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## MINUTES OF BOARD OF DIRECTORS MEETING

(1/13/2017)

A NAFE Board of Directors meeting was held on 1/13/2017 in New Orleans, Louisiana. A quorum of the Board was present. The meeting was called to order at 9:14 a.m. Board members present were:

John Leffler  
Jeffery Armstrong  
Ross Curtis  
Michael Leshner  
Arthur Schwartz (Executive Director)  
Marvin Specter  
Martin Gordon  
John Certuse  
Klas Haglid (present during the afternoon session)  
Paul Swanson

Jerry Ogden was absent due to a back injury. Director Armstrong held director Ogden's proxy.

Motion was made by Director Curtis and seconded by Director Stephens to accept the minutes as written from the BOD virtual meeting held on September 14, 2016. The motion passed unanimously.

Director Specter reminded the Board that committee reports should be "accepted" not "approved" by the BOD.

**Executive Director's Report** – Executive Director Schwartz gave an explanation of future meeting places and times. The next semi-annual NAFE meeting will be July 21-23 in Atlanta, Georgia. A future meeting be held in the western part of the country (possibly Arizona); however, this is not finalized yet. There has been noted increased use of new logo. The NAFE membership is growing as evidenced by the good attendance at meetings. There was a recommendation to reach out to new members. Also, a new member from Ireland traveled to attend the New Orleans meeting.

**Treasurer's Report** – Director Gordon gave the Treasurer's report in Director Ogden's absence. An effort has been made to re-categorize income and expenses for better clarity. In terms of profit and loss, NAFE is in a good financial position. A Profit and Loss statement for the past fiscal year plus 10 days of January 2107 was included in the BOD information book. A recommendation was made to change reporting from



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October to October to better view the current financial position. Journal publication printing is single largest single expense followed by meals provided at seminars. NAFE is a 501-C6 non-profit organization. As such, there is no requirement to limit income as a non-profit. This has been a software limitation misunderstood in Quickbooks.

**President's Report** – President Leffler reported continued progress with EBSCO and the indexing service. Director Curtis and Director Armstrong have submitted the necessary paperwork for CESB approval. NAFE has been recommended for re-accreditation; however, CESB has recommended that NAFE adopt a non-discrimination statement in the Bylaws of the organization.

**Secretary's Report** –The BOD adopted changes to the Bylaws, Article X, Section 2(d) subparagraphs (1) and (2) regarding conferring of the level of Fellow to qualified candidates at the September 14<sup>th</sup> teleconference meeting. Paul Swanson, Art Schwartz, and Mary Ann Cannon met on December 27, 2016 at NAFE Headquarters to review the electronic and paper balloting for the 2017 Director-at-Large positions. The following voting result was recorded.

Candidate	Electronic Votes	Paper Votes	Total
James Petersen	62	1	63
Liberty Lewis	61	2	63
Marvin Specter	58	2	60

Discussions were had with approximately 35 members concerning the dues payment resulting in a number of member status changes to the membership database. The current database reflects significant changes to many of the membership categories and also reflects a more accurate assessment of dues-paying members. A recommendation was also made to amend the procedures for candidate submissions in elections and clarify procedures to be used in case of a tie vote.

**Executive Director Emeritus' Report** – There continues to be continued interest and inquiries concerning opportunities in Forensic Engineering from professionals and students of all ages. Additional comments are contained in BOD information book.

**Admissions Committee Report** - Director Leshner noted that the committee report submitted reflected membership through December 9<sup>th</sup>. Through the end of 2016, there are 59 new dues payers. New members have been added in all categories. Eleven applications for Fellow have been “on hold” until BOD discussions later in the day.



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**Website/Database Committee Report**– A considerable effort was made to contact members that were late in dues payment. A listing of the new members is summarized in the report. There has been relatively stable membership with membership up to due in dues payment.

**CPD Committee Report** – The listing of those members on the “jeopardy” and “watch” lists are included in the BOD information book. Director Swanson noted that CPD status is not expressly mentioned in the Bylaws related to election balloting status. The categories of “watch” and “jeopardy” were discussed. It was suggested that CPD credit be developed for journal paper review time. The stated grace period for updating CPD credit is different from the grace period associated for dues payment. Directors Curtis and Swanson will review the language in the Bylaws and recommend changes.

**Nominating Committee Report** – No activity since July.

**Legislative Committee** – Given the various changes currently occurring at Federal level due to the election, it is unlikely any actions relative to the practice of forensic engineering will be acted upon. There was a suggestion to seek out local NSPE chapters to keep watch for State legislative actions. The suggestion was made to get new members involved in watching for legislation.

**CESB representative’s report** – NAFE re-approval should take place in March. NAFE will re-accredited at that time. CESB has suggested NAFE adopt a non-discrimination statement. Director Armstrong is the CESB representative for NAFE. President Leshner will give a presentation to the CESB in March.

**Education Committee** - The education committee report remains unchanged from that included in the BOD information book.

**Mentorship Committee** – Three more members have joined the mentorship program since the report was submitted. It was noted that success of the program highly depends on members reaching out periodically to those that are enrolled in the program.

**Publications Committee report** – The report was included in the BOD information book. The number of copies of the latest journal printed in hardcopy beyond those distributed to the membership was reduced to 12.



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**Technical Review Committee report** – Three additional papers were sent for typesetting since report included in the BOD information book. There was a discussion about which members receive hardcopy. Currently 80 members have chosen downloading only. Fifty members have chosen hardcopy. The remaining members have defaulted. There was a discussion about access to EBSCO database. NAFE papers are accessible through the Applied Science Technology Ultimate Source category. Google links to the NAFE website. There was a discussion whether or not a general search by author or general topic could be performed. There was also a discussion as to whether Cengage should be given the option to index full text like EBSCO.

**Long-Range Planning Committee** - Director Armstrong presented four points of discussion; NSPE contract, Committee involvement, the future of NAFE journals, and structure of BOD. Reference was made to the Committee report submitted with the BOD in formation book. It was noted that a Director-at-Large position starts an 8-year commitment to the Board of Directors. The Committee proposed eliminating one Director-at-Large position and one Past President position. There was also a suggestion to encourage Directors from various locations across the country. The NAFE BOD is currently staffed mostly with members from the eastern time zone. The Committee suggested a regional director assentation to president then past president. Executive Director Emeritus Spector expressed the opinion that an 8-year commitment is not too long. The Committee is looking for direction from Board. To be considered as new business.

The meeting was adjourned for lunch and resumed at 1:07.

**Public Relations Committee** – Committee chair, Scott Granger, reported that the committee met in the morning during the BOD meeting. Suggestion that the New Member application form should include a question concerning “why” the applicant wants to be member. The committee is working on a concept similar to the ASCE report card explaining the role of Forensic Engineering in society. The concept will be ready for next meeting. The Committee is currently looking for two new members.

### **Several proposed Bylaw Modifications were considered.**

A proposal was offered Director Leshner to change the Bylaws (Article III (b)) to change the fellow qualification language. (1) change “registration” to “license”. A suggestion was made to include both registration or license.; however, it was decided that license will be used. (3) Change to language to allow the Admissions Committee some discretion for qualification. Motion made by Director Haglid and second by



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Director Curtis. There was a discussion about including seminar participation as part of the qualifications to be considered. Motion passed, unanimous. The accepted language is included in the attached in Bylaws.

A proposal was offered by Director Curtis to adopt a Non-discrimination statement as NAFE OP15. A motion to accept the proposal as written was offered by Director Curtis and second by Director Swanson. Motion was passed with one abstention. The accepted language is included in the attached Appendices to the Bylaws.

A proposal regarding procedures for the NAFE Mentorship Program was introduced as a new NAFE operating procedure (OP 16). A motion to accept the draft procedures was offered by Director Armstrong, second by Director Gordon. The motion was passed with one abstention. The procedures have been incorporated in the attached Appendices to the Bylaws.

A proposal to amend the Bylaws Article III Section 3 Life Members. The Board discussed the requirement to maintain CPDs to maintain ability to be Diplomate Engineer according to CESB. It was suggested to keep the language as written and add "meeting registration" before discount. Director Gordon moved to accept the proposal as written with noted modification. Second by Director Leshner. The proposal was passed with one no vote (proxy).

Revision to NAFE AP14 regarding use of the NAFE insignia were proposed. A motion to accept was offered by Director Swanson and seconded by Director Haglid. The motion passed unanimously.

### **No Old Business was discussed**

### **New Business:**

The Board discussed the renewal of the Executive Director's contract. The proposed contract is an adaptation of the contract used 3 years ago. The Board discussed whether the Executive Director's office should enter expenses in the accounting journals. The Board decided not to make accounting journal entries a requirement. Director Gordon moved to accept the contract proposal as written. Director Curtis seconded the motion. The motion passed unanimously.

The Board discussed various options for limiting paper journal publications. The Board decided to request members state their journal publication preface during the next membership renewal cycle.



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A proposal was offered by Director Leshner to open NAFE1 to associate members. NAFE1 is currently open to members, senior members, or fellows after 4 years. Director Leshner will draft language for the next Board meeting.

The Board commended John Leffler for his service as President over this past year.

A motion was offered by Director Curtis to adjourn the Board of Directors meeting. The motion was seconded by Director Haglid and passed unanimously.