

**North Dakota Society of Professional Engineers  
Board of Directors Meeting  
September 11, 2003  
Doublewood Inn, Bismarck ND**

1. **Call to order-** The North Dakota Society of Professional Engineers Board of Directors meeting was called to order on September 11, 2003 at 10:00 a.m. by Don Andersen, President. Present were Don Andersen; President, Roger Kluck; Past President, Gary Doerr; President-elect, Kevin G. Nelson; Secretary-Treasurer, Jay Kleven; Chapter 1 President, Chris Wentz; Chapter 3 President, Dain Miller; Chapter 4 President, Scott Zainhofsky; Membership Chairman and Mary Nelson, Executive Secretary. Guests present were Bobby E. Price; NSPE President-elect, Larry Emig; North Central Regional Senior Vice President and John Blackstone North Central Regional Junior Vice President.
2. **Introductions-** All present gave self-introductions.
3. **Adoption of the Agenda** – the following was added to the agenda under New Business: item f. attendance numbers for annual meetings and item g. NSPE 24/7. Item a. National officer participation under Other Business was also added.

**Kevin G. Nelson moved to accept the agenda as amended. Motion was seconded by Gary Doerr and carried.**

4. **Approval of the Minutes-** the minutes from the May 22, 2003 NDSPE Board of Directors teleconference were distributed via mail and reviewed.

**Kevin G. Nelson moved that the minutes be approved as distributed. Motion seconded by Gary Doerr and carried.**

5. **Executive Secretary’s Report-** financial report attached

Checking Balance as of 9-10-2003:     \$3,611.61  
Savings Balance as of 9-10-2003:     \$8,837.90  
CD Balance as of 9-10-2003:         \$7,973.06  
Maturity date 10/24/03  
Interest Rate: 2.00%

Total Assets                             \$20,422.57

Membership Numbers as of September 2003		September 2002	
Licensed:	178	Licensed:	177
Members:	65	Members:	105
Students:	<u>8</u>	Students:	<u>28</u>
<b>Total members:</b>	<b>251</b>	<b>Total Members:</b>	<b>310</b>

A decrease in student membership it believed to be due to the effect of Monte Phillips retiring from UND and lack of participation from Scott Klingenstein

(BSC Pre-Engineering Department Chair). Membership decrease is also due to the results of NSPE cleaning up our roster.

**Kevin G. Nelson moved to accept the Executive Secretary report. Motion seconded by Jay Kleven and carried.**

**6. Chapter Reports-**

**Chapter 4-**Dain Miller reported that Chapter 4 held their last meeting in April and their next meeting is scheduled for the end of September. The officers have held an organizational meeting. Officers for 2003-04 are as follows:

President-Dain Miller  
President –elect-Troy Vareberg  
Vice President-Erik Jones  
Secretary- Kent Ritterman  
Treasurer-Jon Chose

The chapter has 82 members. The chapter is considering raising the yearly dues from \$5 to \$75.

The chapter donated \$500 to each of the following groups: NDSU Concrete Canoe team NDSU Steel Bridge team and ND State Science Fair. 3 \$500 scholarships were given too. A written report is attached.

**Chapter 3-** Chris Wentz reported that the officers have held an organizational meeting and are putting together a calendar of events. Officers for 2003-04 are as follows:

President-Chris Wentz  
President –elect-Dale Heglund  
Vice President-Tom Neigum  
Secretary- Cory Chorne  
Treasurer-John Spilman

Chapter 3 plans to continue to give scholarships to Bismarck State College and Gateway to Science Center in conjunction with E-week.

**Chapter 2-** Roger Kluck reported that they are continually trying to recruit members. Jay Kleven recommended Steve Wald for membership.

**Chapter 1-** Jay Kleven reported the slate of officers for 2003-2004 is as follows:

President-Jay Kleven  
President-elect-Nate Weisenburger  
Secretary- Debby Jacklitch  
Treasurer-Chuck Moneke

Chapter 1's first meeting is Tuesday, September 16. The chapter meets the 3<sup>rd</sup> Tuesday of the month.

Grand Forks will be hosting the Annual meeting. The meeting dates are March 25-27, 2004 to be held at the Holiday Inn. The chapter has set-up a budget for the meeting. Brian Poykko is the fundraising chairman for the Annual meeting. The Chapter plans to advertise the Annual meeting in the Grand Forks Herold Community Calendar and UND newspaper.

**7. Committee Reports-**

**Awards Committee-** Don Andersen reported two former Chandler Award recipients have been appointed to the Awards committee. Ray Rolshoven and Bob Muscha are the appointees. Kevin G. Nelson commented that it is the Chapter Presidents responsibility to promote the awards. Scott Zainhofsky suggested the awards committee set guidelines for the chapters on a timely basis. Larry Emig suggested that ND consider submitting a member for the NSPE Fellow Award.

**Budget Committee-** Kevin G. Nelson stated the members of the committee are Bruce Dockter, Bruce Nelson and Kevin G. Nelson. Kevin G. Nelson commented on Bruce Nelson's medical condition. Bruce has been diagnosed with multiple myeloma, a form of bone cancer. He is currently undergoing testing to determine the extent of the cancer. He needs our support and our prayers.

**Constitution and Bylaws Committee-** Kevin G. Nelson volunteered to discuss with the committee chair any Constitution changes that may be considered.

**Education Committee-** Don Andersen asked John Watson from UND to serve on the committee.

**Nominations Committee-**Roger Kluck is the Chairman. No report given.

**Publications Committee-** Don Andersen noted John Westby from Chapter 2 would be serving on the committee instead of Chuck Moneke. Don Andersen commented that a newsletter will be published in October.

**Public Relations Committee-**Chairman Gary Doerr commented the committee is focusing on announcing meetings in the newspaper. Gary suggested the Chapters send their meeting information to Kevin G. Nelson to put on the website.

**Membership Committee-** The committee chairman is Gary Doerr; the members are the current chapter Presidents and NDSPE representative Scott Zainhofsky.

**Legislative Committee-** the committee will track National activity. The state legislation will be light.

**Professional Relations-** the committee is responsible for coordinating activities with other professional organizations. Bobby E. Price inquired about the relationship with the Board of registration. NDSPE has a very good working relationship with the Board of Registration.

**8. Old Business-**

**a. Membership Campaign-** Scott Zainhofsky reported that mailings continue to be sent out to new PE's, new EIT's, dropped members and delinquent members. Scott suggested hosting a reception following the PE and FE exam and during the noon breaks. The tests are administered in Bismarck, Grand Forks and Fargo. Scott suggested providing refreshments and displaying a poster promoting NSPE/NDSPE.

NSPE will provide NDSPE with staff support and mailing. NDSPE will not be given \$4000 in funds it will be given in support. NDSPE has budgeted \$1000, which should be sufficient to host receptions.

John Blackstone commented that Minnesota has been hosting a reception when PE's are given their license.

Larry Emig added that Kansas held a reception immediately after the exam given to 40-45 people.

Don Andersen commented that the Chapters recognize the new PE's.

Bobby E. Price reported that some states hold a luncheon at the Annual meeting for new PE's to receive their certificate. There is some difficulty of getting recipients to travel across the state though.

Don Andersen suggested going to employers and ask their new PE to attend a banquet to receive their certificate.

John Blackstone suggested a reception be put together for the PE exam in October. Larry Emig added after the reception a follow-up letter is sent with an invitation to attend a local meeting.

Kevin G. Nelson complimented and thanked Scott Zainhofsky for the wonderful job he has done with the program.

**b. Website-** Kevin G. Nelson urged the Chapters to publish their chapter meeting information, list of officers and E-week activities. A direct link for the NDSPE meetings is [www.meetings.NDSPE.org](http://www.meetings.NDSPE.org). Branded e-mail accounts are available so you don't have to use your work e-mail for NDSPE.

John Blackstone added assistance is available through NSPE for the website. NSPE updates it and the state maintains it. A link to each state is available on the NSPE website.

**c. Legislation-** Kevin G. Nelson reported that all laws took effect August 1, 2003. The laws include licensure changes, continuing education, retired status, and fee caps. Kevin G. Nelson and Roger Kluck are members of an Ad Hoc Committee for the Board of Registration, representing NDSPE, to develop a draft to implement continuing education. The implementation is intended to be similar

to Iowa, South Dakota and Montana. Four hearings will be held by the Board of Registration to get the word out. The goal of the Board is to collect information and testimony not to debate the law. If someone is registered in another state that requires PDH's as well as ND, submit proof to Board of home state.

**d. Leadership Handbooks Update-** all officers have a handbook. The handbook is also on the NDSPE website.

**9. New Business-**

**a. Consider Participation in “Put the Brakes on Fatalities Day”-** this is a program founded by Larry Emig, Larry stated that info is available at [www.brakesonfatalities.org](http://www.brakesonfatalities.org). Public service announcements and a power point presentation can be downloaded and posters are available. Many different organizations are involved such as DOT, AAA, Highway Patrols, and Federal Highway and Roadway Safety Organization. 10 Governors have signed proclamations. Kansas did a coloring contest that had 600 entries, 3 bikes were donated from Wal-Mart as prizes to the winners. Kevin G. Nelson will create a link on the website to “Put the Brakes on Fatalities”. John Blackstone commented that this is a way to get the Engineers out in the public's eye.

**b. Consider Proposal to Constitution /bylaws to include Membership Director a Board Member-** Kevin G. Nelson proposed the Board support a change to the Constitution to give the Membership Leader (currently Scott Zainhofsky) a title and a position on the Board, filling the slot vacated by the elimination of the National Director position a couple of years ago.

**Kevin G. Nelson moved to create an official position as Membership Director for a 2-year term on the Board of Directors. Motion was seconded by Roger Kluck and carried.**

Kevin G. Nelson will contact the Constitution and Bylaws committee about creating the description of duties with the assistance of Scott Zainhofsky.

**c. Upcoming Newsletter Edition-** Don Andersen requested newsletter information by October 1, 2003. Don requested articles from the Chapter Presidents, the state officers, and representative from the Engineering schools. Pictures are encouraged to be submitted also. The newsletter before the Annual meeting will include the candidates recommended by the Nominations committee for the slate of officers.

**d. Consideration for support of Terry Foster, P.E., Nebraska Regional VP-** Nominations for North Central Regional Vice President can be made by any state until November 1, 2003 by submitting them to Larry Emig. The list of candidates is released after nominations are closed. Each state is entitled to one vote by November 15, 2003. There may be more candidates before November 1.

**Kevin G. Nelson moved to abstain from supporting a candidate for North Central region VP at this time, in the event other individuals come forward as candidates. Motion was seconded by Jay Kleven and carried.**

**e. 63<sup>rd</sup> Annual Meeting Update-** Jay Kleven reported that the meeting is scheduled for the end of March in Grand Forks. The schedule will be similar to the schedule used in Bismarck for the 2002 Annual meeting.

**f. Attendance Numbers for the Annual meetings-** a data base that includes the list of attendees to be forwarded to the chapter that is hosting the Annual meeting. Kevin G. Nelson will put the database on the website.

**g. NSPE 24/7-** Chapter 1 & Chapter 2 do not have an account established. Scott Zainhofsky requested an application for an account for the Membership campaign use. Mary Nelson will provide applications.

**10. Other Business-**

**a. National Officer Participation-** Bobby E. Price informed the Board of Directors there is NSPE meeting scheduled for the same dates as ND Annual meeting. Therefore, many of the National officers would not be able to participate in our meeting. It was suggested to consider a Regional VP, NSPE Treasurer or a NSPE Past President.

Jay Kleven will forward some recommendations as to whom to request.

**11. Adjourn-**

**Kevin G. Nelson moved the NDSPE Board of Directors meeting be adjourned. Motion seconded by Roger Kluck and carried.**

Meeting adjourned at 12:10 p.m.

Respectfully submitted,

---

Mary B. Nelson  
Executive Secretary

---

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

mbn