

**North Dakota Society of Professional Engineers  
Board of Directors Meeting  
March 8, 2007**

**1. Call to order** – The North Dakota Society of Professional Engineers Board of Directors meeting was called to order on March 8, 2007, at 5:10 p.m. by Gregg Thielman, President. Present were Gregg Thielman, President; Jay Kleven, Vice President; Bruce Dockter, Past President; James Landenberger, Secretary-Treasurer; Tom Atkinson, Chapter 2 President; Kent Ritterman, Chapter 4 President; Kevin Nelson, NSPE House of Delegate representative; Brian Weiss and Mary Nelson, Executive Secretary. The Secretary declared a quorum, allowing the business meeting to commence.

**2. Introductions**

**3. Adoption of the Agenda** – additions to the agenda were as follows:  
New Business- f. Develop a position regarding NSPE Code of Ethics  
g. Resignation of Mary Nelson, Executive Secretary  
h. Position statement on Associate membership for NSPE

**Jay Kleven moved to approve the agenda as amended. Motion seconded by Tom Atkinson and carried.**

**4. Approval of minutes** – the minutes of the previous teleconference meeting held February 2, 2007 were distributed via e-mail and reviewed.

**James Landenberger moved to approve the minutes as presented. Motion seconded by Tom Atkinson and carried.**

**5. Treasurer's Report** – the financial report was distributed for FY 2005-2006. NSPE has been advancing money to all the state societies to assist the states with cash flow issues. Due to the changes with the NSPE database, the invoicing for membership renewals has been delayed. Once the problem has been taken care of, the advances will likely cease. NDSPE dues were raised in July of 2006; the purpose of the increase was to build up a cushion of at least one year of State Society's expenditures. An audit was conducted for NDSPE and NDSPE Education Foundation by Bruce Nelson & James Landenberger on Friday, March 2, 2007. A written report of the audit is attached to these minutes.

Mary Nelson presented the account balances as of March 7, 2007 as follows:

Checking account	\$1,297.99
Savings account	\$13,901.86
Certificate of Deposit	\$8,912.60

**Total net worth**                    **\$24,112.45**

**Tom Atkinson moved that the Treasurer's & Executive Secretary report be approved as presented. Motion was seconded by Jay Kleven and carried.**

**6. Committee Reports**

**A. Budget Report-** Bruce Dockter presented the budget report. The budget committee is recommending a salary increase for the Executive Secretary from \$3500 to \$4200/year. Publication expense reflects a decrease of \$584 for the

year, due to publishing the newsletter on the website and not mailing it. The income coincides with dues based on the membership numbers. This process is monitored and verified to the best of our abilities, due to the issues regarding the cash advances given by NSPE. The travel line item is budgeted to include National meeting expenses for the President and President-elect, for travel to Manitoba & Saskatchewan meetings, and for the Executive Secretary to attend the National meeting every other year.

**Bruce Dockter moved to accept the budget report as presented. Motion seconded by Tom Atkinson and carried.**

**B. Awards Committee-** The awards committee has selected the following for Young Engineer and the Outstanding Design Award:

2006 Young Engineer of the Year	Jennifer L. Einrem, PE., Chapter 3
Outstanding Design Award for 2006	Houston Engineering, Sanitary Sewer Improvements 64th Ave. S.to Oxbow

The awards committee submitted the nomination for the Elwin F. Chandler Award for Gary Arman, P.E., Chapter 3.

**James Landenberger moved to accept the Awards Committee recommendation for the Elwin F. Chandler Award. Motion was seconded by Jay Kleven and carried.**

**C. Constitution and Bylaws Committee-** Chairman Tom Atkinson reported that he did not receive any comments regarding the proposed Bylaws and Operating Procedures. Kevin Nelson received comments from two individuals. Tom suggested asking for a motion at the Annual meeting to accept the proposed Bylaws and Operating Procedures. Tom explained that the Bylaws would allow the Board of Directors to make changes as needed. The Operating Procedure is the administrative document of the Society. In order to vote on the proposed Bylaws and Operating Procedures, no less than 20 members with all 4 chapters present to have a quorum. President Gregg Thielman commended Tom Atkinson on his accomplishments of the task of the Bylaws and Operating Procedures.

**D. Education Committee-** Kevin Nelson recommended that NDSPE consider contributing to the NDSPE Education Foundation Scholarship.

**E. Nominations Committee –** Bruce Dockter, Chairman presented the Nomination Committee report as follows:

President-elect	Jay Kleven	Chapter 1
Vice President	Brad Schmidt	Chapter 4
Secretary Treasurer	James Landenberger	Chapter 3
Board of Registration	Wayne Larson	Chapter 4
	Gerald Floden	Chapter 4
	Mike Murie	Chapter 1
National Representative	Dean Wieland	Chapter 1
	Kevin Nelson	Chapter 3

**Jay Kleven moved that the Nomination committee report be approved as presented. Motion was seconded by James Landenberger and carried.**

Michael Gunsch will serve as NDSPE President for 2007-08.

**F. Publications Committee-** James Landenberger commented that the Publications committee is moving towards an electronic newsletter. Kevin Nelson commented that he recently gave the website a facelift.

**G. Public Relations Committee-** no report available. The committee has been very active with getting information to the newspapers.

**H. Membership Committee-** The committee has contacted members on the dropped list. Each Chapter President contacted those in their chapter. It was a well worth effort.

A meeting was held with NSPE, President Bob Miller and the ND DOT with the intent of the DOT to sign up as an enterprise member.

Student membership has severely dropped. A concentrated effort needs to be made to reach students. One idea was to make NDSPE Education Foundation in control of who receives the scholarship and require that they be a member.

Another suggestion is to contact employers to reach EIT's, since most of their addresses change after they graduate. The idea of holding study sessions for the FE exam was presented, and the importance of facility members to convince students to join.

## **7. Chapter Reports**

**Chapter 1-** The chapter has a fairly active membership. They host 3 to 4 professional development seminars.

**Chapter 2-** Chapter 2 has about 4 active members and their main event is Mathcounts competition.

**Chapter 3-** The chapter had a good attendance at the E-week banquet. The chapter sponsored a traveling scientist along with Gateway to Science. They recently had a chapter meeting with contractor Brad Ballweber as the speaker and he gave his viewpoints as to what engineers should avoid in plans & specifications as well as communication and attempts at partnering.

The widget competition was held in conjunction with E-week.

**Chapter 4-** The membership is steady within the chapter. They recently sent out a letter offering ½ price membership for the remainder of the year. The chapter co-sponsored a 6-hour seminar with IEEE with 64 attending at \$150 per person. The chapter generated some revenue from the seminar.

## **8. New Business**

**A. Consideration of a request for an NSPE hardship dues waiver from Bruce Nelson –**

**Jay Kleven moved that the NDSPE Board of Directors unanimously approve Bruce Nelson's request for NSPE hardship dues waiver and forward his request to NSPE. Motion was seconded by Tom Atkinson and carried.**

Mary Nelson will draft a letter for Gregg Thielman for submittal to the NSPE Board of Directors by March 21.

**Jay Kleven moved that in the event that NSPE doesn't approve the waiver of dues for Bruce Nelson that NDPSE will cover the waiver. Motion was seconded by James Landenberger and carried.**

- B. Travel Schedule-** The Saskatchewan Annual meeting is early May, Michael Gunsch plans on attending.  
The 2007 NSPE Annual meeting is in Denver, July 26-29. Michael Gunsch and Jay Kleven will attend and the new Executive Secretary, if willing to attend. The Manitoba Annual meeting will be in October.
- C. Regional Meeting Updates-** The North Central Region has passed a new governance document which is now in line with NSPE. The region is no longer holding face to face meetings outside of the Annual meeting. They have been holding monthly teleconference meetings instead.
- D. 2008 Annual Meeting-** The 2008 Annual Meeting will be hosted in Fargo and tentatively scheduled for mid to late March to early April.
- E. New Executive Secretary-** Mary Nelson has given her resignation effective June 30, 2007. Mary is willing to help with the transition.
- F. Develop a position regarding NSPE Code of Ethics-** Florida Society has raised some issues on the Code of Ethics. They are recommending the sustainable development language be removed and to redefine and reorganize , and to distinguish between items of fundamental ethical principal and items to promote social well being.

**James Landenberger moved to encourage NSPE Board of Directors to direct the appropriate committee to revise the Code of Ethics to separate it from a list of recommendations. Motion was seconded by Tom Atkinson and carried.**

Kevin Nelson will contact North Central Region Vice President Tim Austin and advise him of the position that NDSPE has taken on the issue.

- G. Position statement on Associate membership for NSPE-** Missouri Society has requested state only membership. South Dakota and Oregon have been allowing it without approval of NSPE. Associate member status is not a member of NSPE and they do not have a voting voice at the National level. They pay state dues only. North Central Region VP, Tim Austin is asking for a standpoint from all states in the region on whether or not to take to the NSPE Board of Directors and what position to take.  
Discussion followed, regarding whether membership would decrease if this were allowed.

**James Landenberger moved that NDSPE not support Associate Membership. Motion seconded by Jay Kleven.**

Discussion followed.

**The question was called and the motion was carried.**

**9. Announcements-**

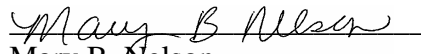
- A. Next BOD Meeting, Date, Time & Location-** The next Board of Directors is tentatively scheduled for mid May.
- B. Fall BOD Meeting - Date, Time & Location-** The date determined for the fall meeting to be held in Carrington is September 15, 2007. Mary Nelson will check with the Chieftain for availability and report back next meeting. In the past leadership training was conducted at this meeting and may be something the Board may want to consider doing again.
- C. Website Updates-** Kevin Nelson has recently given the website a facelift.

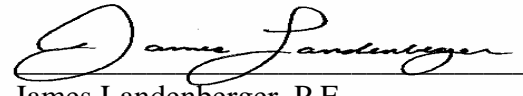
**10. Adjourn –**

**James Landenberger moved that the meeting adjourn. Motion seconded by Tom Atkinson and carried.**

Meeting adjourned at 7:15 p.m.

Respectfully submitted,

  
Mary B. Nelson  
Executive Secretary

  
James Landenberger, P.E.  
Secretary/Treasurer