

**MINUTES OF THE
PROFESSIONAL LAND SURVEYORS OF OHIO
EXECUTIVE COMMITTEE MEETING**

Location: **KALAHARI RESORT AND NIA CONFERENCE CENTER, MANGROVE ROOM,
SANDUSKY, OHIO**
Date: **THURSDAY, OCTOBER 7, 2010, 6:00 P.M.**

ALL REPORTS WERE TO HAVE BEEN SUBMITTED IN WRITING

- 1.0 Call to Order & Devotions ó Rion Myers
 - *President Myers called the meeting to order at 6:08 pm.*
 - *President Myers led the attendees in devotions.*
- 1.1 Pledge of Allegiance
 - *President Myers led the attendees in the Pledge of Allegiance.*
- 1.2 Introduction of Visitors ó Rion Myers
 - *Guests were recognized as follows: James Cottrell, Cleveland Chapter; Mike Jones, ASKEGA Chapter; Don Friemoth, Past President, Northwest Ohio Chapter; Jared Akins, Tuscarawas Valley Chapter.*
- 1.3 Seating of Alternate Chapter Delegates (written authorization necessary)
 - *Written authorization was received for Bob Dorner to serve as Alternate Delegate for the Western Reserve Chapter. Mark Scholl attended to represent the Miami Valley Chapter. No written authorization was necessary for existing Alternate Delegate Jim Kenyon, Mohican-Killbuck Valley.*
- 1.4 Determination of Quorum (over ½ of 28 member Executive Committee)
 - *Roll Call was taken. 4 of 6 Officers, 9 of 20 Delegates, and 2 Immediate Past Presidents were present at the beginning of the meeting. (Chapters ultimately not represented were Central Ohio, Cincinnati, Muskingum Valley, Northwest Ohio, OSU, Ohio Valley, Scioto Valley, Southwestern, and Treaty Lands. Past Presidents in attendance were Paul Dinan, A.J. Myers, Don Friemoth, Frank Snyder, and Rusty Rosebeck.)*
 - *Executive Director Gilpin and Assistant Executive Director Jones were present.*
 - *It was determined that there was a quorum.*
- 1.5 Agenda Changes
 - *No agenda changes were made.*
- 2.0 Acceptance of Secretary's Minutes for September 2008, January 2009 - Jim Kenyon; for September 2010 ó Don Pickenpaugh
 - *Jim Kenyon submitted minutes for the September 2008 and January 2009 Executive Committee meetings. **A motion to accept the minutes for both meetings was made by Bryan Ellis and seconded by Isaac King. Motion was approved by voice vote.***
 - *Minutes of the September 10, 2010 meeting were submitted. Don apologized for including an intermediate version of the definition of surveying on the last page of the minutes and supplied a replacement page containing the final version. **Dave Bodo moved to accept the minutes and Jim Kenyon provided a second. Motion was approved by voice vote.***
- 3.0 Treasurer's Report for July, August and September, 2010 ó Dana Parsell
 - *Treasurer Parsell distributed copies of the July report in the new QuickBooks format. He commented that he appreciates the new format which shows the percent spent for the fiscal year.*
 - *Rion accepted the Treasurer's Report for July, 2010 subject to audit. He tabled reports for August and September to the next Executive Committee meeting.*
- 4.0 Unfinished Business
 - 4.1 Surveyor of the Past Plaques - Barb Jones

- *No report.*
- 4.2 Website Proposal ó Melinda Gilpin
 - *Melinda asked members to call if they have issues or suggestions.*
- 4.3 Soil Scientists Issues ó Dean Frederick
 - *Melinda gave an update in Dean's absence.*
 - *The Board and the Ohio Department of Health are "talking."*
 - *Melinda had contacted Rebecca Fugitt , Program Manager, about PLSO being one of the organizations on the Advisory Committee for Rule Development.*
 - *A response was received last week less than 24 hours before the first rules meeting stating that there are already 50 organizations being represented and that they would not accept PLSO's participation.*
 - *The communication stated PLSO can listen in by audio if desired, and that we are to work through the State Board of Registration's representative Bert Dawson.*
 - *Rusty questioned if the meeting is a public meeting and hence subject to the open meetings law.*
 - *Melinda was told the Advisory Committee meeting was not considered a public meeting, and there would be public comment meetings later once ODH has drafts to be considered.*
 - *Rusty noted that except for executive session, they could not forbid anyone from attending.*
 - *Melinda will forward the email to the Executive Committee so discussion could take place at the Chapter level.*
 - *Frank added he attended a meeting with ODH a week or so ago. ODH's arguments include lack of accuracy, medium on which a survey is drawn, and methods used to draw the map. However, he added the definition of surveying is broad.*
 - *Another meeting is scheduled in the next week or two. Their legal counsel wants to bring some examples of maps.*
 - *Frank commented level of accuracy does not define a survey, how it's drawn does not define a survey, how it appears does not define a survey, but whether it relates to the protection of public's health and safety and whether specialized knowledge is required in its preparation.*
 - *Although previous rules were rescinded, some counties adopted them. New rules will not go into effect until 2012.*
 - *Frank noted they were told that any Board members wanting to participate other than Mr. Dawson could listen by dial-in. The Board is allowed to send its representative only.*
 - *The Board is still pursuing cease and desist for those practicing surveying.*
 - *Rion's concern is that some are practicing surveying without a Certificate of Authorization. This will be an ongoing item.*
- 4.4 Statue of Limitations - Rose Coors
 - *Melinda received an email from Rose that she has no report.*

5.0 New Business

- 5.1 New Members - Bob Akins
 - *Melinda noted candidates on the list for these categories: two Professional, one Associate, and two Student. There were no candidates for the Affiliate category.*
 - 2 Professional - Jason J. Lingenfelter, Mohican-Killbuck Valley*
Steven J. Kelly, Cincinnati
 - 1 Associate - Michael P. Peecook, Central Ohio*
 - 2 Student Brandi E. Kiehl, University of Akron*
Holly A. Grubaugh, University of Akron

***Motion to Accept the New Professional, Associate and Student Members by George Hofmann
Second by Paul Dinan***

Motion passed by Unanimous Voice Vote of the Attendees

- *Melinda referred to the list in the agenda for consideration of three Reinstatements.*
 - 3 Reinstatement - Edward L. Reusch, Western Reserve*

James J. Bertram, Cincinnati
Michael O. Wanchick, Central Ohio

**Motion to Accept the Reinstatement of three Former Members by George Hofmann
Second by A.J. Myers
Motion passed by Unanimous Voice Vote of the Attendees**

- 5.2 Proposed Budget for Fiscal Year 2011-2012 - Paul Dinan
- Rion instructed Chapter Delegates to take the proposed budget back for local discussion. The budget will be voted on at the November 12, 2010 Executive Committee meeting.
 - Paul outlined the budget by account and how each amount compares to the current budget. The proposed budget is for July 1, 2011 - June 30 2012.
 - The total budget is proposed to be \$366,000.00, down from last year's \$371,000.00.
 - Rion emphasized that local Chapters should discuss this by the next meeting.
 - Jim Kenyon requested a printout showing proposed and current amounts side-by-side. Melinda agreed to email a report in this format, noting some modification is necessary as the Chart of Account numbers have changed.
 - [See table of proposed budget at end of minutes.]
- 6.0 Inter-Association Delegates
- 6.1 CEAO - Dean Ringle
- Not in attendance and No Report.
- 6.2 ODOT - Jim Kenyon
- Written Report submitted this evening; copies were supplied.
 - ODOT made their presentation to the Board of Registration on the Memorandum of Understanding. The Board accepted the MOU language. ODOT signed the MOU and sent it to the Board for their signature.
 - An ODOT news bulletin will be released concerning the MOU.
 - ODOT is starting to look at other documents that will be impacted by the new MOU, such as standard construction drawings, construction specifications and the right-of-way manual.
 - ODOT updates specification standards quarterly and there will be significant surveying related changes in the October 15 release, including mapping standards, project control specifications and procedures for positions established by GPS.
- 6.3 State Board of Registration - Melinda Gilpin
- Melinda attended the last Board meeting.
 - Biannual registration was discussed.
 - Frank gave a report on the ODH issues.
 - Tomorrow afternoon John Greenhalge and Frank Snyder will be presenting on Board Updates.
 - Frank added that NCEES contributed \$10,000 toward a PBS "Spotlight On" program on surveying.
 - Melinda noted that NSPS is coordinating the program with the production company. After all 500 airings are completed, a link will be provided to state societies. Air dates are unknown at this time, but will be posted to the PLSO web site as info becomes available.
- 6.31 Legal Description Questions
- Rion mentioned Bob Akins was asked by Bert Dawson for PLSO's input on survey description ties.
 - The Board is seeing problems in some counties throughout the State in which the legal description references a known monument or GPS coordinate and then goes directly to the description, having no calls along the way. Is this a violation of minimum standards?
 - Don Friemoth asked if some type of documentation could be furnished.
 - Rion agreed we need more information before discussing it more formally.

- *Chapters are asked to forward information if they are hearing about this. Counties are accepting these type of descriptions.*
- *Jim Donathan has discussed this with the County Engineer.*
- *John Francis said Mahoning County requires a tie to GPS monuments. Potentially the tie could be miles away; a typical intersection tie is not being accepted without a tie to a GPS monument.*
- *A GPS monument could even be in another county.*
- *Rusty is including an example in the Saturday session on minimum standards. A tie to a plat lacks a basis for bearing.*
- *Rion asked Delegates to take this back to the Chapters and discuss it. We need to hear more input. Rion asked Jared to relay to bring examples to the next meeting.*
- *A.J. asked for clarification, noting a split lacking the relationship to the parent tract violates minimum standards.*
- *Rion said there will be more discussion as this needs to be corrected. There will be lengthier discussion next month.*

6.4 OGRIP - Stu Davis

- *Not in attendance and No Report Submitted.*
- *Don Pickenpaugh noted the GIS Conference was September 15-17. The next Ohio URISA and OGRIP Forum meetings will be October 25.*

7.0 Committee Reports

7.1 Special Committees

7.11 Political Action ó Dean Frederick

- *Barb reported the Political Action Fund balance at the beginning of September stood at \$4,107.85.*
- *The Secretary of State's Office called our attention to the PAC auction at the 2009 Annual Conference when two items were paid for in cash, each exceeding \$100.00. We learned we cannot accept cash for payments over \$100.00.*
- *We had to refund \$110.00 to a buyer who had paid \$210.00 in cash. The individual then donated the \$110.00 back to the fund by check and is a "contribution."*
- *We had to refund \$30.00 to a buyer who had paid \$130.00 in cash. It is unknown if the \$30.00 will be sent back or not.*
- *\$350.00 was spent for a fundraiser on October 5 for Senator Schaffer. A \$500.00 fundraiser is coming up October 12 for Senator Neihaus.*
- *This makes a total of \$990.00 in disbursements and \$110.00 in contributions.*
- *\$3,227.85 is the approximate current balance.*
- *Rion said this rule caught us by surprise but we are learning.*
- *All amounts over \$100 for the 2010 Annual Conference were paid by check.*
- *This applies only to the PAC, not the Scholarship Fund.*

7.12 Standards - Brad Kramer

- *Not in attendance and No Report Submitted for Items 7.121, 7.122, 7.124.*

7.121 Preservation of Centerline and Right-of-Way Monumentations

7.122 Minimum Standards for Plat Revisions

7.123 GPS Standards ó Jim Kenyon

- *Jim will be contacting Brad with ideas as to how GPS applies to boundaries.*

7.124 FEMA Flood Mapping

7.125 Definition of Surveying

- *The revised Definition of Surveying accepted at the September meeting has been passed on to the Board of Registration.*
- *Melinda mentioned the Board's preference that action be taken sooner rather than later. The timing has to be worked out yet. No comments of concern on the new definition have been received from the Board.*

7.13 State Line - Dean Ringle

- *Not in attendance and No Report.*

- 7.14 Historic Review ó Mike Besch
 - *Not in attendance and No Report.*
- 7.2 Newsletter Editor ó PLSO Staff
 - *Melinda has the next issue about ready to go. News about the Fall Seminar will be added, along with a President's message.*
 - *Plans are to have the OSN complete by October 13.*
 - *The deadline for the next OSN is January 1.*
 - *Rion expressed his appreciation for getting the issue out.*
- 7.3 NSPS Governor - Robert Akins
 - *Not in attendance and No Report.*
 - *Melinda noted she and Bob will be traveling to Orlando for the NSPS Conference at the time of the next Executive Committee meeting.*
 - *Bob will be receiving his Governor's training at the conference.*
 - *Both Melinda and Bob will be in meetings from 8:00 am to 6:00 pm for the three days of the conference.*
- 7.31 Trig-Star ó Pat Leonhardt
 - *Not in attendance; Report Submitted.*
- 7.32 CST Coordinator - Pat Leonhardt
 - *Not in attendance; Report Submitted.*
- 7.33 Geocaching Coordinator - Robert Akins
 - *Not in attendance and No Report.*
 - *Rion is hoping new ideas will take root as brought forth by Bryan Ellis last month.*
- 7.4 Standing Committees
 - 7.41 Program ó Dean Frederick
 - *Melinda provided updates in Dean's absence.*
 - 7.411 Annual Conference Updates
 - 2011 - Cleveland Chapter ó 2/9-2/12 - John Hoy, Chapter Conference Chair
 - *Plans are to have registration available November 1.*
 - 2012 - Central Ohio Chapter ó Kevin Stacy, Chapter Conference Chair
 - *A message was received from Kevin desiring a get-together.*
 - 2013 - Cincinnati & Southwest Chapter ó Rose Coors, Chapter Conference Co-Chair
 - *Melinda is still waiting for a final contract from the Convention Center.*
 - *Program development is continuing.*
 - 7.412 Fall Seminar Updates
 - 2010 - Firelands Chapter at Kalahari Resort, Sandusky - 10/7-10/8 ó Phil Rosebeck, Chapter Seminar Chair
 - *Rion thanked Rusty for the Chapter's work. Rusty extended his appreciation to the PLSO staff. Each received a round of applause.*
 - *Attendance is expected at 245-250. Last year's was about 248.*
 - *PLSO is delighted that the numbers are stable.*
 - 2011 - Tuscarawas Valley Chapter - Bob Akins
 - *Melinda said we are still working on the program with the Chapter program committee.*
 - *Dave reported they are working on the speaking schedule and are requesting bio's.*
 - 2012 - Toledo Chapter ó Pat Leonhardt
 - *Bryan said there are no specifics yet on program content.*
 - *The facility contract is complete.*
 - 7.42 Membership - Bob Akins
 - *Not in attendance and No Report.*
 - 7.43 Interprofessional Affairs - A. J. Myers
 - *A.J. reported no further activity with the Department of Insurance.*
 - *ALTA standards have been approved by ALTA and NSPS.*

- *Each governing body will vote, with NSPS's vote taking place in Orlando, on the 2011 revised standards.*
- 7.44 Education ó Dean Frederick
 - *Not in attendance and no report.*
- 7.45 Legislation - A. J. Myers
 - *The focus right now is monitoring the Department of Health issue.*
- 7.46 Finance - Paul Dinan
 - *Rion thanked Paul for covering the proposed budget earlier.*
 - *Paul had nothing further to add.*
- 7.47 Past Presidents Council ó Dean Frederick
 - *A meeting is set for a Friday, November 19 at the Franklin County Engineer's Office.*
- 7.48 Scholarship ó Rocky Lomano
 - *Not in attendance; Report Submitted.*
- 7.49 Scholarship Fund Board ó Frank Snyder
 - *Frank had left the room, but there was nothing further to report.*
- 7.50 Management Review ó Rion Myers
 - *Rion said the management review meeting had taken place September 24.*
 - *He and Brett attended and good discussions took place.*
 - *Rion encouraged staff to keep up the good work.*

8.0 Chapter Delegate Reports

- 8.1 ASKEGA Chapter ó Jim Donathan
 - *Written Report Submitted.*
- 8.2 Central Ohio Chapter ó Brian Bingham
 - *Written Report Not Submitted.*
- 8.3 Cincinnati Chapter - Bob Heidkamp
 - *Written Report Submitted.*
- 8.4 Cleveland Chapter ó George Hofmann
 - *Written Report Submitted.*
 - *George relayed a question from the Chapter concerning accumulative payments to guest speakers.*
 - *The Chapter is under the umbrella of the State PLSO, and as such payments made to speakers by Chapters and the State organization could accumulate and exceed the threshold for reportable income.*
 - *Melinda commented this was a really good point. She had this as a goal to bring up at the January meeting to track CPD's, not as a matter of control, but to assist record keeping.*
 - *Frequently surveyors contact the PLSO Office wanting CPD records for event offered at the Chapter level. This is usually as a response to being audited and being unable to locate documentation.*
 - *The PLSO Office has no way of knowing how many members and non-members PLSO is serving overall.*
 - *Barb pointed out a 1099 has to be issued by the end of January for income over \$600, so Chapter financial reports would not be adequate as they are on a fiscal basis.*
 - *Melinda asked Barb to come up with a procedure to be given at the November meeting.*
 - *Rion thanked Cleveland for bringing this point up.*
- 8.5 Congress Lands Chapter - Isaac King
 - *Written Report Submitted. Next meeting is November 4.*
- 8.6 Firelands Chapter ó Tim Riley
 - *Written Report Not Submitted.*
 - *Tim said the Chapter discussed the Fall Seminar.*
- 8.7 Miami Valley Chapter ó Mark Scholl
 - *Written Report Not Submitted.*
 - *Mark relayed a concern by the Chapter that Miami Valley was being overlooked in the*

rotation for Annual Conferences.

- *Rion brought up the previous perspective that the Annual Conferences were going to grow and grow and exceed the capacity available in some areas. This has not been the case, however.*
 - *Melinda feels our numbers are stable, in the 350-400 range, and sees no reason for any area in Ohio to be excluded from hosting an Annual Conference.*
 - *The PLSO Office will respond to the direction given to it by the Executive Committee and Program Committee, and is willing to work with any area willing to host a conference.*
- 8.8 Mohican-Killbuck Valley Chapter ó Jim Kenyon
- *Written Report Submitted.*
 - *A CPD event will take place in Ashland October 19 on imaging and scanning instruments.*
- 8.9 Muskingum Valley Chapter ó Rob Lowe
- *No Written Report Submitted.*
- 8.10 Northwest Ohio Chapter -
- *Written Report Submitted.*
- 8.11 Ohio State University Student Chapter ó Dominic Brigano
- *No Written Report Submitted.*
- 8.12 Ohio Valley Chapter ó Al Smith
- *No Written Report Submitted.*
- 8.13 Scioto Valley Chapter ó George Seymour
- *No Written Report Submitted.*
- 8.14 Southwestern Chapter - Rose Coors
- *No Written Report Submitted.*
- 8.15 The Thomas Hutchins Chapter - John Francis
- *No Written Report Submitted. There has been no meeting for a while.*
- 8.16 The University of Akron Student Chapter ó Matt Hildebrandt
- *Written Report Submitted.*
 - *The Chapter discussed their roles in the Fall Seminar.*
- 8.17 Toledo Chapter ó Bryan Ellis
- *Written Report Submitted.*
 - *A tree identification seminar is set for Saturday, October 16. More information is on the PLSO web site. Cost is \$50 for members, \$65 for others, for seven hours, including breakfast and lunch. Bowling Green's municipal arborist David Bienemann is speaker.*
- 8.18 Treaty Lands Chapter ó John Jauert
- *No Written Report Submitted.*
- 8.19 Tuscarawas Valley Chapter ó Dave Bodo
- *Written Report Submitted.*
- 8.20 Western Reserve Chapter ó Robert Dorner
- *No Written Report Submitted.*
 - *Two CPD seminars were held this summer, one with the engineer, one with the auditor.*
 - *The Chapter is still working on the Summit-Portage County line.*
 - *Rion attended the winery Chapter event last Saturday.*
- 9.0 President-Elect's Report ó Brett Tieben
- *Brett attended the Management Review Committee on September 24. This included a tour of the PLSO Office.*
 - *Brett has been contacting members, filling positions for Committee and Special Committee Chairs.*
 - *Anyone who has an interest in chairing any committee is asked to contact Brett.*
 - *Brett asked nominations be closed for the 2011 officers. No other nominations have been received by the Executive Director by tonight's meeting.*
 - *Those running are Brett Tieben, President; Dana Parsell, President-Elect; Bryan Ellis, Treasurer; Robert Akins, NSPS Governor; and Don Pickenpaugh, Secretary.*
 - ***Paul Dinan moved to close nominations for the 2011 officers. Isaac King provided a second. Motion was passed by unanimous voice vote.***

- *Barb added since there are no contested races, that according to the Constitution, no ballot will be mailed. The candidate biographies will be published in the next OSN.*

10.0 PLSO Staff Report ó Melinda Gilpin and Barb Jones

- *Barb mentioned she and Rion attended the certificate presentation ceremony September 11. A greater number of surveyors were in attendance, which was good to see.*
- *Barb has been working on entering financial information into the new QuickBooks software. If there are any comments or questions, please contact her.*
- *An oversight in omitting Jim Williams from the Certificate of Attendance was corrected by creating an additional Certificate; the session was **not** cancelled.*
- *Melinda thanked Barb, Rusty, Tim, all of the speakers, .and all who pitched in and helped.*
- *Melinda in particular thanked the University of Akron students who helped in many ways, such as carrying equipment to where it needed to go.*
- *Melinda thanked everyone for attending.*

11.0 President's Report ó Rion Myers

- *Rion commented on how busy the past month has been.*
- *The certificate presentation ceremony included 8-9 surveyors and a handful of SI's, which was more than has been seen at recent ceremonies. The overall attendance of 400 was one of the largest in years.*
- *Management Review and Finance Committee meetings have taken place.*
- *Rion attended the Western Reserve social event October 2.*

12.0 Adjourn

- *Meeting adjourned at 7:40 PM after a motion by Bryan Ellis and second by Isaac King.*

October 7, 2010 Minutes respectfully submitted by Donald E. Pickenpugh, P.S., PLSO Executive Secretary, 2010.

Proposed Budget FY 2012			July 1 2011 - June 30 2012		
Revenue				Proposed	Current
Acct#	SubAcct#		Item Description		
1000			Dues	138,000	135,000
1100			Member Services		
	1110		Items for Resale		
		1111	Book Sales	5000	5000
		1112	Educational PR (videos etc)	0	100
		1113	Misc	300	600
	1150		OSN Advertising	6000	8000
1500			Education		
	1510		Annual Conference	145000	165000
	1530		Fall Seminar	60000	50000
	1550		Refresher Course	4000	5000
	1570		Workshops (New Item)	6000	0
	1590		TrigStar	500	500
1700			Fundraising		
1800			Other Income	1000	600
1900			Checking Interest	200	200
			Savings Interest		1,000
				366,000	371,000
Expenses					
3000			Personnel		
	3100		Exec Dir Payroll (incl taxes etc)	69000	65000
	3150		Exec Dir Expenses	3500	4000
	3200		Asst Exec Dir Payroll	59000	56000
	3250		Asst Exec Dir Expenses	2000	2000
	3300		Admin Asst Payroll	0	5000
4000			Administration		
	4010		Rent	17000	16260
	4200		Telephone	2000	2000
	4250		Web Site	1500	1500
	4300		Postage	3500	2500
	4400		Office Supplies and Maint	3000	3000
	4450		Office Furn and Eqp	3800	1500
	4500		Bank and Credit Card Charges	5000	5000
	4600		Legislative Ref Serv (Hannah)	2500	2500
	4700		Insurance	3600	3600
	4800		Misc	500	1140
	4900		Legal Consulting	2000	3000
	4950		Accounting Consultant Fees	2500	2500
5000			Member Services		

	5100		Certificates and Plaques	500	1500
	5200		Inter-Association Support	3500	3500
	5300		Printing and Mailing (Ballots Brochures)	3000	3000
	5400		Officer Travel Expense	4000	4000
	5500		OSN Printing and Mailing	14000	18000
	5600		Member Appreciation	500	2000
	5700		Items for Resale		
		5710	Book Purchase	2500	2500
		5720	Educational PR (videos etc)	0	1000
		5730	Misc Items for Resale	1000	1000
		5740	Ohio Sales Tax		
6000			Education		
	6100		Annual Conference	120000	125000
	6200		Fall Seminar	30000	30000
	6300		Refresher Course	2000	2000
	6400		Workshops (new)	3600	
	6500		TrigStar	1000	1000
7000			Fundraising		
	7100		Transfer to Scholarship Fund		
	7200		Other Disbursement		
				366000	371000