

County Engineers Association of Maryland

BOARD OF DIRECTOR'S MEETING

October 26, 2006

MACO Office Conference Room

Annapolis, Maryland

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

President : John Tustin

1st Vice President: Jim Wilson

2nd Vice President: John Redden

Secretary: Mike Warring

Treasurer: Doug Myers

Directors: Kevin Beachy, Gregg Africa, Holger Serrano, Bob Tenanty, Bob Cooper (not present), Steve Zahn, and Stu Taub

Past Presidents: Joe Kroboth and Rai Sharma

Historian: Jim Wright (not in attendance)

Scholarship Committee: Dale Coppage

Legislative Committee: Bob Martin

Visitors:

Approval of Minutes:

The minutes for the September 22, 2006 Business Meeting of the Voting members was reviewed by the Board. The Secretary noted that at the Past president's luncheon during the Fall Conference on September 22nd, that the Board voted to authorize Chuck Beall, who serves as the long range planning advisor to the Board for future conference locations, to sign the contract with the Clarion Hotel and Conference Center in Ocean City for the following dates: 9/18-9/20/08; 9/17-9/19/09, and 9/16-9/18/10. We currently have an existing contract with the Clarion for the 2007 Fall Conference, and based on Chuck's presentation of the two proposals from the Clarion, and the Princess Royale, the Board approved the Clarion for our Fall Conference through the year 2010. Motion to approve was made by President John Tustin, and the Board vote was unanimous. Comments: The Secretary read these notes of actions taken by the Board at the Past President's Lunch at the Clarion, as part of the Fall Conference program, since there were no official minutes taken at this gathering..

Treasurer's Report:

Doug Myers was able to attend the meeting, and his report dated 10/25/06 was distributed to the Board members. The checking account balance as of 9/21/06 was \$ 81,307.93, while the Money Market balance was \$ 8,129.41. The receipts totaled \$ 34,635.00, while expenses were \$ 18,855.34. The total balance of both the checking and money market accounts as of 10/26/06 was \$ 105,346.34. Doug pointed out that the balance was so high because we had not received the final bill from the Clarion at this time. Motion to adopt the Treasurer's report was made by John Redden, and was seconded by Bob Tenanty. Discussion, motion carried.

Secretary's Announcement/New Members:

(1) New Member application: Mark Bradshaw – Facilities Engineer, Water and Sewer Design for Washington County's Department of Water Quality. Motion to accept this new member application was made by Bob Tenanty, and was seconded by Steve Zahn. Discussion, motion carried.

(NOTE: The following new member applications were approved by the Board at the Past President's luncheon on 9/22/06: **Robert Moser – Carroll County DPW; Tom Wilkins-Howard County's DPW; Brian Kisner-Century Engineering; Jim Zhao-Nolan Associates; Bob Hayes-Construction Dynamics Group; Ronald Lind-URS Corporation; Mary Roman-URS Corporation; Glen Payton-Filterra.** Motion to accept these applicants for membership in CEAM was made by John Redden, seconded by Steve Zahn.

Committee Reports:

Spring '06 Conference Report: (Chairman Jim Wilson) Jim distributed his "Summary Report" for the Spring '06 Conference at Wisp to the Board. He reviewed the highlights of his report, with the bottom line being that when all expenses were paid, CEAM netted about \$17,789.50.

Fall '06 Conference Report: (Chairman Jim Wilson) – Once again, Jim distributed his very concise "Draft" of the Fall Conference report for the Board to review. As expected, the total registration figure of 318, was almost twice the number of registrations at the Wisp Conference in the Spring. The technical and the exhibitor programs were well attended, and were most successful. Though all of the bills were not final at the time of this meeting, Jim projects that through the support of the Associate Members, and Exhibitors, we may realize a net proceed number of \$26,300.00 +/- Comment: Joe Kroboth confirmed with Jim Wilson that no one applied for the "free registration program" to be awarded by the Board to a worthy member of the Association. It was agreed that we need to publicize this better through the CEAM website, and as part of conference print material for future conferences, as part of our desire to get a larger number of younger members to attend the conferences.

Spring 2007 Conference in Salisbury, Maryland – (Chairman John Redden) – John distributed his first draft of his proposed conference program and activities that are scheduled to take place from May 3- 5, 2007, with the conference headquarters at the Ramada Inn Hotel in Downtown Salisbury. He and Rai Sharma have had meetings with the owners of the Hotel, and since Rai is a personal friend of the owners, they felt that the room rates of \$69.00/night were most affordable, and all of the rooms were being renovated along with the main dining room. They presented some preliminary costs for the various services required by the Hotel, and they are also investigating the "Old Mill" crab place in DELMAR for the Thursday night social program. Mike Warring will be investigating the two nearby golf courses (Nutter's Crossing and Green Hill CC) as potential sites for our tournament.

Legislative Committee: (Chairman Bob Martin) No report, however, Bob pointed out that at present there was no one on his committee for Prince George's, nor Montgomery Counties.

Committee Reports: (continued)

Membership Committee: (Chairman Todd Mohn-not present) – No report

By Laws Committee: (Chairman Mike Warring) - No report

Associate Member Advisory Committee: (Co Chairs-Steve Zahn and Stu Taub) No Report

Scholarship Committee: (Chairman John Norris-not present)- President John Tustin acknowledged the donation and citation that Mr. and Mrs. Joe Necker made to the Scholarship committee in honor of Jim Montgomery's years of dedicated service to CEAM, as well as the celebration of Jim's 60th Birthday. However, it was decided by the Board to let the Scholarship Committee make some sort of a citation and formal acknowledgement to Jim for this generous donation of the Neckers to the CEAM Scholarship Fund..

Awards Committee: (Chairman Jim Montgomery-not present) Stu Taub reported that Jim Montgomery expects to be at the next Board meeting on November, and will present his approach to review our memberships list to see if we have been remiss in acknowledging certain members, who have served CEAM and were not formally recognized as "Retired", or "Life" members by the Awards Committee.

Utility Relocation Committee: (Chairman Ed Adams – not present) –No Report

Old Business:

- (1) **Update of Hotel Negotiations for Future Conferences-** President Tustin reported that as a result of the Board's decision to accept Chuck Beall's analysis of the two proposals that he had received from the Clarion and the Princess Royale, that Chuck Beall has begun his negotiations with the Clarion Hotel for Fall Conferences in 2008, 2009, and 2010.
- (2) **Premier Meetings Proposal –** Unfortunately, the CEO, and Principal of this Conference Planning firm located in Lewes, Delaware contacted Mike Warring during the Fall Conference and sadly stated that she apparently is losing her battle with cancer, and therefore, she has no choice but to withdraw her proposal to provide "outsourcing" services to CEAM for the two Conferences of 2007. Her proposal basically included taking care of the registrations, to include allowing members to charge their registration costs onto their credit cards, as well as the preparation of the registration packages, which account for a lot of the "labor intensive" work that is performed by the staff of every Conference Chairman. A brief discussion ensued, and the President felt that we should continue to explore this type of outsourcing service for future conferences, and John Redden was asked to take a lead in this research effort, and develop an "RFP".

New Business:

- (1) MACO Winter Conference Technical Program:** President Tustin reported that MACO had already selected the subject matter that they wish CEAM to participate on for the Winter Conference. The subject will be titled "Strategic Highway Safety Plan", and will feature Neil Pederson as the Principal panelist. There will also be the Chief of the State Police on the panel along with a representative from CEAM. There were some extensive discussions about the formulas that SHA uses to determine the accident rates per mile, and the fact that in most Counties, the lane mileage that the County maintains is substantially greater than the lane miles that SHA maintains. But the statistics don't reflect the accident rate per road mile, which most felt was an unfair comparison for safety funding programs. Decreased funding using HUR Funds was also brought into the discussions, especially as it applies to the more rural Counties. It was decided to take on Neil Pederson's challenge that he offered at the Fall Conference for the CEAM to establish a committee of members to act as a liaison to SHA to ensure that his office would be always aware of the "real" problems at the field level of operations. As a result of the President's request, the following members of the Board volunteered to serve on the "standing" committee: John Tustin; Stu Taub; Rai Sharma; Holger Serrano; Ed Adams; Jim Wilson; Al Hudak; Kevin Beachy; and Mike Warring. It was suggested that this Committee be a standing Committee, and that a monthly meeting with SHA might provide sufficient communications to enhance the funding programs for all subdivisions of the State.
- (2) NACE Dues:** Tony Giancola has approached the Treasurer about the possibility of CEAM including a membership application in the CEAM membership renewal forms. At one point, CEAM used to collect NACE dues as part of the CEAM dues renewal fees, however, the sentiment of the Boards was not to be involved with the collection of NACE dues at this time. It was decided that the Board would agree to have a NACE membership application (1 page max) included in the membership renewal mailing this year, and this way we would be alerting our CEAM membership to the possibility of joining NACE, but let the individual member complete and mail in his/her form to NACE, and therefore our Treasurer will not be involved with these transactions at all. At present, there are only 9 members of CEAM who also belong to NACE, so it was felt that it would behoove both organizations if we included the NACE application along with our renewal form.
- (3) State Representative to NACE-** At present, CEAM supports the NACE annual dues for the President and 1st Vice President, as well as paying for one of these members to attend the annual NACE Conference. The problem is that using this approach, there is never any true continuity for a person to truly become familiar with national programs, as well as other County DPW issues because of the short one (1) year CEAM terms of office. So, President Tustin feels that there ought to be a more permanent appointee to serve as the State Representative of CEAM to NACE, and to serve at a minimum of a three (3) year term. This will be discussed at greater length at the next Board meeting in December.

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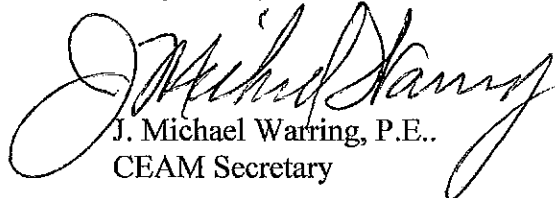
New Business: (continued)

- (4) **Open Discussions:** President Tustin pointed out that a trusted friend, and Principal of his firm (G.W. Griffin & Associate, LLC) , Gerv Griffin died a few weeks ago, and though the news was received by the Secretary shortly before this Board meeting, we did manage to get the obituary, and a nice profile offered by John Tustin included in our CEAM web site. In addition, the web master also sent out an email notice of Gerv's passing to all those on his mailing list. However, Kevin Beachy led the discussions about having the Treasurer establish a "flowers fund" of \$500.00 for occasions like this when we lose a member of our organization. A formal motion was made by Kevin and seconded by Bob Tenanty to establish this revolving fund in the amount of \$500.00, and that it would be used to buy flowers, or other remembrances suggested by the family for CEAM members who have passed.
- (5) **Membership Survey Results from Fall Conference** – Jim Wilson presented the results of the survey forms that were returned to his staff at the Conference. There were 11 suggestions, that ranged from discussions of the benefits of "outsourcing" the registration tasks, to some conference technical programs that addressed the broader responsibilities of Public Works. These comments were presented to the Board, and 2007 Conference Chairman Redden will take particular attention to the proposed subjects for his technical programs.

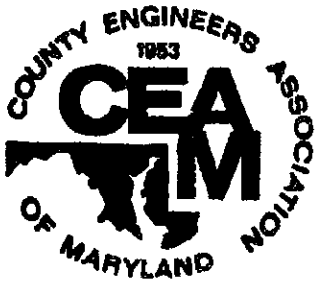
Adjourn:

There being no further business, the meeting was adjourned at 12:30 p.m. Motion by Stu Taub, and seconded by Kevin Beachy to adjourn. The next meeting of the Board will be held at 11:00 am, on December 7th, 2006 at the MACO Office Building.

Respectfully Submitted,



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



COUNTY ENGINEERS ASSOCIATION OF MARYLAND

	<u>CHECKING</u>	<u>MONEY MARKET</u>	<u>TOTAL</u>
BALANCE AS OF 9/21/06	\$ 81,307.93	\$ 8,129.41	\$ 89,437.34
<u>RECEIPTS</u>			
Memberships	-	-	-
Fall Conference 2006	34,635.00	-	34,635.00
Dividends	-	129.34	129.34
	<hr/>	<hr/>	<hr/>
	\$ 34,635.00	\$ 129.34	\$ 34,764.34
<u>EXPENSES</u>			
Fall Conference 2006	17,559.88	-	17,559.88
Directories	1,046.30		
Directors' Lunch	228.35		
Postage	20.81	-	20.81
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	\$ 18,855.34	\$ -	\$ 18,855.34
BALANCE AS OF 10/25/06	<u>\$ 97,087.59</u>	<u>\$ 8,258.75</u>	<u>\$ 105,346.34</u>

Douglas E. Myers
Douglas E. Myers, Treasurer