

**North Dakota Society of Professional Engineers
Board of Directors Meeting
December 20, 2001 – Teleconference Call**

- 1. Call to Order** – The Board of Directors of NDSPE met via teleconference on December 20, 2001, at 12:05 p.m. President Dean Wieland called the meeting to order. Present by city were:

Fargo: Lawrence Woodbury, Don Andersen, Wayne Larson, Otto Helweg and Loel Fetting

Minot: Roger Kluck

Bismarck: Steve Smith, Kevin Nelson, Thomas Little, Brian Schuck, Cliff Keller and Mary Nelson

Grand Forks: Dean Wieland, Scott Zainhofsky, and Lon Aune

- 2. Introductions**

- 3. Adoption of the Agenda** – President Dean Wieland added item f. Newsletter Advertising under Old Business.

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

- 4. Approval of Minutes** – the minutes from the previous teleconference meeting held October 13, 2001 were distributed via mail and reviewed.

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

- 5. Fargo Annual Meeting Update- (April 4-5, 2002)-** Wayne Larson reported that the Annual meeting would be held at the Doublewood in Fargo. Tentatively the business meeting is scheduled until 10 a.m. on Thursday, April 4 followed by Continuing Education Technical Sessions and a tour planned at 3 p.m. The banquet will be Thursday evening. The conclusion of the Business meeting is planned for Friday morning until noon.

The Board of Directors meeting will start on Wednesday, April 3 during planned breaks of the “Road show” and continue on Thursday morning before the start of the Annual meeting. Roger Kluck reported that the Road show would start at 10 a.m. on Wednesday.

Lawrence Woodbury stated that the Board of Registration would meet on Wednesday, April 3.

Kevin Nelson stated that the Education Foundation would meet for a breakfast meeting on Friday, April 5.

Wayne Larson will send a rough copy of the agenda to Dean Wieland.

6. Old Business-

- a. Continuing Education-** President Dean Wieland contacted the Attorney General's Office and the Legislative Council is sending a package of background information to Dean Wieland. Dean will forward the info to Kevin.
Kevin Nelson plans to meet with Larry Smith and Ron Rebenitsch to discuss ways to approach the next legislative session.
- b. Award Committee members-** President Dean Wieland announced the members of the Awards committee, Gary Arman; Chair, Boyd Johnson; Chapter 1, Brad Doll; Chapter 2, Michael Gunsch; Chapter 3, James Jorgenson; Chapter 4.

Each Chapter will submit the Young Engineer to the committee to select the state recipient.

- c. NSPE Road Show (April 3, 2002)-** Roger Kluck stated he will finalize plans With Annette Petrick.
- d. Strategic Plan Draft-** Dean Wieland presented a draft of a Strategic Plan at the previous Board of Directors meeting and requested comments. Brian Schuck replied. Dean reiterated his request for comments to either him or Mary Nelson. Dean suggested the Strategic Plan be printed in the next issue of the *The Professional Engineer*. Dean stated he would like to present a resolution to the general membership at the Annual meeting to support the Strategic Plan.

The Professional Engineer will be sent out a month prior to the Annual meeting. A draft of the meeting agenda will be included in the newsletter. Don Andersen requested articles by February 14th, 20002.

- e. Budget Committee-** Dean Wieland sent a proposed contract for the Executive Secretary and forwarded it to Bruce Dockter and Bruce Nelson for their comments.

Bruce Nelson created record retention guidelines. Mary Nelson sent it out via e-mail before the meeting for review. Kevin Nelson commented the guidelines look good and suggested comments and approval at the next Board of Directors meeting. It was suggested to print it in the next newsletter and ask for comments. A copy of these guidelines is attached to these minutes.

Kevin Nelson will review the audit procedure closer to the next audit

Mary Nelson has created a generic letter to send to delinquent/dropped members.

- f. **Newsletter Advertising-** NDSPE has had various requests for advertising. Don Andersen commented in the past business cards were published to generate revenue. Criteria would have to be developed. The Publications committee will review the idea and come up with recommendations to present to the general membership at the Annual meeting for others input.

7. New Business-

- a. **NSPE Winter Meeting-** Kevin and Mary Nelson will attend the NSPE Winter meeting in Washington DC in January 2002. If anyone has any issues contact Kevin, Mary or Dean and they will see that they get addressed at the meeting.

Roger Kluck has approval to attend the NSPE Summer meeting in Orlando Florida. Steve Smith will also attend as a member of the Nominating Committee.

- b. **Other-** Don Andersen reported Dick Anderson would be mailing a request for contributions for the Education Foundation before the end of the year.

8. Announcements- Dean Wieland expressed the death of Al Miller, NSPE Past President.

Dean Wieland noted that if anyone is interested in serving on a NSPE Committee or Task Force, he has the paperwork and contact him.

Cliff Keller noted the next Board of Registration meeting is January 9 2002 at the Doublewood at 8:30 a.m. The Governor appointed Gene Jackson to the Board of Registration to replace Monte Phillips.

9. Adjourn-

Kevin Nelson moved the NDSPE Board of Directors meeting be adjourned. Motion seconded by Steve Smith and carried.

Meeting adjourned at 12:50 p.m.

Respectfully submitted,

(original signed)

Mary B. Nelson
Executive Secretary

(original signed)

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

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