

DELAWARE ENGINEERING SOCIETY

Minutes of DES BOARD MEETING

held
December 6, 2006

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

- John Chromy
- Ahmad Faqiri
- Jason Halpin
- Michael Keefe
- Mark Parker
- Stacy Ziegler

1. **Minutes** from the 11/08/06 Board meeting, previously distributed, were approved by the Board members in attendance.
2. **Treasurer's report** was discussed (see attached). Audit of 2005-2006 books has been completed by Stacy Ziegler and Mario Gangemi, and books were returned to Mike Keefe with letter in the front stating that the audit is completed. Issues regarding access to CD's at Artisans Bank and First Bank of North East are still being resolved. Mark Parker will coordinate with John Traynor to resolve the Artisans Bank.
3. **Licensure / Mentoring.** Mark presented a speaker's kit that is offered by NCEES regarding licensure. DES can use this kit for possible presentations to students and young engineers. Mike Keefe suggested that DES contact Peggy Abshagen, Jack Billingsley, and the College of Engineering office to discuss coordination of a presentation to junior level classes at UD in the Spring.
4. **Professional Development Meeting.** The following was discussed regarding the Professional Development Series Meetings:
 - Next meeting is set for January 30, 2007. Topic is "Time Strategies for Effective Managers and Leaders", presented by Tim Walsh of FMSI. Event will be held at the Christiana Hilton. Announcement for event was included in recent newsletter and is posted on website. Stacy will reissue the announcement via email to members and other association the first week of January.
 - ACEC is planning to offer a course on April 11, 2007 entitled "Report Writing for Engineers". DES will advertise this course to DES members. Stacy will coordinate this effort with Lauren.
 - Future DES sponsored Professional Development Meeting planned for June 2007. Possible topic is "Effective Working Relationships", presented by Chris Sopa.
 - Stacy to inquire about cost for bringing John Calhoun in to speak. Possible teaming opportunities with other associations (ACEC, ASCE, ASME, SWE) will be discussed in future meeting.
5. **MathCOUNTS Program.** Stacy reported on status of program. Schools are in the process of registering for this year's program. John Traynor is coordinating effort, but we would like to get someone else involved with him, as this is his last year as Chair. Jason Halpin has offered to work with John this year. Stacy will contact John and coordinate a meeting between Jason, Stacy and John to work together on the program this year.

6. **Scholarship Committee.** Stacy reported on the Scholarship Program. Application forms are due from students on December 14, 2006. There are several volunteers to review applications this year. Stacy will coordinate the review of applications with the committee.
7. **Web Site Update.** Jason Halpin provided an update regarding the website. Website has currently been updated with a new home page and the information including newsletter, upcoming events, Board meeting info, Student Chapter, etc. Board discussed the way that the email contacts are presented in the website, and agreed to follow the recommendations of the company managing the website.
8. **Newsletter.** Newsletter was issued to members on November 20, 2006. Next newsletter to be issued by January 20, 2007. Mark will provide an article regarding National NSPE news.
9. **Member List.** Stacy commented that the list we are using for distribution of information is not up to date to include new member that have joined in the last year. Mark will contact National to get the most current list of members, prior to the next newsletter being issued.
10. **Bylaws.** The Board discussed the need for revisions to the Bylaws. Rather than having all members prepare the revisions, Mark and John Chromy will get together separately to review and will provide a draft of the revised document at the next Board meeting. Stacy to locate or generate an electronic copy of the current Bylaws and will forward to Mark for use in the revision
11. **Topics for Next Board Meeting.**
 - **Golf Outing.** Golf Outing planned for Spring 2007. Further planning needed. Possible joint effort with ACEC?
 - **Mentoring Program.** Chip Hazel and Gene Snell are coordinating with National. Will report to Board on the program at an upcoming meeting.
 - **Engineer's Week**
 - **Newsletter**
 - **Other programs ...** Possible DES Family Event??

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

The next scheduled meeting of the DES Board will be held **Wednesday, January 10, 2007, 9:30 – 10:30 am at Duffield Associates office, located at 5400 Limestone Road, Wilmington.**

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 November 2006

DES Treasurer's Report for November 2006
December 6, 2006

Petty cash	\$70.15	starting balance = \$70.15
Checkbook	\$1,723.85	starting balance = \$1,891.65
		Paid \$70.00 refreshments UofD (Exec. Brd. Mtg. w students)
		Paid \$37.80 postage (newsletter)
		Paid \$60.00 Exec. Secretary (Oct thru 11/28/2006)
Savings	\$19,563.44	previous balance = \$19,438.64
		Add \$4.80 November interest
		Add \$120.00 N.S.P.E. payments
Certificates of Deposit		
	~\$5,175.00	First Bank of NorthEast
	~\$5,200.00	Artisans Bank, [REDACTED]

Notes:

1) July 2005 thru June 2006: Treasurer's Books taken to be audited by President Stacy Ziegler and Past-President Mark Parker.

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

3) DES has two accounts at Artisans' Bank:

[REDACTED]
[REDACTED]

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...

Respectfully submitted,
Michael Keefe