

MINUTES OF BOARD OF DIRECTORS MEETING

October 23, 2009

Lafayette, Louisiana

1.0 Call to Order & Introductions

The Board met at Prejean's Restaurant. President Chris Knotts called the meeting to order at 10:20 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
	Christopher Humpherys, PE	Director-at-Large
	Joey Coco, PE	Director-at-Large
	Luke LeBas, PE	Director-at-Large
	Joshua Stutes, PE	President-Acadiana Branch
	Daniel Thompson, EI	President-Shreveport Branch
	Jeffrey Duplantis, PE	President-Baton Rouge Branch
	Nedra Davis	Journal Editor
	Norma Jean Mattei, PE	National ASCE Director, Chair, Board of Governors, Region 5
	ER DesOrmeaux, PE	Region 5 Governor

2.0 Opening Comments

President Chris Knotts welcomed everyone and had everyone introduce themselves and their positions.

3.0 Approval of Agenda

Nedra Davis raised question to discuss ads, we will address under item 9.3. Ali Mustapha made a motion to accept the agenda as submitted, seconded by Ronnie Schumann and approved by the board.

4.0 Approval of September 18, 2009 Minutes

Ronnie Schumann emailed the minutes of the September 18th meeting in Baton Rouge on October 20th, 2009 for everyone's review. One comment came from Pat Landry that in item 2.0 Charles Eustis installed the board and not Norma Jean Mattei. Ali Mustapha made a motion to accept the minutes with the correction, seconded by Jeff Duplantis and approved by the board.

5.0 Secretary/Treasurer's Report

5.1 Financial Report

Ronnie Schumann distributed the end of the fiscal year 2009 financial report. We ended with a deficit of **-\$2,049.48**. This was significantly less of a deficit than our adopted budget due to much greater ad revenue than expected and the non use of some budget categories. (some student awards, student chapters allotments, travel reimbursement expenses, etc.) Ronnie also worked with ASCE National, who took responsibility for not collecting section dues form entire zip codes in New Orleans. ASCE National agreed to reimburse the Louisiana Section based on Ronnie's numbers, 330 members at \$20 each.

Ronnie Schumann distributed the budget for fiscal year 2010 which was approved during the September meeting.

Luke LeBas made a motion to accept the financial report as submitted, seconded by Chris Humphreys and approved by the board.

5.1.1 Report of Orientation Meeting

Kurt Nixon reported on the change in procedure from an annual report to the submission of a federal tax form. ASCE National will no longer be collecting an annual report from the sections. ASCE National will now only collect a basic spreadsheet from each section. Each Section will need to submit its own federal tax form 990. ASCE National will provide help and assistance in completing the form and meeting the requirements. Ronnie is already been in contact with National to get their assistance. Everyone who operates under us (branches, student chapters, and institutes) needs to utilize our Federal ID number.

Nedra brought up that we will need to withhold taxes using form 1099 for her.

Ad revenue is taxable income. Ali threw out the idea of creating a business sustaining membership level.

Overall trip summary was that the HQ orientation trip is a worth while trip.

5.2 2009-10 Budget

(See 5.1 Financial Report above)

6.0 Old Business

6.1 Installation Luncheon Closeout Report

Jeff Duplantis gave a report on the installation lunch. Switching around location of the installation lunch was very well received. Terrific turn out 10 of 11 award recipients attended and a total of 73 people were present. Need to let photographer know photos are going to be used on web site. Chris Knotts commented that he would like to post additional photos on the web site. Pat Landry suggested creating a photo gallery spot on the web site.

6.2 Awards Closeout Report

There was significant discussion and a variety of opinions on whether awards should be standardized and if so what is that standard in relationship to each award. Ali is going to bring a list of for discussion at the next board meeting.

A picture of the wall of fame award and its location is going to be included in the Feb issue of the Journal.

6.3 Website

Ronnie Schumann was introduced to the web team by Pat Landry. The group dialogued on the possibility of distributing mass emails without using Trendsic.

6.4 LA Civil Engineer Journal

6.4.1 Editor's ASCE Dues

Ronnie Schumann made a motion for the Section to cover Nedra Davis's ASCE dues. The motion was seconded by Ali Mustapha and approved by all.

6.4.2 Book Binding

The section bound four copies of last year's journal issues. One was given to last year's President Ali Mustapha, one will be given to the editor, one to last year's President-elect, and the final one will be placed in the LEF building. Each book cost \$17. A suggestion for next year is to include the volume number on the front.

6.4.3 Newsletter Award Submission

Chris Knotts submitted four copies of last year's journal for consideration of the section newsletter awards.

6.5 Constitution and Bylaws

Ali Mustpha is going to email out revised Constitution and Bylaws for all to review. We will post revised Constitution and Bylaws on the website for comments by general membership up to 30 days prior to membership meeting at Spring Conference. Branches also need to look over and comment.

6.6 Operation Guide

E Ray DesOrmeaux gave an update on the Operating Guide. He requested that a representative from each branch look over existing guidelines to see what if any changes are needed there to reflect how things are done at the branches. Biggest change he is aware of is how awards are handled. He is also adding page number cross references to make it easier to find items. He will present an interim report for review in January with the final to be wrapped up by the annual meeting.

7.0 New Business

7.1 2010 SPAG Applications

SPAG grants are due by Oct 31st. Application from Baton Rouge has already been submitted. New Orleans has yet to submit there report from last years grant. No grant applications from the section for this year will be processed by National until New Orleans submits there report.

Available funding this year at National is significantly reduced.

7.2 2010 Regional Workshop for Branch and Section Leaders

Pat Landry is registered for the Leadership conference.

7.3 Eastern Region Younger Member Council Meeting

Baton Rouge is sending one person to Younger Member Council, Allison Ford. The section can send one representative who will be reimbursed by National. Allison will be the Section representative.

7.4 General Discussion (non agenda items)

7.4.1 Branch Participation & Recruitment

7.4.2 Contacts for Student Chapters

8.0 Reports

8.1 Branch Reports

8.1.1 Acadiana – See Attached Report

8.1.2 Baton Rouge – See Attached Report

8.1.3 New Orleans – See Attached Report

8.1.4 Shreveport – See Attached Report

8.2 Region 5 Report

Next Governors meeting is in Jackson on Nov. 9th. Region 5 leadership meeting is Feb 12th in Atlanta. There was an error in registration deadline.

8.3 TDI Chapter Report – No report

9.0 Committee Reports

9.1 Special Activities & Awards

Ronnie will be recruiting people to serve.

9.2 Student Awards

Chris verified that Jerry Klier is willing to serve again in this position.

9.3 Publication Committee

The rough draft of Journal went to printer on Monday Oct 19th it will be approximately 40 pages primarily due to pictures of awards presentations. Anticipated delivery date is week Thanksgiving. It is expected that the size will return to normal on the next issue.

9.3.1 Ad Renewal

Nedra Davis recommended that all ads renew at same time. Next bill will need to be prorated so that all bills end on August 31st of 2010. This would allow the billing cycle to correspond with the ASCE fiscal calendar, since the November Journal Issue would be in the next fiscal year. Also it was recommended that a letter go out explaining the variation in the billing.

Business card ads need to be added to website.

10.0 Announcements

10.1 Next Meeting

12/04/09 at 10:00 am in Baton Rouge

10.2 Tentative Future Meetings

February – New Orleans

April – Shreveport

June – Baton Rouge

September – Lafayette

11.0 Adjourn

Motion made by Pat Landry to adjourn the meeting. It was seconded by Ronnie Schumann and approved by all.