



Serving the Engineering Profession Since 1959

Board of Directors Meeting No. 01

MEETING AGENDA

September 11, 2007

Location: Offices of CMP, Augusta, ME
Time: 5:00 PM, Tuesday
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 |
| 5:45 PM | 3. | Committee Reports
NSPE Delegate - Russell Martin
Mathcounts - Doug Riley
QBS Committee - Dave Early
A/E Task Force - Doug Riley
Scholarship Committee - Bob Martin |
| 6:30 PM | 4. | MeSPE Symposium Planning <ul style="list-style-type: none">List of Topics/PresentersPostcard Mailing: "Save the Date"Venue reservation - UMO |
| 6:45 PM | 5. | Old Business <ul style="list-style-type: none">Brochure Development (draft established for review)Guidelines for Smith Barney InvestmentsSix-month free membership discussion |
| 7:15 PM | 6. | New Business <ul style="list-style-type: none">Newsletter (draft established for review)Membership recruitmentNER Planning |
| | 7. | Good of the Society |
| 7:30 PM | 8. | Adjournment |



Serving the Engineering Profession Since 1959

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

MEETING NO. 1

Location: Offices of CMP, Augusta, Maine
Date: September 11, 2007
Time: 5:00 pm

In Attendance (copy):

<u>Name</u>	<u>Phone</u>	<u>Email</u>
Craig Morin	(207) 409-9702	cmorin@appledoremachine.com
Curtis Beveridge	(207) 623-3521	curtis.beveridge@cmpco.com
Russell Martin	(207) 442-9078	rmartin@suscom-maine.net
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
George Ames	(207) 377-6969	games@ahgeng.com
Jon Cavallo	(603) 431-1919	jrcpe@aol.com
Robert Martin	(207) 495-2244	rgmglads@gwi.net
Keith Brown	(207) 455-4717	criteriumbrown@mfx.net
Ken Recker	(207) 781-5902	reckerfam@maine.rr.com
Colin Hewett	(207) 377-6969	chewett@ahgeng.com

Item Description

- 01.01 Craig Morin called the meeting to order at 5:15 PM on behalf of the President. Craig stated that there was nothing to report from the President.
- 01.02 Curt Beveridge provided the Treasurer's Report.
- Curt presented the Year End Report (attached), which indicates that the society has approximately \$105,000 in funds. This is down from a recent high of \$111,000.
 - Curt presented the Proposed Budget for 2007/08 (attached). Doug proposed that the scholarship amount be increased from the current \$1500 to \$2500. No formal action could be taken on the proposed budget without a quorum.
 - Curt will contact Chris Rogers from Smith Barney to join us during a future BOD meeting.

<u>Item</u>	<u>Description</u>
01.03	<p>Craig Morin provided the Secretary's Report.</p> <ul style="list-style-type: none">▪ Craig contacted Paul Lariviere to join us for a future BOD meeting. Paul accepted our invitation and will join us at our October 9th meeting. We would like to engage Paul and possibly request his services with Membership Recruitment, Mathcounts, NER Meeting planning, and legislative items. We would need to establish a contract with him for a "not-to-exceed" amount.▪ Craig will participate in the NSPE teleconference next Monday. The purpose of the teleconference is to discuss any topics of interest from the state's with volunteer representatives. Points to raise during the teleconference include the following:<ul style="list-style-type: none">○ On-line registration opportunities.○ Printing of materials such as brochures and general flyers.▪ The website updated with new membership application for 2007/08. More website updates to continue.▪ Information concerning the AASHTO TRAC program was sent to MeSPE. This information will be placed in a newsletter and distributed to the membership.
01.04	<p>Russ Martin provided the Delegate's Report.</p> <ul style="list-style-type: none">▪ Russ will attend the House of Delegates meeting in Denver, Colorado in July. Russ plans to attend the four-day meeting and anticipates that his expenses will amount to approximately \$850. The Board agreed that these cost would be fully covered by MeSPE.▪ Russ will be the Chairman of PEG.▪ In 2008, the meeting will be held in Portland, OR, and in 2009 the meeting will be held in St. Louis, MO.
01.05	<p>Doug Riley provided the MATHCOUNTS Report.</p> <ul style="list-style-type: none">▪ Brochures were sent to over 308 schools in Maine. Every school with 6th, 7th, or 8th grade received a brochure package. Registrations will be due in December.▪ The handout this year is a little different, as it encourages schools to form a mathclub.▪ The competition will be held in Denver, Colorado.
01.06	<p>Craig presented a draft of the Maine-specific brochure. Those present liked the revised format and content over the draft reviewed last year. Craig suggested that the text size should be increased one point to enable easier reading (from 8pt to 9pt). Text will be corrected as discussed. NSPE has volunteered to help with our printing cost. Craig will send the brochure to the BOD for comments.</p>
01.07	<p>Craig presented a Save-the-Date Postcard, which can be used for the 2008 Symposium, as well as the NER Meeting in October 2008. It was suggested that UMO logo should be added to the postcard as a co-sponsor. Craig will send the postcard to the BOD for comments.</p>
01.08	<p>Russ stated that he contacted Jim Hamilton who agreed to do two 1.5-hour seminars for the NER Meeting. Since Jim's presentations will be slightly different from his P.I.E.</p>

<u>Item</u>	<u>Description</u>
	pre-approved presentation, we will need to submit this presentation for NY approval. Jim could also do a 1-hour presentation for us in February at our MeSPE Symposium.
01.09	Meeting was adjourned at 7:45 PM. The next Board of Directors meeting will be held on Tuesday, October 9 th , at 5:00 pm at CMP in Augusta.

MAINE SOCIETY OF PROFESSIONAL ENGINEERS

Craig R. Morin, PE, NSPE
Secretary

MAINE SOCIETY OF PROFESSIONAL ENGINEERS

Proposed Budget 2007-2008

Curtis Beveridge, P.E., Treasurer

July 1, 2007

Revised from Budget Presented to MeSPE Board 9/11/07

Beginning Balances	7/1/2007		
Savings	\$5.00		
Checking	\$5,063.64		
Accounts Receivable	\$0.00		
Accounts Payable	\$0.00		
General Funds in Reserve	\$16,188.74		
Scholarship Fund	\$94,924.13		
Income	07/08 Budget	Current	
Dues - Budget 95 Members @ \$43	\$4,085.00	\$0.00	
Mathcounts	\$1,000.00	\$0.00	
Meetings	\$500.00	\$0.00	
Other	\$100.00	\$0.00	
Scholarship - Budget 95 Members @ \$7	\$665.00	\$0.00	
Withdraw from SB Money Market - Scholarships	\$4,335.00	\$0.00	Portion SB Earnings
Balance of SB Investment Int/Div - Trans Rpt	\$1,965.00	\$0.00	Balance SB Earnings
Seminar Income	\$6,000.00	\$0.00	
Total Income	\$18,650.00	\$0.00	
Expense			
Advertising/E-Week	\$1,000.00	\$0.00	
Checking/Banking	\$50.00	\$0.00	
Legislative Service	\$700.00	\$0.00	
Liability Insurance	\$350.00	\$0.00	
Mathcounts	\$2,500.00	\$0.00	
Miscellaneous	\$100.00	\$0.00	
QBS Program	\$250.00	\$0.00	
Scholarship	\$5,000.00	\$0.00	
Secretary Expense	\$1,500.00	\$0.00	Regular Sec expense
Seminar Expense (include mailings/promotion)	\$2,000.00	\$0.00	
Meeting (Annual + Board)	\$2,000.00	\$0.00	
Travel (NSPE Del \$800 + 2007 NER in NJ \$2400)	\$3,200.00	\$0.00	
2008 NE Regional Mtg in Maine	\$3,000.00	\$0.00	
Total Expenses	\$21,650.00	\$0.00	
Surplus (Loss)	(\$3,000.00)	\$0.00	
Transfers: Checking to(+)/from(-) Smith-Barney	(\$4,335.00)	\$0.00	
Current Balances			
Savings: New (Alliance of Maine Federal Credit Union)		\$5.00	
Checking: New (Alliance of Maine Federal Credit Union)		\$5,063.64	Cash Available
Checking: Old (Bank of America)		\$0.00	
Accounts Receivable		\$0.00	
Accounts Payable		\$0.00	
Investment Fund			
Smith Barney Stocks/Fund	\$88,095.75		
Smith Barney Money Market	\$23,017.12	\$111,112.87	
Scholarship Funds	\$94,924.13		
General Funds in Reserve	\$16,188.74	\$111,112.87	

MAINE SOCIETY OF PROFESSIONAL ENGINEERS
TREASURER'S REPORT
Curtis Beveridge, P.E., Treasurer
June 30, 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
Month	WFC	HRT	PAAP	AWD	NBP	CFD	EPP	WEY	SBMF	MFdiv	Total
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	\$6,512	\$15,246	\$32,190			\$8,226	\$19,832	\$16,933	\$5,340	\$0	\$104,278
Mar	\$6,531	\$0	\$33,414			\$8,046	\$20,670	\$16,660	\$21,455	\$0	\$106,776
Apr	\$6,570	\$0	\$34,214			\$7,902	\$21,093	\$16,625	\$21,634	\$0	\$108,038
May	\$6,306	\$0	\$35,931			\$8,055	\$20,358	\$16,807	\$22,923	\$0	\$110,379
Jun	\$6,163	\$0	\$36,917			\$8,303	\$20,677	\$16,037	\$23,017	\$0	\$111,113

AWD = Alliance World Dollar Fund SBMF = Smith Barney Money Fund * WEY = Corts for Weyerhaeuser 7/01/04
 CPP = Crown Pacific Partners WFC = Wells Fargo Cap
 CFD = Corts For Ford Debentures HRT = Healthcare Realty Trust
 EPP = Enterprise Prods Partners, LP MFdiv = Money Fund Dividends
 PAAP = Plains All American Pipeline NBP = Northern Border Partners