

MINUTES OF BOARD OF DIRECTORS MEETING

Friday, December 4, 2009

1.0 Call to Order & Introductions

The Board met at TJ Ribs in Baton Rouge, Louisiana. President Chris Knotts called the meeting to order at 10:15 a.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
	Joey Coco, PE	Director-at-Large
	Luke LeBas, PE	Director-at-Large
	Chris Sanchez, PE	Director-at-Large
	Joshua Stutes, PE	President-Acadiana Branch
	Nedra Davis	Journal Editor
	ER DesOrmeaux, PE	Region 5 Governor

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
Kimberly Landry, EI
Joshua P. Stutes, PE
Jeffrey L. Duplantis, PE
Benjamin M. Cody, PE
J. Daniel Thompson, EI

2.0 Opening Comments

President Chris Knotts welcomed everyone and thanked Jeff Duplantis for arranging the room.

3.0 Approval of Agenda

Ali Mustapha made a motion to accept the agenda as submitted, seconded by Ronnie Schumann and approved by the board.

4.0 Approval of Minutes

4.1 Minutes of October 23, 2009

Luke LeBas made a motion to accept the minutes of October 23, 2009 as presented, seconded by Chris Sanchez and approved by the board.

5.0 Secretary/Treasurer's Report

5.1 Financial Report

Ronnie Schumann distributed an Income and Expense Statement through December 4, 2009, reporting a current balance in the operating (checking) account of \$23,692.65. The section received the ASCE National allotment of \$9,439.16. The following are specific items discussed and noted:

- Publication used 31% of budget for first issue
- President's expenses to National Convention mostly in last years budget
- N.O. turned in report and needs to be reimbursed

Chris ?? made a motion to accept the financial report as discussed and amended, seconded by Ali Mustapha and approved by the board

Discussion and authority given to Secretary / Treasurer to investigate and move checking account to a bank which has state wide offices, since Whitney is not in Shreveport. Board unanimously in favor of proposal to move checking to a state wide bank. Joey Coco suggested checking with Whitney to see if they had an alternative method of depositing checks.

5.2 Resolution of 2009 Section Dues

ASCE National sent a check for \$7,260 for 363 members which were left off of the New Orleans branch rolls in 2009. Ronnie Schumann has received this check and will draft a letter thanking ASCE National for their assistance in resolving this issue.

The board agreed to create an item number 6 under Non-Recurring Revenues for the above \$7,260 since this is a one time correction by ASCE Nationals of their mistake. This money will not be included in the formula for surplus disbursement from the Section to the Branches.

6.0 Old Business

6.1 Constitution and Bylaws

Ali Mustapha gave a brief overview on the review and updates to the Constitution and Bylaws. Ali emailed out marked up Constitution for all to review and send comments back to him by February board meeting. The following are specific discussion items on Constitution:

- Assigned Director can not be President or President Elect
- Clarification needed in language on section dealing with notice of meetings to members.
 - Board's desire and intent is that all members are notified for the general membership meeting and all board members are notified for board meetings.
 - It is not the Board's intent that the entire membership is notified for every board meeting.
- Modification to allow electronic ballots on constitution and bylaw changes instead of paper ballots
- All Branch installations to be same date (Oct. 1st begin office / installation month before)

6.2 Operating Guide

ER DesOrmeaux gave an overview and recommendations of changes to operating guidelines. The intent of the operating guidelines is to supplement the bylaws not to restate everything already in Constitution and Bylaws. The following are specific items recommended for change:

- Remove redundancy in operating guidelines
- Modify section 4 dealing with District 14 since this no longer exists.
- Modify section 5 dealing Standing Committees needs to be changed to potential committees to be used on an as needed basis.
- Modify section 6 dealing with Section allotments to Branches & Student Chapters to reflect what we are currently doing.
- Modify student awards to reflect what we are currently doing. Change stated dollar amounts to general language allowing variation in award amounts over the years.
- Completely throw out appendix A and appendix B (constitution and Bylaws)
- Branches & student chapters need to submit budgets to section for approval prior to start of fiscal year beginning Oct 1st. Discussion but no resolution on how & when to collect budgets from student chapters. Recommend creating and sending template of budgets to branches and especially student chapters. ER DesOrmeaux will send out template he has already created for ULL for all to review.

6.3 ASCE Civil Engineering Conference

Chris Knotts attended the ACSE national conference in Kansas City on behalf of the section. The overall conference was well organized and attended.

6.4 SPAG Applications

All grants were submitted and received by National on time. Few additional questions on the submittals were passed on to Jeff Duplantis at the Baton Rouge branch. We should receive notification of awards by the middle of December. (Editorial Follow up: Baton Rouge Branch received \$2500 for their large grant submittal and \$1,344 for their small grant submittal.)

6.5 Eastern Region YM Council
Confirmed that representative from Baton Rouge branch attending Younger Member conference is also Section Representative.

6.6 Award Plaques
Ali Mustapha brought a list of styles, colors, sizes, and orientation of plaques currently given out. After some discussion the following is the agreed upon list of styles, colors, sizes, and orientation of plaques going forward.

- Outreach Award / 8x10 / Black / Vertical
- Educator of the Year / 8x10 / Black / Vertical
- President's Medal / 8x10 / Green / Vertical
- Outstanding Young Government CE / 9x12 / Black / Horizontal
- Outstanding Young CE / 9x12 / Blue / Horizontal
- Outstanding Government CE / 10.5x13 / Black / Vertical
- Outstanding CE / 10.5x13 / Blue / Vertical
- Lifetime Achievement Award / 10.5x13 / Green / Horizontal
- Wall of Fame / 10.5x13 / Green / Vertical

7.0 New Business

7.1 PR University

Luke LeBas is going to the National PR University in Reston, Va on Dec. 7th. Ronnie made a motion to add a budget category item 9e with \$400 to cover expenses of trip above those not covered by National. Chris Sanchez seconded and the board unanimously approved. Luke will become the Section's PR coordinator and spokesmen.

7.2 UNO Hosting of Deep South Conference

UNO is hosting Deep South Conference this year. They need to compose a letter and tentative budget to submit to the section to receive \$1500 budgeted for Deep South Conference.

7.3 Journal Ad Revenues Tax Implications

There was significant discussion on creating a sustaining member category for business cards and also moving to a list format instead of graphically showing each business card. All agreed on the wisdom of creating a sustaining member category if allowed by ASCE National and IRS tax rules. Consensus of group was to not go to a list format but maintain the business card graphics.

ER DesOrmeaux agreed to talk with National and get guidance on two items:

- What is an ad under IRS guidelines?
- Does ASCE have any objections to the Louisiana Section creating a unique Louisiana Section Corporate Membership category?

What will be our federal and state tax implications on revenue from those ads which fall under IRS guidelines? The section could be looking at a 30% to 35% loss of revenue. It was pointed out that ad rates have not changed since 1995. The general consensus of the board is that the membership would probably support a small increase in ad rates with an explanation.

Also for tax purposes we need to move all ad renewals to same day.

8.0 Reports

Acadiana Branch Report - (See Attachment)
Baton Rouge Branch Report – (See Attachment)
New Orleans Branch Report – (See Attachment)
Shreveport Branch Report – (No report)
T&DI Report – (See Attachment)
Region 5 Governor's Report – (See Attachment)

9.0 Committee Reports

- 9.1 Special Activities and Awards – Nothing to report at this time
- 9.2 Student Awards – Nothing to report at this time
- 9.3 Publication Committee

The next Journal issue is coming out in February. The deadline for articles in the upcoming Journal is January 3rd. The last Journal issue had a lot of returns due to a new mailing system which kicked out an address if one word was missing or misspelled. All returns will now go to LEF building and Nedra will pick them up. Thanks to the branches for a good response on providing Journal articles. Conversely only two of the six the student chapters provided any articles or summary of activities for the Journal.

We again discussed moving all ad renewals to August.

10.0 Announcements

- 10.1 Next Meeting to be in February after the 5th in New Orleans area.
- 10.2 Future Meetings
 - 10.2.1 April – Spring Conference in Shreveport
 - 10.2.2 June – Baton Rouge
 - 10.2.3 September - Lafayette

11.0 Adjourn

Ronnie Schumann made a motion to adjourn the meeting. It was seconded by Luke LeBas and approved by all.