

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

Location: **COLUMBUS STATE COMMUNITY COLLEGE, NESTOR HALL, SEMINAR "C"**
Date: **FRIDAY, APRIL 13, 2012, 6:00 P.M.**

ALL REPORTS WERE TO HAVE BEEN SUBMITTED IN WRITING

- 1.0 Call to Order & Devotions – President Dana Parsell
 - *President Parsell called the meeting to order at 6:09 pm.*
 - *President Parsell led the attendees in devotions.*
- 1.1 Pledge of Allegiance – President Dana Parsell
 - *President Parsell led the attendees in the Pledge of Allegiance*
- 1.2 Introduction of Visitors – President Dana Parsell
 - *None*
- 1.3 Seating of Alternate Chapter Delegates (written authorization necessary)
 - *Ken Taylor (Toledo Chapter)*
- 1.4 Determination of Quorum
 - *Roll Call was taken: 5 of 6 Officers and 10 of 20 Delegates were present at the beginning of the meeting.*
 - *Executive Director Melinda Gilpin and Financial Assistant Donna Bates were present.*
 - *It was determined that there was a quorum.*
- 1.5 Agenda Changes
 - *Added item 5.3 – Update for Insurance*
 - *Added item 5.4 – Request by Cleveland Chapter President to discuss PLSO providing sample documents*
- 2.0 Acceptance of Secretary's Minutes for March 9, 2012 – Brian Bingham
 - *Ms. Coors mentioned for item 8.14 that Bud Payne provided Boy Scout Merit Badge Challenges for three local schools, not just one.*
 - ***A motion to accept the minutes for March 9, 2012 was made by Tom Snezeck and seconded by Steve McCall.***
 - *No further discussion was provided*
 - ***A voice vote was taken and the motion passed unanimously.***
- 3.0 Treasurer's Reports for March, 2012 – Bryan Ellis
 - *A copy of the Treasurer's Report was distributed.*
 - *Executive Director Gilpin presented a summary of costs and revenues and where the budget is for the fiscal year.*

- *A discussion was held on why certain budget line items appear to be over and why certain future seminars show up on the budget while others do not.*
- *President Parsell noted that even though the budget is currently ahead, we still hope to see more revenue come in between now and the end of the fiscal year to ensure all expenses are covered and the budget remains balanced.*
- *President Parsell accepted the Treasurer’s Report for March, 2012, subject to Financial Committee review.*

4.0 Unfinished Business

4.1 RISPLS request for position on NCEES Model Law issue

- *Executive Director Gilpin gave a brief recap of the issue: RISPLS has requested all the state societies to write to NCEES requesting they remove the term “Engineering Surveys” from the model law. NCEES does not have the power to remove the term, but rather its board does, which consists of each state Board of Registration. At the last Executive Committee meeting, Delegates were asked to take the issue back to their Chapters for discussion so the PLSO board can take a position on the issue.*
- *Currently the issue does not affect Ohio since we do not use the Model Law and Engineering Surveys are not currently allowed in Ohio.*
- *There have been some brief discussions in the past between other state engineering societies regarding the possibility of adopting the NCEES Model Law in Ohio. As such, Executive Director Gilpin recommends that it would be a good idea to move forward with the issue of getting “Engineering Surveys” removed from the Model Law before, if ever, it is adopted in Ohio.*
- *A discussion was held on why the issue has come about and what the best course of action for the PLSO would be to both support RISPLS and look out for Ohio surveyors interest in the future.*
- *It was determined from conversations the Delegates had on the Chapter levels that a general consensus among members would be to support the removal of the term from the Model Law.*
- ***A motion to direct the Executive Director to write a letter to the State Board of Registration requesting them to vote for removal of the term “Engineering Surveys” from the NCEES Model Law was made by Tom Snezek and seconded by Charlie Harkness.***
 - *No further discussion was provided.*
- ***A voice vote was taken and the motion passed unanimously.***

5.0 New Business

5.1 New Members – Robert Akins

- *No report.*

5.2 Draft policy for Member Registration Benefits at Fall PLSO Meetings – Melinda Gilpin

- *Executive Director Gilpin discussed the issue of individuals who pay the member rate for Fall Seminars but drop their membership after the seminar, having never paid their dues.*
- *The Executive Director, as directed by the Executive Committee at the March meeting, drafted a policy suggested to be made effective September 1, 2012 which, in summary, will require members to be current on their dues or be current on an installment plan of their dues to receive the member rate to the Fall Seminar.*

- *A discussion was held on the current deadlines for membership renewal dues and how they affect if a member should receive member rates or not. The PLSO staff is looking for clarification on what the policy should be when dealing with members that are not current on dues.*
- *A discussion was held on whether or not those on installment plans should receive the member rate or if 100% of dues should be paid at the time of receiving the member rate benefit, both for “current” members and non-members who wish to become members.*
- ***Jim Myers (Treaty Lands) arrived at 6:35 pm, bringing the total voting attendance to 16.***
- *A consensus among those present was that 100% of dues should be paid at the time of receiving the member rate benefit.*
- ***A motion to accept the Member Benefit Policy Regarding Fall Registrations as amended was made by Tim Riley and seconded by Lynn Snyder***
 - *The amended draft policy was read as follows:*

Effective September 1, 2012
Member Benefit Policy Regarding Fall Registrations

In order to receive the PLSO Member Rate for registration to the annual PLSO Fall Seminar, workshops, or other events commencing after September 1 each year, individuals must be current on their annual dues.

Individuals who have been billed for current year dues will be required to pay their dues in full at the time of registration in order to receive the member rate for a PLSO meeting or event.
 - *Mr. Pickenpaugh recommended a future discussion for amendments to the constitution regarding the issue of defining the membership year.*
 - *No further discussion was provided.*
- ***A voice vote was taken and the motion passed unanimously.***

5.3 Update of PLSO Corporate and Liability Insurance Policies – Melinda Gilpin

- *Executive Director Gilpin requested that the State Officers be authorized to approve any changes to the Corporate and Liability Insurance Policies as recommended by PLSO’s insurance agent and the Executive Director.*
- *In the past, the Executive Committee has never voted on insurance policy changes, the Executive Director is requesting that the State Officers have the authority to approve changes so the Committee does not need to take a vote on these issues.*
- *A discussion was held on past insurance changes and policy decisions that have been made, and that the Executive Committee should give the Executive Director some protection in making these decisions.*
- *A discussion was held on what the purpose of the Management Liability and the General Liability Policies are and what they do.*
- ***A motion to authorize the Executive Director to review the policies and recommend adjustments to State Officers for approval was made by Rose Coors and seconded by Jim Myers.***
 - *A question was asked regarding if the motion is required. It was determined that the purpose of the motion is to clarify that only the State Officers need to approve insurance policy changes rather than the whole Committee.*

- *No further discussion was provided.*

- ***A voice vote was taken and the motion passed unanimously.***

5.4 Request by Cleveland Chapter President to discuss PLSO providing sample documents – Melinda Gilpin

- *Many members operate without attorneys to help with contracts, insurance, etc.*
- *The Cleveland Chapter President has been in contact with an attorney who has offered, for an as yet undetermined fee, to put together some sample contracts and other documents that could be placed on the PLSO website as a benefit to members.*
- *Executive Director Gilpin recommends that this not be pursued unless the attorney can provide language that would protect PLSO from liability from anyone using the documents.*
- *A discussion was held on what types of documents and language would be posted and if this is the best way to provide benefits to the members, or if advertising space for the attorney or CPD sessions would be better.*
- *The issue of paying an attorney for providing sample legal documents was rejected by those present, but it was agreed that the topic should be revisited every few years at the seminars/workshops for CPD training.*

6.0 Inter-Association Delegates

6.1 CEAO - Dean Ringle

- *No Report*

6.2 ODOT - Jim Kenyon

- *No Report*

6.3 State Board of Registration – Melinda Gilpin

- *CEAO white paper on Tax Map functions in County Engineers Offices is in the final stages.*
- *Paper testing for FS/PS and FE/PE are being phased out over the next couple of years, all testing will be on computers in the future.*

6.4 OGRIP – Dean Ringle

- *Mr. Pickenpaugh attended the URISA/OGRIP meetings.*
- *Committee is working on the conference and workshops.*
- *OSIP II - aerial photography is caught up thanks to good weather.*
- *OGRIP highly recommends attending the upcoming URISA/PLSO joint workshop*
- *Jim Williams book is at the publisher and the online radio show with Curt Sumner is archived at AmericasWebRadio.com*

7.0 Committee Reports

7.1 Special Committees

7.11 Political Action – Don Pickenpaugh

- *Current balance \$3193.85*
- *Mr. Pickenpaugh resigned from the Appalachian Ohio Geospatial Data Partnership to avoid any potential conflict of interest as the Chair of the Political Action Committee for PLSO.*

7.12 Standards - Brad Kramer

- *No Report*
- 7.121 Preservation of Centerline and Right-of-way Monumentation
 - *No Report*
- 7.122 Revisions to Minimum Standards
 - *No Report*
- 7.123 GPS Standards – Jim Kenyon
 - *No Report*
- 7.124 FEMA Flood Mapping
 - *No Report*
- 7.125 Easement standardization and the oil/gas industry
 - *No Report*
 - *Continuation of the discussion on easement review from the previous meeting.*
 - *The position of the Board of Registration is that a surveyor needs to write a metes and bounds description, while an attorney can write a strip easement.*
 - *Executive Director Gilpin will get some more official wording from the Board of Registration on their position of easements.*
 - *Further discussion on specific issue and ideas the Committee members have had regarding all types of easements.*
 - *President Parsell requested that members begin to compile information and evidence and provide that to the Standards Committee to help build PLSO's position on the issue.*
 - *Executive Director Gilpin mentioned that working specifically on the oil/gas easements and issues may be a good start towards statewide easement standards on the whole.*

7.13 State Line - Dean Ringle

- *No Report*
- *Mr. Heidkamp discussed the U.S. 50 state line monument; future intersection work may be able to work with improving the layout to minimize vehicle strikes on the monument. Some financial help may be needed in the future with certain items on the project, such as a plaque that needs replaced.*

7.14 Historic Review – Mike Besch

- *No Report*

7.2 Newsletter Editor – PLSO Staff

- *Spring 2012 Newsletter has been sent.*
- *Next deadline is the beginning of June.*

7.3 NSPS Governor – Robert Akins

- *The other two member organizations have agreed to the separation with NSPS. This will be officially voted on by NSPS at the meeting in Charlotte and NSPS will become the national voice for surveyors.*
- *ACSM name and logo will remain so the connections with international organizations will be maintained, but the actual organization will be NSPS.*
- *The organization is making cost cutting measures.*
- *The other member organizations have agreed to the separation and will not be a part of NSPS.*

7.31 Trig Star – Pat Leonhardt

- *Written report received.*

7.32 CST Coordinator - Pat Leonhardt

- *Written report received.*

7.33 Geocaching Coordinator - Robert Akins

- *Mr. Akins held a geocaching workshop on Survey USA day.*
- *New caches were set and those in attendance were taught the basics of geocaching.*

7.4 Standing Committees

7.41 Program – Dean Frederick

- *No report.*

7.411 Annual Conference Updates

- 2013 – Feb 13 – 16, 2013 - Sharonville Convention Center, Sharonville, OH
Cincinnati and SW Chapters — Rose Coors and Gary Nichols, Chapter Chair
 - *Program coming together, logistical and auction details being worked out.*
 - *Saturday morning classes and Wednesday evening classes will be offered.*
- 2014 – Feb. 12 – 15, 2014 - InterContinental Hotel, Cleveland, OH
Cleveland, Cleveland Chapter – Dino Lustri, Chapter Chair
 - *Walk through of the facility and establishing committee expectations*
- 2015 – Feb. 11-14, 2015 - Columbus, Central Ohio Chapter
 - *The Executive Director is working with the committee to look at facility bids.*
- 2016 – Feb 10 – 13, 2016 - Marriott, Dayton, Miami Valley Chapter
 - *Facility contract signed and ready to go.*

7.412 Fall Seminar Updates

- 2012 – Oct 10 – 12, 2012 - Hilton Garden Inn, Perrysburg, Toledo Chapter
 - *Executive Director Gilpin and Ms. Bates to look at the facility and meet with the chapter committee.*
- 2013 – Oct. 10 – 11, 2013 - Prichard-Laughlin Civic Center, Cambridge, OH
Program Committee
 - *Mr. Akins is the committee chair.*
 - *Mr. Akins and Executive Director Gilpin toured the facility together.*
 - *Room rates set, contract coming soon.*
- 2014 – Oct. 16-18, 2014 - Great Wolf Lodge, Mason, OH, Program Committee
 - *Contracted*
 - *Program committee to be working on session topics at the next meetings.*
- 2015 – Oct.8 – 10, 2015 - Kalahari Resort and Conference Center, Sandusky, OH
Program Committee

7.413 Workshop Updates

- *URISA/PLSO workshop is on May 9th at the ODOT auditorium*
- *Executive Director Gilpin working on workshops for late May (St. Clairsville) and early June (Marion).*
 - *May sessions will be based on oil and gas issues and June sessions will be based on equipment training.*
 - *Each will be \$75 for members, at least 6 CPDs.*

- *Mr. Pickenpaugh offered to pay the \$25 fee for anyone on the Executive Committee that would like to attend the URISA/PLSO workshop.*
- 7.42 Membership - Robert Akins
 - *No Report*
- 7.43 Interprofessional Affairs - A. J. Myers
 - *No Report*
- 7.44 Education - Dean Frederick
 - *No Report*
- 7.45 Legislation – Bryan Ellis
 - *No Report*
- 7.46 Finance – Paul Dinan
 - *No Report*
- 7.47 Past Presidents Council – Don Pickenpaugh
 - *Written Report submitted*
 - *Mr. Pickenpaugh is compiling a contact list of past presidents and is trying to help John Daley complete his assignment on a history of the PLSO*
- 7.48 Scholarship – Rocky Lomano
 - *Written Report Submitted*
 - *Scholarship applications are on-line and due May 1st.*
 - *TSAB gave out their first scholarship this year.*
 - *Cincinnati State and Northern Kentucky University students are eligible.*
 - *Mr. Akins reminded everyone about the Raffle for a Raffle, proceeds to go towards the state scholarship fund.*
- 7.49 Scholarship Fund Board – Frank Snyder
 - *No Report*
- 7.50 Fundraising – Rion Myers
 - *No Report*
- 7.51 Communications Committee – George Hofmann
 - *Written Report submitted*
 - *State office sent out a press release to several media outlets promoting Survey USA day.*
 - *Discussion on next year's Survey USA Day and the need for better notice on the date and communication from NSPS so press releases can go out sooner.*
 - *Updated membership brochures will be reviewed at the next meeting.*
- 7.52 Management Review – Dana Parsell
 - *No Report*
 - *President Parsell commended the efforts of all of the office staff on their continued hard work.*

8.0 Chapter Delegate Reports

8.1 Askega Chapter – William Loetz

- *No Report Submitted*

8.2 Central Ohio Chapter – Jeffrey “Barney” Spontak

- *No Report Submitted*

8.3 Cincinnati Chapter - Bob Heidkamp

- *Written Report Submitted*

- *ODOT VRS/LiDAR session on April 25 at the new Warren County Engineer’s Office*

8.4 Cleveland Chapter – Tom Snezek

- *Written Report Submitted*

- *The chapter had a guest speaker from Cuyahoga Valley National Park, who discussed the history and needs of the park, including upcoming survey needs.*

8.5 Congress Lands Chapter – Steve Fox

- *No Report Submitted*

8.6 Firelands Chapter - Tim Riley

- *No Report*

8.7 Miami Valley Chapter – Stephen McCall

- *19 attended last meeting*

- *The chapter had a speaker from John Deere on GPS and farm use*

- *Tripod Open Golf Outing coming July – raises money for the scholarship fund*

8.8 Mohican-Killbuck Valley Chapter - Lynn Snyder

- *Written Report submitted*

- *The chapter had a guest speaker discuss the new calibration baseline at the New London Reservoir.*

- *ODOT providing equipment and labor*

- *Mohican-Killbuck Valley chapter and Firelands chapter donating \$1000 each, ODOT picking up the rest.*

- *Only the second baseline in the country with this particular type of pedestals.*

- *Possibly placing a memorial headstone at the baseline for surveyors David Davies and David Culver*

- *The village of New London has been very interested and cooperative on the project.*

- *President Parsell suggested Mr. Davies and Mr. Culver could be possible surveyors of the past candidates.*

8.9 Muskingum Valley Chapter – Charlie Harkness

- *No Report*

8.10 Northwest Ohio Chapter – Michael Lenhart

- *No Report Submitted*

- 8.11 Ohio State University Student Chapter – Anthonia Ashiofu
 - *No Written Report Submitted*
 - *OSU competed in the AECE competition, received 3rd place in all four events.*
 - *No meeting since January*
 - *Next meeting on the 16th.*
 - *The chapter will have a guest speaker from Lieca*
 - *New officers to be discussed*
 - *All current officers are graduating.*

- 8.12 Ohio Valley Chapter – Allen Smith
 - *No Report Received*
 - *Mr. Pickenpaugh discussed a donation of historical items to Fort Steuben*

- 8.13 Scioto Valley Chapter –
 - *No Report Submitted*
 - *No Delegate*

- 8.14 Southwestern Chapter - Rose Coors
 - *Written Report Submitted*

- 8.15 The Thomas Hutchins Chapter - John Francis
 - *No Report Submitted*

- 8.16 Toledo Chapter – Ken Taylor (Alt.)
 - *Fall Seminar planning is progressing*

- 8.18 Treaty Lands Chapter – James Myers
 - *April 19th – True North Workshop at Ohio Northern University*
 - *\$90 for 6 CPDs*
 - *Executive Director Gilpin suggested the state office could help the chapter coordinate its partnership with ONU for future workshops.*

- 8.19 Tuscarawas Valley Chapter - Dave Bodo
 - *Written Report Submitted*

- 8.16 The University of Akron Student Chapter – Rob Valentine
 - *No Report Submitted*

- 8.20 Western Reserve Chapter – Mike Hudick
 - *Written Report Submitted*

- 9.0 President-Elect's Report – George Hofmann
 - *President-Elect Hofmann has asked all of the chapters to start finding individuals to run for State Offices so we have no uncontested elections for next year.*

10.0 PLSO Staff Report – Melinda Gilpin

- *Executive Director Gilpin requested that Delegates remind their chapter treasurers to cash the checks they receive from the state office.*
- *Office staff requests permission to purchase Adobe Software for editing PDFs*
 - *Adobe package: 3 versions for \$449*
 - *Budget remaining for office equipment purchases will cover this.*
- ***Motion to purchase Adobe Software for the PLSO office staff use made by Rose Coors and seconded by Don Pickenpaugh.***
 - *Discussion on the software increasing office efficiency and the need to update certain documents that are currently only in PDF format.*
 - *No further discussion was provided.*
- ***A voice vote was taken and the motion passed unanimously***
- *Office staff is requesting a digital camera for use in documenting conferences and events, to be purchased after July 1 budget cycle.*
- *Ms. Bates is working on new member packages and on-line member lists.*
- *The Executive Director attended the certificate ceremony at the State House.*
- *OSN is completed and e-news will be going out next week.*
- *The office staff is continuing to work on CPD sessions.*
- *Job descriptions for office staff and office procedures and manuals are all being updated.*
- *The Executive Director has attended various meetings including the State Board and the Underground Damage Prevention Coalition.*

11.0 President's Report – Dana Parsell

- *President Parsell attended the certificate ceremony at the State House and was impressed by the equipment display and noted that the day as a whole was very enjoyable.*
- *President Parsell presented Mr. Akins with the first honorary President's Award.*

12.0 Adjourn

- ***A motion was made to adjourn the meeting by Tom Snezek and seconded by Charlie Harkness.***
- *The meeting was adjourned at 8:59 pm.*

April 13, 2012 Minutes respectfully submitted by Brian P. Bingham, PS, PLSO Executive Secretary-2012.