

County Engineers Association of Maryland

BOARD OF DIRECTOR'S MEETING

March 23, 2006

**Queen Anne's County Exploration Center
Grasonville, Maryland**

2nd Vice President Jim Wilson called the meeting to order @ 11:00 a.m. with the following in attendance:

President : Joe Kroboth III (meeting conflict)

1st Vice President: John Tustin (on vacation)

2nd Vice President: Jim Wilson

Secretary: Mike Warring

Treasurer: Doug Myers (not in attendance)

Directors: Kevin Beachy, John Redden, Charles Nolan, Bob Tenanty, and Steve Zahn.
Ron Bowen and Holger Serrano couldn't attend

Past Presidents: Todd Mohn, Steve Walls. Edgar Gonzalez and Ed Adams couldn't attend.

Historian: Jim Wright (couldn't attend)

Scholarship Committee: John Norris

Legislative Committee: Bob Martin

Visitors: Gregg Africa - representing Ron Bowen; and Dwight Emory – Garrett County

NOTE: As a point of order, the Secretary pointed out that according to section 2 of Article V of the organization's Constitution, that in order to have a quorum for any meeting of the Board of Directors, either the President, or the 1st Vice President must be present in addition to five (5) additional members of the Board. It was noted in these minutes, that the Secretary and the 2nd Vice President had received correspondence from President Kroboth asking the 1st Vice President to chair the meeting in his absence, as well as the 1st Vice President. Based on this correspondence, the Secretary suggested that there was a quorum, and that the 2nd Vice President should follow the instructions of the President in his absence. The Board suggested that the By Laws Committee should most probably redress the wording in this section regarding the definition of a "quorum" for Board meetings in the near future. Motion was made by Kevin Beachy, and seconded by John Redden that the 2nd Vice President, Jim Wilson should serve as the Chairman of this Board of Directors meeting and that due to the written instructions from the President for the 2nd Vice President to chair the meeting, there is an official quorum. Motion was carried.

Approval of Minutes:

The minutes for the February 24, 2006 meeting were reviewed. Motion to approve the minutes as presented was made by John Redden, and was seconded by Kevin Beachy. Motion approved.

Comments: There were no corrections, nor deletions offered.

Treasurer's Report:

Doug Myers was not able to attend the meeting, but his report dated 3/22/06 was distributed to the Board members. The checking account balance as of 2/20/06 was \$ 56,036.01, while the Money Market balance was \$ 7,972.87. The receipts totaled \$ 2,125.00, while expenses were \$ 250.82. The total balance of both the checking and money market accounts as of 3/22/06 was \$ 65,883.06. Motion to adopt the Treasurer's report was made by Bob Tenanty, and was seconded by Kevin Beachy. Discussion, motion carried.

Secretary's Announcement/New Members:

- (1) **New Member application - Michael S. Moulds**, who is the newly appointed Deputy Director of Public Works for Dorchester County.
 - (2) **New Associate Member application – Rebecca Folk**, who is the marketing manager of Keller Engineering in Hollidaysburg, Pennsylvania.
- Motion to approve the applications by Steve Zahn, and seconded by John Redden.
Discussion, motion approved.

Committee Reports:

Spring '06 Conference Report: (Chairman Jim Wilson) Jim reported that all of the registration packages have been sent out and that they were already receiving the completed packages back in his office. The room reservations were going fast, and in fact, he increased the reserved rooms for Wednesday night because of a surge in reservations for Wednesday night. Jim suggested that the Board may wish to investigate having the 2008 Spring Conference at the National Harbor Conference Center in Prince George's County, which is being constructed on the Maryland side of the new Woodrow Wilson Bridge. John Norris mentioned that the historic Tidewater Inn in Easton was recently purchased by the Carl Freeman corporation, and that there were planned renovations and that the Board may want to consider a Spring meeting there in the near future given the many amenities being planned as part of the renovations, as well as the various golfing and tennis facilities in the Town of Easton.

Fall '06 Conference Report: (Chairman Jim Wilson) Jim reported that the speakers and the technical program were taking shape, and that as of the Monday after the Spring Conference, that he and the Conference Committee would focus all attention to finalizing the detailed plans. At this point, he plans on using all of the files that John Tustin used for the highly successful Fall Conference in '05. The dates of the Fall Conference at the Clarion Hotel are: September 21, 22, and 23, 2006. The golf tournament chairman will be finalizing his negotiations, and will be selecting a course between the Bay Club and Beach Club facilities for both the '06 and '07 Fall Conferences.

Legislative Committee: (Chairman Bob Martin) – Chairman Bob Martin distributed a list of pending bills along with a synopsis provided by MACO on bill numbers: HB 1640/SB 1013 – “Maryland Growth Management Act of 2006”; HB 1657/SB 296 – Local Government – Street Lighting Equipment; and HB 1683/SB 1024 – “Local Government – APF Legislation – Requirements for Ordinance Adopted by a Municipality.

Committee Reports: (continued)

Membership Committee: (Chairman Todd Mohn) – Chairman Todd Mohn indicated that there hadn't been an official meeting of the committee to date, however, he has been working with reviewing the mailing list with Charles Nolan to insure that the list is up to date before we send out a second mailing soliciting renewal fees from members. He hopes to have the electronic files of the membership master list from Kathy Green in the immediate future, and now that we have an official post office box in Centreville, he will include said box number on all membership application and renewal forms. (i.e. Po Box #528, Centreville, Md. 21617)

Budget Committee: No Report.

By Laws Committee: (Chairman Mike Warring) - No report, but Chairman Mike Warring made note of the potential need to re-define the "Quorum" in the Articles of Corporation to include the name of the 2nd Vice President and Five members of the Board as meeting the said criteria.

Associate Member Advisory Committee: Chairman Charles Nolan indicated that his committee will be getting together before the next Board meeting to determine the agenda for the "Associate Members" meeting that takes place in the 11:30 time slot of the Spring Conference, while the business meeting is conducted by the "Members", to include announcing the results of the balloting for the proposed officers and Board member slate.

Scholarship Committee: (Chairman John Norris) – John Norris stated that there had been an anonymous offer of a \$50,000 contribution to the CEAM scholarship fund, providing that the CEAM Board of Directors authorizes an associated contribution of \$25,000. The Board discussed the merits of this generous offer, and given some past discussions regarding maintaining a minimum balance of approximately \$35,000 in our checking account, and some analysis of our current balance, and projected proceeds from the forthcoming Spring Conference, Kevin Beachy made a motion to make this \$25,000 contribution to the scholarship funds at the University of Maryland. Steve Zahn seconded the motion, and under discussion, Jim Wilson asked John Norris the amount, and date of the Board's last contribution to the fund, and John indicated that it was for \$20,000, and was made in June of 2005. The second part of the discussion centered on the viability of voting on the transfer of funds, which is normally done annually when there may be an issue of not having a "quorum" as defined by the current Articles of Incorporation. Though there seemed to be full support to make this contribution, it was decided by an additional motion by Kevin Beachy, and seconded by Steve Zahn that the Board would defer this action until the next Board meeting in April. John Norris indicated that he would go back to the anonymous donor, and insure that this Board response was satisfactory to the conditions of this generous donation.

Committee Reports: (continued)

Awards Committee: (Chairman Jim Montgomery) – (not in attendance) There was some discussion involving the awards for two retiring members at the Fall Conference, as well as an award for another strong supporter of CEAM at the Spring Conference.

Utility Relocation Committee: (Chairman Ed Adams) - (not in attendance - budget hearing)
The Board discussed the original plan to have a Verizon representative into a Board meeting, but there was some discussion suggesting that the Verizon subject involving their position on “Prior Rights” and other costs for utility relocation for highway and bridge projects would be an excellent topic for the summer MACO conference affiliate technical program. The Secretary is to contact the President to suggest this topic to the MACO staff.

Old Business: Past President Mohn reported that he and Mike Warring had met with former Treasurer John O’Hara to review the Board approved MOU describing the duties of the proposed “Administrator” for the organization. This position is an unpaid position, and the Board had approved the negotiations that took place with the current web master of the CEAM site, Jeff Rank, who is with the Queen Anne’s County D.P.W. Previously, Kathy Green, who is an administrative assistant with John O’Hara, has dutifully served in this supporting position, but due to John stepping down as the Treasurer after so many years, and given the need to “centralize” all of the CEAM files for the organization, the Board approved the MOU between Jeff Rank and the Board to serve as the Administrator. In addition to serving as the web master, the administrator, and being responsible for membership renewal mailings each year, Jeff has also volunteered to write the “Roadscraper” publication at least on an annual basis.

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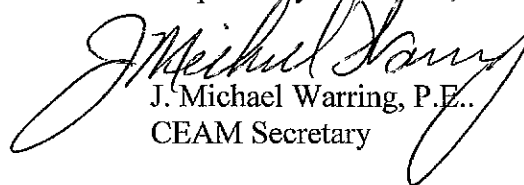
New Business:

Open Discussion: Todd Mohn personally thanked Greg Africa and Kevin Beachy for the new articles that they sent in to Jeff Rank as part of Jeff’s solicitation for Roadscraper articles. The Board members present were reminded of the need to send their articles into Jeff in the immediate future

Adjourn:

There being no further business, the meeting was adjourned at 12:45 p.m. Motion by John Redden, seconded by Bob Tenanty to adjourn. The next meeting of the Board will be held on Thursday, **April 27, 2006 @ 11:00** at the Queen Anne's County Exploration Center, Grasonville, Maryland

Respectfully Submitted,


J. Michael Warring, P.E..
CEAM Secretary

COUNTY ENGINEERS ASSOCIATION **OF MARYLAND**

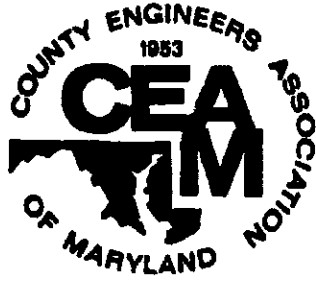
MEMORANDUM

Date: March 10, 2006
To: All Board Members & Past Presidents
From: Mike Warring, P.E., Secretary
Subject: Board Meeting - Thursday, March 23, 2006

There will be a meeting of the Board of Directors on Thursday, March 23, 2006 at 11:00 a.m. **The meeting will be held at the Queen Anne's County Visitors Center in Kent Island, MD.**

As in the past, lunch will be served. If you do not plan to attend, please contact *Tina Rupert* at 240-313-2254 or via e-mail at trupert@washco-md.net as soon as possible.

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COUNTY ENGINEERS ASSOCIATION OF MARYLAND

	<u>CHECKING</u>	<u>MONEY MARKET</u>	<u>TOTAL</u>
BALANCE AS OF 2/20/06	\$ 56,036.01	\$ 7,972.87	\$ 64,008.88
<u>RECEIPTS</u>			
Memberships	2,120.00		2,120.00
Scholarships	5.00		5.00
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	\$ 2,125.00	\$ -	\$ 2,125.00
<u>EXPENSES</u>			
Directors Lunch	119.83		119.83
Mailing Services	3.52		3.52
Secretarial Services	125.00		125.00
Bank Fees	2.47		2.47
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	\$ 250.82	\$ -	\$ 250.82
BALANCE AS OF 3/22/06	<u>\$ 57,910.19</u>	<u>\$ 7,972.87</u>	<u>\$ 65,883.06</u>

Douglas E. Myers, Treasurer