



Serving the Engineering Profession Since 1959

**Board of Directors
Meeting No. 5**

MEETING AGENDA

January 11, 2007

Location: Offices of Ames, Hewett, and Gifford, Winthrop, ME
Time: 5:00 PM
Invitees: Board of Directors

- | | | |
|---------|----|---|
| 5:00 PM | 1. | Call to Order |
| | 2. | Reports of Officers
President's Report - Jon Cavallo
Treasurer's Report - Curtis Beveridge
Secretary's Report - Craig Morin |
| 5:30PM | 3. | Committee Reports
NSPE Delegate - Russell Martin
Mathcounts - Doug Riley
QBS Committee - Dave Early
A/E Task Force - Doug Riley
Scholarship Committee - Bob Martin |
| 6:00 PM | 4. | MeSPE Symposium Planning
Summary of Event |
| 6:15 PM | 5. | Old Business
State specific brochure
Maine State Tax issue |
| 6:30 PM | 6. | New Business
Mentoring program
Maine to host 2008 NER Meeting |
| | 7. | Good of the Society |
| 7:00 PM | 8. | Adjournment |



Serving the Engineering Profession Since 1959

**Minutes of Board of Directors Meeting
January 11, 2007**

MEETING NO. 5

Location: Offices of Ames, Hewett, and Gifford, Winthrop, Maine
Date: January 11, 2007
Time: 5:00 pm

In Attendance (copy):

<u>Name</u>	<u>Phone</u>	<u>Email</u>
Russell Martin	(207) 442-9078	rmartin@suscom-maine.net
Curtis Beveridge	(207) 623-3521	curtis.beveridge@cmpco.com
Craig Morin	(207) 409-9702	cmorin@appledoremachine.com
Thomas Christensen	(207) 947-6589	thomas.christensen@umit.maine.edu
Colin Hewett	(207) 377-6969	chewett@ahgeng.com
Jon Cavallo	(603) 431-1919	jrcpe@aol.com
Doug Riley	(207) 685-4333	darcoengr@aol.com

Copy Also:

<u>Name</u>	<u>Phone</u>	<u>Email</u>
Dave Early	(207) 780-4656	dearly@usm.maine.edu
Robert Martin	(207) 495-2244	rgmglads@gwi.net
George Ames	(207) 377-6969	games@ahgeng.com
Keith Brown	(207) 455-4717	criteriumbrown@mfx.net
Ken Recker	(207) 781-5902	reckerfam@maine.rr.com

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- | <u>Item</u> | <u>Description</u> |
|-------------|--|
| 5.01 | Jon Cavallo called the meeting to order at 5:15 PM. |
| 5.02 | Jon Cavallo provided the President's Report. <ul style="list-style-type: none"> ▪ Jon stated that he has been meeting with Craig Morin on a monthly basis to keep apprised of Board activities. ▪ A task force committee was established for the 2008 Northeast Regional Meeting. Russ Martin will be the committee chair. Colin Hewett, Jon, and Craig also volunteered to be a part of this committee. The committee will begin to focus on seminar schedules and presenters, menus, and side events. A letter will be drafted to membership seeking a Meeting Coordinator. This letter will be drafted by Russ and Craig and submitted by Russ. ▪ The Annual Banquet was tentatively planned for Saturday, May 19. One possible location is the Hilton Garden Inn in Freeport. Jon will speak with |

- | <u>Item</u> | <u>Description</u> |
|-------------|---|
| | <p>Melissa at the Hilton Garden Inn. We usually have 30 to 40 people and includes MeSPE Board members, scholarship recipients, and MATHCOUNTS winners.</p> <ul style="list-style-type: none">▪ The development of a Membership Committee was discussed. This committee would be responsible to reaching out to PE's around the state via letters and brochures. This topic could be added to the aforementioned letter to the membership seeking individuals to get involved. |
| 5.03 | <p>Curt Beveridge provided the Treasurer's Report.</p> <ul style="list-style-type: none">▪ The Smith Barney account is currently at \$105,121 less \$3,000 which needed to be moved to our checking account. Money needed to be moved from our money-market account to our checking account due to the delay in renewal notices by NSPE headquarters.▪ One immediate concern is that a deposit of \$1,950 is due by the end of January to the Holiday Inn by the Bay.▪ One scholarship was paid for \$1,500.▪ Curt reimbursed Craig Morin \$500.93 for secretary expenses associated with the Symposium and website.▪ The Treasurer's Report was accepted (see attached). |
| 5.04 | <p>Craig Morin provided the Secretary's Report.</p> <ul style="list-style-type: none">▪ Meeting Minutes for December 6 were presented. Colin motioned to amend the discussion about the QBS meeting he attended. Craig stated that the minutes would be amended. The minutes were accepted and will be posted to the website.▪ Craig summarized the Symposium preparation to date. Over 200 hardcopies have been mailed to MeSPE members and PE's in the greater Portland area. Engineers were selected from a PE Roster sheet that Craig obtained from the Maine Regulations division website. Another 300 people were notified via email in various organizations such as NHSPE, SWE, IEEE, ASCE, and SEAM. In total, over 500 people have been notified of the event.▪ The Symposium hardcopies were printed by Brown Fox Printing in Scarborough. The agency provided an additional 100 copies more than requested. As such, Craig suggested that these hardcopies could be mailed to another 100 PE's in the greater Portland area for a cost of \$63.00 for postage. The Board approved the mailing of an additional 100 hardcopies at the cost of \$63.00.▪ Hannah Besanceney and Todd Thomas will be presenting at the Symposium on behalf of NSPE. Craig will make hotel arrangements for the two at the Howard Johnsons Hotel, and will find out the time of their arrival at Portland Airport.▪ The state specific brochure produced by NSPE on behalf of MeSPE was distributed to the Board for review and comment. The general comments indicated that the brochure should be more appealing. Craig will continue to work with Linda Pugel at NSPE and implement the Board's comments accordingly.▪ MeSPE membership has steadied at 118.▪ The MeSPE domain name was renewed for three years at a cost of \$27.72. The website host space was renewed for one year at a cost of \$43.05. |

- | <u>Item</u> | <u>Description</u> |
|-------------|--|
| 5.05 | <p>Russell Martin provided a report on the North East Regional Planning effort.</p> <ul style="list-style-type: none">▪ A new director was found for NSPE. The person is the former MATHCOUNTS director.▪ Russ plans to attend the NSPE annual meeting in Denver this July 2007. |
| 5.06 | <p>Doug Riley provided the MATHCOUNTS Report.</p> <ul style="list-style-type: none">▪ Doug stated that 32 schools are registered: 12 in Alpha Region; 8 in Western; and 12 in Eastern.▪ The Eastern Competition will be held on February 3. The Western Competition will be held on February 10.▪ National Competition will be held in Fort Worth, Texas. The travel budge for the national event may be tight, and may require evaluating on part of the Board. |
| 5.07 | <p>Colin Hewett provided the QBS Report.</p> <ul style="list-style-type: none">▪ Colin stated that the next meeting will be held in March 2007. |
| 5.08 | <p>Doug Riley provided the A/E Task Force Committee Report.</p> <ul style="list-style-type: none">▪ Doug stated that Judy Harvey is still coordinating. |
| 5.09 | <p>Colin Hewett provided the Scholarship Committee Report.</p> <ul style="list-style-type: none">▪ Colin stated that there was nothing to report. |
| 5.10 | <p>The Symposium presentations are finalized. Craig is coordinating the event with Verrillo's. Hotel rooms have been reserved for Hannah and Todd from NSPE. An NSPE folder will be provided this year (courtesy of NSPE headquarters) and will contain symposium information and evaluation forms. Russ will bring the NSPE banner.</p> |
| 5.11 | <p>Curt provided closure on the sales tax issue from last year's Symposium at the University of Maine at Orono. MeSPE will have to pay sales tax.</p> |
| 5.12 | <p>Craig stated that he and Jon are pursuing a mentoring program in southern Maine, and have contacted the York and Eliot school systems. Mentoring would likely involve speaking to kids about engineering or permitting high school students to "shadow" us for a day during business hours to see what engineers do.</p> |
| 5.13 | <p>The next Board of Directors meeting will be held at 5:00 PM on February 8, 2007, at the offices of Ames, Hewett, and Gifford in Winthrop, ME. A map is posted on our website.</p> |

MAINE SOCIETY OF PROFESSIONAL ENGINEERS

Craig R. Morin, PE, NSPE
Secretary

MAINE SOCIETY OF PROFESSIONAL ENGINEERS
TREASURER'S REPORT
Curtis Beveridge, P.E., Treasurer
February 8, 2007
MeSPE Board Meeting

Beginning Balances	7/1/2006	
Savings	\$5.00	
Checking	\$1,567.25	
Accounts Receivable	\$0.00	
Accounts Payable	\$0.00	
General Funds in Reserve	\$18,859.34	
Scholarship Fund	\$69,666.60	
Income	06/07 Budget	Current
Dues - 88 Members @ \$43	\$3,784.00	\$3,526.00
Mathcounts	\$1,000.00	\$0.00
Meetings	\$650.00	\$0.00
Other	\$100.00	\$103.83
Scholarship - 88 Members @ \$7	\$616.00	\$574.00
Scholarship Dividend/Interest	\$5,600.00	\$3,417.54
Seminar Income	\$4,500.00	\$0.00
		Non-Cash in SB Funds
Total Income	\$16,250.00	\$7,621.37
Expense		
Advertising/E-Week	\$800.00	\$450.00
Checking/Banking	\$75.00	\$0.00
Legislative Service	\$700.00	\$700.00
Liability Insurance	\$350.00	\$326.03
Mathcounts	\$2,500.00	\$229.10
Miscellaneous	\$100.00	\$155.00
QBS Program	\$250.00	\$0.00
Scholarship	\$3,000.00	\$1,500.00
Secretary Expense	\$800.00	\$500.93
Seminar Expense	\$2,000.00	\$0.00
State Meeting	\$2,000.00	\$0.00
Travel	\$2,000.00	\$1,081.16
Pre-Payment 2008 NE Regional Mtg in Maine	\$1,950.00	\$1,950.00
Total Expenses	\$16,525.00	\$6,892.22
Surplus (Loss)	(\$275.00)	\$729.15
Transfers, Checking to(+)/from(-) Smith-Barney		(\$5,000.00)
Current Balances		
Savings: New (Alliance of Maine Federal Credit Union)		\$5.00
Checking: New (Alliance of Maine Federal Credit Union)		\$3,878.86
Checking: Old (Bank of America)		\$0.00
Accounts Receivable		\$0.00
Accounts Payable		\$0.00
		Cash Available
Investment Fund		
Smith Barney Stocks/Fund	\$98,822.25	
Smith Barney Money Market	\$4,553.88	\$103,376.13
Scholarship Funds	\$88,590.79	
General Funds in Reserve	\$14,785.34	\$103,376.13

MAINE SOCIETY OF PROFESSIONAL ENGINEERS
 TREASURER'S REPORT
 Curtis Beveridge, P.E., Treasurer
 February 8, 2007

MSPE Smith-Barney Account
 Monthly Fund Balances

Month	WFC	HRT	PAAP	AWD	NBP	CFD	EPP	WEY	SBMF	MFdiv	Total
Jan 03		\$17,722	\$14,981	\$13,864	\$13,662				\$6,354	\$3	\$66,586
Feb		\$17,684	\$14,622	\$14,331	\$13,644				\$7,072	\$2	\$67,354
Mar		\$0	\$14,436	\$14,934	\$13,824				\$22,357	\$3	\$65,554
Apr		\$10,800	\$15,793	\$15,798	\$14,544	\$11,077			\$2,479	\$1	\$70,491
May		\$11,620	\$16,636	\$16,552	\$14,616	\$11,100			\$3,639	\$1	\$74,164
Jun		\$11,996	\$18,050	\$16,360	\$15,109	\$11,247			\$4,014	\$1	\$76,777
Jul		\$12,624	\$18,067	\$16,031	\$15,732	\$11,288			\$4,143	\$1	\$77,886
Aug		\$12,664	\$18,444	\$16,237	\$15,782	\$11,086			\$4,879	\$2	\$79,094
Sep		\$12,536	\$17,365	\$16,621	\$15,383	\$11,261			\$5,256	\$1	\$78,423
Oct		\$13,500	\$17,400	\$17,265	\$14,346	\$11,054			\$5,386	\$2	\$78,953
Nov		\$13,960	\$18,061	\$17,827	\$0	\$11,104			\$19,852	\$2	\$80,806
Dec		\$14,300	\$18,827	\$17,869		\$11,656	\$15,958		\$4,623	\$0	\$83,232
Jan 04		\$16,420	\$18,311	\$17,471		\$11,937	\$15,074		\$4,750	\$1	\$83,964
Feb		\$15,940	\$18,496	\$17,306		\$11,900	\$14,768		\$5,438	\$1	\$83,849
Mar		\$16,672	\$19,233	\$17,581		\$12,043	\$14,937		\$4,308	\$1	\$84,775
Apr		\$14,340	\$18,879	\$15,153		\$11,307	\$13,605		\$4,427	\$1	\$77,712
May		\$14,620	\$18,473	\$0		\$11,284	\$13,618		\$19,404	\$4	\$77,402
Jun		\$15,180	\$18,618	*		\$11,224	\$13,585		\$19,665	\$4	\$78,276
Jul		\$14,448	\$19,001			\$11,551	\$13,488	\$16,030	\$4,281	\$2	\$78,800
Aug		\$14,916	\$19,140			\$11,615	\$14,287	\$16,590	\$4,864	\$2	\$81,414
Sep		\$15,320	\$20,283			\$11,799	\$14,788	\$17,150	\$5,649	\$2	\$84,990
Oct											
Nov		\$15,908	\$21,669			\$11,707	\$16,400	\$17,570	\$6,691	\$4	\$89,948
Dec		\$16,280	\$21,889			\$11,707	\$16,809	\$17,472	\$5,962	\$0	\$90,119
Jan 05											
Feb		\$14,732	\$22,916			\$11,587	\$17,524	\$17,528	\$6,590	\$5	\$90,882
Mar		\$14,480	\$22,481			\$9,810	\$16,062	\$15,897	\$9,885	\$6	\$88,620
Apr	\$6,526	\$15,444	\$23,670			\$9,360	\$16,790	\$16,695	\$3,087	\$6	\$91,577
May	\$6,740	\$15,636	\$24,493			\$9,212	\$16,705	\$17,150	\$4,149	\$5	\$94,090
Jun	\$6,743	\$15,444	\$25,439			\$9,585	\$17,414	\$17,304	\$2,918	\$4	\$94,850
Jul	\$6,738	\$16,344	\$27,295			\$9,878	\$17,375	\$17,045	\$3,021	\$5	\$97,699
Aug	\$6,771	\$15,480	\$27,173			\$9,945	\$15,782	\$17,290	\$3,679	\$5	\$96,125
Sep	\$6,600	\$16,056	\$24,725			\$8,843	\$16,367	\$17,059	\$4,477	\$8	\$94,135
Oct	\$6,402	\$15,136	\$24,575			\$7,380	\$16,809	\$16,905	\$4,587	\$6	\$91,800
Nov	\$6,284	\$14,008	\$23,038			\$6,845	\$16,270	\$16,205	\$5,687	\$9	\$88,345
Dec	\$6,292	\$13,308	\$22,951			\$6,480	\$15,607	\$15,890	\$5,980	\$0	\$86,507
Jan 06	\$6,454	\$14,016	\$24,760			\$7,403	\$16,426	\$16,800	\$6,096	\$0	\$91,954
Feb	\$6,542	\$14,924	\$25,990			\$7,209	\$15,782	\$16,828	\$3,794	\$0	\$91,069
Mar	\$6,210	\$14,952	\$26,088			\$7,416	\$16,049	\$16,380	\$4,599	\$0	\$91,693
Apr	\$5,998	\$15,148	\$25,317			\$7,110	\$16,081	\$14,945	\$4,711	\$0	\$89,310
May	\$5,979	\$13,064	\$28,130			\$7,250	\$16,380	\$15,225	\$5,848	\$0	\$91,875
Jun	\$5,819	\$12,740	\$25,329			\$7,218	\$16,185	\$15,099	\$6,136	\$0	\$88,526
Jul	\$6,097	\$13,236	\$26,767			\$7,470	\$17,336	\$15,330	\$6,256	\$0	\$92,491
Aug	\$6,328	\$14,464	\$26,680			\$8,213	\$17,401	\$16,905	\$6,998	\$0	\$96,988
Sep	\$6,314	\$15,364	\$26,767			\$8,168	\$17,388	\$15,925	\$7,817	\$0	\$97,742
Oct	\$6,523	\$16,200	\$27,469			\$7,798	\$17,862	\$16,415	\$7,945	\$0	\$100,212
Nov	\$6,619	\$16,228	\$29,290			\$7,650	\$18,382	\$16,695	\$9,130	\$0	\$103,995
Dec	\$6,537	\$15,816	\$29,696			\$7,650	\$18,837	\$17,150	\$9,435	\$0	\$105,121
Jan 07	\$6,515	\$16,952	\$31,233			\$8,172	\$19,221	\$16,730	\$4,554	\$0	\$103,376
Feb											
Mar											
Apr											
May											
Jun											

AWD = Alliance World Dollar Fund
 CPP = Crown Pacific Partners
 CFD = Corts For Ford Debentures
 EPP = Enterprise Prods Partners, LP
 PAAP = Plains All American Pipeline

SBMF = Smith Barney Money Fund
 WFC = Wells Fargo Cap
 HRT = Healthcare Realty Trust
 MFdiv = Money Fund Dividends
 NBP = Northern Border Partners

* WEY = Corts for Weyerhaeuser 7/01/04