.00	0.00
62 Section Officer Honorarium	1,800.00	2,073.56
63 Official Travel	300.00	540.00
64 Committee Expense	600.00	203.46
65 ASCE Council	0.00	0.00
66 Insurance	0.00	0.00
67 Officer Salaries	0.00	0.00
68 Clerical Salaries	0.00	0.00
69 F.I.C.A. Taxes (Social Security)	0.00	0.00
70 Rent	0.00	0.00
71 Financial & Legal Advice	0.00	0.00
*72 Lobbying – A/E Legislative Task Force	700.00	700.00
Annual Section A/E Golf Tourney	9,500.00	10,675.39
150 <sup>th</sup> Celebration/ CE Landmarks	3,000.00	1,303.29
High School Model Competition	1,500.00	1,500.00
<b>ADVERTISING EXPENSE</b>		
81 Printing	0.00	0.00
82 Promotion - National Engineers Week	750.00	900.00
83/84/85/86 Commissions/ Postage/ Supplies/ Advertising Salaries	0.00	0.00
TOTAL	\$37,200.00	37,050.84
Purchase of Securities	XXXXXXXXXXXXXXXXXXXX	\$ 0.00
Sub Total	XXXXXXXXXXXXXXXXXXXX	\$ 37,050.84
Cash on Hand September 30, 2003	XXXXXXXXXXXXXXXXXXXX	\$19,849.96
TOTAL	XXXXXXXXXXXXXXXXXXXX	\$56,900.80

\*Lobbying means attempting to influence legislation. This includes contacting or urging the public to contact members of a legislative body for the purpose of proposing, supporting, or opposing legislation, or advocating the adoption or rejection of legislation. Legislation includes any action by Congress, any state legislature, any local council or similar governing body, or by the public in a referendum, initiative, constitutional amendment or similar procedure.

Maine Section

**2.4 BALANCE SHEET**

For Fiscal Year Beginning October 1, 2002 and ending September 30, 2003

<b>ASSETS</b>		<b>EQUITY</b>	
Cash in Banks and on Hand, September 30	\$ 19,849.96	Unexpended Section Monies	\$ 19,849.96
Securities (at cost)	\$ 0.00		\$
Furniture & Equipment	\$ 0.00		\$
Building	\$ 0.00		\$
Land	\$ 0.00		\$
Trust Funds	\$ 0.00	Reserves for Prizes, Awards & Trust Funds	\$
<b>SUBTOTAL ASSETS</b>	<b>\$19,849.96</b>	<b>SUBTOTAL EQUITY</b>	<b>\$19,849.96</b>
Total Assets Subsidiary Organizations (Branches, Technical Groups, Forums, Committees, etc.)	\$ 0.00	Total Equity Subsidiary Organizations (Branches, Technical Groups, Forums, Committees, etc.)	\$ 0.00
Dues Receivable at end of current Fiscal Year amounted to:	\$ 0.00	Total of unpaid bills at the end of the current Fiscal Year amounted to approximately:	\$ 0.00
<b>TOTAL ASSETS:</b>	<b>\$19,849.96</b>	<b>TOTAL EQUITY:</b>	<b>\$19,849.96</b>

**NOTE: Total Assets must equal Total Equity**

Maine Section

**2.5 SECURITIES**

Securities Held at September 30, 2002

<b>U.S. Government Securities: not applicable</b>		
<b>Principal Amount</b>	<b>Type</b>	<b>Cost</b>
<b>Corporate Bonds: not applicable</b>		
<b>Principal Amount</b>	<b>Name</b>	<b>Cost</b>
<b>Stock: not applicable</b>		
<b>Number of Shares</b>	<b>Name</b>	<b>Cost</b>

### 3.0 SUBSIDIARY ORGANIZATIONS

#### 3.1 Branches and Other

How many Branches and other organizations are there within the jurisdiction of the Section? None

### 4.0 SECTION COMMITTEES

**4.1 Standing Committees.** During the past fiscal year the Section had the following active "Standing" committees (having a continuing function):

Title of Committee		Chairman (Name, Address, Tel. No.)	
1.	Auditing	Name	
		Address	
		Phone	
2.	Awards and Prizes	Name	Phil Dunn
		Address	<a href="mailto:Philip.dunn@umit.maine.edu">Philip.dunn@umit.maine.edu</a>
		Phone	207-581-2326
3.	Career Guidance	Name	
		Address	
		Phone	
4.	CE's in Government	Name	
		Address	
		Phone	
5.	Continuing Education	Name	
		Address	
		Phone	
6.	Disaster Response	Name	
		Address	
		Phone	
7.	Engineering Management	Name	
		Address	
		Phone	
8.	Finance	Name	
		Address	
		Phone	

9.	Government Relations	Name	Kitty Breskin
		Address	Kitty.breskin@maine.gov
		Phone	207-624-3396
10.	History & Heritage	Name	Jim Wendel
		Address	JWendel@ci.scarborough.me.us
		Phone	207-883-5579
11.	Hospitality	Name	
		Address	
		Phone	
12.	Membership	Name	Gregory Blake
		Address	gblake@hntb.com
		Phone	207-774-5155
13.	Minority / Diversity Affairs	Name	
		Address	
		Phone	
14.	Nominating	Name	
		Address	
		Phone	
15.	Professional Practice	Name	
		Address	
		Phone	
16.	Program	Name	
		Address	
		Phone	
17.	Publications	Name	Walter Fagerlund, co-editor, INFORMANT newsletter
		Address	Wfagerlund@hntb.com
		Phone	207-774-5155
18.	Publications	Name	Patricia Korbet, co-editor, INFORMANT newsletter
		Address	PLKorbet@mactec.com
		Phone	207-772-4762

19.	* Public Service Or Community Involvement	Name	
		Phone	
		Address	
20.	Public Relations	Name	Kitty Breskin
		Address	<a href="mailto:Kitty.breskin@maine.gov">Kitty.breskin@maine.gov</a>
		Phone	207-624-3396
21.	Student Affairs	Name	
		Address	
		Phone	
22.	Technical Activities	Name	Peter Merfeld (Technical Seminar Chair)
		Address	<a href="mailto:pmerfeld@maineturnpike.com">pmerfeld@maineturnpike.com</a>
		Phone	207-871-7771
23.	Younger Members	Name	Christopher Garlick
		Address	<a href="mailto:cgarlick@hntb.com">cgarlick@hntb.com</a>
		Phone	207-774-5155
24.	Institute Liaison	Name	
		Address	
		Phone	
25.	Life Members	Name	
		Address	
		Phone	
26.		Name	
		Address	
		Phone	
27.		Name	
		Address	
		Phone	
28.		Name	
		Address	
		Phone	

**\*Public Service Activities**

List of Public Service Activities 10/1/02-9/30/03:

- 1.
- 2.
- 3.
- 4.
- 5.

Did you receive any media coverage of these activities? If so, how?