

**NHSPE BOD Meeting Minutes**  
**Thursday, May 18, 2006**

**Meeting Attendees**

Bob Couture, PE *	Joe Ducharme, PE	Bruce Smith, PE
Matt Purcell, PE	Dan Hudson, PE *	
Roch Larochelle, PE *	John DiGenova, PE *	
Paul Schmidt, PE*	Veronica Thibodeau, PE	
Larry Dwyer, PE *	Matt Low, PE *	

\* Voting Board Members

Roch Larochelle called the meeting to order at 6:10 PM. A summary of the items discussed is presented below.

**OLD BUSINESS**

Review and vote to accept minutes from April 2006 BOD Meeting. Roch Larochelle motioned to accept the meeting minutes as modified by comments. Larry Dwyer seconded the motion and the meeting minutes were approved by the group.

**NEW BUSINESS**

**1. Treasurer's Report**

- $\frac{3}{4}$  Larry Dwyer presented the Profit/Loss Detail for the Period July 1, 2005 to May 17, 2006 for review.
- $\frac{3}{4}$  Membership Dues – Roch Larochelle handed out a print out of the latest NHSPE membership rate structure. The following membership rates were discussed:

	Existing Membership Rates	Proposed Membership Rates
Licensed Member	\$45/year	\$45/year
Recent Graduate Licensed Member	\$45/year	\$22/year
Retired	\$22.50/year	\$22/year
Member	\$35/year	\$45/year
Recent Graduate	\$35/year	\$22/year
Student	\$5/year	\$5/year
Life Member	\$0/year	\$0/year

Paul Schmidt motions to accept these proposed membership rates. John DiGenova seconds. After discussion, the motion is accepted by the group.

**2. Society Governance**

- $\frac{3}{4}$  Update to By-Laws/Constitution – Joe Ducharme and Bob Couture state that the board members have been given the opportunity to review and comment on the revisions to the By-laws and Constitution of NHSPE. Joe Ducharme requests that the board adopt the new documents as modified and present the documents to the membership for a vote. Dan Hudson motions to accept the documents as modified. Matt Low seconds and the group approves.

Joe Ducharme indicates that 15% of the membership must vote (34 votes) to adopt by member vote. A hard copy ballot will be mailed with return postage included. Old and new documents will be posted on the NHSPE website.

- $\frac{3}{4}$  Committee Chair Update (Membership) – Dan Hudson presents a summary of NHSPE membership (Attachment No. 1). Matt Purcell indicates that he has historic data concerning NHSPE membership. Matt will send Dan this information for assimilation.

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**3. Professional Development and Continuing Education**

- ¾ Annual Meeting Planning (Kathryn Gray)- June 29 – Roch Larochelle reports that a meeting room has been secured at Fratello's in Manchester, NH for June 29, 2006. Larry Dwyer reports that the deposit has been sent. Matt Purcell to send Roch Larochelle last years meeting notice.

**4. Public Image and Student Outreach**

- ¾ MATHCOUNTS/FUNDRAISING INITIATIVES – Roch Larochelle reports that a group got together to discuss fund raising initiatives for MATHCOUNTS. The meeting minutes are presented on Attachment No. 2.
- ¾ UNH Coordination Initiative – Bruce Smith reports that successful meetings were held with Dean Klewicki and Dean Henry. A summary of the meetings is presented on Attachment No. 3.
- ¾ Observer – Dan Hudson reports that the next Observer will be issued in the late summer 2006.

**5. Government Affairs**

- ¾ LA Initiatives Final Report – Paul Schmidt reports that the LA bill passed both the House of Representatives and the State Senate.

**6. State Society Collaboration**

- ¾ Not discussed at this meeting

**7. Membership**

- ¾ National Funding Support – Roch Larochelle reports that he corresponded with Felisha of NSPE and mailings that qualify (to increase membership) may be reimbursed by NSPE. It was decided to attempt to get reimbursed by NSPE for the shortfall for the new PE Dinner since this promotes new membership.
- ¾ Pins/pens/state letterhead - Roch Larochelle reports that he has received additional copies of the PE magazine for distribution. He also received 30 free copies of *Engineer Your Way to Success* for distribution.

**8. National/Regional & Other Issues**

- ¾ Upcoming Summer Meeting (Boston June 2006) – Roch Larochelle, Paul Schmidt, Dan Hudson, and Matt Purcell will attend.
- ¾ Regional Nominations (Regional Managing Director/Secretary) – Matt Purcell recommends casting a ballot for Bernie Berson for President. Matt presents some of the attributes that make Bernie a good candidate – focus on communication, more college student involvement. Paul Schmidt motions that NHSPE cast a vote for Bernie Berson, Matt Low seconds, discussion, and the motion is approved by the group.

Paul Schmidt motions to cast a vote for Jack Nailer for NE Regional Director and Tim McGraw for NE Regional Secretary, Dan Hudson seconds, discussion, and the motion is approved by the group.

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Roch Larochelle motions to adjourn, Matt Low seconds and the group approves. The meeting is adjourned at 8:20.

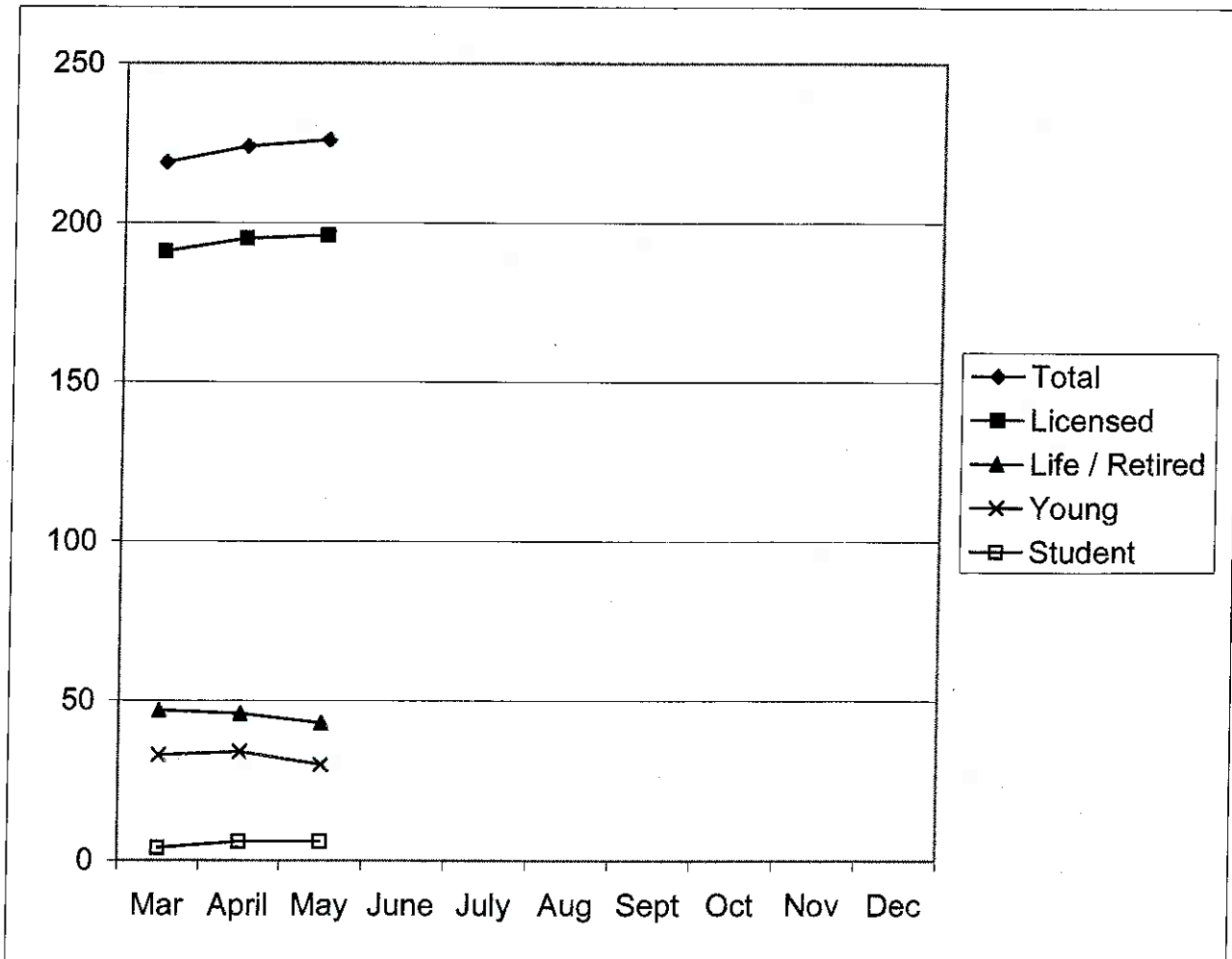
Respectfully submitted,  
John DiGenova, PE

# ATTACHMENT NO. 1

(3)  
5/18/06

## NHSPE MEMBERSHIP:

2006	Export Date	Total Members	Licensed Members	Life / Retired Members	Young Members	Student Members
Jan						
Feb						
Mar	3/29/2006	219	191	47	33	4
April	4/17/2006	224	195	46	34	6
May	5/18/2006	226	196	43	30	6
June						
July						
Aug						
Sept						
Oct						
Nov						
Dec						



# ATTACHMENT NO. 2

**DiGenova, John**

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**From:** Roch Larochelle [RochL@cldengineers.com]  
**Sent:** 12 May 2006 11:12 AM  
**To:** Bruce D. Smith; Dan Hudson; edarrow@adelphia.net; Frank Tilton; DiGenova, John; Joe Ducharme; LDwyer@jgieastern.com; Matthew Low; Matthew R. Purcell; matthew.r.purcell@valley.net; Paul Schmidt; Phil Decker; Robert L. Couture (E-mail); vthibodeau@hltturner.com  
**Cc:** Baskerville, Robert; Comstock, Gregg  
**Subject:** Mathcounts Fundraising Initiatives-Meeting notes  
**Attachments:** New Hampshire 2006.xls; nhspe.pdf

Last night a meeting was held at the Turner Group office in Concord to discuss the overall MATHCOUNTS program including current fundraising concerns relative to the annual budget and continual shortfalls in contributions. All Regional Coordinators and NHSPE Board Members were invited to attend. The following individuals were present:

Larry Dwyer, Treasurer  
 Paul Schmidt, Past President  
 Matt Purcell, National Delegate  
 Joe Ducharme, Past President  
 Robert Couture, State Director  
 Phil Decker, State Director (incoming)  
 Ben Pratt, MATHCOUNTS coordinator

The following items were discussed and should be noted:

## 1. Participation/General Information

- Typical participation includes about 56 schools statewide, broken up into 6 separate regions. Each of the regions has a Regional Coordinator and co-coordinators that organize the local events, purchase trophies, etc and schedule event specifics/logistics. The current list of Regional Coordinators and Co-Coordiators is attached to this note for reference.
- Registration is \$20 per student, which is sent to MATHCOUNTS National. Half of this registration fee is later sent back to the States in a lump sum disbursement, typically in May of each year. National Mathcounts uses these funds in part to send out annual handbooks to the schools in September of every year which essentially begins the MATHCOUNTS year.
- Donations that are given to NSPE National upon signing individual NHSPE membership applications go directly to NSPE National and none of this is filtered back to the States. NHSPE National typically provides about a \$50k donation every year to MATHCOUNTS national which is where the donations go.

## 2. Annual Schedule

- September: School handbooks are sent out by MATHCOUNTS National (directly to schools in every state)
- December: Registrations are complete (registrations typically go up to the event however)
- February: Regional Contests are held (Regional costs include meals and trophies)
- March: State Contests are held (State costs include meals, trophies, pins and other incidentals)
- May: National Competitions are held (This is school/student self-funded event)

## 3. Budget and Costs

- Any donations that are collected are filtered through NHSPE's MATHCOUNTS account. Any bills for the Regional or State contests are forwarded to NHSPE Board for payment through Ben Pratt.
- There are typically no costs for location use at the schools however Ben reports that meals typically

run about \$7.50 per person on average. These costs may go up in the future. Some consideration should be given to asking MATHCOUNTS if it is their intention to increase the \$20 registration fee in the future to help cover rising costs.

- NHSPE's budget was set last year at \$8,000 based on previous years records. This assumed an approximate \$6,500 in revenue/donations.
- A copy of the budget and this year's P&L statement has been attached showing actual costs to date (as of April 2006). In general, costs can be broken down into "Refreshments/Meals" and "Trophies" having costs of \$4,400 and \$2,600 respectively for a total of about \$7,000 so far while current revenue is shown at about \$5,000 (including \$1,800 kickback from National MATHCOUNTS), resulting in a \$1,500 shortfall in revenue and about \$2,000 overall.
- Ben indicated that he and Lee Carol typically also fund about \$2,000 out of their own pockets which should also be considered here to show "real-costs" for budgeting purposes. Considering this the actual revenue shortfall is about \$4,000 annually which would typically be picked up by NHSPE and paid either by Ben/Lee or out of the General Funds of the State Society. In summary:

Expense:	\$7,000
Expense:	\$2,000 (Ben/Lee Direct Cots)
Total Expense:	\$9,000
Revenue:	\$5,000 (donations/Mathcounts kickback)
Total loss:	-\$4,000

#### 4. Fundraising/Timing

- Bob Baskerville (past NHSPE President) has offered to take on fundraising efforts for the program and has worked with the Mathcounts program in the past for this purpose. He is looking for some financial information (attached) as well as current fundraising kit from Mathcounts National (can get from national website). Based on the information provided above, the initial target should probably be set at about \$8,000 as a minimum which is the balance of expense assuming about \$2,000 back from national.
- Timing of Fundraising should be considered relative to other programs that NHSPE is currently running (Scholarship and Math/Science Teachers Awards). It was discussed that July would seem to be a good timeframe for initial contact letters with follow up letters a month or two later in Aug/September (Scholarship solicitations go out around late November).
- All agreed that the Seacoast, Manchester and Concord areas are relatively untapped resources for funding.

#### 5. Next Steps

- Ben is to meet with Bob Baskerville to discuss strategy.
- Ben will continue to report any progress to the Board of Directors on the program and fundraising efforts.

**Roch D. Larochelle, PE**  
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**Senior Project Manager**  
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# ATTACHMENT NO. 3

④  
5/18/06

## UNH LIAISON REPORT NHSPE BOARD MEETING Thursday, May 18, 2006

Meetings were held at UNH on May 11<sup>th</sup> with Dean Klewicki, and on May 17<sup>th</sup> with Dean Henry. The goal of each meeting was to explore avenues to give NHSPE greater presence at UNH.

### Subject matter covered included:

- Program hosting
- Speaker exchanges
- Graduate/undergraduate student involvements
- Internships
- Expanded License programs on Campus
- UNH advisory committee participations

Both Deans were very supportive of increased NHSPE participations. Near term there is support for about 6 Professional Series meetings on Campus in the next school year. (3 in the fall, 3 in the spring) Guest speakers who can motivate students as to nature of the job markets, with insights into "ethics" issues should be well received. UNH can reciprocate by providing information on research projects currently under way on campus. By providing multi-year planning it should be possible to schedule nationally recognized speakers.

Dean Henry is especially interested in beefing up Summer Intern Programs. Dean Klewicki is interested in a longer term idea of making the professional first exam a mandatory graduation requirement as a way of enhancing UNH stature nationally. Both Deans appreciated the offer to augment present advisory committee participations.

A follow up meeting to elaborate on seminar ideas with the department head Deans is scheduled for lunch from 12 to 1:30 on May 31<sup>st</sup> @ the dining common. NHSPE board participation is needed for this meeting.

## **ACTION ITEMS:**

- 1. Flesh out this committee with a call for wider membership participation.**
- 2.**
- 3. Support for May 31<sup>st</sup> meeting**
- 4. IEEE, ASME and ASCHE/ other society involvement**