

# DELAWARE ENGINEERING SOCIETY

## Minutes of DES BOARD MEETING held October 11, 2006

The meeting was called to order by Stacy Ziegler at approximately 9:30 a.m. at the office of Duffield Associates, Inc.. Attendees were as follows:

- Ahmad Faqiri
- John Chromy,
- Michael Keefe
- Jason Halpin;
- Mark Parker (via telephone)
- Mario Gangemi; and
- Stacy Ziegler

1. **Minutes** from the 9/13/06 Board meeting were discussed and approved by those in attendance.
2. An **Officer list** with contact information for all Officers and Committee chairs was distributed.
3. **Treasurer's report** was discussed (see attached). Audit of 2005-2006 books to be completed by Stacy Ziegler and Mark Parker. Michael Keefe to bring books to the next Board Meeting. Issues regarding access to CD's at Artisans Bank and First Bank of North East are still being resolved. Accounts will be set up with Stacy, Ahmad and Mike as the individuals who can access accounts individually.
4. **Professional Development Meeting.** The following was discussed regarding the Professional Development Series Meetings:
  - Stacy reported on the 9/21/06 meeting "Re-Engineering the Engineer's Presentation". 58 people attended (15 members, 38 non-members, 5 students). Feedback from those who attended the presentation was very good. Checks for ticket cost were provided to Mike for deposit. The net cost to DES for the event was \$2,651.60.
  - The Board agreed to target January 2007 for the next Professional Development meeting.
  - Stacy presented the results of a survey that was distributed at the 9/21/06 session regarding topics of interest for future presentations. See attached.
  - Stacy will contact some speakers for January 2007 meeting regarding Management Skills for Engineers or "Time Management" topics. Possible speakers include Tim Walsh of FMSI and Chris Sopa. Stacy to present costs and info on the speakers at the next Board Meeting.
5. **Northeast Regional meeting** is schedule for October 19 -21, 2006 in Saratoga Springs, New York. Meeting was offered for any Board member to attend. Jason Halpin may be able to attend. Will let Stacy know by October 13. 2006.
6. **DES Golf outing** still planned for Spring 2007. Discussion regarding Golf Outing planning postponed until December Board Meeting.

7. **Engineer of the Year.** Mario Gangemi reported on status of the EOY search. There are currently 3 candidates for consideration for EOY, no candidates for YEOY. Past Presidents Council will meet on November 1, 2006 to select EOY. Mario will notify Stacy of the selected EOY, Stacy will notify the Board via email for confirmation of the nomination. Stacy will then notify the EOY and confirm that the individual accepts the award, prior to public announcement. This process should be completed prior to the November Board Meeting.
8. **Scholarship Committee.** Stacy reported on the Scholarship Program. Application forms and scholarship information have been sent to all Delaware High Schools. Stacy will forward the scholarship program info to Jason to have it posted on the DES Website. Ahmad volunteered to assist with the review of scholarship applications in December./January. Will advertise in the upcoming newsletter and on website that we are looking for volunteers to assist with Scholarship Committee.
9. **MathCOUNTS.** Stacy recently contacted John Traynor, who indicated that he would Chair the MathCOUNTS committee this year, but that this would be his last year. John will be sending Stacy a list of volunteers from previous year's program so that the DES Board can find a person/people to work with John this year and take on the position of Chair next year. Some names discussed at the meeting as possible participants were Matt Goudy and Megan Lester. Stacy will contact them to discuss participation.
10. **Student Chapter Interaction.** The Board discussed the desire to have increased interaction with the UD Student Chapter, and agreed to hold the next Board Meeting at the UD with the student chapter officers in attendance. Mark Parker will contact the UD Student Chapter President (Joe Challburg) and arrange meeting location at UD with Dean's Office.
11. **Web Site Update.** Board discussed the need for updating the DES Website to include a home page, links to events and newsletters, list of Board Meeting dates, minutes from Board meetings, Officers list, and request for volunteers for committees. Jason to contact Webmaster.
12. **Engineer's Week Banquet.** The Engineer's Week Banquet is schedule for February 22, 2007. Andy Nigro and Ahmad Faqiri will be coordinating the event. A kickoff planning meeting will be held soon.
13. The **DES Bylaws** need to be revised to reflect current officer positions, and need to be otherwise updated. John Chromy distributed copies of the bylaws to those in attendance for review and further discussion at an upcoming Board Meeting.
14. **Membership.** The following initiatives were discussed:
  - Ahmad and Stacy are continuing to contact membership list to update info. Stacy to check with Mike on progress on list previously forwarded to him. Any updates to be forwarded to Stacy.
  - New P.E.'s should be targeted for attendance to the January 2007 Professional Development meeting and the Engineer's Week Banquet. DES should be able to access address list of new PE's from DAPE. Discussed offering 6 month free membership to new P.E.'s. Initiative to be discussed further at next Board Meeting.
15. **Newsletter.** A newsletter needs to be issued soon. Stacy to get the format of previous newsletter from Polly, and will work with Lauren to get this prepared. Mark indicated that he could contribute an article regarding national NSPE news. A target date of November 10, 2006 was established for issuing the newsletter.

16. **Outstanding Business.** Annual report shall be prepared for the July 1, 2005 to June 30, 2006 year. Plan to complete the report by end of October, for distribution at November Board meeting. Reports shall be submitted by Mark Parker (President), Stacy Ziegler (Vice President, Scholarship Committee Chair), Jason Halpin (Secretary), Michael Keefe (Treasurer .... already submitted to Mark Parker), and John Chromy..

The meeting was adjourned at approximately 10:45 a.m.

The next scheduled meeting of the DES Board will be held **November 8, 2006 at the University of Delaware (location to be determined) at 9:00 – 10:30 am.**

It is my opinion that these minutes accurately reflect the discussions of the referenced meeting. By copy of these minutes, attendees are requested to carefully review this information, and if appropriate, provide comments, additions, and revisions to me as soon as possible. Should comments be received, I will modify these minutes as appropriate. If comments are not received within 7 calendar days following the issuance of these minutes, they will be assumed to accurately represent discussions at the meeting, and the minutes shall stand as written.

Respectfully submitted,

Stacy B. Ziegler, P.E.  
President, DES

Enclosures:    Treasurer's Report for September 2006  
                  Officer List  
                  Professional Development Series Future Topic Survey

DES Treasurer's Report for September 2006  
October 2, 2006

Petty cash	\$70.15	starting balance = \$70.15
Checkbook	\$779.57	starting balance = \$499.57 Add \$280.00 collected (May 22 <sup>nd</sup> Professional Development Seminar)
Savings	\$19,349.00	previous balance = \$18,914.42 Add \$434.58 N.S.P.E. payments
Certificates of Deposit		
	~\$5,175.00	First Bank of NorthEast
	~\$5,200.00	Artisans Bank, accounts: 074501535 and 104004338

Notes:

1) Stacy is working on changing the mailing address, etc. on CD at First Bank of NorthEast;

2) DES has two accounts at Artisans' Bank:

074501535

104004338

Both have Joe Welker as being able to sign individually and Mark Parker plus John Traynor who must sign together. They were set up at the Pike Creek Branch by a Ken Beaudeau = 738-3809. I gave them all my information (driver's license, SSN, etc., etc.) BUT they can do nothing with the accounts on my say-so. Mark and John must go together to an Artisans' Bank - it would be most helpful if you could have a death certificate to guarantee that Joe is not able to make the changes - Stacy needs to go along as Artisans' will need her information to add her to the accounts. At that point, you may set up the accounts any way you wish. I suggest that it be the President and Treasurer who can sign individually? Want to add the past president and/or vice president?? I could go along as they will need my signature, but the signatures could be done on a form and handed in later. We could try to arrange for all of us to meet at an Artisans' and take care of everything all at once, but right now it requires Mark & John or nothing can happen...

3) The other unfinished business is an audit of the books to end of June 2006.

Respectfully submitted,  
Michael Keefe

**Delaware Engineering Society**

**Officer List 2006 - 2008**

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**Professional Development Series**  
**Sponsored by the Delaware Engineering Society**

Following are some topics being considered for upcoming professional development seminars. Please mark those you might be interested in attending:

4 Public Relations/ Interaction with News Media

17 *Management Skills for Engineers*

15 *Time Management Skills*

5 “Mastering the Specs” by Masterspec

5 Improve your memory

9 Dealing with Difficult Clients

2 Diversity in the Workplace

5 Conflict Resolution

13 *Team Building*

9 Writing Skills for Engineers

15 *Marketing your Professional Services*

16 *Keys to holding successful meetings*

Other suggested topics: \_\_\_\_\_

Name (optional): \_\_\_\_\_

E-Mail Address (optional): \_\_\_\_\_