

**NH Society of Professional Engineers
Board of Directors Meeting Minutes**

DATE: September 16, 2009 6:00 p.m. to 8:00pm Location: Terracon Manchester, NH	x	Larry Dwyer, P.E. (Pres.) *
	x	Matthew Low, P.E. (Past-Pres.)*
	x	Steven Lehmann, P.E. (Pres. Elect)*
	x	Dan Hudson, P.E. (Treasurer)*
	x	Gregg Comstock, P.E. (Director)*
	x	Craig Bailey, P.E. (Director)*
	x	Josh Bouchard, P.E. (Director)*
	x	Walter Durack (Membership)
	x	Paul Schmidt (House of Delegates)*

*Voting Board Member

OLD BUSINESS

- **UNH Student Projects** – Walter Durack noted that UNH has a new contract professor (formerly in the private sector as an engineer with Parsons Brinckerhoff) that is an Engineer in Training and is now assisting with senior projects. Steven Lehmann added that he spoke with Dean Klewicki recently at the Order of the Engineer ceremony.

NEW BUSINESS

1. **Treasurers Report** – Larry Dwyer and Dan Hudson confirmed that they are signatories on NHSPE checking accounts and can sign checks on behalf of the organization. Dan Hudson has been attempting, without success, to coordinate with former Treasurer Thomas French to turnover the accounting records and closeout FY2009. This is critical to filing our tax returns in October and avoiding a late penalty such as in 2008.

Dan Hudson noted that NHSPE is paying monthly low-balance fees on the Teachers Awards account, \$5/month, due to the balance being below \$1000. Checks have been ordered for this account so that we can avoid paying for Bank Checks.

Dan Hudson asked the Board whether or not NHSPE should consider transferring money into the Teachers Awards account to avoid paying the monthly low balance fee. Dan Hudson made a motion to transfer \$500 into the Teachers Award account to avoid paying the monthly fee. This motion was seconded by Steven Lehmann. No discussion. The motion passed unanimously.

Dan Hudson discussed the status of the budget. A draft budget will be provided to the Board for review at the October Board of Directors meeting. Dan Hudson and Larry Dwyer stated they will coordinate with the accountant, David Penschansky, to file the tax returns before the October deadline.

2. **Society Governance**

- **Observer** – Ted Setas is the Observer coordinator. Erin Wood and Ted Setas are working on the issue due soon, which will be Erin Wood’s last issue.
- **Webmaster** – Josh Bouchard stated that he is coordinating with J. Maze (our webmaster company) to get quotes for moving the Joint Societies Calendar and Joint Societies website to the NHSPE website as well as the cost of online registration for meetings, Joint Societies Conference, E-Week etc. NHSPE could potentially set up email addresses to directly forward mail to the President or others. A lengthy discussion ensued as to whether NHSPE could do our own website maintenance to save the cost of hiring J. Maze for this service, however, this would require another volunteer.

3. **Professional Development and Continuing Education**

- Larry Dwyer stated that the years meetings and events are well planned at this point.
- November 5, 2009 – UNH Stormwater seminar. Paul Schmidt is coordinating. A meeting announcement will be out in early October.

- Larry Dwyer summarized the research done in response to the inquiry at the summer planning session as to whether planning multiple meetings at a single venue would be more cost-effective. A spreadsheet was displayed that compared the different venues. The consensus was that Fratellos would be effective for dinner meetings and that the Puritan Backroom would be effective for lunch meetings.
- December 15 – NHDES Update. Three (3) NHDES staff members will make presentations. Gregg Comstock is coordinating and will work with the Puritan Backroom to reserve the date and set up the meeting.
- February 18, 2010 – E-Week Banquet. Being coordinated by Craig Bailey and Roch Larochelle. The event is coming together very well.
- March or April 2010 could be the LEED topic discussed for the May, 2009 meeting but never presented.

4. *Public Image and Student Outreach*

- Scholarship Program – A mid-October version of the fund-raising letter and list of potential donors will be prepared by Steven Lehmann.
- Teachers Awards – Matthew Low will contact SWE and SAME to see if they would like to join the other societies that now participate with NHSPE in the program. The applications will be sent to schools in October or early November.
- MATHCOUNTS – The needs for this program are volunteers and fundraising. Ben Pratt has secured a Seacoast Coordinator.
- Student Outreach – Judy Houston sent the Board an email. Craig Bailey explained PETAC. A discussion ensued as to whether the Board would like to have a presentation from PETAC at an upcoming Board meeting. It was discussed and decided that it would be beneficial to have Judy and PETAC come to the next Board meeting for a presentation.
- Techfest at Pinkerton Academy – Craig Bailey explained the program. The goal of the program is to have technical groups set up hands-on experiments, demonstrations etc. that high school students can participate in at the Techfest. The event is scheduled for Saturday, November 14th. Larry Dwyer may be interested in representing NHSPE at the Techfest. Discussion ensued as to where NHSPE may find a demonstration project for the Techfest. The EWeek website may be a good starting point. Paul Schmidt suggested that Larry Dwyer contact past NSPE President Kathryn Gray for project ideas. Craig Bailey will contact Pinkerton Academy to find out if October 21st is too late to let them know if NHSPE will participate.
- Order of the Engineer – Discussion ensued as to whether NHSPE should create an Order of the Engineer “link”. Steven Lehmann questioned whether NHSPE needed to do this or not. Craig Bailey and Larry Dwyer supported the idea and commented that to undertake this would not be a big effort on NHSPE’s part. Larry Dwyer stated that Roch Larochelle is on the Board of Governors so he cannot be the link. Larry Dwyer volunteered to be the link but would need to be initiated. He may be able to get initiated at the upcoming NSPE Regional Meeting in Pennsylvania. Craig Bailey suggested fitting the Order of the Engineer ceremony into the EWeek banquet festivities.
- EWeek Banquet – Former NH Attorney General Kelly Ayotte will be the keynote speaker at the event. Invitations will be hardcopy this year as in years past. A long discussion ensued regarding the advantages and hurdles of electronic versus hardcopy invitations and mailings.

5. *Government Affairs*

- NHDES regulations relative to Natural Scientists/Engineers/Surveyors. Steven Lehmann explained that an issue brought to our attention has been resolved. There was a misinterpretation of what was brought up where it was thought that a cooperation agreement with NHDES was restricting the practice of engineering. This turned out to not be the case.

6. *State Society Collaboration*

- **Legislative Tracking** - NHSPE will utilize ACEC-NH and the BIA to track legislation as the upcoming legislative session becomes busier.
- **Joint Society Conference** – The budget was met for sponsorships and reservations are gradually being received. Steven Lehmann made a motion that Larry Dwyer should be allowed to sign the final version of the MOU with the Joint Engineering Societies. Paul Schmidt seconded the motion. A vote was taken which passed unanimously.

7.

Membership

- Walter Durack reported that there are 224 members of NHSPE which has held fairly steady. There is a high turnover of the 6-month free memberships, which is not a new issue either. Need to check www.NHSPE.org to see what the cost is for NHSPE membership. There seems to be a conflict between what is shown on our website, what is sent in hardcopy by NSPE and what NHSPE intends the renewal cost to be. NHSPE should have a link to our membership application on the www.NSPE.org website.

8. National / Regional & Other Issues

- ***Northeast Regional Meeting*** – A discussion ensued as to who is attending this meeting. Matthew Low made a motion that Larry Dwyer and Steven Lehmann attend the meeting on behalf of NHSPE and for NHSPE to pay for room, board, and registration. Dan Hudson seconds the motion. Discussion ensued and Dan Hudson requested an amendment to the motion to include a budget of \$600 / person for meeting. Matthew Low accepted the amendment to the motion. A vote was taken and the motion passed unanimously.

The meeting adjourned at 9:14 PM

Respectively Submitted

Matthew J. Low, P.E.

Summary of Dinner/Lunch Venues

	Puritan Backroom	Concord Holiday Inn	Fratello's	Manchester CC
Lunch				
Buffet	NA	NA	Cannot do lunches,	\$14 and \$17
Plated Meal	\$12 to \$14	NA	Parking problems	\$16
Dinner				
Buffet	\$16 and \$23	\$20 and \$28	\$25	\$29 and \$35
Plated Meal (2 choices)	\$15 to \$28	\$24 to \$29	\$21 to \$30 (includes dessert)	\$29 to \$39 (includes dessert)
Bartender	\$75	\$75	\$50	NA
Bar Set-up Fee	\$50	NA	\$25 (waive if 3 events)	NA
Room Rental	NA	\$125	\$100 (waive if 3 events)	\$62 and \$125 (assumes 3 events)
AV/Screen	\$125	(Included Above)	(Included Above)	(Included Above)
LCD Projector	(Included Above)	\$200	\$290	\$75
Number People				
Typical	40	30	25	50
Oversize	120/150	180	200	150
Sample Dinner Cost (30 people)				
Buffet (low range)	\$730	\$800	\$800	\$932
Plated Meal (mid range)	\$895	\$995	\$815	\$1,082
Sample Dinner Cost (45 people)				
Buffet (low range)	\$970	\$1,100	\$1,175	\$1,367
Plated Meal (mid range)	\$1,218	\$1,392	\$1,197	\$1,592
DES Update Luncheon (150 people)	\$2,075	NA	NA	\$2,350