

MAINE SOCIETY OF PROFESSIONAL ENGINEERS

142 Mills Road, Kennebunkport, Maine 04046-5705

Phone & Fax No. (207) 967-3741

Serving the Engineering Profession Since 1959

Minutes of Planning Meeting August 5, 2005

PLANNING MEETING

Location: Office of Ames, Hewett, and Gifford, Winthrop, Maine
Date: August 5, 2005
Time: 4:00 pm

In Attendance (copy):

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

Copy Also:

<u>Name</u>	<u>Phone</u>	<u>Email</u>
Ken Campbell	(207) 967-3741	soupkwc@adelphia.net
George Ames	(207) 377-6969	games@ahgeng.com
Jose' Donnell	(207) 883-3355	jdonnell@nginc.com
Doug Riley	(207) 685-4333	darcoengr@aol.com
Ken Recker	(207) 781-5902	reckerfam@maine.rr.com
Dave Early	(207) 780-4656	dearly@usm.maine.edu
Keith Brown	(207) 455-4717	criteriumbrown@mfx.net
Robert Martin	(207) 495-2244	rgmglads@gwi.net
Bob Damon	(207) 782-4721	rvdamon@tka.com

Purpose: Planning Meeting for the upcoming term of the MeSPE.

* Denotes updated information

<u>Item</u>	<u>Description</u>
0.01	The first Board of Directors Meeting for the new term will be held on Thursday, October 27, 2005 at 6:00 PM at the Sheraton Harborside Hotel in Portsmouth, NH. This location and date coincides with the Northeast Regional NSPE meeting.
0.02	Continuing Education Seminar will be held in Orono this year on Friday, March 3, 2006. The schedule and seminar topics will be similar to last year's program with categories including: Management, Ethics, Technical, and Legal. Tom will contact Cianbro, Jim Hamilton, and Knud Hermansen to start recruiting presenters.
0.03	The society has not yet officially voted for the board of directors. Craig will facilitate this process by drafting a ballot and sending to the membership. Ballots will be collected and tallied with results presented at the 10/27 Board of Directors Meeting.

- | <u>Item</u> | <u>Description</u> |
|-------------|---|
| 0.04 | The society's financial status was presented by Curt who informed us that the new bank accounts have been opened and the funds transferred accordingly. Curt will distribute the necessary paperwork to the officers for signatures to complete the transfer. Curt reported that as of 6/30/05 (end of the MeSPE fiscal year), the balance in our checking account was \$2,073.68 and the balance in our Smith-Barney investment accounts was \$94,850.37. The investment accounts are allocated as follows: Scholarship Funds - \$76,875.03; General Funds in Reserve - \$17,975.34. |
| 0.05 | We will increase our efforts this term to recruit new members by working with NSPE headquarters which has several strategies to help us reach out to new PE's and graduating engineering seniors. We will contact Heather, Artesha, and Crystal at NSPE headquarters to learn more about these strategies, and request that a representative be present for our 10/27 meeting. Other recruitment strategies will involve our own personal contact with the University of Maine engineering department and the State of Maine's Professional Engineering Board. |
| 0.06 | Ken Campbell has maintained the society's records for several years and should be contacted to retrieve those documents. Craig will contact Ken and discuss changing the society's mailing address. |
| 0.07 | The annual banquet will be scheduled for the end of May and will include the installation of officers; recognition of the scholarship recipients; and recognition of the Mathcounts team. The tentative date will be Saturday, May 20. Curt and Tom will research the Maine Maritime Museum as a possible venue. |
| 0.08 | The annual banquet will also include the installation of the officers. We will therefore need another ballot according to the timeline set by our by-laws. We will research the dates stipulated in the by-laws for conducting this process. |
| 0.09 | Russ discussed the Order of the Ring Ceremony. We would like to invite the UMO students to participate in the ceremony. It was suggested that the ceremony would occur simultaneously with the Continuing Education Seminar in Orono on March 3, 2006. The ceremony will take approximately 45 minutes. |
| 0.10 | Information regarding the Order of the Ring Ceremony will be added to our website. Russ will gather the information he has about the ceremony and Craig will obtain the society's file from Ken. |
| 0.11 | The general membership will be invited to the Board of Directors meeting on 10/27. Craig will draft a letter to the membership to notify everyone of the northeast regional meeting and the opportunity to receive PDH's, and also to invite the membership to the Board of Directors meeting. Hotel information and meeting details will be provided in the letter. An agenda will be drafted and sent subsequent to the letter as a reminder. |
| 0.12 | Due to the proposed early date of the annual banquet, it was suggested that the due date for the scholarships be moved up a few weeks earlier than last year, in order to allow ample time to contact the recipients and invite them to the banquet. |

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Craig R. Morin, PE, NSPE
Secretary