

**North Dakota Society of Professional Engineers  
Board of Directors Meeting  
March 25-27, 2004**

1. **Call to order** – The North Dakota Society of Professional Engineers Board of Directors' meeting was called to order on March 25, 2004, at 5:15 p.m. by Don Andersen, President. Present were Don Andersen, President; Gary Doerr, President-elect; Bruce Dockter, Vice President; Roger Kluck, Past President; Kevin Nelson, Secretary-Treasurer; Scott Zainhofsky, Membership Chairman; Jay Kleven, Chapter 1 President, Dain Miller, Chapter 4 President; Thomas Little, PEGG Chairman; Gary Arman, Award Committee Chairman, John Watson, UND Dean of Engineering and Mary Nelson, Executive Secretary. The Secretary declared a quorum, allowing the business meeting to commence.
2. **Introductions**
3. **Adoption of the Agenda** – President Andersen presented the agenda. Items 11f. Life Membership Consideration, item 11g. Consideration of Support for Bob Miller for NSPE President, were added to the agenda. Item 6h was changed to include Presentation by Kevin Nelson.
4. **Approval of minutes** – the minutes of the previous teleconference meeting held January 23, 2004 were distributed via mail and reviewed.

**Kevin Nelson moved to dispense with reading of the minutes and approve them as presented. Motion seconded by Tom Little and carried.**

5. **Treasurer's Report** – the financial report was distributed for FY 2002-2003. Mary Nelson pointed out the following differences of the budget vs. actual in Mathcounts due to the funds being passed thru, National meeting expenses due to the mishap Roger Kluck encountered during his travel to the summer meeting in Florida and Annual Meeting expenses due to the lack of attendance for the meeting held in Bismarck.

**Gary Doerr moved that the Treasurer's report be approved as presented. Motion was seconded by Dain Miller and carried.**

6. **Committee Reports**

- A. **Awards Committee-** Gary Arman, Awards Committee Chairman stated that the responsibility of the committee is to review the candidates for Young Engineer of the Year, the Elwyn F. Chandler candidates and the Project Award. There were 2 candidates submitted for Young Engineer, 3 candidates for the Chandler award and 3 projects submitted. There was a tie for 2 of the projects therefore 2 awards will be given. Gary Arman requested approval from the Board of Directors for the Chandler Award to be given to Lawrence Woodbury.

**Kevin Nelson moved to accept the Awards Committee recommendation for the Chandler Award. Motion was seconded by Tom Little and carried.**

Discussion followed regarding that Lawrence will not be attending the Banquet and that the award will be presented to him on Saturday morning at the Annual Meeting. Gary Arman requested that the other names of candidates for the Chandler Award be kept confidential and encourage their peers to nominate them again.

**B. Budget Committee-** Bruce Dockter, Budget Committee Chairman stated that there are no proposed budget changes. The revenue has the potential to increase with increase of membership. Bruce will present the budget on Saturday morning at the Annual meeting for approval.

**C. Constitution and Bylaws Committee-** Kevin Nelson presented the following items for proposed changes to the Constitution and Bylaws:

- i.** Add the Membership Director to the Board of Directors
- ii.** Change the Life Membership requirements to match NSPE Constitution

The written changes were published in the Newsletter.

**D. Education Committee-**Chairman Dick Anderson submitted a written report that Kevin Nelson read to the Board of Directors. The report reflects that the committee members individually continue to work with the Universities to promote the profession and encourage involvement. The committee also continues to encourage members and corporations to contribute to the Education Foundation.

**E. Nominations Committee** – Roger Kluck, Chairman presented the Nomination Committee report as follows:

President	Gary Doerr	Chapter 3
President-elect	Bruce Dockter	Chapter 1
Vice President	Gregg Thielman	Chapter 4
Secretary Treasurer	Kevin Nelson	Chapter 3

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

**F. Publications Committee-** Chairman Don Andersen reported that there were 2 Newsletters sent out this year. The number of Newsletters mailed has decreased.

**G. Public Relations Committee-** Chairman, Gary Doerr reported he sent the news releases to each of the Chapter Presidents to send to their local newspapers.

**H. Membership Committee/Presentation by Kevin Nelson-** Gary Doerr is the Membership Committee Chairman and the acting Membership Director is Scott Zainhofsky.

Kevin Nelson presented trends on membership since 1996. Membership peaked in 1998 with 386 members and has gradually decreased to 38% loss to date. The greatest loss has been in student membership. Possible reasons for the drop may be due to Monte Phillips retirement from UND and Bismarck State College decrease in involvement as well. The key is to capture the students. Dean John Watson committed to make efforts to increase student membership at UND. Scott Zainhofsky and Kevin Nelson are planning to visit BSC too.

**I. Legislative Committee-** No report available. Legislature was not in session this year.

**J. Professional Relations Committee-** Jay Kleven commented that UND Mechanical Engineering will be hosting the Annual Student Conference in April 2005 and this may be something the Professional Relations committee could assist with.

## **7. Practice Sections**

- A. PEPP-** No report.
- B. PEE –**No report
- C. PEG-** No report.
- D. PEI-** No report.

## **8. Chapter Reports-**

**A. Chapter 1-** Jay Kleven reported Chapter 1 has hosted 2 of the 3 online NSPE PDH programs. The Chapter has had speakers at all their meetings, and has offered PDH's for several of the meeting.

**B. Chapter 2-** Roger Kluck reported that a new engineering firm has opened in Minot and plans to approach them for membership.

**C. Chapter 3-** Gary Doerr reported that the Chapter held their meetings at BSC that may be a way to capture some student attendance. One of the meetings involved the hearings conducted by the Board of Registration. Chapter 3 will have an annual picnic in May where the new officers will be elected and installed.

**D. Chapter 4-** Dain Miller's written report is attached to these minutes. The Chapter has 73 members. The Chapter awarded three \$500 scholarships to NDSU engineering students. The Young Engineer for Chapter for was awarded to Kent Ritterman and the outstanding project award was to Cass County Electric. The Chapter also gave a presentation to the NDSU EIT students.

**9. National Meeting report-** Gary Doerr, Kevin Nelson, and Mary Nelson attended the winter meeting in Washington DC. The meeting was a consensus congress focused around membership and the SSEC report from their summit in Texas. The report has caused some controversy. The revenue in many of the bigger states is being exhausted and they are seeking assistance from NSPE.

**10. New Business-**

**A. Annual Meeting assignments-**

- i. Introduction of Speakers-** Jay Kleven
- ii. PDH's-**Mark Lambrecht
- iii. Installation of Officers-** Terry Foster
- iv. Banquet MC-** Bruce Dockter
- v. Awards-**James Jorgenson
- vi. Invocation-**Mark Lambrecht
- vii. Order of Engineer-** no interest expressed
- viii. Public Relations/List of Officers to Newspaper-**Jay Kleven will forward information to Gary Doerr.

Meeting recessed at 6:50 p.m.

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Don Andersen, President, reconvened the NDSPE Board of Directors meeting at 11:20 a.m. on Saturday, March 27, 2004.

**11. Old Business-**

- A. SSEC Report-** the general premise of the report is a membership concern and the purpose was to get the dialogue going.
- B. Travel Schedule-** Gary Doerr is planning to attend the meeting in Moosejaw, Sasketwan on April 30-May 1. Gary Doerr will be attending the NSPE summer meeting in Hawaii and the Manitoba meeting in October.
- C. NSPE Licensure & Qualification Request-**NSPE is asking what the top four issues in our state regarding licensing and make sure we have a good liaison between the Board of Registration.
- D. Life Membership Consideration-** Dwayne Trainer from Chapter 3 is eligible for life membership.

**Kevin Nelson moved to approve Dwayne Trainer for Life Membership status. Motion was seconded by Gary Doerr and carried.**

Before next Board of Directors meeting the names of the any members that are soon to be eligible for life membership will be compiled.

**E. Support for Bob Miller for NSPE President-**

**Gary Doerr moved to table the request for support for Bob Miller until other requests have been received. Motion was seconded by Jay Kleven and carried.**

**12. Announcements-**

- A. Next BOD Meeting-** the next Board of Directors meeting will be tentatively mid-May.
- B. Fall BOD Meeting-** the fall meeting will be determined at a later time by those in Bismarck.
- C. Website Updates-** Kevin announced that an e-mail mailing list is available for membership by chapters. It is [membership@ndspe.org](mailto:membership@ndspe.org). He plans to set it up by practice sections too.

Jim Fristad has expressed interest in holding the PEC Chair.

**Tom Little moved that the NDSPE Board of Directors meeting be adjourned. Motion seconded by Lawrence Woodbury and carried.**

Meeting adjourned at 11:55 a.m.

Respectfully submitted,

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Mary B. Nelson  
Executive Secretary

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