

MEETING MINUTES

MSPE-PEPP EXECUTIVE COMMITTEE MEETING

June 20, 2008

MEETING HELD at
71st MSPE Annual Convention
Sheraton Westport Plaza Tower Hotel
St. Louis, 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

Other Participants:

NAME	AFFILIATION/CHAPTER
Gary Finley, P.E.	Guest/Ozark Chapter
Ben Ross, P.E.	Past PEPP Chair, Current MSPE President Elect /Central Chapter
Fred Palmerton, P.E.	Past PEPP Chair/Ozark Chapter
Kevin Skibiski, P.E.	NSPE PEPP Chair/Ozark Chapter
Kurt Higgins, P.E.	Past PEPP Chair, Current MSPE Vice President /Southwest Chapter
David Stokes, P.E.	Guest/St. Louis Chapter

Agenda - An agenda for the meeting was distributed to those present. A copy of the agenda is included as an attachment to these minutes.

1. Call to Order

The quarterly meeting was called to order by Chairman Strack at 7:30 a.m.

The following minutes were recorded:

2. Approval of Minutes

Copies of the minutes for the March 7, 2008 meeting prepared by David Howe were distributed to those present at the meeting. Chairman Strack asked for a motion to approve the minutes.

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

Action: Minutes were approved.

3. Treasurer's Report

Bruce Wylie reported on the financial activity of PEPP from July 1, 2007 through June 20, 2008. While the organization was very healthy, it was unlikely that we would reach the budgeted revenue by year end. Copies of the report were not available for attachment to the minutes.

4. Budget

Cliff Jarvis passed out a draft budget for 2008/2009. The budget is reflective of the 2007/2008 budget; however, several line items have been reduced. While the revenue/dues line is the same as last year, \$3,000, it is probable that this should be reduced to \$2,500 in anticipation of the membership renewal trends and the actual performance of 2007/2008. A copy of the draft budget is included as an attachment to these minutes.

One item that was pointed out was the fact that the NSPE Annual Meeting will be held in St. Louis in 2009. Bill Clark will be elected as the NSPE PEPP Chair. PEPP will probably need to provide some sort of support of financial support for that function.

5. Legislative Report

Bruce Wylie provided a recap of recent legislative actions and activities as follows:

Kevin Skibiski, P.E. has been appointed to the Missouri Registration Board filling the position that had been held for several terms by Cherie Leigh, P.E. Bruce reminded the PEPP Board and those present of the importance of having excellent registration board members like Cherie and Kevin.

It was noted that in a recent Missouri Supreme Court case, the Court ruled (7-0) to overturn the ruling of the Missouri Registration Board. Kevin was able to provide details of the ruling and its implications.

Bruce pointed out that legislators are all out raising money at the moment. Bruce discussed the importance of the MSPE Legislative Awards program, recognizing legislators that support engineering issues. He further emphasized the need for PEPP and all MSPE members to be active and to keep our legislators informed.

One legislative item that Bruce noted was a recent rule change on “standard of care.” This is an issue that needs to be watched as it can have an impact on our members.

6. PEPP Annual Schedule

The PEPP master calendar was discussed. The primary activities for June, July and August relate to presenting the PEPP Awards at the Annual Banquet, attending the NSPE Annual Convention and submitting a PEPP Board Officers’ list to MSPE. A copy of the schedule is included as an attachment to these minutes.

7. PEPP Initiative

A discussion was held regarding the PEPP Initiative and its efforts to provide information and education associated with the QBS process. ACEC/MO has been developing a mail campaign to disseminate information. The PEPP Initiative has been working with ACEC/MO to help with the postage associated with the mail campaign. There was a discussion of the proposed budget amount associated with this effort. The proposed 2008/2009 budget shows a reduction from \$500 to \$250.

Motion: Breck made a motion that PEPP should continue with the budget line item for the PEPP Initiative and if possible try to continue at the 2007/2008 level, seconded by Charlie Powell.

Action: Motion passed.

It was noted that QBS selection is now law in Missouri. It will be important to move from a defensive position to an offensive position. However, in the meantime, if any PEPP member does find an RFP that is not in compliance with QBS procedures, they should continue to send those RFP’s to Bruce Wylie.

Several examples of recent press coverage were noted and shared with the Board. They included an ad placed in magazines by ACEC related to QBS and an article in the May 9-15, 2008, St. Louis Business Journal, page 36, where Breck Washam was quoted. A copy of the Journal article is attached to these minutes.

8. PEPP Awards

Kevin Sprenkle reported on the PEPP awards that would be presented at the Annual Banquet. The following individuals and entities will be recognized:

Distinguished Service Award (DSA) - Vernon R. Lawson, P.E., Allgeier, Martin and Associates, Joplin, Missouri

Professional Development Award (PDA) – Smith & Company Engineers, Poplar Bluff, Missouri

Qualifications-Based Selection Award (QBS) – City of St. Joseph, Missouri

Other Business

1. Open Discussion

The following items were discussed:

Structural Engineering Certification

The Structural Engineers Association of Kansas and Missouri (SEAKM) have been trying to develop a grass roots effort to introduce a specific Structural Engineering certification in Missouri. A discussion was held regarding the potential implications of this idea. There was a consensus among the PEPP Board and those present that this sort of certification was not required at the present time and that SEAKM had not presented a convincing argument in its defense. It was recommended that PEPP should advise MSPE that PEPP strongly opposed this action by SEAKM.

Motion: Charlie Powell made a motion that PEPP oppose the introduction of a Structural Engineering certification program in the State of Missouri, seconded by Kevin Sprengle.

Action: The motion passed unanimously.

PEPP National

Fred Palmerton and Kevin Skibiski reported on activities of PEPP at the National level. The consensus was that things were going well and the PEPP “was doing a good job.”

It was noted that Karen Stelling was the new North Central PEPP Representative.

It was noted, and previously mentioned, that Bill Clark will be elected NSPE PEPP Chair at the NSPE Annual Meeting to be held in St. Louis in 2009.

QBS Support

A discussion was held related to QBS. It was suggested that PEPP prepare a letter to be sent to Missouri engineering firms advising them of actions and activities of MSPE/PEPP related to the support and promotion of QBS. It was further suggested that while it can be developed by PEPP at the State level there should be the ability to add an endorsement or signature from the local Chapters. Gary Strack volunteered to draft a letter for review.

Recognition of Service for Marc Eshelman

Gary Strack presented Marc with a certificate of appreciation for his service on the PEPP Board. Marc received a round of applause.

Advancement of Officers

Cliff Jarvis made a motion that the officers of PEPP advance to their next level. The motion passed.

2. Next Meeting

The next quarterly meeting of the PEPP Executive Board will be held in the MSPE Headquarters in Jefferson City in September. A notice of the meeting and date will be distributed by e mail.

3. Adjourn

With no further business, the meeting was adjourned.

Respectfully submitted,

David C. Howe, P.E., Secretary

Attachment 1 – Agenda

AGENDA

Executive Board Meeting
Professional Engineers in Private Practice
Missouri Society of Professional Engineers

June 20, 2008
MSPE Annual Convention – St. Louis, Missouri

1. Call to Order (Gary)
2. Minutes of Last Meeting
3. Treasurer's Report (Bruce)
4. Budget (Gary / Cliff)
5. Legislative Report (Bruce)
6. PEPP Annual Schedule (Gary)
7. PEPP Initiative (Breck)
8. PEPP Awards(Kevin)

Other Business

1. Open Discussion
 - a) Structural Engineer Certification
 - b) MSPE Bylaws Update
2. Next Meeting – September 26, Jefferson City
3. Adjourn

Attachment 2 – Draft 2008/2009 Budget

2008/2009 BUDGET
Professional Engineers in Private Practice (PEPP)
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 Master Schedule

MSPE State PEPP Board Annual Schedule

Chair (C): Schedule/Conduct Meetings Chair Elect (CE): Draft Budget / Legislative Coordinator
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)
 - March 21
 - June 20 in St. Louis, 7:30 am

SEPTEMBER

- All: Quarterly Meeting
 - Identify Budget ideas
 - Identify recommendations for Fellows nominations
 - Suggest award nominees

OCTOBER

- Put the Brakes on Fatalities in October (10/10/07) (?)
- TVC: Starts developing award nominations
 - Distinguished Service Award (Kevin Skibiski, 2005)
 - Professional Development Award (Bartlett & West in 2006)
 - 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

Attachment 4 – St. Louis Business Journal Article, May 9-15, 2008

St. Louis Business Journal - May 12, 2008

<http://stlouis.bizjournals.com/stlouis/stories/2008/05/12/smallb2.html>

ST. LOUIS BUSINESS JOURNAL

Friday, May 9, 2008

Specialization, not fees, key to engineering firm choice

St. Louis Business Journal - by [Julia M. Johnson](#)

A good engineering firm should help you work out the nuts and bolts of your construction project from start to finish, whether you're putting up a new building or renovating an existing one.

There are many firms that provide engineering services, but the key is to look for one with industry specialization that fits your niche. Today more than ever, buildings such as laboratory, medical and data facilities require specialized wiring, heating and cooling and air quality systems. So look for a company that embraces technology and has a broad range of experience, but also zeroes in on your particular industry, said Promod Kumar, director of mechanical, electrical, plumbing and fire protection engineering for downtown St. Louis-based **KAI Design & Build**.

According to Kumar, your firm selection process should begin with a broad request for qualifications (RFQ) sent to engineering companies. The RFQ should produce responses from several companies interested in your project and can demonstrate the ability to handle its size and scope. Then, you can issue a request for proposals (RFP) to the respondents who have notable experience in your industry, Kumar said. From there, a list of standout firms should emerge, including those with the best references, most relevant past projects and appropriate availability.

"First you need to see the quality of the projects it has produced and evaluate responses from the references provided. The best reference for an engineering firm is when you can see that it has repeat clients," Kumar said.

Breck Washam, vice president and general manager for the St. Louis office of **Burns & McDonnell**, said private-sector clients can take a page from the government's book when considering firms' proposals.

"Projects with federal funding have to go through a Qualifications-Based Selection (QBS) process," Washam said. "In QBS, you look at the qualifications of all firms submitting proposals, then pick the most qualified firm, then negotiate the fee with them." Private-sector clients can implement this same philosophy of putting quality concerns first, he said.

One telling question to ask is whether an engineering firm has done considerable work for government entities, according to Kumar. Government projects are often bureaucratically



BRIAN CASSIDY

Promod Kumar said it may be a good sign if government offices repeatedly turn to a specific engineering firm.

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complex and challenging, and they are also highly scrutinized when funded by taxpayer dollars. If government offices repeatedly turn to a specific engineering firm for services, that may be a good sign the company performs well under pressure.

Washam said it can be advantageous to look for a company that offers advanced services beyond traditional mechanical or electrical engineering work. "Some firms can provide structural and cyber-security services," he said. "Others can provide advice on environmental sustainability and LEED issues as well as electronic blueprint and design document management."

Don't forget to ask a potential provider about service availability after your building project is complete. "Mechanical systems will be running for years," Kumar said. "Look for a company that wants to stay involved after the project is done."

Some engineering companies even monitor how well a building's mechanical and electrical systems are performing once they're installed.

Lastly, search for an engineering firm that thinks outside its comfort zone and enjoys a challenge. "You want an engineering firm that has depth of experience, but that also is willing to be innovative," Kumar said.

Julia M. Johnson is a St. Louis freelance writer.

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