

**North Dakota Society of Professional Engineers
Board of Directors Meeting
April 3-5, 2002
Doublewood Inn- Fargo, ND**

1. **Call to order** – The North Dakota Society of Professional Engineers Board of Directors meeting was called to order on April 3, 2002, at 2:10 p.m. by Dean Wieland, President. Present were Dean Wieland, President; Roger Kluck, President-Elect; Don Andersen, Vice President; Steve Smith, Past President; Kevin Nelson, Secretary-Treasurer; Scott Zainhofsky, Chapter 1 President, Brian Schuck, Chapter 3 President; Loel Fetting, Chapter 4 President and Otto Helweg, NDSU Dean of Engineering and Mary Nelson, Executive Secretary.

2. **Adoption of the Agenda** – President Wieland added Chapter reports as item 8 and renumbered the rest of the agenda accordingly. NSPE Winter meeting summary was added as item f. under Old Business. Chapter Rebates was included under New Business.

Kevin Nelson moved that the agenda, as amended, be adopted. Motion was seconded by Steve Smith and carried.

3. Introductions

4. **Approval of minutes** – the minutes of the previous teleconference meeting held December 20, 2001 were distributed via mail and reviewed.

Kevin Nelson moved that the minutes be approved as distributed. Motion was seconded by Roger Kluck and carried.

5. **Treasurer's Report** – Secretary- Treasurer, Kevin Nelson distributed the financial report for FY 2000-2001. Kevin explained the large differences of the budget vs. actual in National Meetings due to lack of attendance and office expenses due to the purchase of a lap top computer. Bruce Dockter, Kevin Nelson And Mary Nelson at 5 p.m. on Wednesday, April 3, 2002, will conduct an audit. The Educational Foundation accounts will be audited at that time.

Otto Helweg moved that the Treasurer's report be approved as presented. Motion was seconded by Scott Zainhofsky and carried.

6. Committee Reports

A. Nominations Committee – the candidates submitted by the Nomination Committee is as follows:

President
President-Elect

Roger Kluck
Don Andersen

Chapter 2
Chapter 4

Vice President	Gary Doerr	Chapter 3
Secretary Treasurer	Kevin Nelson	Chapter 3
Board Of Registration	James Jorgenson	Chapter 4
	Dean Wieland	Chapter 1
	Tom Atkinson	Chapter 2

Kevin Nelson moved that the Nomination committee report be approved as presented. Motion was seconded by Roger Kluck and carried.

- B. Legislative report-** Chairman, Ron Rebenitsch reported via e-mail there were not any legislative matters.
- C. Membership Committee-** Chairman, Roger Kluck reported the committee planned and organized the Road Show with Annette Petrick.
- D. Professional Relations Committee-** Chairman, Dean Wieland stated the committee has nothing to report.
- E. Constitution and Bylaws Committee-** Kevin Nelson reported that he had spoken with Chairman Ray Rolshoven and there are no changes. Ray expressed that this will be his last year as Chairman.
- F. Budget Committee-** Chairman Bruce Dockter will present his report at the Annual meeting after the audit has been conducted.
- G. Awards Committee-** Kevin Nelson reported on behalf of Chairman, Gary Arman that the Young Engineer award and the Outstanding Design award will be presented at the Banquet on Thursday evening. The Elwin F. Chandler award will not be awarded this year.

7. Practice Section Reports- Dean Wieland stated the practice sections Chairmen are follows:

- PEI-Bruce Nelson
- PEPP-Lawrence Woodbury
- PEG-Thomas Little
- PEE-Don Andersen

8. Chapter Reports-

Chapter 2- Roger Kluck reported that Chapter 2 hosted the Mathcounts competition in Minot. Roger spoke at one of the schools for career days. Otto Helweg suggested that all the chapters pick as many schools in their area and do the same thing. Otto has materials and would be happy to supply the Chapters.

Chapter 1- Scott Zainhofsky reported that Chapter 1 had continuing education speakers at their meetings and it seems to be very popular. The chapter has recruited some new members as a result.

Chapter 3- Brian Schuck reported that Chapter 3 has held monthly meetings with a trend toward more technical sessions. Chapter 3 will co-sponsor a speaker from NASA in July; details will be available in May.

Chapter 4- Loel Fetting written report is attached to these minutes. The Chapter has 87 members. The meetings are usually a field trip or a speaker with about 47 members attending. The Chapter awarded three \$500 scholarships to NDSU engineering students. E-week activities included the toothpick bridge competition and a banquet. The Chapter contributed \$400 to the concrete canoe race and \$500 to the steel bridge competition. In April the chapter will elect new officers and end the year with a golf outing and a family picnic.

Publications Committee Report- Don Andersen, chairman, reported that the *Professional Engineer* is published and distributed twice a year. 344 copies are sent out. Don polled the committee about advertising in the *Professional Engineer*. The consensus was that it would be more work than it is worth, although publishing business cards would generate some revenue for the society. Due to the timeliness of the newsletter and screening of the companies the idea of publishing employment openings would not be successful. Don suggested discussing it at the Annual meeting for feedback and then the Board could make a decision after that. Kevin Nelson suggested posting the employment opportunities on the website. Don added that the publication is primarily to inform the members.

PEE Report- Don Andersen; chairman stated that he had no report for the practice section.

9. Old Business-

A. Continuing Education- Kevin Nelson reported that he and Ron Rebenitsch have been trying to meet with Larry Smith. They are in agreement to develop a plan to educate the legislators, especially those that will be on the committee. They intend to put together a plan to politic with the local legislators and to have the commitment of a member from each chapter to be involved. Concern was expressed about the wording of the bill. The legislative council can be advised for suggestions of cleaning up the wording of the bill. NSPE is willing and has dedicated to help NDSPE as well as limited financial support.

Otto Helweg informed the Board that a review session is held two consecutive Saturdays before the PE exam.

B. Strategic Plan approved- Dean Wieland reported that there has not been any interest from anyone. He will seek approval at the Annual meeting.

C. NSPE Road Show- Roger Kluck reported that the Board of Directors met with Annette Petrick for a brainstorming session on Wednesday morning and will be given a final report on Wednesday evening. The report will be shared at the Annual meeting on Thursday.

D. Executive Secretary Contract- The contract will be given to the Budget Committee to work on.

- E. Advertising in Newsletter-** this item will be discussed at the Annual meeting for guidance.
- F. NSPE Winter Meeting-** Kevin Nelson reported on the winter meeting he and Mary Nelson attended in January. The winter meeting is primarily a strategic planning meeting. Highlights of the meeting were:
- The American Engineering Campaign will be expanded to more states.
 - Implementing NSPE 24/7 on- line data system

10. New Business-

- A. NSPE 24/7 On line Data System-** NSPE has developed data system that the state society can access as well as Chapter Presidents. Mary had sent the log in form to the Chapter Presidents so they may begin using the system. The green bar sheets will be discontinued.
- B. Art deWit Nomination for NSPE President Elect-** Art is the Senior North Central Region Vice President and has been nominated by the South Dakota Engineering Society as a candidate for NSPE President. Dean reported that individuals could express their support to any member of the NSPE Nominating Committee. Steve Smith is a member of that committee.

Roger Kluck moved that NDSPE support Art deWit for NSPE President-Elect. Motion was seconded by Kevin Nelson and carried.

- C. Conference and Travel Schedule-** Dean Wieland plans to attend the Annual meeting in Saskatewan.

Steve Smith and Roger Kluck will attend the NSPE summer meeting in Orlando. The region will cover Steve's expenses. Roger will be driving to Orlando.

Art deWit's travel expenses to NDSPE Annual meeting is covered by NSPE and his registration, meals and lodging are covered by chapter 4.

Dean Wieland and Kevin Nelson expressed that they would like to attend to North Central meeting in Kansas in September.

Roger Kluck stated he might attend the Manitoba meeting in the fall.

D. Annual Meeting Items-

- Dean Wieland will introduce the speakers.
- A bus will pick up outside the Doublewood for the Phoenix tour.
- Art deWit and Steve Smith will install the officers at the banquet.
- Don Andersen will MC the banquet.
- Gary Arman will present the awards at the banquet.

- Dean Wieland will read the invocation at the banquet.
- PDH certificates will be handed out at the end of the technical sessions.
- Order of the Engineer Ceremony added to the agenda for the Annual meeting. A ceremony will be held at NDSU on April 30, 2002.
- Public Relations committee is responsible for submitting the list of officers to the newspapers.

E. Chapter Rebates- NDSPE Bylaw 6, Article C, states:

“The amount of the State dues, to be paid to each Chapter, for each paid up full member as of March 1, shall be determined by the Society at an annual meeting.”

According to the old membership classes chapters were issued rebates for PE’s and student members. Members that are classified as licensed retired and member are currently not being included in the rebate. Kevin Nelson will discuss it with Ray Rolshoven and address it during the Constitution & Bylaws committee report.

Kevin Nelson moved to recess the Board of Directors meeting and reconvene after the Annual meeting on Friday. Brian Schuck seconded the motion and carried.

The meeting recessed at 3:40 pm on Wednesday, April 3, 2002.

Dean Wieland, President, reconvened the NDSPE Board of Directors meeting at 12:20 p.m. on Friday, April 5, 2002. Present were: Dean Wieland, President; Steve Smith, Past President; Roger Kluck, President-Elect; Kevin Nelson, Secretary-Treasurer; Scott Zainhofsky, Chapter 1 President; Brian Schuck, Chapter 3 President, Loel Fetting, Chapter 4 President. Also present were Gary Doerr, Bruce Dockter, Art deWit and Mary Nelson.

Dean Wieland addressed the Road Show proposal presented by Annette Petrick .

Roger Kluck moved to go forward with the Road Show as presented by Annette Petrick. Steve Smith seconded the motion and carried.

A committee will need to be formed to include a state representative and a representative from each chapter.

A tentative teleconference is planned for May after Annette has sent the power point presentation.

F. Other- Annual Meeting in 2003 will be held in Bismarck the first week of April. Discussion followed about holding the meeting on Thursday and Friday or Friday and Saturday.

Kevin Nelson moved that the 2003 NDSPE Annual meeting be held in Bismarck and recommended the first week in April on Friday and Saturday. Roger Kluck seconded the motion and carried.

11. Adjourn-

Scott Zainhofsky moved that the NDSPE Board of Directors meeting be adjourned. Motion seconded by Roger Kluck and carried.

Meeting adjourned at 12:30 p.m.

Respectfully submitted,

(original signed)

Mary B. Nelson
Executive Secretary

(original signed)

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

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