

**North Dakota Society of Professional Engineers
Board of Directors Meeting
October 13, 2001
Cheiftain Inn, Carrington, ND**

1. **Call to order-** The North Dakota Society of Professional Engineers Board of Directors meeting was called to order on October 13, 2001 at 10:00 a.m. by Dean Wieland, President. Present were Dean Wieland; President, Don Andersen; Vice President, Kevin Nelson; Secretary-Treasurer, Brian Schuck; Chapter 3 President, Loel Fetting; Chapter 4 President, Scott Zainhofsky; Chapter 1 President, Bruce Nelson, PEI Chairman, Otto Helweg, NDSU Dean of Engineering and Mary Nelson, Executive Secretary.
2. **Introductions-** Secretary/Treasurer Kevin Nelson stated that a quorum was present.
3. **Adoption of the Agenda** – Bruce Nelson added under New Business: F. Newsletter/job. Kevin Nelson added item G. Leadership Handbooks.

Kevin Nelson moved to accept the agenda as amended. Motion was seconded by Otto Helweg and carried.

4. **Approval of the Minutes-** the minutes from the NDSPE Board of Directors meeting held in Grand Forks on April 5-6, 2001 were distributed via mail and reviewed.

Otto Helweg moved that the minutes be approved as distributed. Motion seconded by Bruce Nelson and carried.

5. **Executive Secretary's Report-** financial report attached
Cash and bank accounts:

BNC CD 1	0.00
BNC CD 2	7,636.45
BNC Checking	1,976.54
BNC Savings	5,013.89
CD	0.00
Checking	352.82
Savings	4,976.05

Total Assets	\$19,955.75
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Membership as of September 2001		September 2000	
PE's	179	PE's	174
Assoc.	83	Assoc.	122
Students	68	Students	59
TOTAL	330	TOTAL	355

Membership has decreased by 25.

Mary Nelson reported that the funds are in the process of being closed at USBanks and accounts have been opened at BNC.

Kevin Nelson moved that the Executive Secretary report be accepted as presented. Motion seconded by Scott Zainhofsky and carried.

6. **Chapter Reports-** Scott Zainhofsky, President Chapter 1 reported that Chapter 1 will hold their first meeting on Tuesday, October, 16th and will elect new officers for 2001-2002. Each meeting will include a Continuing Education speaker and a certificate will be given to the members for recognition of continuing education hours. Scott commented that meeting attendance has doubled since Chapter 1 has implemented this program.

Brian Schuck, President Chapter 3 reported that they have held an officers meeting. Chapter 3 is concentrating on increasing meeting attendance by touring facilities, golfing and a seminar in January on water treatment. Tim Faye is coordinating the HECHMS. Chapter 3 hosted a similar seminar last year that was very successful.

Loel Fetting, President Chapter 4 reported that the FM Engineers club met in September. 40 to 50 members typically attend their meetings. The club consists of engineers, ready mix suppliers and concrete suppliers. A fee of \$70 per year is charged per member for a dinner ticket for their meetings. Chapter 4 is hosting the NDSPE annual meeting April 4-5, 2002 at the Doublewood in Fargo. A written report is attached.

7. **Old Business-**

- A. **NSPE Roadshow-** President Wieland has scheduled the Roadshow for April 3, 2002. The Road show is a 1 to 1 ½ day program presented by Annette Petrick pertaining to membership recruitment and member retention. Loel Fetting will arrange a meeting room. Dean Wieland will ask Roger Kluck, membership Chairman to take over this project.

- B. **Continuing Education-** Last year NDSPLS and NDSPE prepared a resolution to pass enabling continuing education. The bill did not pass. Jeff Volk, Dennis Meyer, and Delaine Meyer opposed the bill. NDSPE will make efforts to inform these individuals that NDSPE's goal is to have enabling continuing education rather than mandatory. Kevin Nelson will contact Larry Smith and Ron Rebenitsch, to brainstorm with NDSPE, NDSPLS, and NDCEC on making a concentrated effort to get enabling education passed. Bruce Nelson offered to learn who the members of the Senate Committee are and try to educate them. Dean Wieland will write to the Attorney General to ask for an opinion on which committee would be best for continuing education.

C. Strategic Plan Draft- NSPE has developed a Strategic Plan and has requested each state to develop one also. President Wieland presented a draft he had prepared that outlines the vision, mission and goals of NDSPE. A timeline of when goals will be accomplished was recommended. Dean requested comments from the Board by December 15th, 2001. The draft will be refined based on the comments, and included in the Spring issue of the *Professional Engineer* for approval at the Annual meeting. NSPE Strategic plan is available on the NSPE website.

D. American Engineering Campaign- NSPE has implemented a campaign to improve the image of Engineers. The American Engineering Campaign is intended to help people understand just what engineers do in their career, the role engineers play in different facets of community life, and that engineering is fun and exciting.

A website has been developed, the URL is

www.americanengineeringcampaign.org.

8. New Business-

A. NSPE PAC- NSPE PAC works through different organizations to endorse political candidates. Dean Wieland has volunteered to represent North Dakota. The Dorgan/Pomeroy race has been targeted. Two things to consider by becoming involved:

1. provide information as to who NDSPE feels would be the best candidate
2. program to use it as part of NDSPE publicity to start a state PAC.

Discussion took place as to what position NDSPE should take. It was decided that NDSPE will provide information to PAC if asked, but otherwise the Board felt it would be a mistake to contribute to an individual candidate.

B. Budget Committee Recommendations 2001 Meeting- discussion took place regarding the Budget Committee report and the list of recommendations. The following items from the list of recommendations were addressed and a plan of action decided:

1. NDSPE has requested the education institutions to provide a notification letter of the scholarship recipients. Don Andersen will follow-up and inform Mary Nelson, Executive Secretary who the recipients from NDSU were.
2. Mary Nelson will send out a form letter to non-paying members.
3. Prepare and execute a formal contract between Executive Secretary and NSPE. Dean Wieland offered to prepare a contract.
4. Investigate a record retention program. Bruce Nelson offered to prepare a program and present it to the board by the January meeting. Bruce will contact Art Schwartz for some guidelines.
5. Secretary/Treasurer Kevin Nelson will use the audit list Bruce Nelson provided for the 2000-2001 audit and refine it to fit NDSPE.

The remainder of the list was accomplished at the Annual Meeting.

- C. September 7-8th North Central Meeting-** the meeting was cancelled due to lack of registration. The meeting will be rescheduled for Spring. Due to the cancellation, NDSPE's voice may be eliminated at the winter Meeting to be held in Washington, D.C.

Otto Helweg moved to authorize the expenses for the Executive Secretary to travel to the Winter Meeting in Washington, D.C. Motion seconded by Bruce Nelson and carried.

President Wieland will find out whether or not the North Central region will cover the expenses for Steve Smith to travel to the Winter Meeting in Washington D.C. as a member of NSPE Nominating Committee.

Kevin Nelson inquired about his expenses being covered for the Winter meeting. The bylaws state, "The Board of Directors may authorize the Society to reimburse the State President, State President-elect, and the Vice President for registration fees, lodging, and meal expenses".

Bruce Nelson moved to authorize expenses for an officer of the Board Of Directors, Kevin Nelson, Secretary/Treasurer to travel to the Winter Meeting in Washington, D.C. Motion seconded by Don Andersen and carried.

North Dakota has received the honor of a traveling trophy for the North Central region Membership Excellence.

- D. Annual Meeting-** the Annual Meeting is planned for April 4-5, 2002 at the Doublewood in Fargo. Loel Fetting inquired about arranging National officers for speakers, inviting Canadian delegates and Regional Vice Presidents. The host Chapter is responsible for inviting the Canadian delegates and Regional Vice Presidents. Kevin Nelson will provide names and addresses for the guests to Loel Fetting. The host Chapter is responsible for the lodging and registration fees for the Canadian guests. Discussion followed about whom to request as the National Officer at the Annual Meeting. The first choice of officers to speak at the annual meeting is President Dan Clinton and the second choice is Pat Natale. Mary Nelson will submit the request. President Wieland suggested inviting the Regional Vice President to attend the "Roadshow".

- E. Awards Committee Membership-** Gary Arman has agreed to Chair the committee. Dean requested each Chapter submit a name by December 1, 2001 from each Chapter to serve on the committee to ensure a good representation. Dean encouraged each Board member to send a thank-you to Bob Muscha for his service as past Chairman of the Awards Committee.

F. Newsletter/Jobs- Bruce Nelson inquired about posting employment opportunities in the NDSPE newsletter and website. He proposed by offering space could be a revenue generator for NDSPE. Criteria would need to be developed. A concern that it may be viewed as advertising was expressed. Don Andersen will propose the suggestion to the Publications Committee about posting jobs and advertising. This topic will be put on the agenda for the next Board meeting.

Don Andersen is working on the fall newsletter. He would like articles by November 1, 2001. He requested each Chapter submit an article and a summarization of the 2001 Annual Meeting are submitted. The draft of the Strategic Plan and announcement of the 2002 Annual Meeting will be included in the upcoming newsletter.

G. Leadership Handbook- Kevin Nelson developed and distributed “NDSPE Leadership Handbook” which includes the Constitution and Bylaws, officer and committee directory, officer and committee chair duties, and North Central regional governance, and a brief description of parliamentary procedure. Each Board member received a copy; the Chapter Presidents will pass it on to the next President and if the Practice Section chairman should change, it would be passed along.

The Board thanked Kevin for his efforts and Bartlett & West Engineers for the use of their equipment for duplication. A formal thank-you will be sent to Bartlett & West Engineers.

President Wieland recommended Lon Drevecky, P.E., Minot, ND as representative of NDSPE as requested by the State Building Code Advisory Committee and Randy Axvig, P.E., Bismarck, ND as an alternate. A copy of the letter Dean sent is attached.

Mary Nelson has received information about a scholarship sponsored by NSPE for high school seniors and inquired how to reach high schools throughout the state. Mathcounts should be able to provide that information.

9. Adjourn-

Bruce Nelson moved that the NDSPE Board of Directors meeting be adjourned. Motion seconded by Don Andersen and carried.

Meeting adjourned at 11:40 a.m.

Respectfully submitted,

(original signed)

Mary B. Nelson
Executive Secretary

(original signed)

Kevin G. Nelson, P.E.
Secretary/Treasurer

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