Notes from July 23 GHS Audit

Attendee: Terri Tramel, John Lassiter, Joe Bullington, Bob Tramel, Allan Lowery

Allan Lowery, Terri Tramel, Joe Bullington (council members) voted to have the council meeting out of sequence. We agreed to do an email council vote on doing the Engineer’s Week banquet on Feb 26 at the USSRC.

Discussion on the missing table cloth, Joe is thinking of buying a black tablecloth. AIAA is going to send a box of brochures/swag for the SMDS booth.

Should we have a couple more council members at the dinner with Clay.

Audit: Joe is still reconciling the account. Dan ? has some checks/records from when we was the treasurer.

Joe went through the journal and there are some items to be clarified. We got $3000 from Region last year.

Joe and Allan will transition the RFCU account over from Joe to Allan.

There is some more work to be done, before the audit and paperwork for AIAA can be done. Joe is going to check for the package from Lindsey and we’ll meet back again. Next week.

2nd Audit Meeting

July 30, 2025

Attendees:

Terri Tramel

Joe Bullington

Alan Lowery

Bob Tramel

John Lassiter

Discussion about the voting for Engineers Week banquet.

Discussion on who signs. The Audit Checklist doesn’t follow the by-laws. John Lassiter will be chair.

We went through the Checklist.

Joe B is not quite finished, but we went through the budget for last year and the items for the budget for this year. We have estimates for the Engineers Week Banquet and the Awards Banquet that can be used for the budget. We discussed the categories for some of the expenses. Joe B has a little more to do and then we’ll meet and sign the papers. Joe will let us know when he is ready for signing.

We discussed the GHS booth at the SMD Symposium. We need a new table cloth. Terri will print the flyers.

Sept 7, 2025 Final Audit Meeting

Attendees: Bob Tramel, Terri Tramel, Alan Lowery, Joe Bullington, John Lassiter is traveling

Alan turned in the Form 99N to the IRS.

Discussion about the checking account and paying the USSRC Eng Week banquet hall.

We went through the AIAA audit check list and the AIAA budget form for 2025-2026. We cleared up all outstanding items from the previous meetings.

Alan added some money in for Young Professionals and Student activities. Otherwise it looks like previous years.

Bob will upload the files to AIAA server.

Joe will download the statements and send to Alan and Bob.