

MINUTES OF BOARD OF DIRECTORS MEETING

Friday, April 16, 2010

1.0 Call to Order & Introductions

The Board met at Clarion Hotel in Shreveport, Louisiana. President Chris Knotts called the meeting to order at 1:12 p.m.

In Attendance:	Christopher Knotts, PE	President
	Patrick Landry, PE	President Elect
	Ronald Schumann, PE	Vice President
	Kurt Nixon, PE	Secretary/Treasurer
	Ali Mustapha, PE	Past President
	Dax Douet, PE	Director-at-Large
	Chris Humphreys, PE	Director-at-Large
	Eric Hudson, PE	Director-at-Large
	Luke LeBas, PE	Director-at-Large
	Chris Sanchez, PE	Director-at-Large
	Matt Redmon, EI	Vice President-Shreveport Branch
	Nedra Davis	Journal Editor
	Norma Jean Mattei	President Region 5

Directors
Russell J. Coco, Jr, PE
Dax A. Douet, PE
C. Eric Hudson, PE
Christopher G. Humphreys, PE
Luke E. LeBas, PE
Christopher L. Sanchez, PE
Joshua P. Stutes, PE
Jeffrey L. Duplantis, PE
Benjamin M. Cody, PE
J. Daniel Thompson, EI

2.0 Opening Comments

No opening comments.

3.0 Approval of Agenda

Two items were added to the agenda 7.1 Section Awards and 6.4 Audits. Chris Sanchez made a motion to accept the agenda as amended, seconded by Ronnie Schumann and approved by the board.

4.0 Approval of Minutes

4.1 Minutes of February 26, 2010

Minutes incorrectly showed the meeting date of February 28th and should be February 26th. Luke LeBas made a motion to accept the minutes of February 26 as corrected, seconded by Ali Mustapha.

5.0 Secretary/Treasurer's Report

5.1 Financial Report

Kurt Nixon distributed an Income and Expense Statement through April 15, 2010, reporting a current balance in the operating (Capital One checking) account of \$14,427.84 and \$2,105.85 in the Whitney checking account. Two of the four CD's have been moved into a savings account at Capital One. Additional items discussed and noted for the financial report:

- Jerry is still gathering the student awards and is expecting a response from all schools
- Two winners from Deep South Conference in concrete canoe and steel bridge. (Follow-up note: non-awarded money split between two schools traveling to national competitions.)
- Kathy, Nedra, & Pat to try and meet to discuss moving all ad renewals to same time frame in October.
- Chris Knotts requested that the Ads and Sponsors be on separate sheets.

Chris Sanchez made a motion to accept the financial report as discussed, seconded by Chris Humphreys and approved by the board

5.2 Tax Reporting

Ronnie Schumann gave a brief report on the 2009 tax return under the new format required by the IRS and ASCE National.

- Sent out spreadsheet
- Have gotten information back from all branches, institutes, and most student groups
- Some student groups operate under University's EIN
 - Follow-up with following universities
 - LSU
 - UNO
 - LaTech
 - Southern
- Chris Sanchez suggested that all student chapters change over to university EIN.

6.0 Old Business

6.1 Constitution and Bylaws

Section

1. Board will vote on revised Constitution & Bylaws in June. Please review prior.

Baton Rouge

1. Problems with language on membership (this language was removed)
2. Chris Sanchez brought up question on voting rights between assigned members and subscribing members

Acadiana

1. Requested removal of President-elect position and splitting of sec-treasurer duties
2. This modification was later revised and resubmitted to keep the President-elect, remove the VP position, and have a separate secretary and treasurer. This change was approved by email on May 10th

6.2 Deep South Conference

No update. UNO did receive their check from the section for hosting the conference.

6.3 Spring Conference Summary

- Successful
- New venue for next time in Shreveport
- Good Topics & Speakers (everyone particularly enjoyed speaker from base)

6.4 Section Audit

Chris Sanchez gave an overview of ASCE's desire for the section to undertake a self audit or at least get our books in line with auditing practices. Chris presented a mock scope of services put together by a CPA. The recommendation is that a Quickbooks approach will be the best for our needs. Each branch and the section will set up Quickbooks with all budget categories standardized to allow for easily combining data. Something we need to implement with a going forward approach and not try and make retroactive. Also tossed around asking National to implementing some type of web based data entry and record keeping.

The proposed audit would include a Compilation Review of the branches and a Review Level Audit of the Section. This service would be somewhere in the neighborhood of \$7500.

7.0 New Business

7.1 Section Awards

Pat Landry brought up the redundancy of having an Outstanding Young Engineers Award and an Outstanding Young Government Engineers Award. He recommended eliminating the Outstanding

Government Engineer and Outstanding Young Government Engineers. Ali shared that these awards were originally created to help generate interest among government engineers.

Awards should not be given just to fill the slot.

Issue to be revisited for future of whether to let some awards go dormant or to eliminate.

8.0 Reports

8.1 Branch Reports

1. Acadiana Branch Report - (See Attachment)
2. Baton Rouge Branch Report – (See Attachment)
3. New Orleans Branch Report – (See Attachment)
4. Shreveport Branch Report – (See Attachment)
5. T&DI Report – (See Attachment)
6. Region 5 Governor's Report

Norma Jean gave a quick update early in the meeting. In an effort to cut back on expenses the Governors agreed to cut back on the number of actual meetings and use some phone meetings. The last meeting had two key focuses. First, on sustainability ASCE national has agreed to organize a new standing committee on sustainability. They are working to develop a LEED like certification for non-building construction projects. They hope to have this completed by the end of this year. Second, the Region wants to encourage and promote quality speakers from one section traveling to another to speak. An example is the workshop on a state report card that Baton Rouge is putting together.

A general discussion on the state report card proceeded. Chris Knotts shared that when he was at the multi-region leadership conference one state talked about the problems they had because they started with too large a scope and group of people. Pat Landry then shared from the presentation he attended last month at this year's multi-regional leadership conference. The Tennessee section shared their experience picking a limited scope of items to focus on and assigning only one person to each topic. In doing this they were able to complete the report card in 6 months and have a big presentation to the Lt Governor. The key to Tennessee's success was to keep it streamlined. The cost for Tennessee's report card was approximately 5,000 dollars.

9.0 Committee Reports

9.1 Special Activities and Awards

Ronnie Schumann shared that he was putting the awards committee together.

Ronnie had a question on the Educator of the year award, requirements state that the students must submit this award. The problem has to do with timing and the students being gone for the summer. Ali shared that for this very reason last year Louisiana Tech was unable to submit a candidate. Ali suggested changing the criteria. It was decided to leave the criteria the same for this year and revisit this next year.

Branches need to get award candidates to Ronnie by end of June.

Each branch can nominate only one candidate for each award. That candidate can be a past nominee who has not won the award.

9.2 Student Awards

No report

9.3 Publication Committee

Pat stated that he and Nedra will be getting together on the upcoming May issue. The upcoming journal will be a very full journal again this year.

Ali inquired about the status of the web site. Ronnie will give an update next month.

Chris Sanchez requested a new business item for email at the next meeting.

10.0 Announcements

10.1 Next Meeting 2nd half of June in Baton Rouge.

10.2 Future Meetings

1. September - Lafayette

11.0 Adjourn

Chris Sanchez made a motion to adjourn the meeting at 2:31pm. It was seconded by Chris Humphreys and approved by all.