

**Duties of the MSPE President
Jefferson City Chapter
2011/2012 – Jason Sommerer, P.E.**

- Attend all events, as you are able to. If you will be absent from a chapter lunch meeting, request that another officer make any necessary announcements, etc. in your stead.
- Chapter Meetings
 - Recite Engineer's Creed
 - Acknowledge any new members and welcome any guests
 - Conduct any necessary chapter business (usually none)
 - Ask Vice President to introduce the speaker
 - Consider bringing a spare laptop to the meeting.
- Organize and Schedule Board Meetings
 - Reserve the conference room at the MSPE building for each board meeting of your term by emailing Marla Day to ask if the room is available.
 - In July (beginning of year), reserve the room for August through the following July (currently the first Tuesday of the month)
 - Or by emailing Marla about one week prior to each Board Meeting
 - Create meeting agenda (**Appendix #1 attached**)
 - Send out reminder email about one week prior to meeting to officers, and a follow-up reminder the day of the meeting.
 - Board Meeting Topics/Activities by month
 - July (beginning of year)
 - Update signers on the checkbook. All officers are signers (President, Vice President, Secretary, Treasurer)
 - All signers must sign a form at the bank. As many as possible should go in person. Those that aren't able to attend can sign the form later, and mail back to the bank.
- Create several measurable goals for your year as President (**Appendix #2 attached**). Perform a "progress report" on these goals 3-4 times during your year as President to evaluate which goals need attention.
 - Update the "Duties of the President" document as needed throughout the year.
- Be in contact and oversee all chairs/coordinators/editors. Current chairs/coordinators/editors are shown in **Appendix #5** – JC Chapter

Leadership Positions. Maintain this Microsoft Excel file and keep updated on chapter website.

- ***At end of term, the chair/coordinator/editor needs to find their replacement otherwise they will remain in that position (can ask officers for help in finding replacement). When find replacement send a list of duties to replacement.
- Maintain Officer Job Duties on chapter website
- Support Vice President in maintaining Frequent Social Activities
 - Summer months – Informal Socials
 - September – Shrimp Feed
 - October – Spouses Meeting
 - November – Hayride
 - December – Christmas Party
 - March – Joint Meeting with Central Chapter
 - May – Joint Meeting BBQ with ASCE
- Send a follow-up “Welcome” email to every new member that joins throughout the year (Marla Day will copy you on the initial, official “Welcome” email sent to new members) These introductory emails should discuss our chapter lunch, social, and volunteer opportunities, and specifically invite the new member to the next chapter lunch and/or social event. Example email text to use:

(New member name),

As Marla already said, welcome to MSPE! Our Jefferson City Chapter has many events throughout the year, ranging from monthly PDH lunch meetings, to social events, to volunteer math tutoring for middle school students, to hosting Mathcounts competitions for area schools, and more!

*Our next monthly PDH lunch meeting will be Tuesday, (MONTH AND DATE) from 12-1 at the American Legion on Tanner Bridge Rd. Lunch is \$8/member, but it's **free** for your first visit! Please RSVP to (NAME), our chapter Vice President at (EMAIL and/or PHONE).*

- Monthly Membership Renewal reports from Marla (you will get an email from Marla every month that shows new members, delinquent members, dropped members, and members up for renewal) and “thank yous” to renewing members – MEMBERSHIP CHAIR PERFORMS THESE DUTIES (**Appendix #3 attached**) but in the busier months chapter officers may help with contacting members.
- Prepare President’s Reports (three to four times annually) in response to an email request from Marla Day (**Appendix #4 attached**). This Report simply recaps chapter activity for the past 3-4 months, with chapter lunch attendance, social events held, ideas for other chapters, successes, failures, etc. Reports from all chapter presidents are included in the written meeting agendas for the State Executive Board.

- Serve as the Emcee for the PE Ceremony at the Capitol in April and October. Marla Day will send you email updates and information prior to the ceremony, along with the “script” you will read from. This involves a Friday afternoon commitment twice a year.
 - Contact newly licensed PE’s and invite to the PE Ceremonies. Marla send this list as it becomes available (usually in July for those invited to the October ceremony, and February for those invited to the April Ceremony)

- Respond to various, small requests throughout the year from Cheri Bishop, Marla Day, Bruce Wylie, or others from the state organization (usually requests by email) to fill out forms, verify the chapter dues amount, verify the names of officers, etc.

Appendix #1

Missouri Society of Professional Engineers
Jefferson City Chapter
June 3, 2010

Agenda

May Board Meeting Minutes

May Treasurer's Report

Upcoming Chapter Meeting

- Speakers: June, Bruce Wylie – legislative recap and officer induction
- Speaker ideas:
 - Emad Faddoul, consulting in Nigeria
 - MoDOT – Bob Brendel, I-70 Truck Only Lanes
 - ABB
- Fulton Meeting update
- Chapter Meeting Location – any luck on finding a different venue
Ideas: Johnny's Butcher Shop, Arris' Café, El Jimador

Update/recap from Gary

- MSPE/ASCE BBQ
- Upcoming Social

Other Business

- Golf Scramble
- Officer Transition
 - Send officer duties to successor
- Chair replacement
 - 1 year term
 - Chair finds replacement or officers
 - Establish duties sheet
- Social Chair
 - Any ideas?
- Joint meetings with other Engineering organizations
- Members without email
- YE Duties – sent Jason email
- Robotics volunteer – Greg
- Annual Convention
 - Anyone attending?
 - "Can Do" Project

Appendix #2

Missouri Society of Professional Engineers Jefferson City Chapter 2011-2012

Chapter Goals – Jason Sommerer, P.E.

1.) Increase Existing Member Involvement in Committees

- Distribute duties to a more broad group of people, thus lightening the load on the chapter officers, and giving other members a more fulfilling membership
 - Fill the existing 2 vacant leadership positions (Project Lead the Way Coordinator, Social Chair)
 - Fill 2 new leadership positions (Website Coordinator, Lake Area Coordinator)
 - Fill 1 additional “Committee Membership” for the following committees: Website, Lake Area, Social Activities, Project Lead the Way/Engineering Outreach
 - Start a Past President’s Committee to gain from their experience to increase membership
 - Julie Stotlemeyer, Ashley Reinkemeyer, Greg Nehring, others?
 - Fill a “PDH Program Assistant” to assist the Vice President in organizing speakers for chapter lunches and evening meetings
- Increase lunch meeting attendance to an average of 30 members per meeting.
 - 2010/2011 average was 24, with 3 meetings at 30 or above
 - Officers bring a guest to at least one Chapter Meeting this year.
- Bring applications to Chapter Meetings.
 - Recognize new attendees at Chapter Meetings and give them an application.
- If an existing member recruits a new member then they get a free lunch.

2.) Actively reach out to all Members

- President will send an introductory email to each new member to let them know when our next Chapter Meeting is and how they can get involved in our Chapter.
- Increase involvement of inactive members
 - Contact them to see how they would like to be involved
 - Ask them to serve on a committee
- Improve communication to all members
 - Increase awareness of monthly newsletter – Are members reading it?
 - Have members write an article?
 - Investigate other communication options, such as Facebook, Twitter, etc. – Start a “Communication/Technology Committee”

3.) Continually seek out new members

- Increase our diversity
 - i. Encourage minorities to attend meetings and to joining
- Increase MoDOT membership
 - i. Add enough MoDOT members for Enterprise Membership
- Challenge all active members to bring a guest (member or non-member) to a chapter event

4.) Deepen Social Connections between Members

- Maintain frequent social events, and add new throughout the year that will encourage meaningful social interaction and may draw new members to the chapter.
 - Soup Social
 - Ice Cream Social
 - Wine Tasting
 - Miniature Golf
 - Member and Non-member meeting (have a member bring a prospective member)
 - Etc.
- Create a draft “Yearly Calendar” of all social/PDH events

5.) Provide Evening PDH Opportunities

- Joint Meetings with other groups
 - i. In addition to existing Joint Chapter Meeting with Central Chapter, and Joint Meeting/BBQ with ASCE, host 1 additional Joint Meeting with another organization or MSPE chapter

6.) Actively support and encourage Chapter Chairs/Coordinators/Directors

- Create a “Chapter Meeting Packet” for the President and officers, of items to be brought to each chapter meeting
- Create a “Job Duty” Document for each position and post on chapter website
 - Newsletter Editor, Chapter Mathcounts Coordinator, Membership Chair, Social Chair, Community Involvement Chair, Chapter Directors

7.) Past President Goals

- Communicating to Members
 - i. Not all members have e-mail, therefore mail out Chapter Newsletters and Announcements to those members.
 - ii. Establish a phone tree for life members.
- Establish a Community Involvement Chair
 - Increase chapter involvement in community activities that provide an opportunity to promote engineering and/or licensure.
 - Plan activities for Engineers Week (February) that will allow our Chapter to be visible in the community and to students interested in engineering careers.
 - Zoom Into Engineering activities
 - Help with Science and Career Fairs.
 - Research other opportunities for our Chapter to be active in the community and to promote engineering.
- Establish a Young Engineers Committee
 - i. Focus on recruiting local engineering students (MU and MST)
 - ii. Nominate members for the Young Engineer award and help with the application process
- Host an Order of the Engineer ceremony
 - i. Give a Scholarship

Appendix #3

Membership Chair Duties for JC Chapter

1. Follow up on monthly Membership Renewal reports from Marla Day.
 - Marla will send out an email with several spreadsheet attachments including: New Members, Delinquent Members, Dropped Members, and Members up for Renewal. These spreadsheets are sorted by chapter.
 - Identify members of the Jeff City chapter on each of the spreadsheets. No action required for New Members, since the President has already sent a “Welcome” email to them (you will be copied on this email).
 - Members up for Renewal: Make a brief phone call to each of these renewing members to “check in” with them, get their feedback, politely ask if they are planning to renew, etc. In November/December, when most members are renewing, ask the chapter officers for help in contacting the individuals.

See Appendix A for MSPE Membership Call document for suggested discussion when calling members.

- Delinquent Members: Use your judgment to decide whether or not to follow up with these members with a call. If you spoke with them the previous month and they were planning to renew, they may just be late with paperwork, and would feel harassed by another call. If they slipped through the radar, and you are unsure of their status, give them a call to let them know we don’t want to lose their membership.
- Dropped Members: Take note perhaps call the member to get feedback on why they dropped. Usually, you know these people are going to drop, because you talked to them at the Renewal point, and they explained their reasoning then (employer no longer paying, moving out of state, etc.). No real follow up needed unless have not previously contacted.
- After you have called all members, develop a summary of your discussions and send them to Brandon Keith (bkeith@aeincmo.com), MSPE Membership “Communication”

Committee Chair by the **20th** of every month! See **Appendix B** for example summary.

2. Send email “Thank-you’s” to renewing members. Periodically (every few months) ask the Treasurer for a copy of any check stubs the chapter received with MSPE’s check for membership dues. This stub lists the renewing chapter members whose dues make up the check. Send a thank-you email to these renewing members. Example email text to use:

*On behalf of the Jefferson City Chapter, I wanted to say a heartfelt “Thank you” to you for renewing your MSPE membership in January. I hope you continue to enjoy and value your membership in MSPE, and I look forward to seeing you soon. **Please** feel free to communicate to me any feedback you have on our chapter.*

Our next PDH lunch meeting will be Tuesday, [DATE]. The meeting will be held from 12pm to 1pm at [LOCATION and ADDRESS]. Please RSVP to Greg Nehring by phone (660-826-8618) or email gnehring@ess-inc.com by Monday, [DATE] at 9 am with your attendance.

APPENDIX #3A MEMBERSHIP CALL

[MSPE Membership Call script to be modified as you see fit.]

Hi, this is *[your name]* with *[your firm]*. I'm a member of MSPE *[insert name]* Chapter.

First of all, I'd like to thank you for your past support of the engineering profession. By being a member of MSPE you have been supporting many fine programs and events that promote the profession and encourage young people to consider it as their chosen career.

Have you participated in any of our local or state events?

[If yes] Which ones? What was the most valuable aspect of your participation?

[If no, list some of the more recent events that you have attended and why.]

Your membership is coming up for renewal fairly soon and I was hoping we can count on your continued participation and support. Will you be renewing?

[If yes] Thanks, that's great. Our next meeting is *[provide info]* I hope to see you there. *[If there is a hesitation, offer to have them attend as your guest. People who have a connection are more active and supportive.]*

[If they will not be renewing, find out why not and provide feedback to the local and state leadership.]

I'm sorry to hear that. Is there anything we can do to change your mind? *[Wait for answer and provide to local and state leadership.]*

Are you aware of the new local membership option for MSPE state and local chapter only? *[Provide information as requested.]*

I do have one last question, if I may? *[Slight pause for emphasis.]* Is there anything, we at MSPE, can be doing to make your membership more meaningful or valuable to you?

[Write down answer and provide to local and state leadership.]

Thank you for your input. It is very valuable to us.

Hope to see you at an upcoming meeting. Good-bye.

APPENDIX #3B
EXAMPLE of MEMBERSHIP CALL LOG SUMMARY

MSPE August Month End
Member Call List Summary

1.) Jerica Holtsclaw – DELINQUENT MEMBER

She is not going to renew her membership because she doesn't have time right now and she didn't really benefit much from it. She has not participated in any of our local or state events. She is aware of our new two-tier membership option and she is aware that MoDOT will pay membership dues for one professional organization. She stated that there isn't anything that we can do, at this time, to make her membership more meaningful or valuable to her.

2.) Katharine Jantz – RENEWING MEMBER

She hasn't decided if she is renewing yet. She has a hard time getting away from the office during the day to attend a lunch meeting. She lives in Columbia and has considered joining their chapter. I gave her Rick Kaufmann's contact information and she is going to look into that. She said that she would be a member of one of the two chapters. She has only been a member of the JC Chapter for one year and has never been to a lunch meeting before. I told her we would appreciate her attending one of our lunch meetings. She was also aware of our new two-tier membership option.

3.) Rosella Schad – RENEWING MEMBER

She has already submitted her renewal paperwork and fee. It may have got lost somewhere so she told me to call her again if she shows up on next month's list as being delinquent. The lunch meetings are hard for her to attend since she only has a 30-minute lunch but she is going to try to attend some of our upcoming evening events.

4.) Ashley Coffman – DROPPED MEMBER

She moved away and will not be rejoining.

Appendix #4

NAME: Ashley Reinkemeyer

CHAPTER: Jefferson City

Chapter Presidents:

Please complete the report and either fax (573) 636-5475, or email (marladay@mspe.org) to Marla Day by **Monday, May 24, 2010**. This information will be included in the agenda for the Board of Directors meeting.

CHAPTER PRESIDENT'S REPORT **Board of Directors Meeting June 14, 2010**

- 1. Do you have any Society or professional engineering topics that have come up at the Chapter level that you would like for the Executive Committee/Board of Directors to consider?**

Not at this time.

- 2. What great activities has your chapter had in the past six months?**

Monthly Chapter Meetings (PDH meetings)

- February 2nd (January meeting was delayed a week), 28 attended
- March 2nd (February meeting was delayed a week), 18 attended
- March 30th, 24 attended
- April 27th, 24 attended

Social Events

- January 28th, Social at El Jimador
Approximately 11 attended (includes spouses)
- April 20th, Summit Lake Winery
9 attended (includes 4 spouses)

Special Events

- February 13th, Local MATHCOUNTS Competition
JC Chapter hosted, 8 schools, approximately 64 students, and 22 volunteers (includes non Chapter members)
- March 23rd, Joint Chapter meeting with Central Chapter
Approximately 30 attended (includes guests), 14 attended from JC Chapter
- April 9th, PE Ceremony
5 JC Chapter members and 2 spouses volunteered

Chapter Board Meetings

-January 14th, February 4th, March 9th

Upcoming Events

-Joint BBQ and Tour with ASCE, May 13th

-Chapter Meeting, May 25th

Membership

3 new members since January (1 renewed and changed affiliation to the JC Chapter)

Miscellaneous

-We nominated a Young Engineer of the Year candidate

-We are working with Eric Lidholm, Central Chapter, to organize a Fundraising Golf Tournament at Eagle Knoll this August

3. What has worked well for you managing the chapter this year?

Having Chairs/Coordinators for several important areas of our Chapter has helped significantly. I believe we are able to get more done and come up with new ideas while increasing our membership at the same time. To date we have established a: Newsletter Editor, MATHCOUNTS Coordinator, Membership Chair, Social Chair, Project Lead the Way Coordinator, and Partners in Education Coordinator. Establishing these chairs has helped with getting more/different people more active with the Chapter than in the past and I think this encourages others to be more active as well. We hope to establish a few more Chairs/Coordinators in the future.

We have also awarded a member as the Chapter Young Engineer of the Year, who will encourage other young engineers in the Chapter to be active and try to get more nominees for the Chapter Young Engineer of the Year next year.

4. What would you do differently to be more effective if you were starting over as Chapter President?

I had established some "Chapter Goals" that I had wished to accomplish as President. I didn't discuss these goals with the Chapter Officers until December of last year and I haven't really followed through with reminding them to achieve these goals either. Therefore, if I could have done something different I would have discussed these goals with the officers earlier and reminded them periodically to achieve them.

I would have also tried to look for more ways to promote our Chapter to increase our membership more than we did.

5. What are some of the frustrating aspects of being Chapter President?

Nothing

Appendix #5

JC Chapter Leadership Positions

MSPE Jefferson City Chapter		July 2011 through June 2012	
Position	Name	Term (yrs)	Expires (yr)
President	Jason Sommerer, P.E.	1	
Vice President	Gary Davis, E.I.	1	
Secretary	Travis Bruemmer, E.I.	1	
Treasurer	Patrick Kremer, E.I.	1	
Past President	Greg Nehring, P.E.	1	
State Director (for JC Chapter)	David Bange, P.E.	3	2012
State Director (for JC Chapter)	Elizabeth Duvall, P.E.	3	2013
Social Chair	vacant	1	
Membership Chair	Ken Stumpf, P.E.	1	
Newsletter Editor	Bill Fanska, P.E.	1	
MATHCOUNTS Co-Coordinator	Gary Davis, E.I.	2	2012
MATHCOUNTS Co-Coordinator	Travis Bruemmer, E.I.	2	2012
Partners in Education Coordinator	Charlie Stiefermann, P.E.	1	
Project Lead the Way Coordinator	vacant	2	2014
Chapter Young Engineer of the Year Chair	Gary Davis, E.I.	1	
Student Chapter (LU) Committee	Chekesah Nelson	1	
Lake Area Committee	vacant	1	
Chapter Website Committee	vacant	1	
Practice Division Rep - Construction	Vaughn Prost, P.E.	1	
Practice Division Rep - Higher Education	vacant	1	
Practice Division Rep - Government	Eric Seaman, P.E.	1	
Practice Division Rep - Government	Drew Henrickson, P.E.	1	
Practice Division Rep - Industry	Bill Luebbert, P.E.	1	
Practice Division Rep - Private Practice	Cliff Jarvis, P.E.	1	