

# DELAWARE ENGINEERING SOCIETY

## Minutes of DES BOARD MEETING

held  
January 10, 2007

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
- Stacy Ziegler

1. **Minutes** from the 12/08/06 Board meeting, previously distributed, were approved by the Board members in attendance.
2. **Treasurer's report** was discussed (see attached). 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. **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. Approximately 10 people signed up as of this date.
  - 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.
  - Stacy to inquire about possible program by Art Schwartz of NSPE on ethics or expert witness testimony.
  - Mike indicated that ASME would like to participate in programs, but is not in position to co-sponsor an event. ASME may suggest some topics for consideration.
4. **MathCOUNTS Program.** Stacy reported on status of program. 18 schools are registered for Delaware program. Mathcounts Day is scheduled for March. Meghan Lester has volunteered to Chair the committee next year. Stacy will coordinate a meeting with John Traynor, Jason, Meghan and Stacy for the next couple weeks to discuss the MathCOUNTS program.
5. **Scholarship Committee.** Stacy reported on the Scholarship Program. 10 applications were received this year. Applications from female applicants were distributed to SWE for review for their scholarship. Committee will review applications and propose a recipient to the Board for approval. We have \$3000 allotted for scholarships. Board commented that awards should be made only if applicant's qualifications warrant.

6. **Web Site Update.** Jason Halpin provided an update regarding the website. Discussed the need to update links that are still directing to the old sites. Mike will check into the old, UD-supported web page to get a redirect link to the currently active web site. Stacy will contact NSPE to update to new site.
7. **Newsletter.** Discussed plans to issue newsletter by the end of January. Items discussed to be included: recap of last year, including Engineer of Year and Gov't Eng of Year; Engineers Week and banquet; this year's Engineer of the Year; MathCOUNTS; National news. Stacy will prepare draft and issue to Board for review and approval.
8. **Bylaws.** John and Mark have met to review bylaws and have marked up for change. Will present to Board at February board meeting for approval.
9. **Database.** Jason and Stacy discussed a recent presentation by a company that is preparing a database system for NSPE. Some system capabilities include database of member information, set up to announce meetings and events, ability to register on line for events, real-time updated member info from members and NSPE. NSPE may cover the cost of the subscription for small states, such as Delaware. Mark is following up on potential costs. Jason is getting a copy of the contract with the company, and will inquire with our webmaster regarding compatibility of the system with our current website. Board agreed that if we can get the system at little cost, it would be worth it, as it would further update our image.
10. **Topics for Next Board Meeting.**
  - **Golf Outing.** Golf Outing planned for Spring 2007. Further planning needed. Possible joint effort with ACEC?
  - **Gov't Engineer of the Year.**
  - **MathCOUNTS**
  - **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**

The meeting was adjourned at approximately 10:40 a.m.

The next scheduled meeting of the DES Board will be held **Wednesday, February 7, 2007, 9:30 – 10:30 am at University of Delaware DuPont Hall, Room 102. This will be joint meeting with the NSPE Student chapter officers.**

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 December 2006

DES Treasurer's Report for December 2006  
January 10, 2007

|                         |             |  |
|-------------------------|-------------|--|
| Petty cash              | \$70.15     | starting balance = \$70.15   |
| Checkbook               | \$428.50    | starting balance = \$1,723.85<br>Paid \$75.50 Champion Trophies Inc. (EoY plaque)<br>Paid \$2,160.00 MATHCOUNTS registration<br>Paid \$59.85 Webpage, MAD House Graphics (Oct thru Dec 2006)<br>Add \$1,000.00 From Checking |
| Savings                 | \$18,884.29 | previous balance = \$19,563.44<br>Paid \$1,000.00 To Checking<br>Add \$4.64 December interest<br>Add \$316.21 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) Audit Completed: July 2005 thru June 2006, Treasurer's Books - by President Stacy Ziegler and Past-Past-President Mario Gangemi.
- 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:

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 Beaudreau = 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