See a Social Security Number? Say Something!
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Form **990-EZ**

Department of the Treasury
Internal Revenue Service

Short Form
Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ **Do not enter social security numbers on this form as it may be made public.**
▶ **Information about Form 990-EZ and its instructions is at *www.irs.gov/form990*.**

OMB No 1545-1150

2016

Open to Public Inspection

A For the 2016 calendar year, or tax year beginning 01-01-2016 , and ending 12-31-2016

B Check if applicable
☐ Address change
☐ Name change
☐ Initial return
☐ Final return/terminated
☐ Amended return
☐ Application pending

C Name of organization
AE ProNet

Number and street (or P O box, if mail is not delivered to street address) | Room/suite
636 Darcey Drive

City or town, state or province, country, and ZIP or foreign postal code
Winter Park, FL 32792

D Employer identification number
94-3100067

E Telephone number
(407) 870-2030

F Group Exemption Number ▶

G Accounting Method ☑ Cash ☐ Accrual Other (specify) ▶

H Check ▶ ☐ if the organization is **not** required to attach Schedule B (Form 990, 990-EZ, or 990-PF)

I Website: ▶WWW AEPRONET ORG

J Tax-exempt status(check only one) - ☐ 501(c)(3) ☑ 501(c)(6) ◀(insert no) ☐ 4947(a)(1) or ☐ 527

K Form of organization ☐ Corporation ☐ Trust ☐ Association ☐ Other

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts If gross receipts are $200,000 or more, or if total assets (Part II, column (B) below) are $500,000 or more, file Form 990 instead of Form 990-EZ . . . . . ▶ $ 190,652

Part I **Revenue, Expenses, and Changes in Net Assets or Fund Balances** (see the instructions for Part I)
Check if the organization used Schedule O to respond to any question in this Part I . . . . . ☑

Revenue	1	Contributions, gifts, grants, and similar amounts received		1	113,645
	2	Program service revenue including government fees and contracts		2	76,733
	3	Membership dues and assessments		3	
	4	Investment income		4	261
	5a	Gross amount from sale of assets other than inventory	5a		
	b	Less cost or other basis and sales expenses	5b	0	
	c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)		5c	
	6	Gaming and fundraising events			
	a	Gross income from gaming (attach Schedule G if greater than $15,000)	6a		
	b	Gross income from fundraising events (not including $ _____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds $15,000)	6b	0	
	c	Less direct expenses from gaming and fundraising events	6c	0	
	d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)		6d	
	7a	Gross sales of inventory, less returns and allowances	7a	13	
	b	Less cost of goods sold	7b	100	
	c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)		7c	-87
	8	Other revenue (describe in Schedule O)		8	
	9	**Total revenue.** Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8		▶ 9	190,552
Expenses	10	Grants and similar amounts paid (list in Schedule O)		10	15,500
	11	Benefits paid to or for members		11	
	12	Salaries, other compensation, and employee benefits		12	55,847
	13	Professional fees and other payments to independent contractors		13	2,814
	14	Occupancy, rent, utilities, and maintenance		14	756
	15	Printing, publications, postage, and shipping		15	320
	16	Other expenses (describe in Schedule O)		16	114,485
	17	**Total expenses.** Add lines 10 through 16		▶ 17	189,722
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)		18	830
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)		19	253,033
	20	Other changes in net assets or fund balances (explain in Schedule O)		20	
	21	Net assets or fund balances at end of year Combine lines 18 through 20		21	253,863

Part II **Balance Sheets** (see the instructions for Part II)
Check if the organization used Schedule O to respond to any question in this Part II . . . . . ☑

	(A) Beginning of year		(B) End of year
22 Cash, savings, and investments	252,597	22	225,681
23 Land and buildings		23	
24 Other assets (describe in Schedule O)	1,951	24	29,763
25 **Total assets**	254,548	25	255,444
26 **Total liabilities** (describe in Schedule O)	1,515	26	1,581
27 **Net assets or fund balances** (line 27 of column (B) **must** agree with line 21)	253,033	27	253,863

Part III **Statement of Program Service Accomplishments** (see the instructions for Part III)
Check if the organization used Schedule O to respond to any question in this Part III . . ☐

Expenses (Required for section 501(c)(3) and 501(c)(4) organizations, optional for others)

What is the organization's primary exempt purpose?
A/E PRONET IS AN ASSOCIATION OF INSURANCE BROKERS DEDICATED TO IMPROVING THE QUALITY AND EDUCATION OF AGENTS AND BROKERS SPECIALIZING IN INSURING ARCHITECTS AND ENGINEERS, PROVIDING RISK MANAGEMENT INFORMATION TO DESIGN PROFESSIONALS, AND EDUCATING THE INSURANCE COMPANIES ON SPECIFIC NEEDS OF ARCHITECTS AND ENGINEERS

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title

28
See Additional Data Table

(Grants $) If this amount includes foreign grants, check here . . . ▶ ☐ **28a**

29

(Grants $) If this amount includes foreign grants, check here . . . ▶ ☐ **29a**

30

(Grants $) If this amount includes foreign grants, check here . . . ▶ ☐ **30a**

31 Other program services (describe in Schedule O) . . . . . .
(Grants $) If this amount includes foreign grants, check here . . . ▶ ☐ **31a**

32 Total program service expenses (add lines 28a through 31a) . . . . . ▶ **32** 160,470

Part IV **List of Officers, Directors, Trustees, and Key Employees** (list each one even if not compensated — see the instructions for Part IV)
Check if the organization used Schedule O to respond to any question in this Part IV. . . . . ☐

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC) **(if not paid, enter -0-)**	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
BRETT COLEMAN Director	0	0		
JEFF TODD PAST PRESIDENT	1 00	0		
ERIC MOORE President	5 00	0		
JEFF STEEN Treasurer	1 00	0		
DEBRA CHRISTEN Director	0	0		
JOHNNA WAGENSTEEN Director	0	0		
DAVID JOHNSTON Executive Direc	20 00	51,833		
EARLEEN THOMAS Secretary	1 00	0		
MICHAEL WELBEL President-Elect	1 00	0		
MARK JACKSON Vice President	1 00	0		

Part V **Other Information** (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V) Check if the organization used Schedule O to respond to any question in this Part V . . . . . ☐

			Yes	No
33	Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O	33		No
34	Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name Otherwise, explain the change on Schedule O (see instructions)	34		No
35a	Did the organization have unrelated business gross income of $1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?	35a		No
b	If "Yes," to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O	35b		No
c	Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III	35c		No
36	Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N	36		No
37a	Enter amount of political expenditures, direct or indirect, as described in the instructions ▶ 37a			
b	Did the organization file **Form 1120-POL** for this year?	37b		No
38a	Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee **or** were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return? . .	38a		No
b	If "Yes," complete Schedule L, Part II and enter the total amount involved . 38b			
39	Section 501(c)(7) organizations Enter			
a	Initiation fees and capital contributions included on line 9 . . . . . 39a 0			
b	Gross receipts, included on line 9, for public use of club facilities 39b 0			
40a	Section 501(c)(3) organizations Enter amount of tax imposed on the organization during the year under section 4911 ▶ _____ , section 4912 ▶ _____ , section 4955 ▶ _____			
b	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I	40b		
c	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations Enter amount of tax imposed on organization managers or disqualified persons during the year under sections4912, 4955, and 4958 ▶ _____			
d	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations Enter amount of tax on line 40c reimbursed by the organization ▶ _____			
e	All organizations At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T	40e		No
41	List the states with which a copy of this return is filed ▶ CA			
42a	The organization's books are in care of ▶ David Johnston Telephone no ▶ (407) 870-2030 Located at ▶ 636 DARCEY DRIVE WINTER PARK, FL ZIP + 4 ▶ 32792			
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	42b		No
	If "Yes," enter the name of the foreign country ▶ _____			
	See the instructions for exceptions and filing requirements for **FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR)**			
c	At any time during the calendar year, did the organization maintain an office outside the U S ?	42c		No
	If "Yes," enter the name of the foreign country ▶ _____			
43	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of **Form 1041** - Check here . . . . . ▶ ☐ and enter the amount of tax-exempt interest received or accrued during the tax year . . . . ▶ 43			

			Yes	No
44a	Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44a		No
b	Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44b		No
c	Did the organization receive any payments for indoor tanning services during the year?	44c		No
d	If "Yes," to line 44c, has the organization filed a Form 720 to report these payments? *If "No," provide an explanation in Schedule O*	44d		No
45a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	45a		No
45b	Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ (see instructions)	45b		No

		Yes	No
46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I	46		No

Part VI Section 501(c)(3) organizations only

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.
Check if the organization used Schedule O to respond to any question in this Part VI ☐

			Yes	No
47	Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II	47		
48	Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	48		
49a	Did the organization make any transfers to an exempt non-charitable related organization?	49a		
b	If "Yes," was the related organization a section 527 organization?	49b		

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than $100,000 of compensation from the organization If there is none, enter "None "

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
NONE				

f Total number of other employees paid over $100,000 ▶

51 Complete this table for the organization's five highest compensated independent contractors who each received more than $100,000 of compensation from the organization If there is none, enter "None "

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation
NONE		

d Total number of other independent contractors each receiving over $100,000. ▶

52 Did the organization complete Schedule A? **NOTE.** All Section 501(c)(3) organizations must attach a completed Schedule A ▶ ☐ **Yes** ☐ **No**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge

Sign Here

****** Signature of officer — 2017-02-01 Date

DAVID JOHNSTON Executive Director Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN
Steven L Steward CPA				P00853646

Firm's name ▶ CROSS STEWARD & CO LLC — Firm's EIN ▶

Firm's address ▶ 601 N FERNCREEK AVE STE 210, ORLANDO, FL 328034839 — Phone no (407) 894-6771

May the IRS discuss this return with the preparer shown above? See instructions ▶ ☑ **Yes** ☐ **No**

Additional Data

Software ID: 16000303
Software Version: 2016v3.0
EIN: 94-3100067
Name: AE ProNet

Form 990EZ, Part III - Statement of Program Service Accomplishments

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.	Expenses (Required for section 501 (c)(3) and 501(c)(4) organizations; optional for others.)	
28 A/E PRONET IS AN ASSOCIATION OF BROKERS DEDICATED TO THE INSURANCE NEEDSOF DESIGN PROFESSIONALS PROVIDING INSURANCE, ADVICE, ADVOCACY, RISK MANAGEMENT AND CONTINUING EDUCATION THE ASSOCIATION DISTRIBUTED EDUCATIONAL PUBLICATIONS THAT IT HAD PREVIOUSLY PRODUCED TO ITS MEMBERS, CLIENTS AND OTHER INTERESTED PARTIES THE ASSOCIATION CONTINUES TO PROVIDE ITS EDUCATIONAL PUBLICATIONS TO ITS MEMBERS TO DISTRIBUTE FREE OF CHARGE TO THEIR CLIENTS AND INTERESTED PARTICIES THE ASSOCIATION MAINTAINS A WEB SITE THAT CONTAINS A SIGNIFICANT AMOUNT OF RISK MANAGEMENT INFORMATION THAT SUPPORTS THE PRACTICE OF DESIGN PROFESSIONALS THIS INFORMATION IS AVAILABLE AT NO COST TO USERS OF THE WEB SITE THE INFORMATION CONTAINED ON THE WEB SITE IS UPDATED ON A PERIODIC BASIS TO KEEP THE INFORMATION TIMELY THIS WEB SITE WAS EXPANDED TO INCLUDE ADDITIONAL EDUCATIONAL MATERIAL AND A BLOG, AND FACEBOOK AND TWITTER HAS BEEN ADDED TO SERVICE THE COMMUNICATION AND EDUCATIONAL MISSION A/E PRONET SPONSORS AN ANNUAL PROFESSIONAL DEVELOPMENT SEMINAR FOR THE INSURANCE/RISK MANAGEMENT COMMITTEES OF THE NATIONAL PROFESSIONAL SOCIETIES OF AIA, NSPE AND ACEC THE SEMINAR IS PROVIDED AT NO COST TO THE MEMBERS OF THESE COMMITTEES A PERIODIC NEWLETTER IS PROVIDED TO THE MEMBERS AT NO COST FOR DISTRIBUTIONTO THEIR CLIENTS THIS NEWSLETER PROVIDES EDUCATIONAL INFORMATION IN SUPPORT OF THE RISK MANAGEMENT SERVICE OF THE ASSOCIATION THE MEMBERS OF A/E PRONET CONDUCT EDUCATIONAL COURSES THAT MEMBERS OF THE DESIGN PROFESSION CAN TAKE TO MEET THE LEARNING UNIT CREDITS AS REQUIRED BY THE AIA AND STATE LICENSING BOARDS SOME OF THE ASSOCIATIONS PUBLICATIONS HAVE BEEN USED AS TEXT BOOKS IN EDUCATIONAL INSTITUTIONS AND FOR THESE CLASSES A/E PRONET HAS SPONSORED EVENTS AT THE MEETINGS AND CONVENTIONS OF OTHER NON-PROFIT ORGANIZATIONS SUCH AS ENGINEERING AND ARCHITECT GROUPS TO EDUCATE OTHER PROFESSIONALS IN RISK MANAGEMENT AND RELATED TOPICS A/E PRONET HOSTS TWO MEETINGS EACH YEAR FOR ITS MEMBERS TO HEAR EDUCATIONAL PRESENTATIONS BY INSURANCE CARRIERS TO BE BETTER EQUIPED TO SERVE THEIR CLIENTS A/E PRONET PROVIDES TWO SCHOLARSHIPS OF $5000 EACH ANNUALLY TO ARCHITECTURAL STUDENTS THESE SCHOLARSHIPS ARE PART OF AIAS SCHOLARSHIP PROGRAM AND ARE ADMINISTERED BY AIA THIS YEAR, A/E PRONET HAS AUTHORIZED AND ESTABLISHED AN ANNUAL SCHOLARSHIP OF $5500 FOR ENGINEERING STUDENTS TO BE ADMINISTERED BY ACEC THE FIRST SCHOLARSHIP WILL BE AWARDED IN 2016 (Grants $ 160,470) If this amount includes foreign grants, check here . . . ▶ ☐	**28a**	15,500

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SCHEDULE O (Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.
▶ Attach to Form 990 or 990-EZ.
▶ Information about Schedule O (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

OMB No 1545-0047

2016

Open to Public Inspection

Name of the organization
AE ProNet

Employer identification number
94-3100067

990 Schedule O, Supplemental Information

Return Reference	Explanation
Grants and Similar Amounts Paid In Excess of $5,000 1	| Donee's Name THE AMERICAN INSTITUTE OF ARCHITECTS | Donee's Address 1735 NEW YORK AVE NW WASHINGTON DC 20006 | Cash Amount Given $10000

990 Schedule O, Supplemental Information

Return Reference	Explanation
Grants and Similar Amounts Paid In Excess of $5,000 2	| Donee's Name ACEC RESEARCH AND MANAGEMENT | Donee's Address 1015 15TH ST NW 8TH FLOOR WASHINGTON DC 20005 | Cash Amount Given $5500

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Expenses 1001	Advertising and Promotion $22400

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Expenses 1002	Office Expenses $624

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Expenses 1003	Information Technology $10968

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Expenses 1005	Travel $1695

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Expenses 1009	Depreciation $676

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Expenses 1010	Amortization $2590

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Expenses 1012	Insurance $6760

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Expenses 1	MEMBERSHIP MEETING EXP $61974

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Expenses 2	NEWSLETTER EXP $1599

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Expenses 3	TELEPHONE $1334

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Expenses 4	CONTINUING EDUCATION $899

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Expenses 5	COMMITTEE MEETING EXP $873

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Expenses 6	MEALS & ENTERTAINMENT $795

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Expenses 7	PAYROLL SVC FEES $654

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Expenses 8	GIFTS AND DONATIONS $465

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Expenses 10	DUES/SUBSCRIPTIONS $110

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Expenses 11	BANK & FINANCE FEES $59

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Expenses 12	LICENSES & TAXES $10

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Assets 1002	Furniture and Fixtures - Beginning $1951 Furniture and Fixtures - Ending $1275

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Assets 1012	Intangible Assets - Beginning $0 Intangible Assets - Ending $28488

990 Schedule O, Supplemental Information

Return Reference	Explanation
Total Liabilities 1	PAYROLL TAXES PAYABLE - Beginning $1515 PAYROLL TAXES PAYABLE - Ending $1581