



Serving the Engineering Profession Since 1959

MeSPE Planning Meeting

MEETING AGENDA

August 11, 2007

Location: Doug Riley's House, 32 P Ridge Road, Readfield, ME
Invitees: Board of Directors

1. Call to Order
2. Discussion of MeSPE Constitution and Bylaws
 - Create a Constitutional Revision Committee
 - Voting via email
 - Term lengths
3. Discussion of Financial Policies
 - Guidelines for Smith Barney Investments
 - PDH Seminar Rates
 - Strategy for using the General Funds being held in Reserve - Smith Barney Fund
 - Davis Insurance Company - Dishonesty/Crime Bond
4. Discussion of MeSPE E-Week Symposium
 - List of possible presentations
 - UMO involvement continued
 - Save the date postcard
 - Letters to membership and companies
 - Expo activity
 - Advertisement (Bangor Daily News, radio, other pubs.)
5. Website/Newsletter Development
 - Updated website
 - Delegation of web pages per committees and individuals
6. Order of the Engineer Ceremony
 - Location
 - Letter to schools
7. General MeSPE Business
 - Meeting dates and locations (Tuesdays at CMP)
 - Joint Meetings: NHSPE, ACEC, etc.
8. Adjournment



Serving the Engineering Profession Since 1959

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

MEETING NO. 00
Planning Meeting

Location: Doug Riley's residence, Readfield, Maine
Date: August 11, 2007
Time: 2:00 pm

In Attendance (copy):

<u>Name</u>	<u>Phone</u>	<u>Email</u>
Robert Martin	(207) 495-2244	rgmglads@gwi.net
Craig Morin	(207) 409-9702	cmorin@appledoremachine.com
Curtis Beveridge	(207) 623-3521	curtis.beveridge@cmpco.com
Keith Brown	(207) 455-4717	criteriumbrown@mfx.net
Russell Martin	(207) 442-9078	rmartin@suscom-maine.net
Doug Riley	(207) 685-4333	darcoengr@aol.com
Colin Hewett	(207) 377-6969	chewett@ahgeng.com

Copy Also:

<u>Name</u>	<u>Phone</u>	<u>Email</u>
Jon Cavallo	(603) 431-1919	jrcpe@aol.com
Ken Recker	(207) 781-5902	reckerfam@maine.rr.com
Dave Early	(207) 780-4656	dearly@usm.maine.edu
George Ames	(207) 377-6969	games@ahgeng.com

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- | <u>Item</u> | <u>Description</u> |
|-------------|---|
| 0.01 | <p>Recruiting presentations for upcoming MeSPE events will be crucial to our success over the next year. We have three major seminar events scheduled within the next 18 months: 2008 MeSPE Symposium (4th Annual - 6 PDH's); 2008 NER Meeting (9 PDH's); and the 2009 MeSPE Symposium (5th Annual - 6 PDH's).</p> <ul style="list-style-type: none"> ▪ Russ to contact Jim Hamilton as a presenter. ▪ Craig to contact Tom Christiansen for UMO presentations. ▪ Russ to contact Kelley Norris in New York about P.I.E. approval process. ▪ All - suggest presentation topics/presenters using spreadsheet provided. |
| 0.02 | <p>Membership records have been cleaned-up at NSPE. Approximately 15 to 20 MeSPE members have been dropped by NSPE. Members were primarily dropped due to lack of membership payment.</p> |

<u>Item</u>	<u>Description</u>
	<ul style="list-style-type: none">▪ Craig to draft a letter to these individuals to determine why they decided to discontinue membership.▪ Craig will contact Patrick Fitzpatrick to volunteer on this committee.▪ It was determined that we need a Membership Committee. Keith Brown volunteered to be a member of this committee, and work with other volunteers such as Patrick Fitzpatrick.▪ Craig will send Keith a spreadsheet of the Maine PE's.▪ Jon Cavallo will contact Paul Lavierdire to help us with membership recruitment (and also to help with money solicitation for Mathcounts, Scholarships, and other programs).
0.03	<p>Craig drafted a sample Save the Date postcard to be mailed for our upcoming symposium and NER events. Postcard idea was well received</p> <ul style="list-style-type: none">▪ Craig will fine-tune the postcard idea for the next meeting. We will add Preliminary Program Highlights.
0.04	<p>Curt proposed the 2007-08 Financial Budget.</p> <ul style="list-style-type: none">▪ It was determined that secretary meeting expenses be placed in its own category per event: Symposium, NER meeting, etc.▪ For the 2007 NER meeting to be held in New Jersey, we discussed whether we should budget for two or three people to attend for two or three nights. Russ, Curt, and Craig expressed interest in attending this meeting, and would likely stay two nights. Curt will update the proposed budget to reflect this. Cost is approximately \$900 per person.
0.05	<p>Curt discussed financial policies.</p> <ul style="list-style-type: none">▪ The \$50 membership fee appears to be serving us well, and we do not need to increase this amount at this time.▪ Membership dues continue to be broken down as \$43 for general funds and \$7 for scholarship. There is no intention to change this at this time.▪ We would like to establish the scholarship fund so that it never drops below a certain amount, say the amount of the original contributions. This may be on the order of \$20,000 to \$30,000. Craig and Curt will research archives for an approximate amount.▪ Curt will look into having Smith Barney attend one of our Board meetings.▪ Curt will speak with Chris at Smith Barney to determine what we should do with the funds in the money market account.

MAINE SOCIETY OF PROFESSIONAL ENGINEERS

Craig R. Morin, PE, NSPE
Secretary