

Board of Directors Summer Planning Session Agenda

DATE: August 13 th , 2013 5:30 p.m. to 9:00 p.m. Location: Jason Beaudet's House 15 Mo-Sett Ave Goffstown, NH 03045	x	Jason Beaudet, PE (President)*		Joe Duncan (NE - Director)
		Ted Setas, PE (Past President)*		Matt Low, PE (Teachers Awards)
	x	Dirk Grotenhuis, PE (President Elect)*	x	Ben Pratt, PE (Mathcounts)
		Vacant (Vice President)*		Bill Straub, PE (QBS Representative)
	x	Corey, EIT (Secretary, Membership)*		Vacant (Student Outreach)
	x	Chuck Gregory, PE (Treasurer)*		Vacant (Joint Societies Chair)
	x	Roch Larochelle, PE (NH - Delegate)*		Vacant (Scholarship Chair)
	x	Gregg Comstock, PE (Director)*		
	x	Larry Dwyer, PE (Director, E-Week Chair)*		Other Attendees:
	x	Ray Barrett, (Director)*		Dan Hudson (Member)
Voting Board Member	x	Julie Whitmore, PE (Director)		

1. BOD Meeting Logistics

- Day, time, location, etc.
 - Agreed meeting time: 3rd Wednesday of the month at CLD Engineers Manchester office at 6:30pm. The next meeting is September 18th, Jason will send an electronic invite via email.

Jason requests that all board members read through the by-laws and get familiarized again with how the organization works.

2. Finances

- Current financial standing
 - Chuck Gregory reviewed last year's finances (see meeting summary and P&L reports). It was noted that there was a net loss for the year and the last profitable year was in 2010.
- 2013/2014 budget discussion
 - Admin support has increased for the 2013 E-Week. It was noted that the admin budget needs to be looked at in order to get a better idea of all the admin costs and how we can reduce costs for the future.
 - The types of financial accounts for NHSPE were discussed. NHSPE is the primary financial account. NHSPE also manages the following sub-accounts.
 - NHSPE Educational Fund:
 - MATHCOUNTS
 - Scholarship Fund
 - Teacher Awards

3. Board Vacancies

- Vice President, QBS Representative (forthcoming), Student Outreach, NH Joint Societies Representative, Scholarship Chair, Webmaster (forthcoming), NHSEE representative
 - The board discussed the current openings that need to be filled for the upcoming year.
 - Vice President – This position does not need to be someone who is currently on the board. It was noted that board members should be trying to find someone to fill the role. If they find an interested person, they should offer them an invite to an upcoming meeting.
 - QBS (Quality Based Selection) Representative role needs to be filled.
 - Student Outreach role needs to be filled.
 - Webmaster – Currently being run by Joshua Bouchard, who is looking for a replacement. Josh will help out the person who takes over his current duties. This position doesn't necessarily need to be a board member. The person can be someone who wants to be slightly involved with the board and be a part-time volunteer. This position will also include updating and managing NHSPE's LinkedIn profile.
 - NHSEE Representative – Corey is looking to step down from this role. He will assist anyone who takes over the position. The group meets once a month and the primary duty is to make sure that any project that may violate any professional engineering criteria be reviewed.
 - Joint Societies Chair – Group meets once a month. Their primary focus is the Joint Societies Event in October.
 - Jason will talk to Shelley to see if she is interested in continuing her role with NHSPE.

4. Constant Contact

- An update on the use of constant contact was given. It was stated that the program was used frequently last year. The bugs with the program are being worked out and use of it is becoming easier.

- Corey will give Shelley a updated list of NHSPE members every month.

5. *Membership*

- Current Status (Corey)
- Membership has stayed steady at 153 members (see membership report for detailed breakdown).
- Mailing campaign status (Roch)
 - Roch has received information that NSPE is willing to help NHSPE with mailings. They will provide NHSPE with postage costs, standard letters and other necessary documents. Roch will follow up with his contact to try and get further information and maintain communications so this campaign can take place.
- Retention and recruitment protocol
 - Jason will give a final review of the letters Corey and Roch created.
 - Corey will give Shelley a list of members every month that letters need to go to.

6. *Events*

- The goal for the board is to have one event per month.
 - Current months and events that are finalized are as followed:
 - October – Joint Societies Meeting
 - February – E-Week
 - Late April/May – New PE Dinner
 - June – Annual Meeting
- Winners and losers
 - Successful meetings in the past that NHSPE had, where the organization made money or broke even:
 - E-Week (typically a winner, except last year)
 - New PE Dinner (loser)
 - DES Update (winner)
 - UNH Stormwater Center – (winner) This hasn't been done for a while, so beneficial to pursue again.
 - Annual Meeting (loser)
- Future meeting brainstorm
 - The following is a list of ideas the board could pursue for the unfilled months:
 - Memorial Bridge – Aim for early September or late October time frame. Jason will talk to Matt Lowe to potentially bring this together.
 - Sarah Long Bridge – Dirk and Roch will follow up with contacts for a potential presentation.
 - DES Update – December time frame. Gregg will follow up with this.
 - Communications network upgrade in New Hampshire – Ray will try to get more information on this subject.
 - Northern Pass Presentation – Chuck will pursue contacts and try to establish a presentation for January.
 - UNH Stormwater Center – Jason will talk to Paul Schmidt to try and establish a contact for this event.
 - Legal Rights Presentation – Jason is currently looking into this. A joint meeting with ACEC may be beneficial. Will be looking for a March/April timeframe.
 - Nextstep Bionics and Prosthetics – Jason will look into.
 - R & A – Ray will try and get a contact.
 - Market Basket Manchester
 - Merrimack Outlets – Larry to contact Gordon Levy (VHB)
 - Jetboil in Manchester
 - Manchester Municipal Complex – Jason to obtain a contact.
 - Joint meetings with the Consulting Network that Ray is involved with. They offer free meetings that could benefit NHSPE's members.
 - The following is a list of venues that were used in the past:
 - Puritan
 - Common Man
 - Fratellos
 - The board should think about other potential venues for the future.

7. *Observer*

- Process going forward
 - Jason will talk to Ted and see if he still wants to do the Observer.
 - Jason set up a schedule for when the Observer should be sent out.

8. *State Society Collaboration*

- President welcome letter
 - Jason wants to put together a letter to send to other professional organizations and try to collaborate with one another.
- Joint societies calendar
 - Board needs to resume using this calendar.

9. *2013/2014 Calendar*

- Jason will update the calendar through the year as things progress.

10. *E-Week*

- Status
 - E-Week is schedule for February 20th.
 - Chuck will provide Larry with the deposit for the venue.
 - Speakers need to be thought of.
 - A good source would be Universities from around the state.
 - Need to get a keynote speaker.
 - An idea came up for someone to do a speech on the restructuring of the rest areas in New Hampshire.
- Monthly meetings
 - Meetings will be 30 min. before the start of the board meeting.
- Committee members
 - Larry needs volunteers for committee members. Currently only Dirk and Gregg have volunteered.

11. *Society Objectives*

- What do we want to accomplish this year?
 - The board needs to get back to the roots of what the organization is all about.
- Where do we want to focus our time and effort?

12. *Other Items*

- EOY and YEOY early distribution and potential NHSPE nominations
- National Meeting
 - Roch gave a brief overview of the national meeting. If someone would like more information, contact Roch.