

**Jefferson City Chapter**  
**Missouri Society of Professional Engineers**  
**Board Meeting Minutes**  
MSPE Building

September 6, 2011 – 12:00 pm to 1:00 pm

Board Members Present:

Jason Sommerer, President  
Gary Davis, Vice-President  
Travis Bruemmer, Secretary  
Patrick Kremer, Treasurer  
Liz Duvall, Director  
David Bange, Director

- Approval of previous meeting minutes and Treasurer's Report – *Previous meeting minutes were reviewed and approved. The treasurer's report was still being revised; Patrick may try to revise treasurer's report format to be more indicative of bank statements and less confusing.*
  - Forward to Marla (Travis and Pat) – *Travis will do meeting minutes as pdf. Do not do treasurer's report, only need to put note on website saying "Available upon request".*
  - Forward last month's reports also
  
- Board of Director (June Meeting) Notes
  - Introduce yourself as a "Professional Engineer"
  - Membership Reports – contacting delinquent members
    - *Ken contacts members when their memberships are delinquent.*
    - *No need for blast e-mail for membership renewals.*
  - Young Engineer of the Year Award – increasing participation
    - *Only 3 out of 10 state chapters had a candidate for young engineer.*
    - *Application is overwhelming.*
    - *Suggested "all or none" application process – Start sooner and have a shorter form of application for everyone to fill out. Vote on winner based on short form of application. Winner will need to fill out rest of normal application for state young engineer contention.*
  - 2011-2012 is MSPE's 75<sup>th</sup> Anniversary – How do we celebrate?
    - *Suggested centering a social around the 75<sup>th</sup> anniversary with the history of MSPE as a possible speech topic.*
    - *Reference Britt's words at August Lunch Meeting about importance of membership.*
  
- Chapter Goals for 2011/2012 → See attached Chapter Goals
  - *Membership – Strive to bring new faces to lunch meetings.*
  - *Membership social connections:*
    - *Have regular evening meetings.*
    - *Send on-line/e-mail survey of favorite social events.*
  - *Update and post officers' duties on-line.*
  - *President's Goals – Filling vacant positions:*
    - *Project Lead-The-Way*
    - *Lake Area Committee*

- *Etc.*
- For the Good of the Chapter
  - Upcoming Socials/Events
    - Does Gary have help with the Shrimp Feed?
      - ◇ *Gary to do shrimp/wings. David and Liz can provide everything besides shrimp/wings.*
      - ◇ *Bring a dish and get a few dollars off.*
    - 9-hole/mini golf outing
      - ◇ *\$12/person, less for kids*
    - List of events for the year
      - ◇ *Hayride*
      - ◇ *Spouses' meeting – Hold-off until next spring.*
      - ◇ *Spring: ASCE BBQ and Joint Meeting with Columbia chapter.*
  - Upcoming Chapter Lunch Presentations
    - September 27<sup>th</sup> – Corps of Engineers/Missouri River?
      - ◇ *Yes, topic – Missouri River Usage Study*
    - October 25<sup>th</sup> – Senator Kehoe?
      - ◇ *Yes, topic – possibly leadership*
    - November – tentatively Richard Popp with Central Bank
    - Possible meeting speech topics:
      - ◇ *Most are technical, but some can be professional, general engineering, ethics, etc.*
      - ◇ *HR topic – Job trends – Modern engineers switching jobs or staying with one job? How does it differ from historical trends?*
- Next Board Meeting – October 4<sup>th</sup>
- From Last Board Meeting
  - Descriptions of Officer Duties
    - Update as the year progresses
    - Post current on the chapter website?
  - Possibilities for additional Joint Meetings?
    - Architects (AIA) – Greg sent email 7/6/11
    - Society of Women Engineers (SWE) – Liz will look into
    - Transportation (CMITE)
    - Engineers Without Borders (EWB)
    - ASCE (additional to BBQ)? – 7/26/11 email from Adam Spector
      - ◇ *Have not heard much from ASCE.*
      - ◇ *ASCE wanted to know how much it costs. We want to strive for more member commitment, involvement, and networking rather than just financial support.*
  - Partners in Education/Tutoring at IC
    - Charlie working on details for this year
- Meeting adjourned.

# 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 join
- 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