

MEETING MINUTES

MSPE-PEPP EXECUTIVE COMMITTEE MEETING

December 7, 2007

**MEETING HELD at
MSPE Headquarters Building
Jefferson City, Missouri**

Officers Present:

| OFFICERS | OFFICER RESPONSIBILITIES | Present (X) |
|----------------------|---|-------------|
| Gary Strack, P.E. | Chairman | X |
| Cliff Jarvis, P.E. | Chairman Elect | X |
| Charlie Powell, P.E. | First Vice Chairman | X |
| Breck Washam, P.E.* | Second Vice Chairman | X |
| Kevin Sprenkle, P.E. | Third Vice Chairman | X |
| David Howe, P.E. | Secretary/Treasurer | X |
| Marc Eshelman, P.E. | Immediate Past Chairman | X |
| Bruce Wylie | MSPE Executive Director, MSPE-PEPP Treasurer | X |

* Breck has new contact information refer to last page for specifics.

Other Participants:

| NAME | CHAPTER |
|--------------|---------|
| None Present | |

Agenda - An agenda for the meeting was provided. Bruce Wylie asked that an Executive Director report be added to the agenda following the Budget report.

1. Call to Order

The quarterly meeting was called to order by Chairman Strack at 12:20 pm.
The following minutes were recorded:

2. Approval of Minutes

Copies of the minutes for the September 21, 2007 meeting prepared by Kevin Sprenkle were distributed at meeting. Chairman Strack asked for a motion to approve the minutes of the September 21, 2007 meeting.

Motion: Cliff Jarvis moved to approve the minutes as distributed, seconded by Charlie Powell.

Action: Minutes approved unanimously.

3. Treasurer's Report

Bruce Wylie reported on the financial activity from July through October 2007.

| | |
|----------------|-------------------|
| Total Income: | \$ 120.00 |
| Total Expense: | <u>\$2,934.26</u> |
| Net Income: | -\$2,814.26 |

A summary of the Profit & Loss Details is included as an attachment to these minutes.

4. Budget

Chairman Strack pointed out that we are currently working under a deficit budget for 2007/2008. Subsequent to the meeting, Cliff Jarvis provided a file of the current budget. A copy is included as an attachment to these minutes.

A discussion was held concerning when the budget should be first presented for discussion. With quarterly meetings the year can be well underway before the budget is finalized and approved. A recommendation was made to introduce a "draft" budget for the next year at the June meeting.

5. Executive Director Report

Bruce Wylie provided the following updates:

Membership Renewals - Membership invoicing is going well. The first large group of invoices has been sent and renewals are coming in. MSPE should see more revenue this year as a result of MSPE managing the invoicing. There is still an issue with enterprise membership – particularly if a company participating in enterprise membership has offices in multiple states. Several suggestions were made regarding invoicing.

- Enterprise members don't have the opportunity to contribute to optional MSPE items. Consider contacting members that renew under the enterprise program asking if they would like to contribute to the optional MSPE items. An article recently appeared in the Missouri Engineer regarding optional contributions.
- Consider sending a letter to members asking if they would prefer to have their dues renewal date shifted to a different calendar quarter. Many organizations have their renewal dates at the end of the calendar year. When all renewals come due at the same time it may be a deterrent to renew. Spaced throughout the year may provide more incentive to renew.

QBS - Bruce Wylie distributed two documents – QBS - The 3-Step Process and Qualifications-Based Selection Process. These documents have been used in several recent presentations regarding QBS. The documents provide a clear flow diagram of the QBS process as well as provide the language of the Missouri law (RSMo Section 8.285 to 8.291) with recent changes highlighted. Bruce mentioned that he has made presentations to 6 or 7 municipalities regarding the recent changes in the law. He noted that he needed help and support to be able to get the word out to more municipalities.

AIA/CEC/MSPE Task Force/PEPP Initiative – At the September PEPP meeting there was discussion of using PEPP budget to support the mailing of flyers and letters related to QBS and the changes in the Missouri law. It was noted then that the law applies to architects, engineers and land surveyors; therefore, it should be a coordinated effort with AIA and other organizations. A suggestion was made that information or a flyer could be included with each PE license renewal as another way to distribute information.

City of Grandview Procurement - Bruce Wylie noted that Grandview has changed their procurement process as a result of MSPE efforts. Their attorneys agreed that they were not in compliance with the law. A discussion followed regarding the practices of several other cities.

AE Task Force – The AE Task Force continues to meet. There may be new legislation introduced regarding the make up of the licensing board. The licensing board is participating in discussions. One option considers adding a 4th PE member, rotation of leadership and redefining of governance. Regardless of the changes, the Governor will want to retain the practice of appointing the chair person.

6. Legislative Report

Current Legislative Issues of Interest - Bruce Wylie noted that there aren't many legislative issues since this is a major election year. There are no current issues related to transportation. There will be a continued focus on QBS and activities of the AE Task Force.

Civil Penalties - Civil penalties were a topic presented at the recent PDH Days program. The rules are in place and are ready to roll.

Standard Specifications - AGC announced their intension of producing a new set of standard specifications. These would be developed by the AGC and would not be consensus based as opposed to the EJCDC documents which are consensus based. (MSPE keeps a copy of the EJCDC documents on file in Jefferson City and are available for reference when in the office).

Recent Court Actions - A discussion was held regarding the recent law suits and activities surrounding the St. Louis Metro-Link project. This has been a multi-year process with Metro suing the JV team responsible for design and construction for delays and budget over-runs. The JV counter-sued the Metro agency. The jury findings were in favor of the JV. The Executive Director of the Metro was fired. Neither ACEC nor MSPE are involved at the trial court level.

Legislative Awards - Senator Gary Nodler (R-Joplin) and Representative Jay Wasson (R-Nixa) were presented 2007 Legislative Awards from MSPE for their work on passing legislation that safeguards the public from the unlicensed or wrongful practice of architecture, professional engineering, land surveying or landscape architecture. An article related to the presentation of these awards appears in the October/November 2007 issue of the Missouri Engineer.

7. PEPP Annual Schedule

The PEPP master calendar was distributed for discussion purposes. A copy is included as an attachment to these minutes.

General comments:

- October was the month to start the process for selection of nominees for the Distinguished Service Award and the Professional Development Award. Several potential candidate names were identified at the September PEPP meeting. Selection of the candidates will be made at the March meeting. A recommendation was made to begin the search for candidates at the June PEPP meeting.
- A recommendation was made at the September PEPP meeting to provide a \$100 contribution to the Put the Brakes on Fatalities program – this apparently didn't get relayed to Bruce Wylie for action. Put the Brakes on Fatalities occurred in October.
- Chairman Strack and Breck Washam attended the PEPP QBS award presentation to the City of Rolla in October. An article related to the presentation of the award appears in the October/November 2007 issue of the Missouri Engineer.
- Nominations for NSPE Fellow were due December 1. No nominations were made from PEPP.
- The next quarterly PEPP meeting was set for March 7, 2008.

8. PEPP Initiative

This was previously discussed as part of the Executive Director's report. If the AIA/CEC/MSPE Task Force comes about, Breck Washam will step in and participate.

9. PEPP Awards

This was previously discussed as part of the PEPP Annual Schedule discussions.

Other Business

1 New Business

No new business.

2 Old Business

No old business.

3 Open Discussion

Charlie Powell noted that the 2009 MSPE Annual Convention will be held in Branson, MO. The Executive Board is considering changing to a Monday through Wednesday schedule. The rates are more favorable and there are more options for venues. The convention hotels being considered have indicated that they would extend the convention rates to

families that wish to extend their stay beyond the convention.

4 Next Meeting

The next PEPP meeting will be March 7, 2008.

5 Adjourn

With no further business, the meeting was adjourned at 1:53 pm.

Respectfully submitted,

David C. Howe, P.E., Secretary

New contact details for Breck Washham as of December 2007.

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Burns & McDonnell
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Attachment 1 – Profit & Loss Detail

11:51 AM
 12/07/07
 Accrual Basis

MSPE
Profit & Loss Detail
 July through October 2007

| Type | Date | Name | Memo | Amount | Balance |
|-------------------------------------|-----------|----------------|------------------------|-------------------------|-------------------------|
| Income | | | | | |
| 30600 - DUES - P.E.P.P. DIV. | | | | | |
| General Journal | 8/29/2007 | PRACTICE DI... | | 80.00 | 80.00 |
| General Journal | 9/28/2007 | PRACTICE DI... | | 40.00 | 120.00 |
| Total 30600 - DUES - P.E.P.P. DIV. | | | | <u>120.00</u> | <u>120.00</u> |
| Total Income | | | | 120.00 | 120.00 |
| Expense | | | | | |
| 51000 - P.E.P.P. DIV. EXP. | | | | | |
| Check | 8/10/2007 | CLIFF JARVIS | NSPE MEETING, DEN... | 1,200.00 | 1,200.00 |
| Check | 8/24/2007 | CHARLES PO... | NSPE Denver Meeting | 1,200.00 | 2,400.00 |
| Check | 10/2/2007 | CITY OF ROL... | OBS AWARD CONTRI... | 500.00 | 2,900.00 |
| Check | 10/2/2007 | GARY STRACK | PEPP Meeting Expens... | 34.26 | 2,934.26 |
| Total 51000 - P.E.P.P. DIV. EXP. | | | | <u>2,934.26</u> | <u>2,934.26</u> |
| Total Expense | | | | <u>2,934.26</u> | <u>2,934.26</u> |
| Net Income | | | | <u>-2,814.26</u> | <u>-2,814.26</u> |

Attachment 2 – Budget

Missouri Society of Professional Engineers

| Item | 2007/2008 Budget | 2007/2008 Actual | 2008/2009 Budget | 2008/2009 Projected |
|--|------------------|------------------|------------------|---------------------|
| REVENUE | | | | |
| Dues | \$3,000.00 | \$3,000.00 | \$3,000.00 | \$3,000.00 |
| Miscellaneous | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Revenue | \$3,000.00 | \$3,000.00 | \$3,000.00 | \$3,000.00 |
| EXPENSES | | | | |
| NSPE Annual Convention (Chair) | \$1,200.00 | \$1,200.00 | \$1,000.00 | \$1,000.00 |
| NSPE Annual Convention (Chair-elect) | \$1,200.00 | \$1,200.00 | \$1,000.00 | \$1,000.00 |
| NSPE North Central Meeting (Chair) | \$0.00 | \$0.00 | NA | NA |
| NSPE North Central Meeting (Chair-Elect) | \$0.00 | \$0.00 | NA | NA |
| PEPP Exec. Cmte. Expenses | \$200.00 | \$200.00 | \$200.00 | \$200.00 |
| QBS Program Support | \$500.00 | \$500.00 | \$500.00 | \$500.00 |
| Awards | \$250.00 | \$250.00 | \$250.00 | \$250.00 |
| MSPE Annual Meeting Contribution | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 |
| Donations | \$100.00 | \$100.00 | \$100.00 | \$100.00 |
| MSPE-Membership Campaign Contribution | \$500.00 | \$500.00 | \$500.00 | \$500.00 |
| PEPP Initiative | \$500.00 | \$500.00 | \$250.00 | \$250.00 |
| Miscellaneous - PEPP PENS & NSPE CONTRI. | \$250.00 | \$250.00 | \$250.00 | \$250.00 |
| Total Expenses | \$5,700.00 | \$5,700.00 | \$5,050.00 | \$5,050.00 |
| Surplus/(Deficit) | (\$2,700.00) | (\$2,700.00) | (\$2,050.00) | (\$2,050.00) |
| Est. Min. Deficit To Avoid 7-01-08 Sweep | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

Attachment 3 – PEPP Schedule

MSPE State PEPP Board Annual Schedule

Chair (C): Schedule/Conduct Meetings Chair Elect (CE): Draft Budget / Legislative Coord.
 First-Vice Chair (FVC): Membership Coordinator Second-Vice Chair (SVC): PEPP Initiatives Coordinator
 Third Vice Chair (TVC): Awards Coordinator Secretary/Treasurer(ST): Meeting Minutes
 Immediate Past Chair (IPC): Advice / Recruit new member

SCHEDULE

JULY

- C & CE: Attend NSPE Annual meeting
- C: Attend Leadership Development

AUGUST

- C: Submit PEPP Board Officer List to MSPE
- C: Schedule PEPP Board Quarterly Meetings (2007 – 2008)
 - September 21
 - December 7 (~~Conference Call 1 to 3pm~~) unless weather issue
 - March 21
 - June 20 in St. Louis, 7:30 am

SEPTEMBER

- All: Quarterly Meeting
 - Identify Budget ideas
 - Identify recommendations for Fellows nominations Bill Clarke, Brad Parrish, Mike Meyers
 - Suggest award nominees DSA - Mike Meyers, Vernon Lawson QBS - City of St. Louis

OCTOBER

- TVC: Starts developing award nominations
 - Put the Brakes on Fatalities in October (10/10/07) #100 from Donations Independence St. Joseph
 - Distinguished Service Award (Kevin Skubski, 2006) Riggs Zorb
 - Professional Development Award (Bartlett & West in 2006) Terracon
 - QBS (Rolla, 2006)

NOVEMBER

- Submit NSPE fellows nominations December 1

DECEMBER

- All: Quarterly Meeting
 - Budget Requests for "Miscellaneous" – Budget Due in March
 - Fall PDH Opportunity December 4, 5 @ Capitol Plaza
- TVC: Awards Update and assist Cherie in submitting prior year award winners for NSPE PEPP Award and NSPE Distinguished Service Award (application due at NSPE 1/31)
- C: Complete and submit State PEPP report to MSPE for January Board Meeting

JANUARY

- CE: Develop and submit PEPP Board budget to MSPE State Board – Due March 1 to MSPE State Board

FEBRUARY

- TVC: NSPE PEPP Professional Development Award, PEPP Award (reflects career accomplishments) and PEPP Merit Award (reflects service to PEPP) due at NSPE 3/1

MARCH

- All: Quarterly Meeting
 - Select QBS Award winner, Professional Development Award & Distinguished Service Award; Engineers Day at Capitol (ACEC/MSPE) – March in 2007
- SVC: Plan Budget for PEPP Initiative
- TVC: Distinguished Service Award, PEPP QBS Award due at MSPE 4/1; PEPP QBS Award due at NSPE 4/12

APRIL

- C: Send last year's State PEPP report for NSPE to CE
- TVC: PEPP QBS Award due at NSPE 4/12 (Forward from previous year)

MAY

- IPC: Recruit new Board member
- C: Complete and submit State PEPP report to MSPE
- CE: Complete and submit State PEPP report to NSPE

JUNE

- All: Quarterly Meeting at MSPE convention June 19 – 21 at Sheraton Hotel in St. Louis

Westport