

# DELAWARE ENGINEERING SOCIETY

## Minutes of DES BOARD MEETING held April 25, 2007

The meeting was called to order by Stacy Ziegler at approximately 10:30 a.m. at the offices of Duffield Associates. Attendees were as follows:

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

1. **Treasurer's report** was discussed (see attached). Issues regarding access to CD's at Artisans Bank are still being resolved. Mark Parker will coordinate with John Traynor to resolve the contact info for Artisans Bank.
2. **Bylaws.** The draft revisions of the Bylaws, as prepared several months ago by John and Mark to make Bylaws consistent with the Constitution, were discussed. It was discussed that in doing the revisions to remove reference to Board positions and committees that no longer exist, too many responsibilities appeared to have been placed under the Vice President position. Suggestions for reorganization of some responsibilities were made. John Chromy distributed "job description" write ups that had been compiled in 2002 for review and consideration. Board members are to review the write up for their position, and respond to John Chromy in writing with a revised job description by Friday May 4. John will compile these and work on a new revision to the Bylaws. Will meet with Lauren Atkins to have it typed prior to next Board meeting.
3. **Government Engineer of the Year.** Ahmad is heading this committee. Nominations are due on Friday 4/27/07. Committee will review nomination applications and provide recommendation to Board for approval prior to next Board meeting.
4. **Newsletter.** Draft newsletter was reviewed at the meeting. Due to the deadline for Gov't Eng of Year submissions, this article will be removed and Stacy will prepare an article on EOY/ YEOY. Mark to provide article on "News from National". Board to get any further comments back to Stacy by end of day Thursday 4/26/07. Newsletter will be issued on Friday 4/28/07 via email and postal mail.  
  
Plan for next newsletter to go out in July 2007. Jason will take the lead in coordinating this effort, using Lauren for secretarial, formatting and mailing support.
5. **Annual Meeting.** Date for Annual Meeting set for Wednesday June 20<sup>th</sup>. The location of the meeting (New Castle vs. Kent County) will be selected once more info on the possible Gov't Engineer of the Year candidates is known at the end of April. Stacy and Ahmad will work on setting up the Annual Meeting.
6. **Golf Outing.** Board agreed to have golf outing in early July 2007. Will be a joint effort with ACEC, although ACEC has not planned this type of event before and will be looking to DES as lead. Jason will contact golf courses to get pricing info prior to next Board meeting. Mark will provide

Jason with info regarding last golf tournament (pricing, flier, etc.). Stacy will contact ACEC to discuss further once more details determined.

7. **National NSPE Convention.** NSPE Convention to be held in Denver on July 26 – 29, 2007. Mark will be attending as the Delegate. Stacy, Ahmad and Jason to check calendars and decide who will attend to represent the Board, or if these is someone else appropriate to attend. Registration due by May 25, 2007. Will decide prior to next Board meeting.
8. **Topics for Next Board Meeting.**
  - **Golf Outing.** Plan details ... where, when, fees?
  - **Gov't Engineer of the Year.**
  - **Bylaws**

The meeting was adjourned at approximately 12:00 p.m..

The next scheduled meeting of the DES Board will be held the **week of May 14, 2007 (date and time to be determined) at Duffield Associates' office.**

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 March 2007

DES Treasurer's Report for March 2007  
April 4, 2007

Petty cash	\$62.35	starting balance = \$62.35
Checkbook	\$321.86	starting balance = \$321.86
Savings	\$22,727.80	previous balance = \$22,722.19 Add \$5.61            March interest

Certificates of Deposit

\$5,451.16	Bay First Bank
~\$5,200.00	Artisans Bank, accounts: [REDACTED] and [REDACTED]

Notes:

1) Stacy is working on changing the mailing address, etc. on CD at First Bank of NorthEast (now Bay First Bank), current balance is \$5,451.16;

2) 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