



Alaska Society of Professional Engineers

A state society of the National Society of Professional Engineers



ASPE Fall Annual Board Meeting Minutes

06 October 2012

Location: BBFM Engineers Conference Room, 510 'L' Street, Suite 200, Anchorage, AK

Time: 1:00 to 5:00 pm

1) Roll Call (5 min) (1:10pm)

Officers Present:

1. Gerry Brown
2. Michael Dean
3. Darrell Wetherall
4. Brian Dow
5. Kevin Ross
6. Angela Smith
7. Gregory Latreille
8. John Pekar
9. Maureen Hansen (3:15pm)

Officers Not Present:

1. Frances Isgrigg
2. Brad Fristoe
3. Steve Shrader
4. LaQuita Chmielowski

2) Approval of Agenda (5 min)

a) Motion to approve agenda was made by Mike, 2nd by Greg, passed.

3) Approval of Meeting Minutes (5 min)

a) August 2012 Teleconference

- i) *It was decided to have an unofficial meeting for the August Teleconference. There are no minutes to approve*
- ii) *Kevin will send the February ASPE Minutes to Angela and verify if the April Minutes were approved.*
- iii) *The February & April Minutes will be reconciled at the next meeting*

4) Treasurer's Report – A. Smith (30 min)

- i) *See written report.*
 - ii) *The approved budget includes travel expense changes from the March meeting in Juneau.*
 - iii) *The FY 11-12 numbers are final.*
 - iv) *Angela will finalize travel expenses for FY 12-13.*
 - v) *Mike will take action to provide receipt to Angela for W&PR Annual Meeting, May 2012.*
 - vi) *Income down, but expenses are also down*
 - vii) *Angela prefers using Easybiz for booking flights. She suggests having travelers provide their preferred flights and aim to book flights a month ahead of time for lowest fair.*
 - viii) *Outstanding items: work out reimbursements for national trips.*
 - ix) *Angela has not yet applied for the Bank of America Alaska Airlines Credit card - Kevin/Angela wrote up letter for Alaska Airlines stating the Board's approval to apply for one.*
 - x) *There is no progress on the IRS issues (alignment of fiscal years).*
 - xi) *June ASPE Meeting – Gerry got the \$400 from NSPE. Travel reimbursement for the House of Delegates Representative & 2 officers is encouraged*
 - xii) *Mike & Gerry will come to agreement on how to divvy up the June Meeting travel reimbursement and let Angela know.*
- b) Review/Approve FY12-13 State Budget
- i) *Motion to accept by Brian, Mike 2nd, passed.***
- 5) Chapter Reports
- a) Juneau – Maureen Hansen (10 min)
 - i) *Darrell filling in for Maureen*
 - ii) *Juneau is looking for all officer positions.*
 - iii) *ASCE officers are keeping monthly meetings going*
 - iv) *There is no cross representation between ASCE & ASPE.*
 - b) Fairbanks – Michael Dean for Brad Fristoe (10 min)
 - i) *See written Report.*
 - ii) *There was discussion about the State regional coordinator for Mathcounts.*

- iii) *The State coordinator can be chapter coordinator, then moves to State director, this will be in proposed organizational chart (Mathcounts).*
- c) Anchorage – John Pekar (10 min)
 - i) *See written report.*
 - ii) *Anchorage is looking to fill positions.*
 - iii) *PE Exam refresher going on currently – funds UAA scholarship, administered through UAA.*
 - iv) *E-week collaboration effort with other societies is going to happen.*
- d) Report on Vacant Chapter Positions (10 min)
 - i) *Need to figure out ways to overcome vacant positions (High Priority Issue)*
- 6) Scholarship Report – Frances Isgrigg (Written Report Review)(10 min)
 - a) *No written Report. Provided position description to Greg.*
 - b) *Scholarship applications will come out in November.*
 - c) *It was decided that this topic is more applicable for the March Board meeting.*
- 7) APDC Report / Update – John Pekar (10 min)
 - a) *One issue is the local Anchorage ordinance for residential duplex/triplex buildings. Having plans stamped by a PE is implied in the Plan review, but it doesn't need additional Plan review. This is not supported by APDC.*
 - b) *AELS asks for support from APDC for specialty contractor language.*
 - c) *They are looking for proposed language to present to Legislature.*
- 8) Committee Reports
 - a) Continuing Education – Angela, Gerry, Chapter Directors (10 min)
 - i) *Funds are getting low where we are losing funds for scholarships.*
 - ii) *Need to set up Seminar in spring.*
 - iii) *We would like to aim for a drastic reduction in member discount for the seminar price.*
 - iv) *Kevin is added to the Seminar task force and will work with John/Gerry to get an understanding of how the process works.*
 - v) *Possibly get Deb Allen involved...she could show people how to set-up a seminar.*
 - vi) *There was discussion about doing another Sandman seminar.*
 - vii) *Mike will check with Galen about the Seminar task force.*

- b) Juneau Chapter Membership - Greg (10 min)
 - i) *During Greg's trip to Juneau, most of the firms were busy and didn't have time to talk. He only had 2 good audiences out of 5.*
 - ii) *Juneau has lost a pool of state employees and it is hard to recruit from private firms.*
 - iii) *We will aim to get in with DOT.*
 - iv) *We need to put together descriptions of Chapter Positions.*
 - v) *We are considering waiting until March for the next Juneau Trip.*
 - vi) *Aim to touch base in December of what we are going to be doing in March, to inform people in February.*
 - vii) *Toby Lockheart has been struggling to fill ASCE officer positions as well.*
 - viii) *It would be good to contact John Hargesheimer to get involved with Sandman planning. He is a good negotiator & has work relationship with Sandman.*
 - c) Membership Committee – Greg (10 min)
 - i) *Gerry – Enterprise membership at nationals is geared towards large companies. They get multiple people involved...similar to what we are aiming for in Juneau.*
 - d) Virtual Membership – Gerry, Kevin, Greg (10 min)
 - i) *It looks like Blackboard would be a good interface to use. We are also looking into Moodle. Blackboard could be used by State employees.*
 - ii) *A virtual membership would be a good way to help boost membership.*
- 9) NSPE Updates
- a) Task Forces, Committees, Initiatives (Greg, Gerry, Mike) (20 min)
 - i) *There are several task forces based on "Race for Relevance" that include marketing and self-assessment.*
 - ii) *NSPE does not actively market membership unless asked. This is not effective for state marketing.*
 - iii) *National NSPE makes twice as much money from non-dues than dues.*
 - iv) *There is no marketing committee at national level. It would be good to have a staff that interacts with volunteers.*
 - v) *Brian will put together flyer for P.E. applicants*
 - vi) *NSPE is looking to form partnerships with other committees.*
 - vii) *Gerry went over Q&A National Survey about partnerships*

- viii) *We will focus on promoting NSPE during E-week. We are considering adding a little note that says how E-week originated w/ASPE.*
 - ix) *The idea of collaborating with another society was opposed – want to make name for ourselves, show our identity.*
 - x) *Nationals are pro-collaboration.*
 - b) NSPE Annual Meeting (Minneapolis July 17 – 21) (10 min)
 - i) *Gerry planning to go, regardless of reimbursement*
 - ii) *Greg will be attending.*
 - iii) *Darrell is encouraged to go.*
 - iv) *Currently, the tickets are about \$944 (AlaskaAir) or \$685 (SunAir) round trip.*
- 10) Western and Pacific Region Annual Meeting Arizona (May 2013 (5 min)
 - a) *Approved for Arizona, don't have weekend yet.*
- 11) Fellow Nominations (10 min)
 - a) *Dave Lanning is a possibility. He will be contacted and given an application - make sure has appropriate tools*
 - b) *Reqmts: State & National Committee.*
 - c) *Steve Theno is another possibility, but he usually declines a response or nomination.*
- 12) Old Business
 - a) Policy Binder (10 min)
 - i) *It contains everything for ASPE, but is missing documents from AEEF Mathcounts & Executive Director.*
 - ii) *Greg just needs to organize, should be done March, maybe December.*
 - iii) *Target Fall 2013 for a draft.*
 - b) ASPE Credit Card Policy and Procedures (5 min)
 - i) *Don't have card yet, will be similar to AEEF*
 - c) Graduated Dues (5 min)
 - i) *Graduated dues are completed and set-up.*

We just need to advertise to EIT's.
 - d) Reimbursement policy for Officer Expenses – mix for using personal coupons or mileage rewards. (5 min)
 - i) *This a case by case issue.*

- ii) It is important to coordinate meeting times w/ travel plans and flight times to benefit everyone.*
- 13) New Business (**Please Recommend**)
 - a) ASPE Officer Nominations (10 min)
 - i) The responsibilities are in the by-laws.*
 - b) Race for Relevance Actions (10 min)
- 14) Reconcile Action Items (10 min)
 - i) We are considering if it's beneficial to have Francis attend Meetings/teleconferences.*
 - (1) Her contributions are focused on scholarship coordination, not board activities. Should she be a voting member of the board?*
 - (2) Aim to have further discussion with Francis present. (December ASPE Meeting)*
 - ii) It would be good if Francis' replacement was an ASPE member.*
 - iii) Angela received the book "How".*
 - iv) Sender is willing to send more copies.*
- 15) Adjourn (**Note 25 min Contingency**) (4:34pm)
 - Next Meeting – ASPE Teleconference December 11 @ Noon.*