

BOARD OF DIRECTOR'S MEETING

May 22, 2014

MACO Conference Room

Annapolis, Maryland

1st Vice President Mike Moulds (President Bruce Johnston couldn't attend) called the meeting to order @ 11:00 a.m. with the following members in attendance

2nd Vice President Mark De Luca

Secretary: Mike Warring

Treasurer: Doug Myers

Directors: Ray Clarke, Mary Giles, Christine Romans,
Tim Connor (can't attend), Scott Flanigan and Rob Marchetti

Immediate Past President: Paul Kahl '12 (can't attend)

Historian: Matt Allen

Past Presidents: Ed Plank & John Tustin can't attend, Hudson Myers,

Legislative Committee: Chairman Bob Martin

Scholarship Committee: Co-Chairmen Jim Wilson ('06) & John Norris('78)-can't attend

Membership Committee: Chairman Todd Mohn '02-can't attend

NACE Representative: Greg Africa '09

Visitors: Lee Beauchamp(Director-elect).

Approval of Minutes:

The minutes for the 3/27/14 meeting were distributed electronically on 5/19/14 to the Board members by the Secretary. Motion was made by Scott Flanigan to approve the minutes as presented and was seconded by Christine Romans. Motion approved.

Treasurer's Report:

- A. Monthly Report: Doug Myers distributed his monthly report, dated 5/21/14, to the Board. The checking account balance as of 4/16/14 was \$ 53,540.77 while the Money Market balance was \$ 8,945.46. Receipts totaled \$ 10,455.00 to the checking account and there were \$ 0.00 dollars of interest included into the Money Market fund, while expenses were \$ 13,746.82. The combined balance of the checking and money market accounts as of 5/21/14 was \$ 59,194.41. Motion to accept the Treasurer's report as presented was made by Mark DeLuca and was seconded by Rob Marchetti. Discussion, motion carried.
- B. Spring Conference – Preliminary figures indicate revenues of \$18,720.00, while expenses totaled \$16,158.00, for a net profit of \$2,562.00. This figure is about \$500.00 less than the average profits from the one-day Spring Conferences for 2011, 2012, and 2013.

Secretary's Report

We received the following Member, and Associate Member applications since the last Board meeting on 2/27/14:

"Member" Applications:

1. Steve G. Beauchamp – Maintenance/Operation Supervisor-Wicomico Co. SWD
2. Richard L. Outen – Roads Superintendent Wicomico County DPW
3. Brian S. Kagarise- Engineer III/Project Manager, Charles County DPW
4. Jennifer Woo Biddle– Traffic Signal Engineer – Howard County DPW
5. Marshall N. Davidson- Project Manager – Howard County DPW
6. Krishnakanth Jagarapu – Chief Traffic Engineering Div. Howard Co. DPW

Secretary's Report (continued)

"Member" Applications: (continued)

- 7. Mark Kovach** – Project Engineer- Howard County DPW
- 8. Yan Zhang** – Engineering Specialist III, Howard County DPW
- 9. Parris Zirkenbach** – Traffic Engineer Howard County DPW
- 10. Jeffrey Castonguay** – Bureau Chief-Utilities Carroll Co. DPW
- 11. Michael E. Perrault** – Engineer III – Charles Co. DPW
- 12. Douglas L. Levine** – Traffic Signal & Safety Supervisor-Washington Co. DPW

"Associate" Member Applications:

1. **Michael T. Maguire** President – A/I DATA
2. **Kenneth A. McDonald, Jr.** – Vice President/PM/ JMT
3. **Keneth A. Roscoe** - Director of Civil Engineering, Kim Engineering, Inc.

Retired Members:

1. **Tom Meunier**- former Frederick County DPW Director
2. **Jim Montgomery** – Partner Emeritus, WMA, Inc.

A motion to approve these seventeen (17) membership applications was made by Christine Romans, and was seconded by Scott Flanigan. Approved.

Based on this month's report, and assuming Board approval of the 15 new applications, the current membership consists of the following: "Members" = 264; "Associate Members" = 260; "Retired" = 41; and "Life & Honorary Members" = 22 for a total membership of 597!

Committee Reports:

Program & Conference Committee: (Co-Chairmen Moulds & Mark DeLuca) –

Fall Conference 2014 – Mark DeLuca- The 2014 CEAM Fall Conference in Ocean City will begin on Wednesday, 9/17/14 and continue thru Saturday, 9/20/14. The golf tournament is scheduled at the Bay Club with registration starting at 11:30, and a shotgun start at 12:30. Mark will work closely with the Educations Committee to develop an interesting technical program, that will also feature "CE" credits, and certificates following each session.

Spring Conference 2014 – Mark DeLuca reported that it looks like the Spring Conference at the Turf Valley Conference facility was successful, and preliminary cost analysis suggests that the one-day conference will net ~ \$2,500.00, which is about \$500.00 less than the average three previous 1-day Spring Conferences. Mark distributed his 11 page survey report of the conference that 60 attendees elected to complete. The results were noteworthy, and Mark suggested that his Education Committee would carefully review the survey results, with the goal of integrating the many suggestions into future technical programs. (see: Survey results attached)

Scholarship Committee: (Jim Wilson & John Norris – Co-Chairmen) – (can't attend) – No report.

May 22, 2014

Education Committee: (Mark DeLuca Chairman) - Mark reported that his Education Committee would be carefully reviewing in detail the results of the survey from the Spring Conference.

Legislative Committee: (Chairman Bob Martin) – No report

Membership Committee: (Chairman Todd Mohn) – Todd reported

Budget Committee: Chairman Doug Myers – No report

By Laws Committee: (Chairman Mike Warring) – Due to the current language in the Constitution regarding what officers must be present for a “quorum”, it does not include the 2nd Vice President as being required for a quorum. There was a short discussion regarding including the “2nd Vice President into the discussion of what officers are required as a minimum,. however, there was no formal motion made to change the “By Laws”, and should possibly be discussed at a future Board meeting.

Associate Member Advisory Committee: (Tim Connor (can’t attend) and Rob Marchetti – Co-Chairmen) - Rob reported that the “sponsors” signage needed to be replaced, and after some discussion, it was decided that the cost for to make new sponsorship signage should be a ‘cost’ of the 2014 Fall Conference.

Awards Committee: (Chairman Matt Allen) -Matt distributed his awards announcement letter that will be distributed to the membership, and has requested that project nominations should be submitted by late July, so that he and his committee of volunteers can select the best projects from the various categories. Matt asked for volunteers to serve, and described the committee review process

SHA Liaison Committee: (Chairman Christine Romans) – Christine reported that SHA Administrator Peters could not attend this May meeting, but did confirm that she will attend the Board meeting on 12/4/14.

NACE Update: Greg Africa – State Representative to NACE – Greg distributed his report of the NACE Conference in Baton Rouge, Louisiana from April 13-17.

Old Business:

- No items for discussion.

New Business:

- Mike Moulds did discuss Paul Kahl’s email that suggested that Dan DeWitt’s duties as the CEAM Administrator was taking up too much of his work schedule, and had hoped to be in attendance at this meeting for a more detailed discussion. Perhaps, the subject can be discussed in greater detail at the June Board meeting.

May 22, 2014

Adjourn:

There being no further business to discuss, the President asked for a motion to adjourn. Motion to adjourn by Christine Romans, and was seconded by Scott Flanigan. The meeting was adjourned at 12:05 p.m. The next meeting of the Board will be held at 11:00 a.m. on Thursday, June 26th, 2014 in the Conference Room of MACO in Annapolis.

Respectfully Submitted,

J. Michael Warring, P.E.
CEAM Secretary