MISSION OF PSPE: Through its leadership the Pennsylvania Society of Professional Engineers will support, defend, and strengthen the interests of practicing licensed engineers.

I. Call to order – President Harve Hnatiuk, P.E. FNSPE
   President Hnatiuk called the meeting to order at 8:00 AM.

II. Roll call of the Executive Committee – Secretary Joseph F. Boward, PE
   A. The attached roll call sheet indicates attendance; a quorum (minimum five members in accordance with Bylaw 9, Section 3) was present.
   B. Also Present:
      PSPE Executive Director – John D. Wanner, CAE
      PSPE Deputy Executive Director – Jennifer Summers

III. President Hnatiuk made the following additions to the Agenda:
   IX. ASCE Request
   X. PE Reporter Issue

IV. Strategic Plan Update
   A. Progress versus Milestone Schedule – To date, we have received only marginal Survey feedback. President Hnatiuk asked the Executive Committee to review the Survey and provide comments prior to sending it to the 1600+ membership e-mail addresses that we have on file.
   B. Survey Monkey – President Hnatiuk asked Ms. Summers to summarize the Survey Monkey information to date. Fifteen out of 35 people on the Board took the Survey. There is a concern regarding the lack of comments subsequent to taking the Survey. It appeared that individuals that had attended the Strategic Planning meeting handled the Survey better than those who saw it for the first time. Ms. Summers requested direction on whether to release the Survey to the PSPE membership. A decision was made to “massage” some of the Survey questions to make them more succinct and understandable. After completing those “stream-lining” revisions, the Survey can then be released to the general membership.

V. Committees, Task Forces and Practice Divisions
   A. Roster Worksheet – President Hnatiuk encouraged filling various committees with additional volunteers. Some committees already have an established number of members and others are specifically designed for only one representative.
   B. Operating Plans – It was suggested that we present an operating plan to the PSPE committees, which will include expectations for each committee and required deliverables to PSPE (i.e. Annual Plan at the Sept. Board meeting; Progress Report at Jan. Board meeting; Summary Report at the Annual Conference meeting). Also suggested that brief articles from the committees be put on PSPE web page and/or published in PE Reporter.
   C. Letters to Leaders and Volunteers – It was pointed out that most committees do not have an organized plan for membership and volunteers. It was suggested that a letter be sent to each committee Chair with minimum PSPE expectations. President Hnatiuk indicated that he would draft a
letter to the committee Chairs regarding PSPE expectations. President Hnatiuk requested names of potential committee volunteers from the Executive Committee. President Hnatiuk and the Vice Presidents are to follow up with the committees assigned to them to confirm that the Chairs desire to or should continue.

VI. Executive Committee Board Meeting / September 22-23

A. Location and Schedule of Events – Ramada Conference Center in Altoona, PA. From 2:00 to 5:00 PM Executive Committee meeting. From 5:30 to 7:00 PSPE Reception. It was decided that PSPE should invite the Johnstown, Westmoreland, Fayette and Central Chapters; invited Chapter members would not be charged. This is to be treated as an “experiment” to determine the success of such invitations for future reference. Discussed expanding invitation to Penn State and University of Pittsburgh Johnstown administration.

B. Pre-Meeting Materials – Financial information and minutes should be made available to Board members by September 20, 2006. That information should be submitted to Ms. Summers to be added to the PSPE web page via a link.

C. Board Book Input from Executive Committee, Board, Committees, etc. – The committees should provide written reports as well as the Vice Presidents, President and Treasurer. Secretary should provide Minutes. Chapters should provide written reports to their respective Directors.

VII. NSPE Convention Report – this item postponed due to time constraints.

VIII. Northeast Region Meeting – Saratoga, NY, on October 19-21, 2006. A flier is available, but was not submitted to the entire Executive Committee. President Hnatiuk encouraged participation by the Board. This meeting will not be a NSPE governance meeting, but only a NE Regional governance meeting.

Pennsylvania is considering hosting the next such meeting. It was suggested that the NE Region meeting be held in conjunction with the 2007-08 Fall Continuing Education Conference. Discussion ensued regarding holding the meeting in Pittsburgh, hosted by that Chapter.

IX. ASCE Request – to be potentially added to the September 2006 Board meeting Agenda. ASCE has an infrastructure report to present. There were some concerns expressed regarding the time required for their report presentation and exactly what ASCE may or may not be requesting of PSPE/NSPE. President Hnatiuk and Mr. Wanner indicated that they would investigate these concerns further.

X. PE Reporter Issue – Ms. Summers reported that she spoke to Douglas Smith, who proposed soliciting advertisements and assisting with content for the PE Reporter. He provides such services to the Engineers Society of Western PA (ESWP) for their publication. David Teorski of ESWP recommended Mr. Smith. Mr. Smith has 30 years of experience with other groups/employers in the field. The cost to PSPE would be $1650/month. President Hnatiuk suggested inviting Mr. Smith to our Executive Committee meeting in Altoona. Ms. Summers indicated that they would investigate these concerns further.

XI. Next Meeting/Teleconference – Next meeting will be in Altoona in September 2006. No teleconference meeting is planned before then.

XII. Adjournment – President Hnatiuk adjourned the meeting at 9:08 AM.

Respectfully submitted,

[Signature]

JOSEPH F. BOWARD, P.E.
Secretary