

# Board Meeting Minutes

## Luzerne County Chapter Pennsylvania Society of Professional Engineers



July 20, 2006

### Call to Order

#### President's Opening Remarks

Jim Kerns, P.E. talked about continuing chapter growth and organization by formalizing and recording meetings so that Chapter's activities are transparent to all membership. The goal is to serve and involve the membership by publishing activities, plans, and issues regarding the Society.

**Reading of Past Meeting Minutes** Previous meeting minutes were reviewed and approved. Motion was made by Mark Rutkowski, seconded by Mark Voyack.

**Treasurer' Report July 17, 2006 - Renee M. Hornlein, P.E.** Treasurer's report was reviewed and approved. Motion was made by Rich Kresge, seconded by David Johns.

Our account is at Citizen's Bank. We have a Business Partners Checking I Account. Presently no bank fees are deducted on a monthly basis from the account.

Time period: June 10, 2006 through July 12, 2006

Balance in the account as of last statement - \$8,839.38

#### DEPOSITS:

<i>June Breakfast (Scholarship Fund)</i>	+	\$80.00
<i>NSPE Dues</i>	+	\$31.24
TOTAL DEPOSITS:	+	\$111.24

#### TOTAL WITHDRAWALS / CHECKS:

CHECK # - Description -Amount  
No Checks written this month

---

PRESENT BALANCE IN  
ACCOUNT AS OF 7-12-06:

\$8,950.62

Respectively submitted,

Renee Hornlein, P.E.  
Treasurer

#### **State Director's Report – Richard Kresge, P.E.**

Report: No Report

Action: Jim Kerns gave copies of past reports to Rich.

## Board Meeting Minutes

### Luzerne County Chapter Pennsylvania Society of Professional Engineers



July 20, 2006

#### Committee Reports

**Audit:** Dale Englehart, P.E., Richard Kresge, P.E., Amy L. Daiute, P.E.

Report: No Report

Action: None

**Awards:** Dale Englehart, P.E., Walter J. Poplawski, P.E., Daniel G. Rickard, P.E.

Report: No Report

Action: None

**Budget:** Renee M. Hornlein, P.E., Joseph Stachokus, P.E., Amy L. Daiute, P.E.

Report: No Report

Action: None

**By-Laws:** Vacant

Report: No Report

Action: None

**Engineer's Week:** Dale Englehart, P.E., Mark Rutkowski, P.E., Richard Kresge, P.E.

Report: No Report

Action: None

**JETS:** Vacant

Report: No Report

Action: None

**MATHCOUNTS** - Chairperson: Richard Kresge, P.E., Fundraising: F. Mark Voyack, P.E., Testing: Mark Rutkowski, P.E., Scoring: Joseph Stachokus, P.E.

Report: The committee will start mailings the end of August. It was suggested by Norm Johnstone that volunteers be provided t-shirts for the event.

It was noted that Pennsylvania has one of the highest participation rates in Mathcounts in the United States.

Action: The committee will aggressively seek more sponsors to fund the program. Rich Kresge will take Norm's suggestion under advisement and make a decision based on our budget and available funds.

**Membership:** Joseph Stachokus, P.E., Norman L. Johnstone, P.E.

Report: I contacted Jennifer Summers of the PSPE in Harrisburg and gave her information about myself and indicated that I am the Incoming Membership Chairman for the Luzerne County Chapter of the PSPE. I mentioned to her that I had three membership applications to make for new members of the chapter. She said to send those onto the Baltimore MD office of the NSPE for processing which I did do.

The Baltimore office cannot be contacted so I worked with Kwana of the Alexandria VA office of the NSPE and was able to expedite getting our new members enrolled.

# Board Meeting Minutes

## Luzerne County Chapter Pennsylvania Society of Professional Engineers



July 20, 2006

NSPE Member Numbers are given below for the named new members. I recommend that if at all practical new members pay by credit card. This will permit sending the membership applications in directly to Alexandria by FAX which will give far more responsive feedback concerning enrollment.

<u>New Member Name</u>	<u>NSPE Member Number</u>
David W. Johns	300005164
Michael C. Korb	300005163
Holly A. Bonning	300005162

Sal Luzio, a prospective new member, attended the meeting

Action: Norman L. Johnstone, P.E. will follow-up with Sal Luzio regarding membership application

**Nominating:** Dale Englehart, P.E., Mark Rutkowski, P.E., Richard Kresge, P.E.

Report: No Report

Action: None

**Public Relations:** David W. Johns, P.E.

Report: David Johns forwarded photos of our last meeting to all local papers. Mark Rutkowski suggested sending individual emails in lieu of the same email copying all the papers for a higher percentage chance of getting published. It was also suggested to give the papers a free sponsor advertisement in our publication in return for publishing our events.

Action: David W. Johns, P.E. will follow-up.

**Publications:** James A. Kerns, P.E., Amy L. Daiute, P.E., Joseph Stachokus, P.E., Gary Kinsey, P.E.

Report: The Chapter Chatter format will continue to remain the same. The goal for the Chapter Chatter is to provide transparency regarding Chapter activities and increase sponsorship.

Action: Jim Kerns emailed past sponsors list to board members so that sponsors can be contacted and informed about Chapter Chatter and website.

**Resolutions:** Vacant

Report: No Report

Action: None

**Scholarships:** Chairperson: Jim Brozena, Dale Englehart, P.E., Joseph Stachokus, P.E., Amy L. Daiute, P.E., Renee M. Hornlein, P.E.

Report: The goal for this committee will be to take a more active role this coming year. It was suggested by Mark Rutkowski to offer one significant award and have the university of choice administer the award.

Action: Mark will investigate and report back to the board.

## Board Meeting Minutes

### Luzerne County Chapter Pennsylvania Society of Professional Engineers



July 20, 2006

**Science Fair:** Vacant

Report: No Report

Action: None

**Student Chapters:** Vacant

Report: No Report

Action: None

**Young Engineers:** Vacant

Report: No Report

Action: None

**Website:** Chairperson: Daniel G. Rickard, P.E., Mark Rutkowski, P.E., Bill Levinson, P.E., Douglas Smith, P.E.

Report: Dan Rickard informed the board the website is current and to forward all changes to him.

Action: Dan will check on creation of pop-up windows so that website viewers are not directed away from Chapter website.

**Old Business**

There was no old business.

**New Business**

It was suggested to re-initiate the By-Laws committee. Mike Korb will chair this committee. Motion was made by Rich Kresge, seconded by David Johns.

**Engineers Week Committee:** Norm Johnstone will replace Mark Rutkowski on this committee.

**Jets Committee:** James Kerns will chair this committee.

**Student Chapter:** Sal Luzio will chair this committee once he becomes a member.

**Young Engineers:** David Johns will chair this committee.

**Science Math and Related Technologies Fair August 19, 2006:** Mark Rutkowski organized this event for students interested in the math and sciences. Wally Poplawski volunteered to man a booth at this event for our chapter.

Sal Luzio mentioned a program he initiated with NEIU 19 in the Scranton Area. The program is called "Engineering Your Future" and its purpose is to introduce high school students to careers in engineering.

The October Meeting topic will include a formation of an emergency response team. This team will be made up of engineers that will aid the county engineer in an emergency situation. The tentative date is Oct 19 at the EMA Building. This needs to be confirmed with Jim Brozena.

## Board Meeting Minutes

### Luzerne County Chapter Pennsylvania Society of Professional Engineers



July 20, 2006

Jim Kerns requested that committee chairpersons **email committee reports** to Secretary prior to meeting to facilitate an efficient compilation of meeting agendas and minutes.

Jim Kerns requested that all emails be copied to board members and/or membership using a **distribution list** so that Chapter activities are transparent.

#### **2006-2007 Meeting Schedule**

**September 21, 2006** (Thursday) @ 5:30 p.m. Membership/Board Meeting  
Member Chairpersons: Dale Englehart and Wally Poplawski  
Meeting Topic: Continuing Professional Competency  
Location: Luzerne County Community College

**October 19, 2006** (Thursday) Membership/Board Meeting  
Member Chairperson: Any Volunteers?  
Meeting Topic: Luzerne County Emergency Response Team – Confirm w/ Jim Brozena  
Location: Luzerne County EMA Building

**November 16, 2006** (Thursday) Membership/Board Meeting  
Member Chairperson: Walter Poplawski  
Meeting Topic: PSPE State President?  
Location:

**January 18, 2007** (Thursday) Board Meeting  
Member Chairperson:  
Meeting Topic: Engineer's Week Dinner Banquet/MATHCOUNTS/WVM Display  
Location:

**February 2007** Engineer's Week Dinner Banquet/MATHCOUNTS/WVM Display  
Member Chairperson:

**March 15, 2007** (Thursday) Membership/Board Meeting  
Member Chairperson:  
Meeting Topic:  
Location:

**April 19, 2007** (Thursday) Membership/Board Meeting  
Member Chairperson:  
Meeting Topic:  
Location:

**May 17, 2007** (Thursday) Membership Meeting  
Member Chairperson: Dale Englehart, P.E.  
Meeting Topic: Awards and New Officer's Installation  
Location:

## Board Meeting Minutes

### Luzerne County Chapter Pennsylvania Society of Professional Engineers



July 20, 2006

#### **June 21, 2007** (Thursday) Annual Membership Meeting

Member Chairperson: Jim Kerns, P.E.

Meeting Topic: Summer Picnic

Location:

**Meeting Attendees** Wally Poplawski, Mike Korb, Dale Englehart, Rich Kresge, Mark Voyack, Dan Rickard, Jim Kerns, Mark Rutkowski, Sal Luzio, Dave Johns, Norm Johnstone

**Meeting Closing** A motion was made to adjourn by Wally Poplawski and seconded by Dan Rickard.

Horseshoe Tournament winners were Rich Kresge and Jim Kerns. Many thanks to Rich Kresge for hosting this event at the lake; it was a wonderful place for a meeting. Mark Voyack also deserves a large thank you for manning the grill and preparing the food for the meeting----Great Job Guys!!!!