

County Engineers Association of Maryland

BOARD OF DIRECTOR'S MEETING August 23, 2007 MACO Office Conference Room Annapolis, Maryland

President Jim Wilson called the meeting to order @ 11:00 a.m. with the following attending:

President : Jim Wilson

1st Vice President: John Redden

2nd Vice President: Greg Africa

Secretary: Mike Warring

Treasurer: Doug Myers

Directors: Holger Serrano, Mike Mertaugh, Darl Kolar, and Stu Taub Note: Ed Plank, Bob Cooper, and Tom Meunier had scheduling conflicts & couldn't attend,

Past Presidents: John Tustin, Gary Rohrer, and Todd Mohn

Historian: Jim Wright (not in attendance)

Scholarship Committee: Mike Errico & Dale Coppage (neither could attend)

Legislative Committee: Bob Martin

Visitors: Bob Olsen – MdQI Awards Program

Approval of Minutes:

The minutes for the August 1, 2007 meeting were reviewed. Motion to approve the minutes as read was made by John Redden, and was seconded by Holger Serrano. Motion approved.

Treasurer's Report:

Doug Myers was able to attend the meeting, and his monthly report dated 8/20/07 was distributed to the Board members. The checking account balance as of 7/29/07 was \$ 66,974.34, while the Money Market balance was \$ 8,551.75. The receipts totaled \$ \$4,405.00 while expenses were \$ 247.06. The total balance of both the checking and money market accounts as of 8/20/07 was \$ 79,684.03. In addition, Doug also presented the "CEAM Conference Financial Report", which reflected the revenues, expenses, and final net incomes for the Spring and Fall '06 Conferences, as well as the Spring '07 Conference in Salisbury. Doug suggested to the Board, that after there was final financial report for the Fall '07 Conference, that the Board may want to determine the amount of monies that they wish to pledge to the four existing scholarships at the University of Maryland College Park Campus. Motion to adopt the Treasurer's reports as presented was made by Stu Taub, and was seconded by Greg Africa. Discussion, motion carried.

Secretary's Announcement/New Members:

(2) New Associate Members- Robert A. Moncure III, Construction Manager – Municipalities, EA Engineering Science and technology; and David Borusiewicz – Senior Structural Engineer with Wallace and Montgomery.

(4) New "Members" – David K. Porter – County Engineer for Caroline County; Dave Czawlytko – Deputy Chief of Operations – MES; Duane Wilding – Engineer with MES; and Steve Tomczewski – Executive Director of Environmental Operations - MES

Motion to accept these applicants for membership in CEAM was made by Greg Africa, and was seconded by Holger Serrano. Discussion, motion carried.

Committee Reports:

Program and Conference Committee: (Co-Chairman John Redden & Greg Africa) –

John Redden reported that the financial report for the Spring Conference was included in the Treasurer's report, and he was congratulated by the Board for a well run Spring Conference. As Co-Chairman of the Program and Conference Committee, Greg Africa indicated that there were 106 registrants for the conference, and the golfers signed up were ahead of last year's pace, and those two indices seemed to indicate a record number of attendees at this year Fall Conference.

Spring 2008 Conference at Solomon's Island Holiday Inn Conference Center – 4/30-5/2/08 –

Greg reported that he and Mike Warring traveled to meet with Maria Tall, who is the hotel's senior conference planning representative regarding our schedule of events for this year's Spring Conference. Greg pointed out that the Committee has endorsed a revised schedule for our "traditional conference" by starting the conference social events of golf and tennis tournaments around 10:00 a.m. on Wednesday, while still having registration and technical sessions at 2:00-4:00 in the afternoon. By starting the tournaments a little later than the normal 8:30-9:00, this will permit attendees to drive to the morning events from most parts of Maryland without having to stay at the hotel on Tuesday evening. There will be the normal social event of a planned meal for Wednesday evening, and then instead of having a keynote speaker to begin the technical sessions on Thursday morning, Greg stated there will be concurrent sessions for the six general facets of a typical DPW organization in the am session starting at 8:30, and then there will be a business meeting of the voting members at 11:30 while the Associate members will hold their meeting during the same time period. In the afternoon sessions, there will be specialized dual technical programs from 2:00 – 4:00. There will be a dinner on Thursday, which will include the installation ceremony for the new Board of Directors, who will officially begin their terms on July 1st of 2008. Friday morning will feature the keynote speaker, and the conference program should conclude around 10:30, which will coincide with conference participants checking out of the hotel prior to the normal 11:00 am time limit. Not only will there be many more technical programs included with this conference, but the Committee also firmly believes that this schedule will also provide a savings of a one-night stay at the hotel, versus the traditional schedule which ends with a dinner on Friday evening.

MACO Summer Conference – under the guidance and support of the program and Conference Committee members, there will be two technical programs offered by CEAM as part of the Affiliates Program in August in Ocean City. The panel members are confirmed, and MACO will be selecting elected members to chair each technical program.

Terms of Program and Conference Committee Members – It was suggested that the minimum term for the members of this long range conference planning committee should be two years to help insure continuity of the planning process. Since the Co-Chairman of this committee are the 1st and 2nd Vice Presidents, these two officers will always be serving a two year term, and may be re-appointed by the Board of Directors. A motion was made by Mike Warring to change "Article III – Committees" of the By Laws to reflect these recommended terms. This motion was seconded by Darl Kolar. Discussion, motion passed.

Committee Reports: (continued)

Legislative Committee: (Chairman Bob Martin) – Bob reported that the entire focus of his committee will be on the Governor's plans to make up the over 1.0 billion deficit that the legislature left after this year's legislative session. He is worried that the HUR funds will once again be used to help balance the general fund deficit, and he is quite sure that MACO will also be quite vigilant to watch out for these bills, especially if there is a special session called by the Governor this Fall. He also indicated that he would check with his committee, to see if everyone that served this past year wished to continue to serve, and will submit his list of committee members for approval at the next Board meeting in October.

Membership Committee: (Chairman Todd Mohn) – No report

Budget Committee: (Chairman Doug Myers) – No Report

By Laws Committee: (Chairman Mike Warring) – No Report, however, Mike suggested that his committee will have to develop revised language for the two year terms of the program and Conference Committee members, as well as revising the language referring to a "quorum" of the Board should also include the term 2nd Vice President. The current language states that at the six meetings (minimum) of the Board of Directors during any yearly period, a quorum is defined as "the President, or the 1st Vice President and five (5) additional members of the Board." The revised language has to be first approved by the Board of Directors, then must be voted on by the "voting members" through a ballot, and the results are normally announced at the next business meeting.

Associate Member Advisory Committee: (Stu Taub & Darl Kolar – Co-Chairmen) – Stu announced that he and Darl are seeking three (3) additional Associate members to serve on their committee, which is in accordance with the By Laws, and they will report their recommendations for approval at the next Board meeting.

Scholarship Committee: (John Norris) – No Report – however, John did forward two thank you letters from two of our scholarship recipients, and these letters were distributed to the Board members for their review, and files.

Education Committee: (Co-Chairmen Gary Rohrer and Bob Cooper) – based on the survey results that were put forth by the membership, and was summarized by the Program and Conference Committee, he and Bob will try and focus on developing technical one day programs at a central location in Maryland, like the University of Maryland to make presentations to the membership, and to even seek those accredited programs, which might count toward continuing education for those members who need such accreditation to maintain their registration status with certain states. They will also investigate those programs that will enhance all levels of public works staff, as well as encouraging all levels of management within the member counties to attend these meetings which would be held beyond the planned technical programs included in the Fall and Spring Conferences. They will also include all facets of Public Works to insure that their education programs are not just focused on roads and bridges.

Awards Committee: (Chairman Jim Montgomery) – No Report

SHA Liaison Committee: (Chairman Ed Adams) – No report

Old Business:

- **NACE Updates – Kevin Beachy, State Representative** – Kevin distributed his report of the July 14th meeting that he attended in Richmond. He also pointed out that NACE has County Engineer of the Year awards, and that maybe we could put forth our nominee to the NACE organization too? He also reported that there would be a concerted effort by both NACE and NACO to try and safeguard all programmed funding for all public works projects, and that due to the bridge failure in the mid-west, there will hopefully be an increase in construction spending over the next 5-10 years
- **Conference RFP for Outsourcing Registration Services – John Redden & Mike Warring** - CVENT? Mike reported that he had contacted the "CVENT" organization, and that their service was to provide certain proprietary computer programs that would be of assistance to our registration efforts. This doesn't really help us with the manpower effort that we are seeking to relive the "local" county's staff, particularly for the assemblage of the registration packets, as well as keeping the financial accounting reports up to date as registrations are received. Mike and John offered their continued pledge following the fall Conference to follow up with other local firms, who could meet our needs much like our original proposal of a year ago that was received from the late Mrs. Yarish.

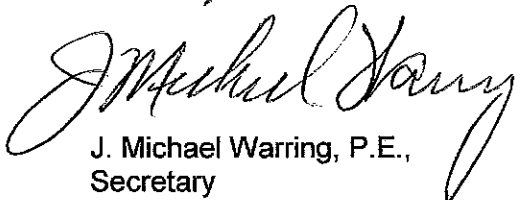
New Business:

- **MACO Winter Conference Affiliate Program topics-** Bridge and Roadway maintenance Inspections – Need for infusion of Construction dollars at the County level?
 - **MdQI Awards of Excellence Program** – Bob Olsen, who has served on the MdQI Steering Committee for some years, advised the Board that CEAM was actually listed as a "Sponsoring" member of the MdQI association. And yet as an organization, we were not truly a participant with the planned activities, and conference. Bob distributed a memo from Doug Rose to the Board members, which addressed the MdQI Awards of Excellence program, and highlighted new procedures for nominating projects, as well as the criteria for a project qualifying for such an award. Bob encouraged CEAM to get involved with this program, which makes a special effort to identify construction projects that are worthy of this prestigious award.
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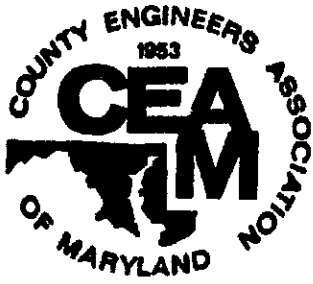
Adjourn:

There being no further business, the meeting was adjourned at 12:45 p.m. Motion by Stu Taub, and seconded by Greg Africa to adjourn. The next meeting of the Board will be held at 11:00 on October 25th at the MACO Building in Annapolis, Maryland.

Respectfully Submitted,

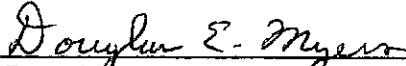


J. Michael Warring, P.E.,
Secretary



**COUNTY ENGINEERS ASSOCIATION
OF MARYLAND**

	<u>CHECKING</u>	<u>MONEY MARKET</u>	<u>TOTAL</u>
BALANCE AS OF 7/29/07	\$ 66,974.34	\$ 8,551.75	\$ 75,526.09
 <u>RECEIPTS</u>			
Memberships	255.00	-	255.00
Fall Conference	4,150.00	-	4,150.00
	-	-	-
	-	-	-
	\$ 4,405.00	\$ -	\$ 4,405.00
 <u>EXPENSES</u>			
Directors' Lunch	227.06	-	227.06
Credit Card Fees	20.00	-	20.00
	-	-	-
	-	-	-
	-	-	-
	\$ 247.06	\$ -	\$ 247.06
 BALANCE AS OF 8/20/07	 \$ 71,132.28	 \$ 8,551.75	 \$ 79,684.03



 Douglas E. Myers, Treasurer

CEAM Conference Financial Report

	Spring <u>2007</u>	Fall <u>2006</u>	Spring <u>2006</u>
Revenues:			
Member/guest registration fees	\$ 32,520	\$ 54,170	\$ 32,874
Sponsor donations	7,395	19,170	11,300
Scholarship donations	<u>-</u>	<u>1,415</u>	<u>-</u>
Total revenues	39,915	74,755	44,174
Expenses:			
Meeting rooms/breaks/banquet/mixer	13,912	31,032	19,396
Golf/tennis tournament	3,764	5,880	4,213
Entertainment	225	-	500
Postage/supplies	510	522	505
Attendance/conference gifts	2,787	10,510	1,210
Speaker gifts	-	-	100
Scholarship donations	-	1,415	-
Refunds	<u>955</u>	<u>635</u>	<u>720</u>
Total expenses	<u>22,153</u>	<u>49,994</u>	<u>26,644</u>
Net income	<u>\$ 17,762</u>	<u>\$ 24,761</u>	<u>\$ 17,530</u>

COUNTY ENGINEERS ASSOCIATION **OF MARYLAND**

MEMORANDUM

Date: August 13, 2007
To: All Board Members & Past Presidents
From: Mike Warring, P.E., Secretary
Subject: Board Meeting - Thursday, August 23, 2007

There will be a meeting of the Board of Directors on Thursday, August 23, 2007 at 11:00 a.m. The meeting will be held at the MACo Office, 169 Conduit Street, Annapolis, Maryland.

The Program and Conference Committee will meet at 10:00 AM.

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.

MW/tir