

MINUTES OF BOARD OF DIRECTORS MEETING

Friday, February 28, 2010

1.0 Call to Order & Introductions

The Board met at Zea's Rotisserie Restaurant in New Orleans, Louisiana.
President Chris Knotts called the meeting to order at 10:18 a.m.

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

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| In Attendance: | Christopher Knotts, PE | President |
| | Patrick Landry, PE | President Elect |
| | Ronald Schumann, PE | Vice President |
| | Kurt Nixon, PE | Secretary/Treasurer |
| | 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 |
| | Ben Cody, PE | President-New Orleans Branch |
| | Nedra Davis | Journal Editor |
| | Om Dixit, PE | TDI President |
| | Norma Jean Mattei | President Region 5 |

2.0 Opening Comments

President Chris Knotts welcomed everyone.

3.0 Approval of Agenda

Two items were added to the agenda 5.2 2009 Tax Return and 6.6.1 Journal Mailing Returns. Ronnie Schumann made a motion to accept the agenda as submitted, seconded by Luke LeBas and approved by the board.

4.0 Approval of Minutes

4.1 Minutes of December 4, 2009

There was a clarification in the difference between Ali's report of award color, shape, and size and that shown in the minutes. Consensus was to use Ali's report. Pat Landry made a motion to accept the minutes of December 04, 2009 as correct, seconded by Ronnie Schumann and approved by the board.

5.0 Secretary/Treasurer's Report

5.1 Financial Report

Kurt Nixon distributed an Income and Expense Statement through February 26, 2010, reporting a current balance in the operating (Capital One checking) account of \$15,248.34 and \$38,366.36 in the Whitney checking account. The following are specific items discussed and noted:

- Publication revenue low
- Reviewed list of publication revenue for fiscal year / need to get a master list of sponsors and advertisers from Nedra & Cathy.
- Discussed moving all ads to same billing date.

Ronnie Schumann made a motion to move CD's from Whitney to Capital One saving account as they come due, seconded by Chris Sanchez and approved by the board.

Pat Landry made a motion to accept the financial report as discussed and amended, seconded by Ronnie Schumann and approved by the board

5.2 2009 Tax Return

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

- Return Extended to May 15th.
- Nedra indicated that the Section needed to issue her a 1099 Misc so she could file her income taxes. The 1099 Misc is a tax form that needs to be filled out for any non-employee individual that receives more than \$600 for services performed. Nedra is the only individual that fits this definition. Ronnie Schumann will look into this and issue the form if required.
- Ronnie needs the report from all branches, student chapters, and institutes using the Sections Tax ID on supplied spreadsheet.
- As long as 75% to 85% (conflicting percentages need to verify exact number) of the time put into the journal is volunteered it is tax exempt. Will have to begin having those writing articles or those contributing through the publication committee document their time.
- Discussion on documentation needed to not pay taxes on journal ads.

6.0 Old Business

6.1 Constitution and Bylaws

The Constitution, bylaws, and operating guide have been cleaned up considerably from before. Please review for April general membership meeting.

6.2 Operating Guide

See 6.1

6.3 Awards and Plaques

See 4.1

6.4 PR University

Luke LeBas gave a report on the one day workshop held in at National Headquarters in Reston, VA. The workshop gave a good overview of the tools and resources National has available to help the sections and branches with PR. They also highlighted how they are always watching the news to look for ways to highlight ASCE.

6.5 Region 5 Conference

Pat Landry attended the multi-Region Leadership Conference. (See Report Card discussion on 8.2) Next years conference is scheduled for Portland, Maine with Ronnie Schumann set to attend.

6.6 Journal Revenue Tax

Continuation of discussion of 5.2, If more than 75% of all time invested in journal is unpaid than no tax implications. If we meet this requirement no need to distinguish between ads and sponsors. Publication chair will need to be responsible for keeping up with time invested by volunteers and writers.

Discussion on leaving actual business cards in journal, overwhelming consensus is to leave is as.

6.6.1 Journal mailing problems

100 journals came back because of problems with suite numbers and new postal mailing system. Ronnie Schumann made a motion and Chris Sanchez seconded with all agreeing to pay Nedra to correct and individually mail out all 100 returned journals. Included with returned journal will include a letter asking them to **call** ASCE National to update their member data. Pat will email corrected excel file to Nancy Bergson to update ASCE data base.

6.7 UNO Hosting of Deep South Conf.

Chris Sanchez gave an update on UNO's hosting of Deep South Conference. The current student leadership is struggling, luckily last years group had most of the details worked out. No student contact has responded to prompting to request money from Section for hosting. Chris is going to talk with Faculty Advisor.

7.0 New Business

7.1 Section Audit

Chris Knotts reported that national has made a recommendation that the section conduct periodic audits of itself. Discussion followed on the different levels of audits available and what changes we would need to implement in record keeping that would facilitate an audit taking place. Ben Cody & Chris Sanchez were going to gather more information on these discussions.

7.2 Spring Conference

Spring Conference is April 15th and 16th in Shreveport, LA. Daniel Thompson is going to supply Ronnie Schumann an email for mass distribution and posting on the web site. Recommendation from the Section Board to the Shreveport Branch that they need to supply a professional photographer for Thursday night award banquet activities.

8.0 Reports

8.1 Branch Reports

- 8.1.1 Acadiana Branch Report - (See Attachment)
- 8.1.2 Baton Rouge Branch Report – (See Attachment)
- 8.1.3 New Orleans Branch Report – (See Attachment)
- 8.1.4 Shreveport Branch Report – (See Attachment)
- 8.1.5 T&DI Report – (See Attachment)
- 8.1.6 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. He encouraged each branch to submit for each awards. Award nominations need to be submitted by May. Nomination can be brought to the next board meeting or mailed to Ronnie Schumann.

Discussion followed about automatically re-nominating past branch nominations which did not win. The branch would still be allowed to present a new nomination with old nominations still staying in the mix.

The question came up as to how long will past nominations stay in consideration. The Special Activities and Awards committee will review these ideas and make a recommendation back to the board

9.2 Student Awards

Chris Knotts shared that Jerry Klier has typically handled these awards. Chris would contact Ali Mustapha and Daniel Thompson to make sure he will be handling the outstanding Senior Awards at the Spring Conference.

9.3 Publication Committee

Much of the publication discussion was covered previously. The board did additionally discuss the listing of Fenstermaker's employment ad in the table of context. General consensus was that employment ads are fine but do not need to have individual listings in the table of context.

10.0 Announcements

10.1 Next Meeting April 16th at the Spring Conference in Shreveport.

10.2 Future Meetings

10.2.1 June – Baton Rouge

10.2.2 September - Lafayette

11.0 Adjourn

Luke LeBas made a motion to adjourn the meeting at 2:01pm. It was seconded by Ronnie Schumann and approved by all.