

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

Location: **COLUMBUS STATE COMMUNITY COLLEGE, NESTOR HALL, SEMINAR "B"**
Date: **FRIDAY, SEPTEMBER 14, 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 6:08 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)
 - *Isaac King (Congress Lands)*
- 1.4 Determination of Quorum
 - *Roll Call was taken. 5 of 6 Officers, and 9 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 not** a quorum at the start of the meeting with only 14 of the minimum 15 voting members present. (See Item 5.3 for arrival of additional voting member).*
- 1.5 Agenda Changes
 - *Added Item 4.1*
 - *Added Item 5.4*
 - *Added Item 5.5*
- 2.0 Acceptance of Secretary's Minutes for July 13, 2012 – Brian Bingham
 - ***A motion to accept the Secretary's Minutes from July 13, 2012.***
 - ***Motion made by Don Pickenpaugh and Seconded by Stephen McCall***
 - *No discussion presented.*
 - ***No official voice vote was taken.** (see Item 5.5 for voice vote)*
- 3.0 Treasurer's Reports for July and August, 2012 – Bryan Ellis
 - *A copy of the Treasurer's Reports were distributed.*
 - *Executive Director Gilpin presented the Treasurer's reports and briefly highlighted some notes pertaining to those.*
 - *A new camera and fax machine were purchased for the office staff use.*
 - *The Treasurer's Reports for July and August were accepted for Financial Committee Review.*

4.0 Unfinished Business

4.1 State House Certificate Ceremony

- *A continuation of the discussion from the July meeting.*
- *Executive Director Gilpin presented a summary of the previous and current involvement and sponsorship of the event.*
- *PLSO has negotiated with OSPE to pay \$50 per ceremony every year, until some time as the format of the ceremony changes due to the future changes of the testing formats.*
 - *It is the State Board's decision on how the ceremony will or will not proceed in the future.*
 - *Executive Director Gilpin suggested PLSO begin to think about how we should recognize new registrants at the conferences.*
- *The issue is considered concluded and will be removed from unfinished business.*

5.0 New Business

5.1 New Members – Robert Akins

- *Governor Akins presented twenty names for new membership*
 - *15 Professional - Matthew J. Quinter (Treaty Lands) – Reinstatement*
Michael J. Smith (Ohio Valley) – Reinstatement
Joseph M. Schott (Muskingum Valley)
Dexter A. Krueger (Northwest Ohio)
Bradley Kosco (Western Reserve)
Matthew T. Hanning (Mohican-Killbuck Valley)
Brent M. Webster (Cincinnati)
Scott A. Warnke (Toledo)
Matthew J. Miley (Askega)
Brent M. Winslow (Tuscarawas Valley) – Reinstatement
Glenn R. Gerhart (Central Ohio) – Reinstatement
William P. Cutshall (Southwestern) – Reinstatement
Kevin M. Sullivan (Out-of-State)
Kevin J. Richardson (Central Ohio)
Michael F. Bush (Thomas Hutchins)
 - *1 Sustaining - James A. Williams (Toledo)*
 - *4 Life - William C. Petkewicz (Miami Valley)*
Herbert Bill (Cincinnati)
Kenneth C. Dean (Toledo)
Douglas W. Crawford (Treaty Lands)
- ***A motion to accept the new member applications of 15 Professional members***
 - ***Motion made by Robert Akins and Seconded by Dave Bodo***
 - *No discussion was presented.*
 - ***No official voice vote was taken. (see Item 5.5 for voice vote)***
- ***A motion to accept the 4 Life Membership endorsements***
 - ***Motion made by Robert Akins and Seconded by Dave Bodo***
 - *No discussion was presented.*
 - ***No official voice vote was taken. (see Item 5.5 for voice vote)***

- ***A motion to accept the new member application for 1 Sustaining member***
 - ***Motion made by Robert Akins and Seconded by Jim Myers***
 - *No discussion was presented.*
 - ***No official voice vote was taken.* (see Item 5.5 for voice vote)**
- *A brief discussion was held regarding how new registrants receive notice of the one year free membership to PLSO.*

5.2 Development of On-line dues payments system for 2013 dues billing

- *Executive Director Gilpin presented information and background regarding paying dues on-line.*
 - *The E.D. presented a couple of options the staff looked at for the best ways to do this.*
 - *Staff determined that Association Management software was not the way to go.*
 - *A solution was found that will allow the website designer to develop a system that will allow for easy updates to all databases and activate the Intuit Secure on-line invoice payment functions within existing accounting software.*
- *Cost for Marcy design to set up the software and write the bridging software is \$2500.*
- *No additional costs from the Intuit functions.*
- *Slightly higher cost per credit card transaction, but saves over all in office staff time and maintenance fees for Bank of America bank machine.*
- *The E.D recommends the committee approve the \$2500 to allow Marcy design to move forward with this plan.*
- *High level of financial security with the Intuit software and any liability is on the software company, not PLSO.*
- ***A motion to approve Marcy Design to set up the software and programming for on-line dues payments at a cost of \$2500.***
 - ***Motion made by Stephen McCall and Seconded by Tom Snezek.***
 - *Further discussion was held regarding the versatility of the on-line payment system and time frame for when it should be ready for use.*
 - ***No official voice vote was taken.* (see Item 5.5 for voice vote)**

5.3 Accounting Services Adjustments – proposals and costs

- *Executive Director Gilpin presented information and background regarding updating our accounting services and tax preparation.*
 - *Looking to make our tax preparation more accurate and complete*
 - *The E.D. would like to have a little more confidence in answers being given by the accountant.*
 - *All Chapters are listed under the same IRS ID as the central office*
 - *Even as a non-profit, there are still some areas in the tax law that PLSO could be liable to the IRS.*
- *The E.D. is requesting and recommending that we change our tax accountant Clark Schaeffer Hackett Accounting, a company that has much more experience and expertise in dealing with non-profits.*
 - *Cost would be \$2250 to have CSH prepare the 990 and 990-T forms.*
- *CSH can also provide the office staff with support in QuickBooks for the remainder of the fiscal year, helping the office staff be more efficient in the accounting software.*
 - *Up to \$750 for this service*

- *Changing accountants may result in a change to the Treasurer's Report sent to each chapter every year.*
 - *Some discussion was held that Chapter Treasurer's could use more training.*

Barney Spontak (Central Ohio) arrived at 6:58pm, bringing the total number of voting members to 15, giving the meeting a quorum

- *Some discussion was held regarding the current accountant and his ability to work with non-profit organizations.*
- *The requested services are already within the existing budget for the year.*
- ***A motion to allow the Executive Director to change our tax accountant to Clark Schaeffer Hackett Accounting.***
 - ***Motion made by Jim Myers and Seconded by Bob Akins.***
 - *No further discussion was held.*
 - ***A voice vote was taken and the motion passed unanimously.***

5.4 Request for Instrument info from WV

- *The Executive Director distributed for the committee's information a question from Gary Hartsog from West Virginia regarding surveying equipment*

5.5 Request for Instrument info from WV

- *The Executive Director distributed for the committee's information a question from Jim Henry, Knox County Engineer, regarding building encroachments into public right-of-ways.*

- *With a quorum now present, the following five motions were re-visited:*

- ***Motion previously made in Item 2.0, Acceptance of Secretary's Minutes.***
 - *No further discussion was held.*
 - ***A voice vote was taken and the motion passed unanimously.***
- ***Motion previously made in Item 5.1, Acceptance of 15 new professional members.***
 - *No further discussion was held.*
 - ***A voice vote was taken and the motion passed unanimously.***
- ***Motion previously made in Item 5.1, Acceptance of 4 life membership statuses.***
 - *No further discussion was held.*
 - ***A voice vote was taken and the motion passed unanimously.***
- ***Motion previously made in Item 5.1, Acceptance of 1 new sustaining member.***
 - *No further discussion was held.*
 - ***A voice vote was taken and the motion passed unanimously.***
- ***Motion previously made in Item 5.2, Approval of \$2500 fee for Marcy Design to develop on-line dues.***
 - *No further discussion was held.*
 - ***A voice vote was taken and the motion passed unanimously.***

6.0 Inter-Association Delegates

6.1 CEAO - Dean Ringle

- *No Report*

6.2 ODOT - Jim Kenyon

- *Written Report Submitted*
- *Internal changes to the spec book – pay item changes*
- *District 3 surveyors nominated for Director’s Cup Award*

6.3 State Board of Registration – Melinda Gilpin

- *No major business at the State Board meeting*
- *Discussed the RIPLS motion to remove “Engineering Surveys” from the model law*
 - *The motion was removed at the NCEES meeting before a vote was taken.*
 - *The issue is being looked into by a committee within NCEES*
 - *The model law does not currently affect Ohio.*

6.4 OGRIP – Dean Ringle

- *No Report*
- *Don Pickenpaugh discussed the GIS conference to be held Sept. 19-21.*
- *CEAO has a new website.*
- *Nothing new from OGRIP.*

7.0 Committee Reports

7.1 Special Committees

7.11 Political Action – Don Pickenpaugh

- *OSN and e-news discussed the need to contribute to the PAC fund.*
- *Be thinking about items that can be contributed the auction in February.*
- *Ending balance is \$2,532.85*

7.12 Standards - Brad Kramer

- *No Report*
- *Brad has requested if anyone has suggestions about the minimum standards to get those to him.*

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*

7.13 State Line - Dean Ringle

- *No Report*

7.14 Historic Review – Mike Besch

- *Request for funds from the National Museum of Surveying- requesting \$2500 per year to help fund the museum.*
- *The museum is struggling financially.*
- *Governor Akins discussed the museum and expressed his opinion that the museum is a worthwhile endeavor for PLSO to support.*
- *Mike Besch expressed that there are organizations in Ohio that support PLSO that we do not currently support, and that we should not commit to donations in the amount being asked for or multi-year donations.*
- *The Executive Director expressed concerns that if we donated an amount in support, the museum will still be shut-down within a year.*
- *It was discussed that more information and financial figures should be requested before any decision is made.*
- *There is a line item in the budget that could be used if it is decided to give a donation.*
- *There was some general discussion that the committee would rather support more local historical organizations.*
- *The issue was tabled until more information can be obtained.*

7.2 Newsletter Editor – PLSO Staff

- *OSN goes out after fall seminar, deadline is Oct. 1st.*

7.3 NSPS Governor – Robert Akins

- *Fall meeting coming up in two weeks.*
- *Governor Akins is working on a presentation on the history of NSPS to be presented at the Fall Seminar.*
- *A couple of states have already approved 100% membership.*

7.31 Trig Star – Pat Leonhardt

- *No Report*
- *Executive Director Gilpin reminded the Chapters to pay their requested shares for the program each year.*
- *Invoices were sent out this year.*

7.32 CST Coordinator - Pat Leonhardt

- *No Report*

7.33 Geocaching Coordinator - Robert Akins

- *No Report*

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
- *Speaker confirmations being finalized.*
- 2014 – Feb. 12 – 15, 2014 - InterContinental Hotel, Cleveland, OH
Cleveland, Cleveland Chapter – Ken Hejduk, Chapter Chair

- 2015 – Feb. 11-14, 2015 - Renaissance Hotel Downtown, Columbus, Central Ohio Chapter
 - *Contract finalized and signed.*
 - *Valet Parking part of room rate.*
- 2016 – Feb 10 – 13, 2016 - Marriott, Dayton, Miami Valley Chapter
 - *Contracted*

7.412 Fall Seminar Updates

- 2012 – Oct 10 – 12, 2012 - Hilton Garden Inn, Perrysburg, Toledo Chapter
 - *114 currently registered*
- 2013 – Oct. 10 – 11, 2013 – Cherry Valley Lodge Newark, OH, Program Committee
 - *Contract finalized and signed*
- 2014 – Oct. 16-18, 2014 - Great Wolf Lodge, Mason, OH, Program Committee
- 2015 – Oct.8 – 10, 2015 - Kalahari Resort and Conference Center, Sandusky, OH Program Committee

7.413 Workshop Updates

- *November workshop in Cambridge, speakers on oil and gas*
- *December 7 – Chillicothe – speakers on federal surveys.*

7.42 Membership - Robert Akins

- *Report Submitted – nothing new.*

7.43 Interprofessional Affairs - A. J. Myers

- *Report Received – no meeting.*

7.44 Education - Dean Frederick

- *No Report*

7.45 Legislation – Bryan Ellis

- *No Report*
- *Working on Federal Issues*
- *Working on Call-before-you-dig law re-write*

7.46 Finance – Paul Dinan

- *No Report*
- *Working on upcoming 2013-2014 budget*

7.47 Past Presidents Council – Don Pickenpaugh

- *No meeting*
- *Mr. Pickenpaugh emphasized that committee chairs and delegates need to communicate with the Executive Committee and President, and be present at more meetings.*

7.48 Scholarship – Rocky Lomano

- *Report Received – No business*

7.49 Scholarship Fund Board – Frank Snyder

- *Report Received – no action.*

7.50 Fundraising – Rion Myers

- *No Report*
- *President Parsell requested nominations/volunteers to replace the Committee Chair.*
- *Some discussion was held on how PLSO can generate funds and what those funds can be used for.*
- *There is no limit of how much funds can be raised for use on programs within the organization.*
- *The Fundraising Committee is specific to raising funds for the PAC and Scholarship funds.*
- *Revenue from conferences and seminars is budgeted to support general operations of PLSO.*
- *Some discussion was held about what other methods PLSO can do, other than conferences, to market the organization and generate other sources of revenue.*

7.51 Communications Committee – George Hofmann

- *President-Elect Hoffman commended Melinda, Donna and Lynn on their work getting the word out through the various publications and for bringing in job openings to the website.*
- *President-Elect Hoffman presented the updated “Surveying in Ohio” brochure.*
 - *Running 2500 copies – sending a packet of 25 to all 88 County Engineers, as well as have extras on hand at the PLSO office.*
 - *The brochure will also be on the website.*
- *President-Elect Hoffman would like to hear any further ideas on communications ideas.*
- *Some discussion was held on other venues that PLSO could set up an information booth and the associated costs with those.*
 - *PLSO does not have any presentation materials that chapters could use at county fairs, etc., it was discussed that something should be put together.*
 - *Executive Director Gilpin said she could look at pricing some materials.*
 - *A discussion was held on how to get members to participate more.*
 - *The question was brought up about possibly partnering with CEAO at County Engineers’ booths at county fairs.*
- *When the bundles of brochures are mailed out, President Parsell would like to see membership forms sent as well to encourage County Engineer’s to join PLSO.*

7.52 Management Review – Dana Parsell

- *President Parsell, President-Elect Hoffman and President Pickenpugh met with Executive Director Gilpin for her management review.*
- *President Parsell commended Melinda on her work and expressed his wish that Melinda continue to lead PLSO.*
- *President Parsell presented the updated employee handbook.*
 - *The new handbook is current and now protects PLSO’s liability, as well as the employees.*
 - *The manual was reviewed and approved by an employment attorney.*
- ***A motion to allow the Management Review Committee to review and amend the employee handbook as needed periodically without requiring approval from the Executive Committee.***
 - ***Motion by Dave Bodo and Seconded by Isaac King.***

- *Further discussion resulted in the suggestion of adding a note on the document stating the motion and date allowing the Committee to review and amend the document.*
- *A voice vote was taken and the motion passed unanimously.*

8.0 Chapter Delegate Reports

8.1 Askega Chapter – William Loetz

- *No Report Submitted*

8.2 Central Ohio Chapter – Jeffrey “Barney” Spontak

- *Annual Picnic was held*
- *Next regular meeting in October*

8.3 Cincinnati Chapter - Bob Heidkamp

- *Written Report Submitted*

8.4 Cleveland Chapter – Tom Snezek

- *Written Report Submitted*

8.5 Congress Lands Chapter – Isaac King

- *Meeting held the previous week*
- *No Report Submitted*
- *Next meeting in November*

8.6 Firelands Chapter - Tim Riley

- *No Report Submitted*

8.7 Miami Valley Chapter – Stephen McCall

- *Summer Picnic held and well attended*
- *Discussed affects of narrow-banding by FCC*
- *Next meeting at the end of September*

8.8 Mohican-Killbuck Valley Chapter – Jim Kenyon

- *Written Report Submitted*
- *Next meeting on Sept. 27 at the new calibration baseline*
- *Joint meeting with Firelands Chapter*

8.9 Muskingum Valley Chapter – Charlie Harkness

- *No Report*

8.10 Northwest Ohio Chapter – Michael Lenhart

- *Written Report Submitted*

8.11 Ohio State University Student Chapter –

- *No Report Submitted*

8.12 Ohio Valley Chapter – Allen Smith

- *No Report Submitted*

- 8.13 Scioto Valley Chapter –
 - *No Report Submitted*
- 8.14 Southwestern Chapter - Rose Coors
 - *No meeting, nothing to report*
- 8.15 The Thomas Hutchins Chapter - John Francis
 - *No Report Submitted*
- 8.16 Toledo Chapter – Tom Silva
 - *No Report*
 - *Next meeting on Monday Sept. 17*
- 8.17 Treaty Lands Chapter – James Myers
 - *Written Report Submitted*
- 8.18 Tuscarawas Valley Chapter - Dave Bodo
 - *Written Report Submitted*
- 8.19 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 Hoffman attended the certificate ceremony.*
 - *Regretted that there were so few surveyors and SITs that participated.*
 - *Would like to get more surveying recipients involved.*
 - *President-Elect Hoffman reminded everyone he needs nominations for Officers for next year.*
- 10.0 PLSO Staff Report – Melinda Gilpin
 - *Executive Director Gilpin thanked everyone in attendance for their time.*
 - *Dues billing went out in July – 718 paid in full, 13 installment plans, 89 fee members, 310 have no payment to date.*
 - *Working on seminar and conference planning.*
 - *Working on OUPS law re-write.*
 - *Drafted proposed 2013-2014 budget for review by Finance Committee.*
 - *Worked on software and accounting proposals.*
 - *Attended OASE conference.*
 - *Attended Cleveland Conference Committee meeting.*
 - *Attended the NSPS Trig-Star meeting.*
 - *Attended OASE association technology seminar.*
 - *E.D. Gilpin will prepare a proposal for on-line conference registration costs.*
 - *Preparing for a trip to D.C. for lobbying.*
 - *E.D. Gilpin thanked Donna and Lynn for their hard work.*

11.0 President's Report – Dana Parsell

- *President Parsell thanked President-Elect Hoffman for filling in for him at the cert. ceremony.*
- *The management review was a pleasure.*

- *President Parsell regrets not being able to visit all Chapter meetings and is going to focus on attending some meetings for the rest of his term.*
- *Next E.C. meeting is Thursday night of the Fall Seminar.*

12.0 Adjourn

- ***A motion to adjourn the meeting.***
- ***Motion made by Isaac King and Seconded by Mike Hudick.***
- *The meeting was adjourned at 8:55 pm.*

September 14, 2012 Minutes respectfully submitted by Brian P. Bingham, PS, PLSO Executive Secretary-2012.