

OFFICIAL MINUTES

**EXECUTIVE COMMITTEE
WINTER MEETING**

EMBASSY SUITES HOTEL

AUSTIN, TEXAS

FEBRUARY 10, 2007

AGENDA

EXECUTIVE COMMITTEE MEETING

Embassy Suites Hotel– Austin, TX

FEBRUARY 10, 2007

- 1. Call to Order**
- 2. Appointment of Parliamentarian**
- 3. Roll Call**
- 4. Approve Minutes of June 22, 2006 Executive Committee Meetings**
- 5. Executive Committee Reports – ER-1 to ER-11**
- 6. Standing Committee Reports – CR-1 to CR-13**
- 7. Special Committee Reports – SCR-1 to SCR-8**

UNFINISHED BUSINESS

- U-1 Chapter Status – (Continuing)**
- U-2 What Do We Get for Our Money**
- U-3 Department of Veterans Affairs**
- U-4 ASCET Business Plan**
- U-5 Production of Study Materials for NICET exams**
- U-6**

NEW BUSINESS

- N-1 P&P manual Revision 4**
- N-2 Regional borders & number of VP's**
- N-3**
- N-4**

AMERICAN SOCIETY OF CERTIFIED ENGINEERING TECHNICIANS

EMBASSY SUITES HOTEL - AUSTIN, TX

January 10, 2007

EXECUTIVE COMMITTEE MEETING

President Leonel Saenz, Jr. CET, called the Meeting to order at 8:02 AM on Saturday, February 10, 2007.

Cliff J. Knezek, CET, was appointed Parliamentarian.

Present were:

Chairman of the Board - Russell E. Freier, CET

President - Leonel Saenz, Jr., CET

Secretary-Treasurer – Tim Latham, CET

Vice President, North Central Region - Larry J. Killer, CET

Vice President, Northeastern Region - Philip L. Gaughan, CET

Vice President, Southeastern Region - Charles P. Robinson, CET

Vice President, Central Region – Robert Sallee, CET

Guests present at various times were:

Cliff J. Knezek, CET - Past Chairman of the Board

Leo Saenz said everyone had received copies of the June 2007 Executive Committee Minutes and he would entertain a motion to accept.

MOTION 1 by Russ Freier, second by Philip L. Gaughan "Move to accept and approve minutes of the June 22, 2006 Executive Committee Meeting as written with amendments".

FOR - 7

AGAINST - 0

MOTION PASSED

President Leo Saenz stated he would like to move through the reports quickly and if anyone had questions raise them at that time and he would then table the report for discussion later in the meeting.

EXECUTIVE COMMITTEE REPORTS ER-1 TO ER-11

ER-1 Chairman of the Board, Russell E. Freier, CET
Report on file. Added information on the PN Regional meeting.

ER-2 President, Leonel Saenz, JR., CET
Report on file. No additions.

ER-3 Secretary-Treasurer, Tim Latham, CET
Report on file. Tim adjusted the number of dropped members on his report and explained how he was handling members that pay chronically late.

ER-4 Northeastern Region, Philip L. Gaughan, CET
Report on file. No additions.

ER-5 Southeastern Region, Charles P. Robinson, CET
Report on file. Charlie talked about the upcoming ETC with MDOT in Miss.

ER-6 North Central Region, Larry J. Killer, CET
Report on file. Larry added he had gotten emails from a member in Nebraska wanting to start a chapter.

ER-7 Central Region, Robert Sallee, CET
Report on file. No additions.

ER-8 Southwestern Region, Leonel Saenz, JR., CET
Report on file. No additions.

ER-9 Western Region, Lori A. Allison, CET
Report on File. No additions.

ER-10 Pacific Northwest Region, Lori A. Allison, CET
Report on file. No Additions.

ER-11 General Manager, Timothy H. Latham, CET
Report on file. No Additions.

ER-12 ASCET Auxiliary
No Report. MOTION 2 by Russ Freier, second by Charles P. Robinson "Move to move ER-12 off of the Executive Committee Reports and place it under Administrative Study Committee."

FOR - 7

AGAINST - 0

MOTION PASSED

STANDING COMMITTEE REPORTS CR-1 TO CR-13

CR-1 Budget Committee, Timothy H. Latham, CET

Report on file. Tim said the report is the actual and projected financial data for FY-06/07. He currently predicts a potential to go over budget in some items. Charlie Robinson asked about the cost of the Miss. Business Journal ad and Tim Latham said it would have to go under the 763 Misc/Contingency due to the fact that we did not have a line item for ads that we buy as that we had never done this before and may not again. Larry killer also asked about how the Dec to June Est. was done. It was decided to add a column for Balance of Budget as well as estimated.

CR-2 Publications Committee, J. Steven Spell, CET

Report on file. Tabled till later in the meeting.

Leo called a 15 minuet break at 8:50.

CR-3 Membership Evaluation Committee, Timothy H. Latham, CET

Report on file. Tim Latham summarized the report and said that we had added 85 new members, and dropped 160 as of December 31, 2006. He also explained the difference in membership numbers was in the student category and would find a better way to express these numbers in the future. There are 3 students under the new student member plan.

CR-4 Financial Aid Committee, Thomas M. Carroll

Report on file. No Additions. Report was tabled until later in the meeting.

CR-5 ASCET/NICET Liaison Committee, Lori A. Allison, CET

Report on file. No Additions.

CR-6 Legislative Committee Philip L. Gaughan, CET

Report on file. No Additions.

CR-7 Education Committee, Danada McMurtry

Report on File. Charlie Robinson talked about things we can do but it was taking time to get anything going.

CR-8 Intersociety Relations Committee, Philip L. Gaughan, CET

Report on file. Phil discussed his report in detail.

CR-9 Chapter Development & Activities Committee, Timothy H. Latham

Report on file. Tim talked about adding the Pacific Northwest online chapter. Tim Latham asked questions about the chapter banners and not having a source for them. Cliff J. Knezek said we were required to provide the chapter charter and banner at no cost to the chapter.

CR-10 Student Chapter Development & Activities Committee, Timothy H. Latham

Report on file. Tim talked about contacting the student advisers and which student chapters or active and which are not. Tim stated he was getting ready to drop Spartanburg and Mt. Hood due to no contact.

CR-11 Constitution and Bylaws Committee, Timothy H. Latham

No report. There was a discussion on how to handle the Constitution and Bylaws updates.

CR-12 Honors, Awards, and Resolutions Committee, J. Steven Spell, CET

Report on File. There was discussion about printing of awards and the fact they had not been done. Tabled till later in the meeting.

CR-13 Annual Meetings

2007, Buffalo, NY, Philip L. Gaughan, CET

Phil gave information on hotel and trade show for Buffalo 2007 meeting.

2008 Western Region (tentatively)

Discussed having the meeting in West due to the fact that Lori Allison is retiring in 2008.

2009 Kansas City Larry Killer (tentatively)

Larry spoke on different ideas he was working on.

SPECIAL COMMITTEE REPORTS SCR-1 TO SCR-8

SCR-1 Certification Study Committee, Lori A. Allison, CET
Report on file. No additions.

SCR-2 Tellers Committee, Thomas E. Maurer, CET
Report on file. No additions.

SCR-3 Nominating Committee, Russell E. Freier, CET
Report on file. Tim Latham and Phil Gaughan need to send in resumes for reelection.

SCR-4 Policy and Procedures Manual Committee, Kurt H. Schuler, CET (Ret.)
Report on file. Tabled till later in meeting.

SCR-5 Ethics Committee, Lori A. Allison, CET
Report on File. No additions.

SCR-6 Administrative Study Committee, Leonel Saenz Jr., CET
Report on file. No additions.

SCR-7 ASCET Web Development Committee, Larry J. Killer, CET
Report on file. No additions. Larry will be making minor changes with the forms tabs.

SCR-8 Recruitment Committee, LaTonya Y. Graham, CET
No report.

Leo called a 15 minute break at 10:15 till 10:30

UNFINISHED BUSINESS U-1 TO U-4**U-1 Chapter Status - All Vice Presidents**

Chapter (Number)	Region	06/22/2006 Status	02/10/2007 Status
Albany (115)	NE	Active	Inactive
Arizona (700)	W	Inactive	
Austin Area (500)	SW	Active	
Central Iowa (407)	NC	Dormant	Drop
Central Jersey (000)	NE		Active
Central Ohio (305)	C	Active	
Central Oklahoma (510)	SW	Inactive	Drop
Central PA Fire Pro (114)	NE	Active	
Delaware (112)	NE	Active	
East Central Miss. (225)	SE	Active	
Eastern Oklahoma (000)	SW	Inactive	Drop
El Paso Southwest (506)	SW	Inactive	Drop
Florida Crown (205)	SE	Inactive	Drop
Gator (217)	SE	Inactive	Drop
Georgia State (224)	SE	Active	
Greater Baltimore (109)	NE	Active	
Houston (502)	SW	Inactive	
Hudson Valley (111)	NE	Active	
Jackson (204)	SE	Active	
Kansas City (307)	NC	Active	
Kentucky State (307)	C	Active	
Lehigh/Berks (113)	NE	Active	
Long Island (108)	NE	Active	
Maryland-DC (104)	NE	Active	
NESFPSD (106)	NE	Active	
Northeast Miss. (221)	SE	Active	
Northeast Ohio (308)	C	Active	
Northwest Miss. (223)	SE	Active	
Oregon (602)	PN	Active	
J.M. Parish Memorial (214)	SE	Inactive	Drop
Philadelphia Area (105)	NE	Active	
Pine Belt (220)	SE	Inactive	Drop
Puget Sound (603)	PN	Inactive	
Raleigh (000)	SE	Inactive	Drop
Rochester (110)	NE	Active	
Rocky Mountain (509)	SW	Inactive	Drop
San Antonio (511)	SW	Inactive	Drop
Southwest Idaho (604)	PN	Active	
South Jersey (107)	NE	Active	
Southwest Miss. (222)	SE	Inactive	
Tampa Bay Area (213)	SE	Inactive	Drop

Tidewater (202)	SE	Inactive	Drop
Upper South Carolina (218)	SE	Inactive	Drop
West Texas (507)	SW	Inactive	Drop

As of June 23, 2005

44=Active-25 Inactive-18 Domant-1

As of Feb. 4, 2006

44= Active-24 Inactive-5 Domant-0 Drop-15

The decision was made to drop all inactive chapters.

U-1 CONTINUING ITEM

**U-2 What Do We Get For Our Money, Philip L. Gaughan, CET
Concluded as of Feb. 2007**

**U-3 Department of Veterans Affairs (DVA), Philip L. Gaughan, CET
Main point is that their membership continues while they are overseas
Concluded as of Feb. 2007**

U-4 Production of Study Materials for NICET Exams, Charles P. Robinson, CET

U-4 CONTINUING ITEM

NEW BUSINESS N-1

N-1 P&P Manual Revision 4, Larry Killer, CET

After Larry reread the P&P manual and he found several things to be updated and discussed them with Kurt Schuler. Larry read the different items that needed to be looked at and updated in revision 4.

MOTION 2 by Charlie Robinson, second by Robert Sallee "Move to remove the Website special committee from the Special Committee list and add it to the Standard Committee list.

FOR - 7

AGAINST - 0

MOTION PASSED

N-1 CONTINUING ITEM

N-2 Regional Borders and numbers of VP's. Tim Latham, CET

It was discussed that with the retirement of Lori Allison whether or not to reduce the number of regions from 7 to 5 and how to rename them. At this time Leo turned the meeting over to Charlie Robinson at 11:15 for discussion of the business plan that includes many of the items that were tabled earlier.

We agreed to revise the mission again to:

The American Society of Certified Engineering Technicians provides opportunities for technicians and technologists to magnify their status as vital members of the engineering team.

Looked at business plan and putting together an organizational chart. General discussion on how to reorganize the regions. Phil Gaughan put out the idea that we need career specific Vp's as well as regional. Tim Latham said he would make a chart of careers areas around the country to show what regions are heavy in each career.

N-2 continued;

Also the committee agreed to bring Real Mark Ins. Onboard as a new benefit for members. There was a discussion on how Real Mark would be contacting members and representing ASCET since we do not allow vendors to contact the membership directly. It was explained that current members will be contacted by the national office through the renewal process and NICET certified non-members would be contacted by Real Mark with the permission to promote ASCET at the same time. Each person that signs up with Real Mark would also become an ASCET member with Real Mark paying their dues.

Leo called a break for lunch at 11:45 and asked everyone to be back by 1:15

Charlie talked about the possibility of dealing with Penn Foster Career School on correspondence courses for training purposes.

Phil Gaughan asked when the right time was to approach other organizations with MOU's. we had a general discussion on inviting other society and certifying bodies to the Excomm meeting in 2008 for a round table on how to work together to get members and keep them. We will need to look at sites and whether or not we could get NICET to partner with us on this.

Charlie talked about leadership training for members who might be able to set into an excomm position if something happens to one of the excomm members. He wanted to know if it was written down anywhere on how to run things and GM Tim Latham said not really. There was a chapter formation guide and the P&P manual but that was all.

It was also brought up that there needed to be resumes or bio for the national officers either on the web site or run in the magazine.

Tim Latham handed out a new regional map for discussion on how to realign the regions and in what format. Tim talked about doing away with 2 regions Western and Pacific Northwest. This would reduce ASCET to 5 regions. Phil Gaughan suggested we change the Vp's to discipline based and let them work nation wide. Or change the regions to region 1, 2, 3 etc... instead of SE, SW, NE. This would have to start in 2008 after Lori Allison retires.

N-2 CONTINUING ITEM

At this time Leo reopened the tabled CR-4 Financial Aid Committee report.

Leo read a letter from someone wanting a grant for an All Girls high school robotics team. Did we want to start participating in something like this and if so what would be the requirements for the applicants. It was decided to stay away from this at this time. It was also brought up on the size of the current grants Tim Latham said we rarely got request on the \$100 cash grants. It was discussed on doing away with the 4 \$100 grants and making one \$400 grant for a high school senior instead.

Leo brought up the Miss. ETC that we need to provide a speaker to. He suggested asking Kurt Schuler to do it this year because he could not.

Leo reopened the CR-2 Publications Committee

There was some discussion about changes in the magazine and a complaint from ASNT on the reprint of an article from their publication. There was a general discussion on how the magazine is laid out, content, and whether or not to drop the printed magazine and go to an online newsletter and a once a year Annual Report printed issue. It was decided to convert the magazine to an online newsletter was agreed on and decided to start in July. Steve's contract will have to be reworded to reflect this.

Leo reopened CR-12 Honors, Awards, and Resolutions Committee

Larry Killer said he would like to see an award for chapter web sites of the year as well as newsletter of the year including online newsletters. Russ suggested maybe making a change to publication of the year since many chapters have phased out newsletters but are keeping member informed through websites.

There was general discussion on ASCET's response to CCTT's Technology Week proposal. We agreed to recognize CCTT's Tech week in November and get them to recognize ours on the first week of April which is our founding week. In the past engineering technician week for ASCET has been the week before the annual meeting. We agreed to put it on our web site in future and also to look into putting ASCET award winners on web site. We also agreed to call it the National Technician and Technologist Week. We agreed to be sure to put the How ASCET Was created story on the site at the same time.

Tim Latham brought up the fact of scanning old office files into the computer. Russ suggested paying a company to scan this in but Tim said he felt he could find a person to do this instead of dealing with the cost of a company.

The meeting was concluded at 2:59 pm.