



Serving the Engineering Profession Since 1959

**Board of Directors
Meeting No. 4**

MEETING AGENDA

December 6, 2006

Location: Steve's Restaurant, Waterville, 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 |
| 5:30 PM | 3. | MeSPE Symposium Planning | |
| | | Presenter bios and presentation descriptions | |
| | | Program development | |
| | | Fee establishment | |
| 6:00 PM | 4. | Committee Reports | |
| | | NSPE Delegate | - Russell Martin |
| | | Mathcounts | - Doug Riley |
| | | QBS Committee | - Dave Early |
| | | A/E Task Force | - Doug Riley |
| | | Scholarship Committee | - Bob Martin |
| 6:30 PM | 5. | Old Business | |
| | | State specific brochure | |
| 6:40 PM | 6. | New Business | |
| | | Mentoring program | |
| | | Maine to host 2008 NER Meeting | |
| | | Confirm dates of MeSPE meetings for 2006-2007 term | |
| | | Maine Corporation Status (UMO seminar issue) | |
| | 7. | Good of the Society | |
| 7:00 PM | 8. | Adjournment | |



Serving the Engineering Profession Since 1959

**Minutes of Board of Directors Meeting
December 6, 2006**

MEETING NO. 4

Location: Steve's Restaurant, Waterville, Maine
Date: December 6, 2006
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
Colin Hewett	(207) 377-6969	chewett@ahgeng.com
Dave Early	(207) 780-4656	dearly@usm.maine.edu

Copy Also:

<u>Name</u>	<u>Phone</u>	<u>Email</u>
Thomas Christensen	(207) 947-6589	thomas.christensen@umit.maine.edu
Robert Martin	(207) 495-2244	rgmglads@gwi.net
Doug Riley	(207) 685-4333	darcoengr@aol.com
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
Jon Cavallo	(603) 431-1919	jrcpe@aol.com

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- | <u>Item</u> | <u>Description</u> |
|-------------|---|
| 4.01 | Craig Morin called the meeting to order at 5:00 PM. |
| 4.02 | Craig reported that Jon Cavallo has accepted the Presidency of the society. As such, the President-Elect position is vacant. |
| 4.03 | Curt Beveridge provided the Treasurer's Report. <ul style="list-style-type: none"> ▪ Currently, the balance in our checking account is \$714.25 and the balance in our investment funds is \$100,211.61, of which \$81,429.27 is allocated to our scholarship fund. ▪ Curt presented a 15-point procedure to performing Treasurer's duties. ▪ Curt also presented a 12-point list of topics for general discussion to be addressed by the Board in the future. ▪ Curt explored the state sales tax issue. MeSPE is federally tax exempt, but we are not exempt from state tax. UMO is exempt from state tax. Curt will call |

- | <u>Item</u> | <u>Description</u> |
|-------------|---|
| | <p>Judy Arsenault at UMO Conferences Services to resolve. Curt will state to Judy that it was the society's understanding that all costs from last year's symposium were included in total price.</p> <ul style="list-style-type: none">▪ Curt reimbursed Russ Martin \$300 for his travels to Saratoga, NY in October. Craig will correct the meeting minutes from October to reflect this amount. |
| 4.04 | <p>Craig Morin provided the Secretary's Report.</p> <ul style="list-style-type: none">▪ Meeting Minutes for November 8 were presented and accepted. Minutes will be posted to the website.▪ Website was updated to include future Board meeting dates and the Engineering Symposium. Meeting dates for the second half of the 2006/07 term will be held on Thursdays in Winthrop at the offices of Ames, Hewett, and Gifford in Winthrop, ME.▪ 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 which is in development will be ready in a draft form within a few days. Once received, the brochure will be sent around for comments and further suggestions. Craig will continue to work with Linda Pugel at NSPE to complete this task. |
| 4.05 | <p>Russell Martin provided a report on the North East Regional Planning effort.</p> <ul style="list-style-type: none">▪ We will need to have proposed PDH's certified by New York. If some seminars are not certified by New York, then these will need to be scheduled for Thursday afternoon or Friday evening.▪ Three possible meeting locations are: Hilton Garden Inn in Freeport; Holiday Inn by the Sea in Portland; and Eastland Park Hotel in Portland. Of the three choices, the Holiday Inn has a good venue layout and fee structure. Parking is free and the room rate is economical.▪ The Holiday Inn would require a \$1950 down-payment. Russ will research the contract details and continue to communicate his findings with the Board.▪ We will need to discuss whether we will have an open bar or a cash bar for the event.▪ Russ will assemble a NER Planning Committee to include himself and possibly two or three other members.▪ The 2008 event can be promoted at the 2007 Denver conference in the fall. |
| 4.06 | <p>Colin Hewett provided the QBS Report.</p> <ul style="list-style-type: none">▪ Colin was accepted as a new member of the QBS.▪ Discussion revolved around "lessons learned" from the MMA (Maine Municipal Association) conference.▪ Next meeting will be held in March 2007. |

MAINE SOCIETY OF PROFESSIONAL ENGINEERS
 TREASURER'S REPORT
 Curtis Beveridge, P.E., Treasurer
 December 6, 2006
 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	\$473.00
Mathcounts	\$1,000.00	\$0.00
Meetings	\$650.00	\$0.00
Other	\$100.00	\$79.19
Scholarship - 88 Members @ \$7	\$616.00	\$77.00
Scholarship Dividend/Interest	\$5,600.00	\$1,808.87
Seminar Income	\$4,500.00	\$0.00
		Non-Cash in SB Funds
Total Income	\$16,250.00	\$2,438.06
Expense		
Advertising/E-Week	\$800.00	\$0.00
Checking/Banking	\$75.00	\$0.00
Legislative Service	\$700.00	\$0.00
Liability Insurance	\$350.00	\$326.03
Mathcounts	\$2,500.00	\$0.00
Miscellaneous	\$100.00	\$75.00
QBS Program	\$250.00	\$0.00
Scholarship	\$3,000.00	\$0.00
Secretary Expense	\$800.00	\$0.00
Seminar Expense	\$2,000.00	\$0.00
State Meeting	\$2,000.00	\$0.00
Travel	\$2,000.00	\$1,081.16
Total Expenses	\$14,575.00	\$1,482.19
Surplus (Loss)	\$1,675.00	\$955.87
Transfers, Checking to/from Smith-Barney		\$0.00
Current Balances		
Savings: New (Alliance of Maine Federal Credit Union)		\$5.00
Checking: New (Alliance of Maine Federal Credit Union)		\$714.25
Checking: Old (Bank of America)		\$0.00
Accounts Receivable		\$0.00
Accounts Payable		\$0.00
Investment Fund		
Smith Barney Stocks/Fund	\$92,266.40	
Smith Barney Money Market	\$7,945.21	\$100,211.61
		All time high!
Scholarship Funds	\$81,429.27	
General Funds in Reserve	\$18,782.34	\$100,211.61

MAINE SOCIETY OF PROFESSIONAL ENGINEERS
TREASURER'S REPORT
Curtis Beveridge, P.E., Treasurer
December 6, 2006

MSPE Smith-Barney Account
Monthly Fund Balances

Month	WFC	HRT	PAAP	AWD	NBP	CFD	EPP	WEY	SBMF	MFdiv	Total
Apr		\$18,724	\$15,242	\$14,084	\$14,375				\$2,289	\$1	\$64,714
May		\$18,963	\$15,138	\$14,523	\$14,040				\$3,007	\$2	\$65,673
Jun		\$20,160	\$14,958	\$13,083	\$12,881				\$3,509	\$2	\$64,592
Jul		\$18,585	\$13,926	\$11,725	\$12,532				\$3,636	\$2	\$60,405
Aug		\$20,248	\$13,862	\$12,849	\$13,158				\$4,353	\$3	\$64,473
Sep		\$19,354	\$14,019	\$12,356	\$13,180				\$4,849	\$2	\$63,759
Oct		\$19,719	\$14,175	\$12,356	\$13,021				\$4,967	\$2	\$64,240
Nov		\$19,347	\$13,410	\$13,110	\$13,032				\$5,685	\$4	\$64,588
Dec		\$18,428	\$14,152	\$13,357	\$13,633				\$6,187	\$0	\$65,757
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

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

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

* WEY = Corts for Weyerhaeuser 7/01/04

PAAP = Plains All American Pipeline

NBP = Northern Border Partners