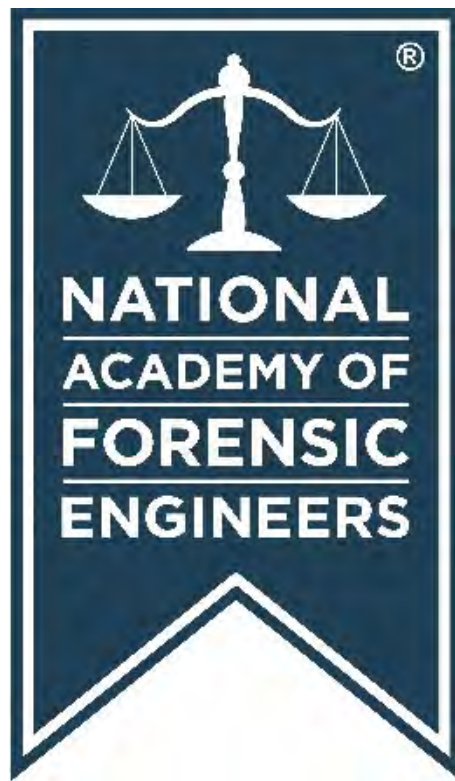


The National Academy of Forensic Engineers

Winter Conference 2023
San Antonio, Texas, U.S.A.



Board of Directors Book

January 6, 2023

2022 Board of Directors

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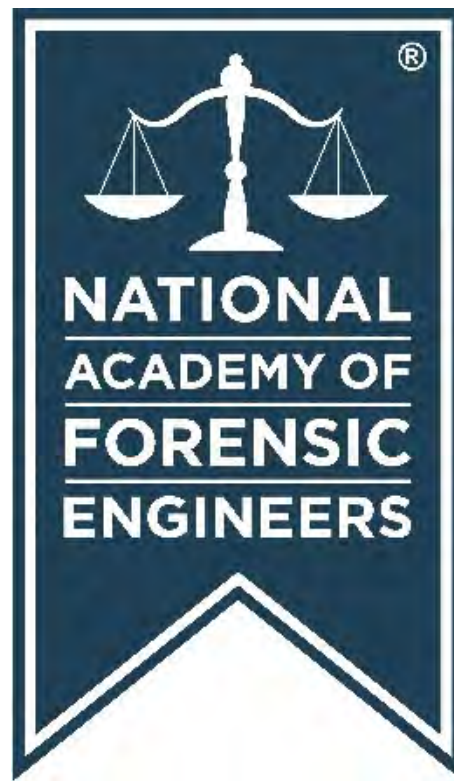
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**JOHN CERTUSE,
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AGENDA





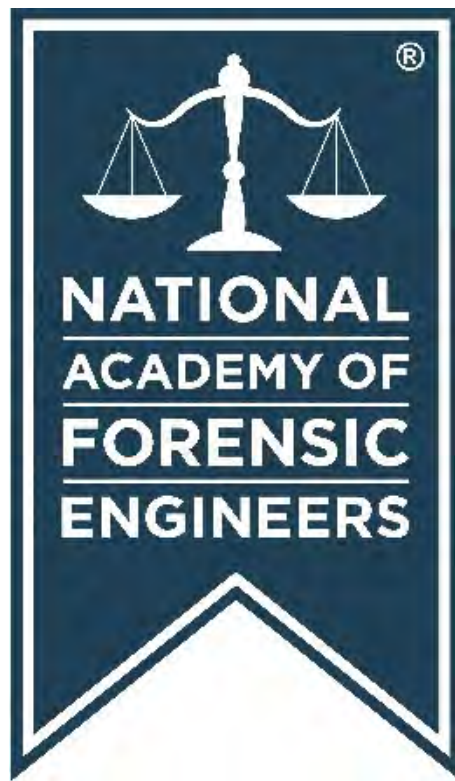
Agenda
NAFE BOD Meeting January 6, 2023
San Antonio, Texas, USA
(All Times are EST)

- 1) 8:30 am – Zoom Connection and Sound Check
- 2) 9:00 am – Welcome and Introduction – Sudler
- 3) 9:05 am - Review and Approval of Agenda
- 4) 9:10 am – Board Orientation – Bowman
- 5) 9:35 am – Roll Call and Confirmation of Virtual Attendance – Sudler
- 6) 9:40 am – Mission and Objectives of NAFE – Sudler
- 7) 9:45 am – Approval of Minutes
 - a) July 22, 2022 – Toronto, Ontario, Canada
- 8) 9:50 am - Committee Reports (approximately 5 minutes each)
- 9) Admissions – Leane
- 10) Membership – Janson
- 11) Public Relations – Peruzzi
- 12) Publications and Technical Review – Kemper
- 13) Education – Pietropaolo
- 14) Long Range Planning – Janson
- 15) Continuing Professional Development – Leane
- 16) Bylaws and AOI – Drebelbis
- 17) Finance – Pietropaolo
- 18) NAFE 1 – Peruzzi
- 19) Website – Leshner, Maifeld
- 20) Nominating – Janson
- 21) Legislative – Bowman
- 22) Ethics – Sudler
- 23) Contract Documents – Leane
- 24) Insurance – Leane
- 25) Distance Learning – Couture
- 26) Community Association Institute Task Force – Janson
- 27) 11:30 am Executive Directors Report – Bowman
- 28) 11:40 am Secretary’s Report – Drebelbis
- 29) 11:50 am Treasurers Report – Wiers
- 30) 12:00 pm Presidents Report – Sudler
- 31) 12:10 pm Old Business
- 32) 12:15 Lunch Break –
- 33) 1:15 New Business
 - i) NAFE Budget
 - (1) - 2024 Budget Discussion
 - (2) 2023 Budget Approval
 - (3) NAFE Conference Expenses
 - ii) 2023 Summer Conference



- (1) Discuss location and potential NAFE Conference for the next three conferences
- (2) Consider Options
- iii) NAFE Merchandise options for Members
- iv) Mark Levin Membership Report
 - (1) Brief Review of Completed Items
 - (2) Proposed Next Steps
- 34) 4:00 pm Adjourn

BOARD ORIENTATION





Legal Duties

Rebecca A. Bowman, Esq., P.E.

NAFE Governance Primer



NAFE Governance Primer:

A Summary of Volunteer Leader Duties

NAFE BOARD OF DIRECTORS

Association officers, directors, delegates, committee members, and others involved in an association's governance are often uncertain of their roles and responsibilities. And for good reason—some rights and obligations are determined by law, others by the association's articles of incorporation and bylaws, and still others by written policies and procedures or more informal arrangements.

The following brief is designed to clarify the delegation of duties; explain the fiduciary duties imposed by law on association officers, directors, and delegates; and suggest ways to protect volunteer leaders from personal liability.

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The Fundamentals

- Duty of care
- Duty of loyalty
- Duty of obedience
- Duty to avoid conflict of interest
- Duty to respect confidential information

The Bottom Line

- Stay informed
- Be an engaged listener with an open mind
- Make decisions based on what is best for the academy, not your personal preferences or interests
- Respect the Board's time
- Reliance on Experts
- Use common sense
- When in doubt ... ASK!





NAFE Governance Primer:

A Summary of Volunteer Leader Duties

NAFE BOARD OF DIRECTORS

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Roles and Responsibilities

NAFE Board of Directors

The NAFE Board of Directors (the “Board”) is the governing body of the NAFE (the “association”), responsible for the ultimate direction of the management of the organization’s affairs. The Board is responsible for policymaking, while employees (and to a certain extent, officers) are responsible for executing day-to-day management to implement Board-made policy. However, the ultimate legal responsibility for the actions (and inactions) of the association rests ultimately with the Board. The Board can act legally only by consensus (majority vote of a quorum in most cases) and only at a duly constituted and conducted meeting, or by unanimous written consent.

The Board may delegate authority to act on its behalf to others such as committees, but, in such cases, the Board is still legally responsible for any actions taken by the committees or persons to whom it delegates authority. An individual Board member has no individual management authority simply by virtue of being a member of the Board. However, the Board may delegate additional authority to a Board member, such as when it appoints Board members to committees. In a similar fashion, an officer has only the management authority specifically delegated in the bylaws or by the Board (although the delegated authority can be general and broad).

Committees

Committees have no management authority except for that delegated to them by the bylaws or by the Board. Furthermore, under most state nonprofit corporation laws, certain functions may not be delegated by the Board to committees. For example, in many states, the Board may not delegate to committees the power to elect officers, fill vacancies on the Board or any of its committees, amend the bylaws, or approve a plan of merger or dissolution.

Employees

Employees have no management authority except that specifically delegated to them in the bylaws or by the Board. For example, most associations’ bylaws delegate to the chief staff executive the responsibility for the day-to-day operations of the association’s office(s), including the responsibility to hire, train, supervise, coordinate, and terminate the professional staff of the association, as well as the responsibility for all staffing and salary administration within guidelines established by the Board.

Members

Members have no management authority, as such authority is held by the Board. However, some state nonprofit corporation laws generally reserve to members the right to remove officers and directors and to amend the association’s articles of incorporation, among other rights. Under some associations’ bylaws, certain matters, such as the amendment of the bylaws or the election of officers and directors, must be submitted to the membership for a vote. However, most other matters generally are not submitted to the full membership, but rather are handled by the Board, one or more of its committees, or the officers or employees of the association.

Legal Duties

Fiduciary Duty

Those in positions of responsibility and authority in the governance structure of an association — both volunteers who serve without compensation and employed staff — have a fiduciary duty to the organization, including duties of care, loyalty, and obedience. In short, this means they are required to act reasonably, prudently, and in the best interests of the organization, to avoid negligence and fraud, and to avoid conflicts of interest. In the event that the fiduciary

duties of care, loyalty, or obedience are breached, the individual breaching the duty is potentially liable to the association for any damages caused to the association as a result of the breach. This fiduciary duty is a duty to the association as a whole; even those who serve only on a particular committee or task force owe the fiduciary obligation to the entire association.

Duty of Care

This duty is very broad, requiring officers and directors to exercise ordinary and reasonable care in the performance of their duties as well as exhibit honesty and good faith. Officers and directors must act in a manner that they believe to be in the best interests of the association and with the same level of care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. The “business judgement rule” protects officers and directors from personal liability for actions made in poor judgment, as long as there is a reasonable basis to indicate that the action was undertaken with due care and in good faith. The duty of care also imposes an obligation to protect any confidential information obtained while serving the association.

Duty of Loyalty

This is a duty of faithfulness to the association. This means that officers and directors must give undivided allegiance to the association when making decisions affecting the association.

In other words, officers, directors and delegates cannot put personal interests, even the interests of any specific constituency they were elected or appointed to represent, above the interests of the association.

Personal interests may include outside business, professional, or financial interests; interests arising from involvement in other organizations; and the interests of family members, among others.

Officers and directors should be careful to disclose even potential conflicts of interest to the Board of directors, and should recuse themselves from deliberation and voting on matters in which they have personal interests. For pervasive and continuing conflicts — such as a director of the association concurrently serving on the Board of a competing association — resignation from the individual’s association leadership post or from the outside conflicting responsibility may be required. Officers and directors can have business dealings with the association, but such transactions must be subject to considerable scrutiny. In such event, officers and directors must fully disclose any personal interests to the Board of directors, and the terms of any transaction must be fair to the association. In addition, state nonprofit corporation statutes frequently provide specific procedures for dealing with transactions in which officers or directors have conflicts of interest.

Duty of Obedience

This duty requires officers and directors to act in accordance with the organization’s articles of incorporation, bylaws, and other governing documents, as well as all applicable laws and regulations.

Conflict of Interest

Beyond the general legal duties, the importance of avoiding actual and perceived conflicts of interest is well grounded in law. If anything, recent changes in the wake of the WorldCom, Enron and the 2008 Lehman Brothers bankruptcy and ensuing financial market collapse have placed even stricter standards of scrutiny on conflict of interest obligations. The Sarbanes-Oxley financial reform bill put additional enforcement provisions and higher penalties in place for violations of these standards. The IRS has intensified compliance and enforcement actions and adopted a zero-tolerance attitude towards conflicts of interest through changes in the annual tax filings that not-for-profit organizations like NAFE and its state associations must make.

Most people understand the most obvious forms of conflict of interest: where direct financial benefits are involved. It doesn’t take a law degree to know that it would be wrong for a director of the association to participate in a board decision that would financially benefit him or her directly. For example, if the association were considering a major asset purchase and you owned an interest in one of the company’s competing for that sale, you have a clear conflict of interest.

But there are other, more subtle conflicts that can from time to time arise, and volunteer leaders have a legal duty as well as an ethical obligation to be sensitive to them.

Duality of Interests

The reason this is such an issue is that none of us, as individuals, live lives so narrowly focused or categorically compartmentalized as to avoid constantly carrying a multiplicity of legitimate demands for our loyalty. We are, each of us, a bundle of different interests: we owe the same duty of loyalty not only to NAFE, but also potentially to other organizations in which we are involved. We have a duty of loyalty to our employer, to the community organizations we are involved in, to the church, school and civic boards we serve on. The list goes on and on. It would be unreasonable to expect any individual to divest him or herself of any outside interests other than NAFE before allowing them to serve and impossible for any of us to comply if such a demand were made of us.

The good news is that while we all must live in a constant state of duality of interests (simultaneous duties of loyalty to two or more organizations), it is a relatively rare event when those dualities of interest actually come into conflict. Your obligations to your employer will very seldom if ever come into conflict with your obligations as a volunteer to NAFE. Even less often will your obligations to a community or civic organization come in conflict with your obligations to NAFE.

But it can happen. So you need to be aware and highly sensitive to the possibility of some specific issue or topic or action suddenly implicating two legitimate interests that demand your loyalty. When that situation occurs, you have a duty to both organizations to immediately make leadership aware so that conflict can be appropriately addressed and resolved.

That point is important enough to restate:

- Legitimate dualities of interest exist for each of us ... obligations to more than one organization that may or may not ever create an actual conflict.
- A duality of interest becomes a conflict whenever a volunteer has a direct or indirect interest, financial or otherwise, in the outcome of a matter involving NAFE.
- Whenever that occurs, the volunteer has a legal and ethical obligation to both organizations to bring that actual or perceived conflict to light, so that it can be appropriately resolved.

Remember, having a conflict of interest is not evidence of some moral shortcoming or ethical failure on your part. However, failing to act promptly to make leadership aware of the conflict so it can be appropriately addressed is a serious violation of your legal and ethical duties.

Remedies

When an actual or perceived conflict occurs, there are three remedies:

Disclosure. In a few cases, the conflict is so minor that simply disclosing it (and recording that disclosure in the official minutes) might be sufficient. For example, if the board was considering a large equipment purchase and you or your spouse owned a small amount of stock (a non-voting interest) in one of the company's competing for the sale, the board might very well determine that your financial interest is so small and your degree of control so slight that simply recording the disclosure in the minutes is enough.

Recusal. In a vast majority of cases, a conflict of interest is resolved by recusal --- or simply removing yourself from participating in any of the discussions or actions taken by the board or committee in a specific matter. Whenever the matter in which you have a conflict is discussed (including in any circulation of information in advance of the meeting), you are excused from the deliberations and leave the meeting.

Resignation. In a few, very rare cases, a conflict will arise that is so fundamental, you must make a choice. If you cannot, in good faith, serve the two masters simultaneously, you must resign from the service of one or the other. Again, such situations are rare, but there may be instances where one entity to whom you owe a duty of loyalty demands something from you that you cannot honor without violating your duty to another. For example, if you serve on one board that, for legitimate reasons, demands that certain proprietary information be kept confidential, but

withholding that information would be damaging to another organization on whose board you serve, you cannot simultaneously honor both demands.

Who Decides?

One additional and very important point. The individual does not get to decide if a conflict exists or what an appropriate remedy would be. The board or other governing entity makes that call. Your duty, as an individual, is to fully and promptly disclose any actual or potential conflict and to abide by the collective decision of the board or committee as to its resolution.

Finally, it is important to remember that a board's action to cure a conflict of interest is not a reflection on your trustworthiness or character. It is not a question of whether you can be trusted to act in the best interests of the association ... the legal standard is whether a reasonable person, looking at the matter with no special or inside information, might reasonably find cause to doubt that the decision was made exclusively in the best interests of the association, uncolored by any outside or individual concerns, if you participated in it.

Additional Considerations

Corporate Opportunities Doctrine

The duty of loyalty specifically prohibits competition by an association officer or director with the association itself. While officers and directors generally may engage in the same "line of business" or areas of endeavor as the association, it must be done in good faith and without injury to the association. One form of competition that is not permitted, however, is appropriating "corporate opportunities." A corporate opportunity is a prospect, idea, or investment that is related to the association's activities or programs and that the individual knows, or should know, may be in the best interests of the association to accept or pursue. An association officer or director may take advantage of a corporate opportunity independently of the association only after it has been offered to, and rejected by, the association.

Reliance on Experts

Unless an officer or director has knowledge that makes reliance unwarranted, an officer or director, in performing his or her duties for the organization, may rely on written or oral information, opinions, reports, or statements prepared or presented by: (i) officers or employees of the association whom the officer or director believes in good faith to be reliable and competent in the matters presented; (ii) legal counsel, public accountants, or other persons as to matters which the officer or director believes in good faith to be within the person's professional or expert competence; or (iii) in the case of reliance by directors, a committee of the Board on which the director does not serve if the director believes in good faith that the committee merits confidence.

Willful Ignorance and Intentional Wrongdoing

Directors cannot remain willfully ignorant of the association's affairs. A director appointed as treasurer, for example, with limited knowledge of finance cannot simply rely on the representations and reports of staff or auditors that "all is well" with the association's finances. Moreover, officers and directors acting outside of or abusing their authority as officers and directors may be subject to personal liability arising from such actions. Furthermore, officers or directors who, in the course of the association's work, intentionally cause injury or damage to persons or property may be personally liable, even though the activity was carried out on the association's behalf.

Reducing Personal Liability Risk

Association officers and directors can help minimize their risk of personal liability by doing the following:

1. Being thoroughly and completely prepared before making decisions;
2. Becoming actively involved in deliberations during Board meetings, commenting as appropriate, and making inquiries and asking questions where prudent and when such a need is indicated by the circumstances;
3. Making decisions deliberately and without undue haste or pressure;
4. Insisting that meeting minutes accurately reflect the vote counts (including dissenting votes and abstentions) on actions taken at meetings;
5. Requesting that legal consultation be sought on any matter that has unclear legal ramifications;
6. Requesting that the association's accountants assess and evaluate any matter that has significant financial ramifications;
7. Obtaining and carefully reviewing both audited and unaudited periodic financial reports of the association;
8. Attending the association's meetings and reading the association's publications carefully to keep fully apprised of the organization's policies and activities;
9. Reviewing from time to time the association's articles of incorporation, bylaws, and other governing documents; and
10. Avoiding completely any conflicts of interest in dealing with the association and fully disclosing any potential conflicts.

Liability Protection

If preventive risk management fails, the liability of association officers and directors can be limited through indemnification by the association, insurance purchased by the association, and state volunteer protection laws.

Apparent Authority

In the landmark 1982 case, **American Society of Mechanical Engineers v. Hydrolevel**, the U.S. Supreme Court determined that an association can be held liable for the actions of its officers, directors, and other volunteers (including actions that bind the association financially), even when the association does not know about, approve of, or benefit from those actions, as long as the volunteer reasonably appears to outsiders to be acting with the association's approval (i.e., with its "apparent authority"). The Supreme Court made clear that associations are to be held strictly liable for the activities of volunteers who have even the apparent authority of the association. Even if an association volunteer does not in fact have authority to act in a particular manner on the association's behalf, the law will nevertheless hold the association liable if third parties reasonably believe that the volunteer had such authority. The law thus requires an association to take reasonable steps to ensure that the scope of its agents' (e.g., officers, directors, and committee members') authority is clear to third parties, and that agents are not able to hold themselves out to third parties as having authority beyond that which has been vested in them by the association — for example, by regulating access to association letterhead stationery.

Antitrust

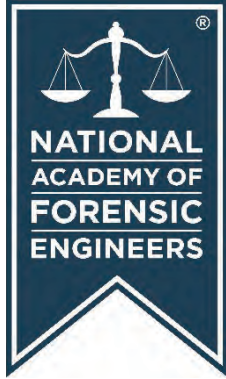
Associations are subject to strict scrutiny under both federal and state antitrust laws. The Sherman Act, the principal federal antitrust statute, prohibits "contracts, combinations, or conspiracies ... in restraint of trade." By their very nature, associations are a "combination" of competitors, so one element of a possible antitrust violation is always present, and only some action by the association that unreasonably restrains trade needs to occur for there to be an antitrust violation. Consequently, associations are common targets of antitrust plaintiffs and prosecutors.

The consequences for violating the antitrust laws can be severe. A conviction can carry stiff fines for the association and its offending leaders, jail sentences for individuals who participated in the violation, and a court order dissolving the association or seriously curtailing its activities. The antitrust laws can be enforced against associations, association members, and the association's employees by both government agencies and private parties (such as competitors and consumers) through treble (triple) damage actions. As the Sherman Act is a criminal conspiracy statute, an executive who attends a meeting at which competitors engage in illegal discussions may be held criminally responsible, even if he or she says nothing at the meeting. The executive's attendance at the meeting may be sufficient to imply acquiescence in the discussion, making him or her liable to as great a penalty as those who actively participated in the illegal agreement.

Common antitrust claims against associations include price-fixing (any explicit or implicit understanding affecting the price of a member's product or service is prohibited, even if the understanding would benefit consumers), group boycotts / concerted refusals to deal, customer allocation or territorial division, bid-rigging, and illegal tying arrangements. Antitrust-sensitive areas of association activity include membership restrictions, standard setting, certification and self-regulation, statistical surveys, and information exchange programs, among others.

To avoid antitrust liability, associations should adopt a formal antitrust compliance program, and this policy should be distributed regularly to all association officers, directors, committee members, and employees. The policy should require, among other conditions, that all association meetings be regularly scheduled — with agendas prepared in advance and reviewed by legal counsel — and that members be prohibited from holding “rump” meetings. Above all else, members should be free to make business decisions based on the dictates of the market — not the dictates of the association. Any deviation from this general principle, such as adoption of a Code of Ethics that infringes on members' ability to make fully independent business decisions, should be approved by legal counsel.

(1/5/21)



NAFE

Board of Directors

Key Rules of Order

and

Parliamentary Procedure Primer

NAFE Board of Directors Key Rules of Order

1. The presiding officer shall rule on all questions pertaining to the NAFE Bylaws, rules of order, and interpretations of parliamentary procedure.
2. Individuals who desire to address the NAFE Board of Directors shall approach a microphone and wait to be recognized by the presiding officer. When recognized, the speaker shall give his or her name and affiliation. Each speaker shall address comments to the presiding officer.
3. In all cases, the maker of a motion or resolution shall be entitled to speak first. The presiding officer will then ask for those who wish to speak in favor and then those who wish to speak against the motion or resolution to address the board in alternating fashion. This procedure will continue until there are no persons desiring to speak on one side of the question or the other, at which time debate will cease and the issue will be voted on. The presiding officer may impose a reasonable time limit per speaker if circumstances warrant. The presiding office may also rule a speaker's comments to be redundant to those of prior speaker(s) and ask the current speaker to be seated.
4. A Consent Agenda may be presented to the board members for adoption without debate. Upon request of a single member, any item may be removed from the Consent Agenda for separate consideration and action by the NAFE Board of Directors as an item on the Main Agenda.
5. An affirmative vote of two thirds of votes cast by the NAFE Board of Directors present and eligible shall be required to adopt amendments to the NAFE Bylaws.
6. Motions proposed by committees, task forces, and the NAFE Board of Directors prior to the start of the Board Meeting do not need a second. These motions will be included in the meeting agenda. A motion proposed by a member does require a second.
7. Should any member have an emergency that requires early departure from the NAFE Board of Directors meeting, the member shall notify the NAFE Secretary.

NAFE Board of Directors Parliamentary Procedure Primer

Parliamentary procedures are necessary for the efficient conduct of a meeting and, when used properly, can make the meeting more productive and enjoyable. Below are some general guidelines for using parliamentary procedure during a NAFE Board of Directors Meeting.

What is parliamentary procedure and where did it come from?

Parliamentary procedure is merely a set of rules for the conduct of meetings. These rules, when effectively used, allow everyone attending the meeting to be heard and to participate in the decision-making process. This also helps eliminate confusion.

Parliamentary procedures originated in the early English Parliaments and were brought to America with the first settlers. In 1876, Henry M. Robert published these procedures as a uniform manual on parliamentary law. *Robert's Rules of Order Newly Revised* is widely used today by most professional associations and is the basic handbook for presiding officers.

Why is parliamentary procedure important?

Parliamentary procedure has become an essential tool in conducting meetings because:

- it allows for democratic rule, flexibility, protection of rights, and a fair hearing for all participants;
- it has been tested over the years and has proven successful; and
- it is adaptable to any organization

How do we use parliamentary procedure?

Parliamentary procedure is used in a variety of ways in planning and conducting meetings, most notably by preparing and following a set agenda, by establishing a quorum (the number of members that must be present for business to be conducted legally), and by making motions.

Motions

A motion is merely a proposal that the body takes a stand or takes action on some issue. Motions are presented, seconded, debated, and decided (by vote). There are four general types of motions: **main motions**, **subsidiary motions**, **privileged motions**, and **incidental motions**:

- **Main motions** introduce subjects to the body for its consideration. Main motions cannot be made while another motion is before the Board. Main motions yield to privileged, subsidiary, and incidental motions. An example of a main motion is, "I move that the NAFE Board of Directors approve the proposed NAFE Professional Policy..."
- **Subsidiary motions** are more commonly known as amendments. The purpose of a subsidiary motion is to change the main motion or affect how it is handled. The proposed amendment must relate to the subject as presented in the main motion. An example of a subsidiary motion is, "I move the proposed NAFE Professional Policy be amended by striking the word 'the' in the first sentence and replacing it with the word 'a'"

- **Privileged motions** are most urgent and pertain to special or important matters not related to pending business. An example of a privileged motion is, “I move the NAFE Board of Directors adjourn....”
- **Incidental motions** involve issues of procedure that arise out of other motions. Incidental motions must be considered before the other motion. An example of an incidental is, “I move to suspend the rules for the purpose of....”

For a motion to be considered “in order”, the motion must relate to the business at hand and be presented at the proper time. A motion must not be obstructive, frivolous or contrary to the NAFE Bylaws.

Most motions require a “second”, i.e., an affirmation by another voting member of the NAFE Board of Directors to consider the motion. This practice prevents the body from spending time on a question that interests only one member.

One particular type of a Subsidiary Motion is a Substitute Motion. When a member wishes to offer a complete alternative to a main motion, that member gets recognized by the presiding officer and states the alternate motion that must be seconded. At this point the Board effectively has “dual main motions” and must determine which of the two alternatives will be ultimately acted upon. During the debate amendments to either motion (secondary amendments) may be entertained. Once all such amendments have been adjudicated the Board votes to select the motion to be acted upon, i.e. either the original Main Motion or the Substitute Motion.

Consider this scenario: A body owns a barn that it wishes to repaint. A motion is made and seconded to repaint the barn red within 30 days. Another member, not liking that color and sensing that 30 days is too short an interval, moves to substitute that the barn be repainted blue within 90 days. Now the body has “dual main motions” motions to consider. A supporter of the original motion, recognizing that 30 days may be too short, moves an amendment to change “30 days” to “60 days.” This amendment is approved by the body, resulting in an amended Main Motion. A supporter of the Substitute Motion, recognizing that the amended Main Motion now makes it more appealing, moves an amendment to the Substitute Motion to reduce the interval from “90 days” to “60 days.” This amendment is also approved. Now the body must vote on whether to consider the amended Main Motion or the amended Substitute Motion. After that vote is decided the body then finishes debate on the successful alternative, and the body votes that motion up or down.

The right to free and open debate is provided on most motions; some privileged and incidental motions are not debatable.

Most motions require only a simple majority vote, but motions concerning the rights of the Board or its members generally require a 2/3 majority vote for adoption.

Some motions can be re-debated and re-voted to give members an opportunity to change their mind. The “motion to reconsider” must come from a member who voted for the prevailing side.

Methods of voting on motions

There are five methods of voting to decide the outcome of motions: **by voice, by a show of voting signs, by roll call, by ballot, and by general consent.**

- **Voting by voice** is the most frequently used method at meetings. In this instance, the presiding officer asks those in favor to say “aye” and those opposed to say “no”. This method is used only for motions that require a majority vote. The presiding officer rules as to which side of the motion has received the greater number of votes. Any member may move for an exact count.
- **Voting by a show of voting signs** is accomplished by the board members raising their voting cards and tallying the sum of the weighted votes for both sides. This method is frequently used to clarify the results of a voice vote.
- **Voting by roll call** is conducted if a record of each member’s vote is needed. When voting by roll call, each member responds “yes” or “no” when his/her name is called. The weighted vote of each member is tallied to determine the result.
- **Voting by ballot** is used when secrecy is desired. In this type of voting, the members cast their votes on slips of paper or by computer. Again, the weighted votes of each voting member are tallied to determine the result.
- **Voting by general consent** is sometimes used when the motion is unlikely to be opposed. If someone objects to this method, the motion must be put to one of the types of vote described above.

In addition to the option of voting for or against an issue, a member may also abstain from voting (choose not to vote). When abstentions exist, the number of affirmative votes shall determine if a majority has been achieved to approve the proposed action.

A “motion to table” (lay on the table) is used to temporarily lay an issue aside to tend to a more urgent matter. The option to “take from the table” is always available to enable a body to reconsider the motion. This must occur before the adjournment of the current Board.

A “motion to postpone indefinitely” is a strategy to dispose of a motion without making a decision for or against. It is useful in the case of a badly chosen main motion for which either a “yes” or “no” vote would have undesirable consequences.

Parliamentary Procedure Summary

1. A motion must be on the floor before a topic is discussed. If a member starts to discuss something, the presiding officer must interrupt to ask “Does someone want to make a motion?” A motion is then made.
2. The presiding officer restates the motion and asks, “Is there a second?” Someone will generally second, but if no one seconds the motion, there cannot be discussion on the motion and it dies for lack of a second.
3. The presiding officer asks, “Is there any discussion? Would the maker of the motion like to speak to the motion?”
4. Individuals are then recognized by the presiding officer and allowed to speak in alternating order for or against the motion. Discussion must all relate to the topic of the motion.
5. The presiding officer asks “Is there any further discussion?” If there is no further discussion, the presiding officer will state “Hearing none – the motion before the Board is as follows....”
6. The presiding officer then directs “All in favor of the motion say aye; all opposed to the motion say no.” The motion carries or the motion fails.
7. Amendments to the main motion should be made prior to voting on the main (original motion).
8. Substitute Motions shall be handled as follows:
 - Main Motion to paint the barn red, motion seconded, discussion of the motion;
 - Substitute Motion to paint the barn blue, substitute motion seconded, discussion of substitute motion;
 - Discuss and perfect Main Motion and Substitute Motion concurrently;
 - Vote to replace Substitute Motion for Main Motion;
 - Vote on surviving Motion.

Parliamentary Procedure at a Glance

The following is a handy table for use at NAFE Board of Directors Meetings

Parliamentary Procedure At A Glance		Here are some motions you might make, how to make them, and what to expect of the rules.					
<i>To Do This:</i>	<i>You Say This:</i>	<i>May You Interrupt the Speaker?</i>	<i>Do You Need a Second?</i>	<i>Is It Debatable?</i>	<i>Can It Be Amended?</i>	<i>What Vote is Needed?</i>	<i>Can It Be Reconsidered?</i>
ADJOURN MEETING	“I move to adjourn.”	NO	YES	NO	NO	MAJORITY	NO
CALL AN INTERMISSION	“I move to recess for...”	NO	YES	NO ¹	YES	MAJORITY	NO
COMPLAIN ABOUT HEAT, NOISE, ETC.	“I rise to a question of privilege.”	YES	NO	NO	NO	NO VOTE	NO
TEMPORARILY SUSPEND CONSIDERATION OF AN ISSUE	“I move to lay the motion on the table.”	NO	YES	NO	NO	MAJORITY	NO ²
END DEBATE AND AMENDMENTS	“I move the previous question.”	NO	YES	NO	NO	2/3	YES ³
POSTPONE DISCUSSION FOR A CERTAIN TIME	“I move to postpone the discussion until...”	NO	YES	YES	YES	MAJORITY	YES
GIVE CLOSER STUDY OF SOMETHING	“I move to refer the matter to committee.”	NO	YES	YES	YES	MAJORITY	YES ⁴
AMEND A MOTION	“I move to amend the motion by...”	NO	YES	YES ⁵	YES	MAJORITY	YES
INTRODUCE BUSINESS	“I move that...”	NO	YES	YES	YES	MAJORITY	YES
<i>THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDENCE... BELOW, THERE IS NO ORDER...</i>							
PROTEST BREACH OF RULES OR CONDUCT	“I rise to a point of order.”	YES	NO	NO	NO	NO VOTE ⁶	NO
VOTE ON A RULING OF THE CHAIR	“I appeal from the chair’s decision.”	YES	YES	YES	NO	MAJORITY	YES
SUSPEND RULES TEMPORARILY	“I move to suspend the rules so that...”	NO	YES	NO	NO	2/3	NO
AVOID CONSIDERING AN IMPROPER MATTER	“I object to consideration of this motion.”	YES	NO	NO	NO	2/3 ⁷	YES ²
VERIFY A VOICE VOITE BY HAVING MEMBERS STAND	“I call for a division,” or “Division!”	YES	NO	NO	NO	NO VOTE	NO
REQUEST INFORMATION	“Point of information...”	YES	NO	NO	NO	NO VOTE	NO
TAKE UP A MATTER PREVIOUSLY TABLED	“I move to take from the table...”	NO	YES	NO	NO	MAJORITY	NO
RECONSIDER A HASTY ACTION	“I move to reconsider the vote on...”	YES ⁸	YES	YES ⁹	NO	MAJORITY	NO

NOTES:

¹ Unless moved when no question is pending.

² Affirmative votes may not be reconsidered.

³ Unless vote on question has begun.

⁴ Unless the committee has already taken up the subject.

⁵ Unless the motion to be amended is not debatable.

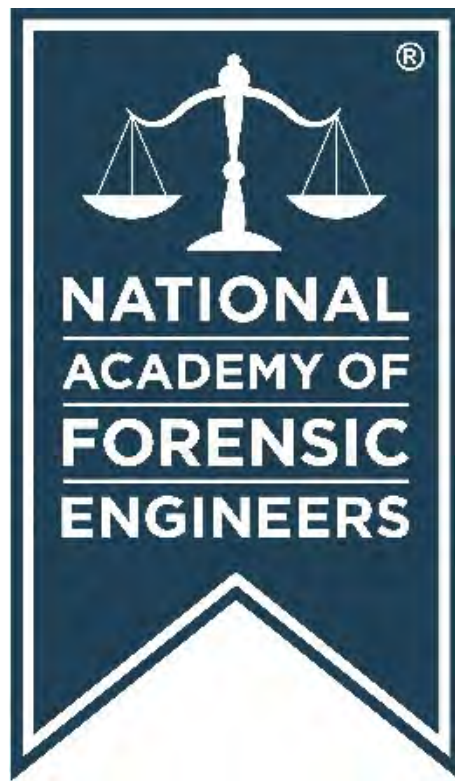
⁶ Unless the chair submits to the Board for decision.

⁷ A 2/3 vote in negative is needed to prevent consideration of the main motion.

⁸ Only if the speaker has the floor but has not actually begun to speak.

⁹ Unless the motion to be reconsidered is not debatable.

MISSION STATEMENT



The Mission and Objectives of The National Academy of Forensic Engineers NAFE

Mission

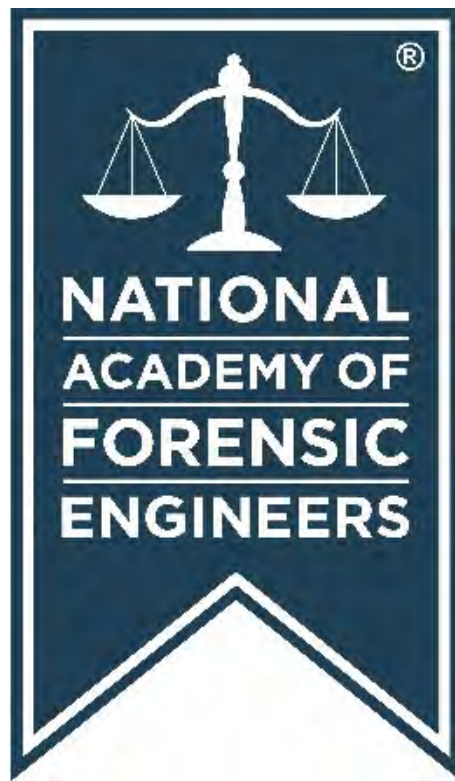
- Serving the public by advancing the ethical and professional practice of forensic engineering;
- Serving the jurisprudential system by certifying individuals having achieved expertise in forensic engineering;
- Serving Academy members and furthering the development of forensic engineers through education and the publication of peer-reviewed technical literature.

Objectives

The Objectives of NAFE are set forth in Article II of our Articles of Incorporation. These are:

- (a) To serve the public by advancing the skill and art of engineering analysis, investigation, consultation, and expert testimony in judicial and administrative proceedings which involve the use of engineering evidence, or the rendering of opinions based on engineering knowledge or judgment.
- (b) To establish criteria for and further the education of forensic engineers through formal studies, seminars, and publication of literature on the subject.
- (c) To engage in research and the publication of papers, books, and articles on the art and science of forensic engineering.
- (d) To elevate standards and the ethical concepts governing the practice of forensic engineering.
- (e) To cooperate with and assist other professions and organizations engaged in the administration of justice and resolution of disputes.
- (f) To certify individuals having acceptable experience in Forensic Engineering.

PAST MEETING MINUTES



MINUTES OF BOARD OF DIRECTORS
MEETING – Toronto, CA
(07/22/2022)

Call to Order

Meeting called to order by Sam Sudler, PE DFE (President) at [9:00 AM]

A quorum of the Board was present.

Members in attendance:

Sam Sudler, P, DFE. (President)
Joe Leane, PE, DFE (President Elect)
Steve Pietropaolo, PE DFE(Senior Vice President)
Michael Aitken, PE, DFE (Vice President)
Bruce Wiers, PE, DFE (Treasurer), by Zoom
James Drebelbis, AIA PE, DFE (Secretary)
Rebecca Bowman Esq, PE, DFE (Executive Director)
Liberty Janson, PE, DFE (Past President) by Zoom
John Certuse, PEng, DFE (Past President)
Jim Petersen, PE, DFE (Past President)
Dan Couture, PE, DFE (Director at Large)
Robert Peruzzi, PhD, PE, DFE (Director at Large)
Mike Leshner. PE, DFE
Mitch Mayfield PE, DFE, by Zoom
Tim Berens, PE, DFE by Zoom
Ellen Parson by Zoom
Michael Kravatz, P.E. DFE

Passing of Wilber T. (Dusty) Yaxley, nafe President 1997

Present President's Agenda approved and accepted

modification of timing of ASCE Liberty Janson presentation

Presentation of obligations of the Board by Rebecca Bowman.

Review of Mission Statement of NAFE by Sam Sudler

Review of previous minutes from Feb 2022 BOD

Corrections of spelling (waiver and waive) by R. Bowman

Meeting acceptance by Steve Pietropaolo second Joe Leane

Motion to approve agenda as submitted - by Leane, Second Pietropaolo

CARRIED UNANIMOUS

Committee reports:

Where specific discussion is not noted, refer to original committee report.

Admissions (Joe Leane)

- Website development has assisted greatly in the administration of admissions
- Working to clear backlog of membership requests, current backlog approx. 50 incomplete

- applications
- 46 admitted
- Upgraded 4
- Fellow 1(John Leffler)
- Lifetime Members 9
- New Canadian members 10
- Membership 50 entrance and 50 leaving therefore historically balanced membership comment by Mike Leshner

Membership (Janson)

- Focus on year-round membership
- Nominate Dan Couture New Member Chair under Membership Committee by Sam Sudler (Accepted by Dan Couture)
- Ask new members which of the committees they would like to participate
- Mentoring program best placed with new members Jim Petersen

Public Relations (Peruzzi)

- Written documentation of public relations in discussion but not formalized
- Suggestions for written documentation for public relations needed
- Public Relations venues not established
- Upcoming PCON presentation

Publications & Technical Review (Steve Pietropaolo)

- Seeking additional Associate Editors
- Current issue has 7 papers
- 8 papers for presentation in Toronto and one in reserve.
- Currently working to smooth out the system for managing papers by Ellen Parsons
- Loss of value by making Journal open. Professionals joined NAFE to have exclusive access to the Journal. Now Journal is open and some members feel that they are paying for something for which everyone has access.

Education (Pietropaolo)

- Upcoming Summer 2022 Conference.

Long Range Planning (Janson)

- Website has updated information re new members, upcoming conferences

Continuing Professional Development (Leane)

- Notice to individuals who are not current with CPDs
- Once one is a DFE, do DFEs keep their DFE in perpetuity
- Attending conferences allows members to maintain continuing ed requirements forPE

Finance (Pietropaolo)

-

NAFE1 (Peruzzi)

- No outstanding issues
- Only needs to interject to address problems (scam or phishing) or inappropriate conversations.

Website (Leshner and Maifeld)

- New website offers more features, but more complicated.

- Tutorials available.
- NAFE took over management of website and structured our own system. This provided a better resource at a lower cost to NAFE.
- Membership needs to learn how to use the website.
- Unanswered questions are being answered by Mitch Maifeld. This should be done through the tutorials or by other members of the committee.
- List of members who are delinquent in their dues and CPD is available. Notices to be sent out by Secretary.
- Delinquency letters: dues, CPD and dues/CPD

Nominating (Liberty Janson)

- No activity
- Solicitation of votes by secretary when positions are contested

Legislative (Bowman)

- OK Board. Issue regarding a NAFE members.
- Infrastructure Investment and Jobs Act (IIJA). DOTs soliciting proposals from engineers.

Ethics (Sudler)

- No issues

Contract Documents (Joe Leane)

- No activity
- Relates to template contract for NAFE members
- Work in progress: video testimony, remote testing
- Contract with NSPE for Executive Director
- NSPE will not develop a contract but will consider a contract that NFE proposes

Insurance (Leane)

- NSPE interviews carriers re forensic engineers

Distance Learning (Certuse/Couture)

- No progress

Community Association Institute (CAI) Task Force (Janson)

- Issues regarding reserve funds and technical reviews

BOD Officer Reports -

Executive Secretary (R. Bowman)

Secretary Report (Drebelbis)

Treasure Report (Wiers)

President Report (Sudler)

- John Leffler Fellow nominated by John C. second by SP
- Rogers Jefferies – Life Member
- Marty Gordon – Fellow of NSPE

Unfinished Business - Sudler

No Topics

New Business

2023 Conference – San Antonio: suggestions for activities

NAFE Website

- Need all board members to learn how to use the site
- We may be paying for services that we do not use – Liberty Janson

NAFE Winter Conference

- AV costs for Summer Conference were more than San Diego + Providence

Virtual Presentations

- Two virtual conferences in addition to in-person conferences
- Concern that virtual video presentations can be recorded
- Virtual conferences are good revenue generators

ASCE Practice

- Investigation of Constructed Facilities:
- Potential to represent NAFE on the ASCE Forensic Committee

Merchandise

- Merchandise that can be offered to members for sale.
- Items: plaque, mugs, shirts,
- Shared revenue where administration and inventory are maintained by another company

Membership

- Summary of report by Liberty Janson
- Promotion of NAFE to increase membership
- Address the attention to new members

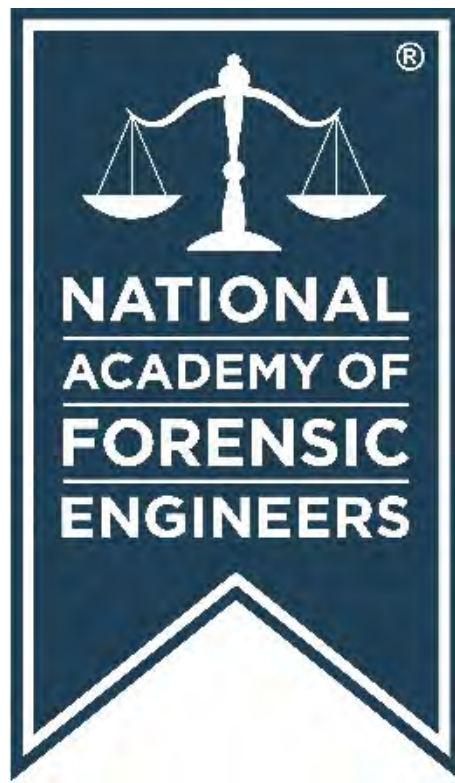
Close

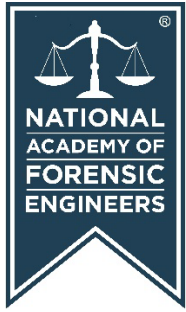
Motion to Adjourn. by Petersen. Seconded Joe Leane

CARRIED UNANIMOUS

James R. Drebelbis, AIA, PE, DFE
Secretary – NAFE

ADMISSIONS





1420 King Street
Alexandria, VA 22314-2794

Tel: 703-684-2845
Fax: 703-836-4875

WWW.NAFE.ORG

To: NAFE Board of Directors
From: Admissions Committee; Liberty Janson, Joseph Leane, James Petersen, Steve Pietropaolo, Sam Sudler
Date: December 26, 2022
Subject: Admissions Committee Report

The Admissions Committee worked with the Website Committee to complete our transition from MemberClicks to CiviCRM. This process included tweaking the new system to best meet the needs of the Admissions Committee. We are grateful for the Website Committee's work and commitment.

Since January 7, 2022

64 new dues-payers have been admitted, **5** members have been upgraded, and **9** members have been granted Life status, as of this date. This total, to date, compares to **25** new dues-payers and **5** upgrades in 2021.

Since the Report to the Board dates July 19, 2022, the following activity has occurred.

New Senior Members (7)

Mark Bailey 1222 S	Stephen Hawken 1212 S
Richard Kovarsky 1209 S	Herold Krongelb 1208 S
Daniel Moss 1215 S	Javier Rodriguez 1217 S
Philip Rosescu 1109 S	

New Members (7)

Waseem Ansari 1210 M	Daniel Frates 1220 M
Adam Lohonyai 1206 M	Rickey Nuygen 1223 M
Wesley Oliphant 1216 M	Gregory Schober 1213 M
Chad Williams 937 M	

New Associate Members (2)

Neal Hanke 1219 A	Dustin Nolen 1221 A
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New Affiliates (2)

Jonathan Broyles 1211 C	Meyer Rosen 1218 C
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New Students (0)

Upgrade to Fellow (1)

John Leffler 709 F

Admissions Committee Report

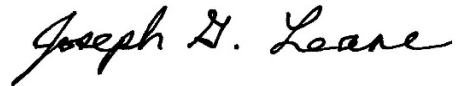
Upgrade to Senior Member (1)

Steven Claxton 453 S

Lifetime Member (n/a)

Sincerely,

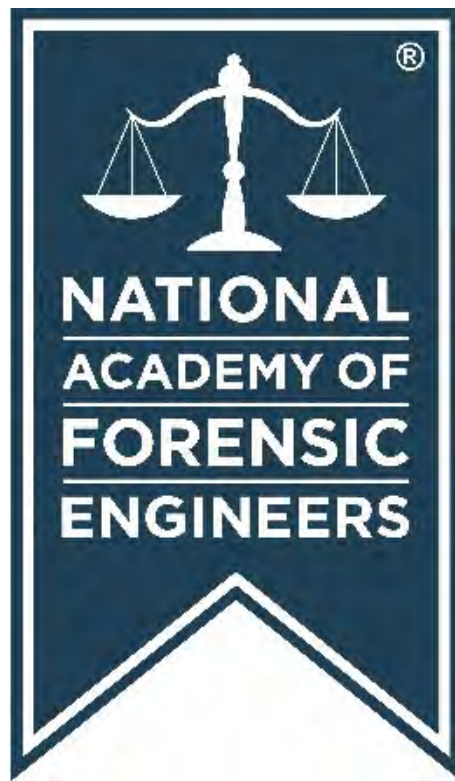
NATIONAL ACADEMY OF FORENSIC ENGINEERS

A handwritten signature in cursive script that reads "Joseph D. Leane".

Joseph Leane, P.E. D.F.E.

Admissions Chair & President Elect, NAFE

MEMBERSHIP





1420 King Street
Alexandria, VA 22314-2794

Tel: 703-684-2845
Fax: 703-836-4875

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January 3, 2023

To: To NAFE Board of Directors
From: Liberty L. Janson, PE
Re: Membership Committee Report

The Membership Committee has not met since the January meeting. We are interested in new members to the committee!

The Academy continues to communicate with our members through our website, NAFE1, LinkedIn and LimeSurvey. Some of this work was to be taken over by Mary Ann Cannon, but will need to transfer to another NSPE representative or service provider. Lessons continue to be learned through trial and error. The tutorials prepared by Mike Leshner will help current and future NAFE leaders to better use and embrace the web-based tools we use to support and communicate with our members.

As Membership Committee Chair, I request and will work to recruit new NAFE leaders who are willing to take a look at our current efforts, the Mark Levin recommendations, and new technology with fresh eyes and renewed energy. We now have the opportunity to base membership communication on tangible data documenting membership expectations and priorities.

The following statements from previous Membership Committee Reports are reiterated here to remind the NAFE Board that members appreciate both in person and remote opportunities. Member surveys and actual conference attendance continues to demonstrate that we reach a broader audience when we maintain a variety of opportunities:

“Since we began member surveys, the in-person conferences rank high in the list of member benefits. A Spring 2021 dues-payer survey indicated adequate support for an in-person summer conference. This data allowed us to move forward with the Providence Conference. This weekend will allow us to continue our traditional conference system as we apply lessons learned from our virtual conference experiences.

“The Spring 2021 survey as well as the proceeding data related to our virtual conferences demonstrate a large audience for virtual content. Participation in the 2020 Summer Conference and 2021 Winter Conference demonstrated a greater reach into both our membership and the forensic community at large. The response confirmed interest in technical presentations offered on the original scheduled dates. There was a strong preference for interactive presentations. The Academy established the Distance Learning Committee to continue efforts to establish this virtual content and member interaction (see Distance Learning Committee Report for additional detail).

We encourage all those attending the 2023 Winter Conference to engage with one another this weekend. Many of our existing member services and benefits were first conceived during hallway

breaks and happy hour musings. The Academy will always value these periods of fellowship and collaboration.

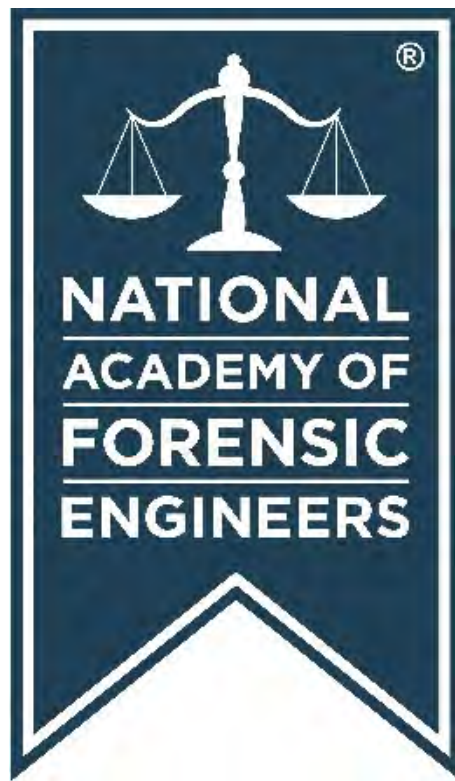
Sincerely,

NATIONAL ACADEMY OF FORENSIC ENGINEERS

A handwritten signature in blue ink, appearing to read "Liberty L. Janson", with a long horizontal flourish extending to the right.

Liberty L. Janson, PE, DFE
Membership Chair

PUBLIC RELATIONS





1420 King Street
Alexandria, VA 22314-2794

Tel: 703-684-2845
Fax: 703-836-4875

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December 24, 2022

To: NAFE Board of Directors
From: Robert O. Peruzzi, PhD, PE, DFE
Re: Public Relations Committee Report

The NAFE Public Relations Committee members are:

Robert Peruzzi: Co-Chair
Richard Rice: Co-Chair
Michael Kravitz
Sam Sudler: NAFE President

Two actions by NAFE members comprise our public relations activities for 2022, second half.

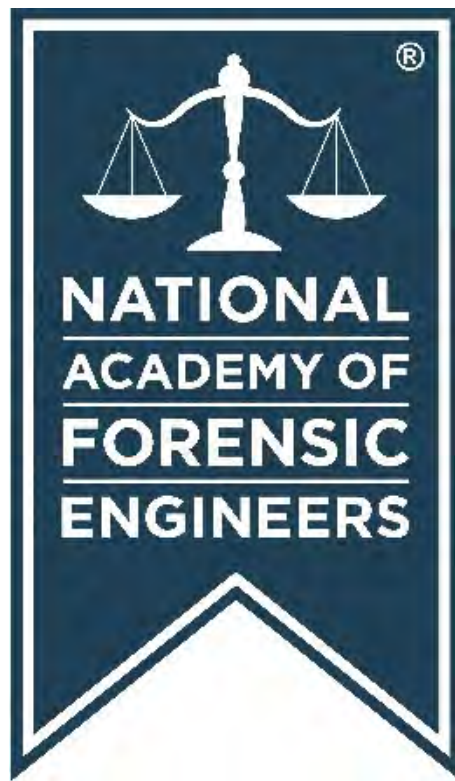
1. NAFE Participation in National Society of Professional Engineers (NSPE) 2022 PECON
On Tuesday, August 2, 2022, at 9:30 AM, Sam Sudler, and I presented a panel discussion entitled: “Opening Door #3: Launching a Forensic Engineering Practice”.
2. NAFE Participation in the 3rd International Caparica Conference in Translational Forensics
From November 13-16, 2022, by three NAFE members.
On November 14,
 - Raymond G. Thompson made a keynote presentation titled “Expert Witness Opinions in the Day of Daubert – Methods for forming and defending an expert opinion that stands the test of Daubert challenge
 - Mauricio Cueva-Eguiguren presented, “Forensic engineering analysis of an electrical substation fire in a manufacturing plant in Brazil”
 - Robert Peruzzi presented, “Forensic Engineering Investigation of Electrical and Electronic Causes of an Industrial Equipment Failure”

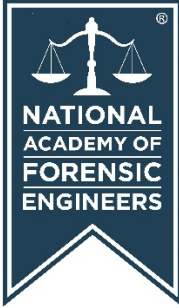
Sincerely,

NATIONAL ACADEMY OF FORENSIC ENGINEERS

Robert O. Peruzzi, PhD, PE, DFE
Public Relations Committee Chair

PUBLICATIONS & TECHNICAL REVIEW





13 Dec., 2022

RE: Report for the Technical Review Committee

Dear President Sudler,

The Technical Review Committee report is as follows:

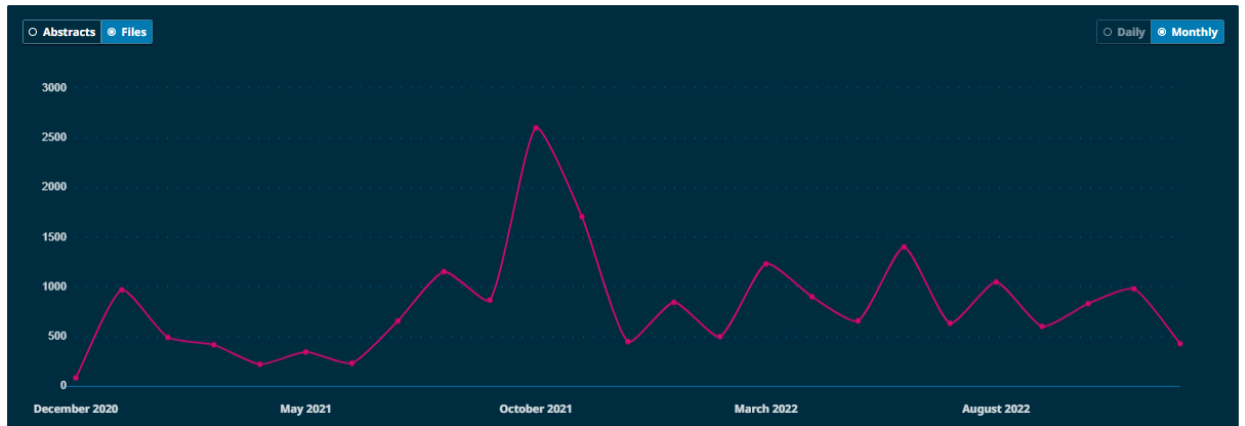
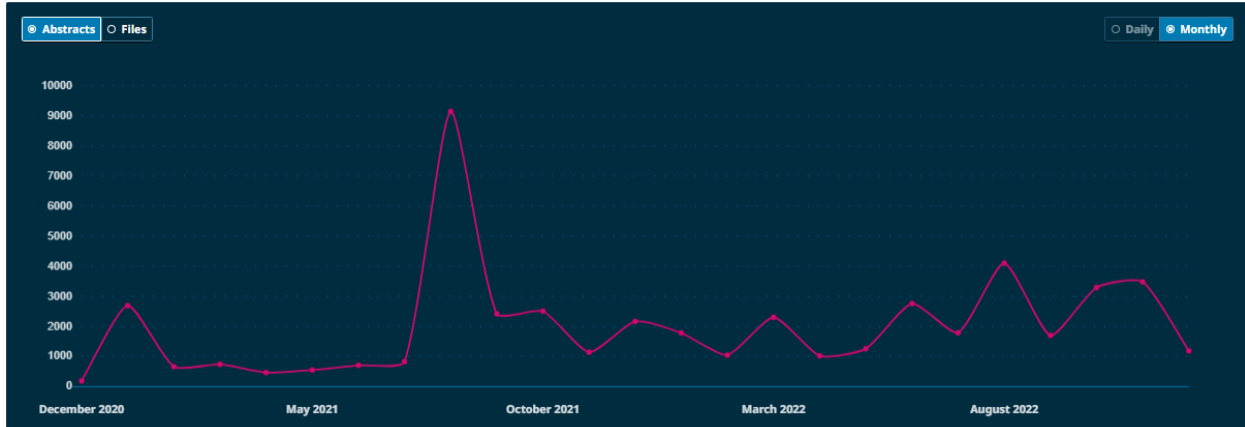
1. The volunteer staff for the Journal is as follows:
 - Editor In Chief (Bart Kemper)
 - One Senior Associate Editor (Jim Green)
 - Seven active Associate Editors (Paul Swanson, Paul Stephens, Bob Peruzzi, Mike Plick, Rebecca Bowman, Zo Alvi, Mark McFarland)
 - One Associate Editors taking a medical leave from active duty: Dave Ilove
 - One technical editor (Mitch Maifeld)
2. Our paid staff is one person, Ellen Parson.
3. We thank Joe Leane and Steve Pietropaolo for their services to the Journal as they refocus their volunteer work on their roles in the Board of Directors. They are finishing their existing assignments but have not taken on any new papers.
4. San Antonio Meeting: We had 14 abstracts, of which 10 were selected (8 plus 2 in reserve). We had one paper drop out, leaving us with 8 papers with one in reserve.
5. The next issue is projected to have 6 papers, possibly as many as 8.
6. Backlog is as follows, with the “total” being all active papers, then subtracting those slated for the next journal and next conference to determine the backlog:

YR/MO/DAY	Total	Next conf	Next Issue	Backlog
201202	68	6	16	46
210514	40	8	16	16
221213	24	8+1	6	9

7. A total of 40 papers and abstracts have not completed the publishing process in OJS.
8. Our visibility continues to increase, with surges coinciding with Journal issue publication. Using CrossRef as part of the OJS system has increased the visibility of the Journal and individual papers. Authors with an ORCID are also seeing their work indexed faster and across more scholarly databases like PUBMED. (See following pages.)

Best regards,

Bart Kemper

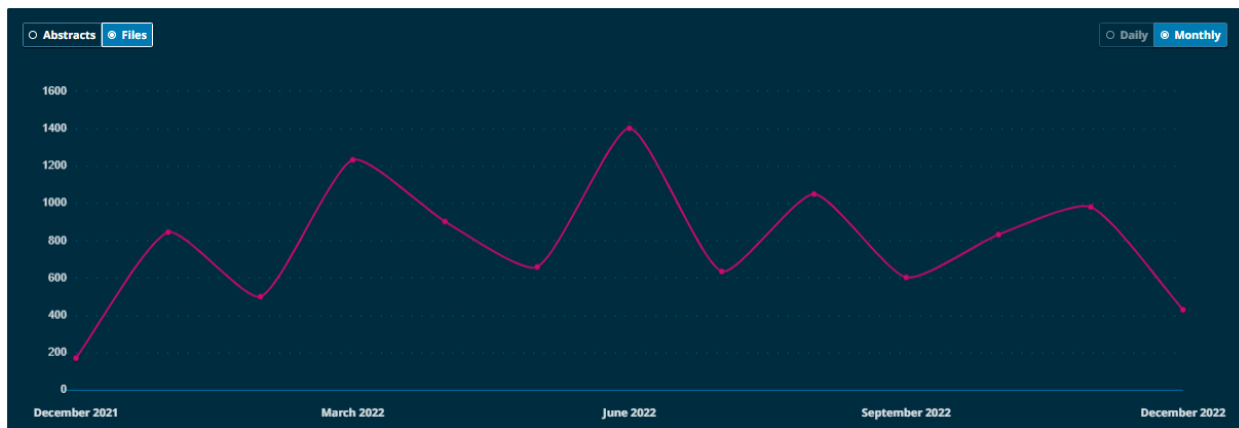
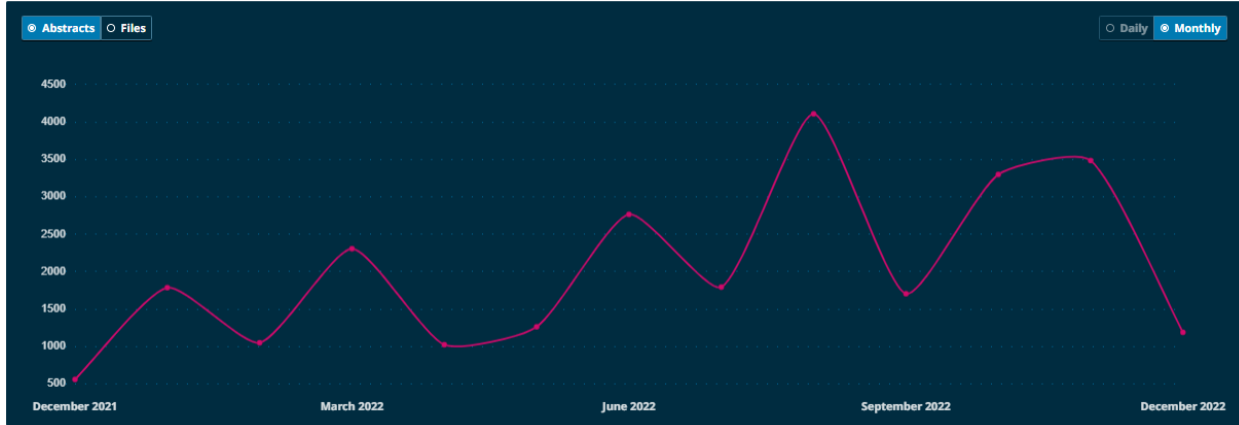


Article Details

30 of 541 articles

Title	Abstract Views	File Views	PDF	HTML	Other	Total
Williams Use of the Repairability Assessment Method for Evaluating Asphalt-Composition Shingle Roof Repairs	1484	1913	1913	0	0	3397
Icove et al. Computer Fire Modeling and the Law: Application to Forensic Fire Engineering Investigations	1458	501	501	0	0	1959
Icove et al. State of the Arc (Mapping)	493	300	300	0	0	793
Kemper Misapplication of Pressure Vessel Codes in Forensic Applications	538	228	228	0	0	766
Liptai Forensic Engineering And The Scientific Method	348	261	261	0	0	609
Jacobson et al. Forensic Engineering Analysis of Failed UTV Roll Cages	197	403	403	0	0	600
Icove et al. Forensic Identification and Root Causes of Hot Socket Problems Found in Electrical Meters	386	155	155	0	0	541
Ziernicki, PhD, PE, DFE et al. Forensic Engineering Analysis of Projectile Thrown from Phantom Vehicle	364	153	153	0	0	517
George et al. Forensic Engineering Investigation and Analysis of Crack Formation in Acetal Resin Nuts Used for Water Supply Lines	293	150	150	0	0	443
Peruzzi Forensic Engineering Investigation of Electrical and Electronic Causes of an Industrial Equipment Failure	290	153	153	0	0	443

We continue to see an overall upwards trends in terms of journal engagement and files downloaded, as shown in the three-year graphs above, Dec. 2022 ending on the 13th, creating an incomplete month. “Abstract” is a “read” by a person or “bot” of the paper’s web page. “Download” is a download of the PDF. The next page shows just the past year to show which papers has been recently active as well as more detail in the data. Some of the papers in this year’s top 12 were published before NAFE starting with OJS and Crossref, showing how effective this is for the Journal and NAFE as a whole. Only 1 in the three-year span (Liptai, above) was published prior to 2020.



Article Details

30 of 541 articles

Title	Abstract Views	File Views	PDF	HTML	Other	Total
Williams Use of the Repairability Assessment Method for Evaluating Asphalt-Composition Shingle Roof Repairs	968	1481	1481	0	0	2449
Icove et al. Computer Fire Modeling and the Law: Application to Forensic Fire Engineering Investigations	864	293	293	0	0	1157
George et al. Forensic Engineering Investigation and Analysis of Crack Formation in Acetal Resin Nuts Used for Water Supply Lines	293	150	150	0	0	443
Peruzzi Forensic Engineering Investigation of Electrical and Electronic Causes of an Industrial Equipment Failure	290	153	153	0	0	443
Jacobson et al. Forensic Engineering Analysis of Failed UTV Roll Cages	127	299	299	0	0	426
Liptai Forensic Engineering And The Scientific Method	205	175	175	0	0	380
Icove et al. State of the Arc (Mapping)	188	105	105	0	0	293
Icove et al. Forensic Identification and Root Causes of Hot Socket Problems Found in Electrical Meters	206	68	68	0	0	274
Tindal FE Analysis of Modular Woodburning Fireplace Fire with Gas Log Lighter in Determining Fire's Cause: Determining the Correct Fire Cause	168	92	92	0	0	260
Gordon et al. Preliminary Analysis of Roadway Accident Rates for Deaf and Hard-of-Hearing Drivers — Forensic Engineering Application	186	71	71	0	0	257
Peterson 3-D Math Model For Vehicle Dynamics Simulations Including Effects Of Tires Suspensions And Terrain	211	14	14	0	0	225
Jenkins Forensic Issues that Arise from Recirculating Hot Water Systems	125	91	91	0	0	216

Papers published before 2020:

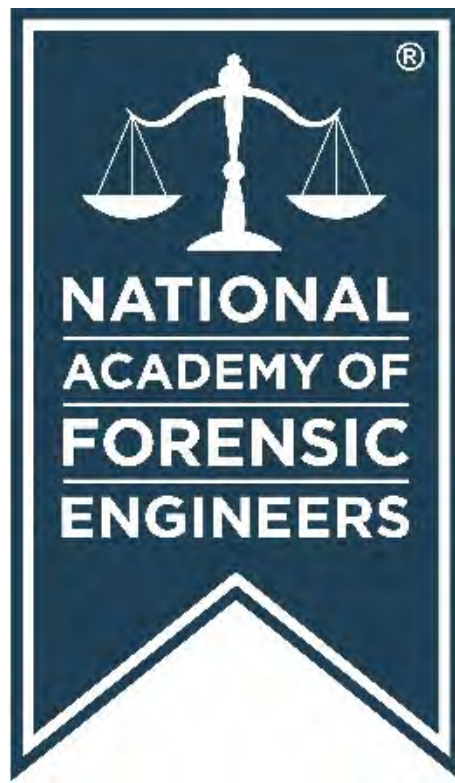
Forensic Eng. Investigation of Failed UTV Roll Cages (George, et al) 2016

Forensic Engineer and the Scientific Method (Liptai) 2009

Prelim. Analysis of Roadway Accidents for Deaf and Hard-of-Hearing Driver (Gordon et al) 2016

3-D Math Model For Vehicle Dyn. Sim. Incl. Effects Of Tires Suspensions And Terrain (Peterson) 1998

EDUCATION





1420 King Street
Alexandria, VA 22314-2794

Tel: 703-684-2845
Fax: 703-836-4875

WWW.NAFE.ORG

December 13, 2022

To: To NAFE Board of Directors
From: Steve Pietropaolo, MS, P.E., CFEI, DFE
Re: Education Committee Report

The Winter 2023 Conference Educational Program came together quickly and smoothly. The program includes three presentations. The legal team from McCoy Leavitt Laskey will be presenting an advanced Daubert presentation in the AM.

Mark Savre who is also presenting on Saturday is finishing up the day with a 2-hour case study and lessons learned talk. Marty Gordon and Steve Knapp will be discussing their rolls investigating a fatal race car accident – after the audience watches the TV program about the incident where both these experts were interviewed.

This would not be possible without the volunteers who have agreed to present and, in some cases, revise their original proposals to better suit the Sunday Educational format. In addition, several of our presenters were willing to shift presentation timing and attendance as needed to ensure the overall conference program was full and useful to our attendees.

As I write this, we still do not have a Summer 2023 venue set.

I will be asking for significant help planning the Summer 2023 Sunday Educational Program because my bandwidth will be somewhat limited due to my new roll in 2023 as the Admissions Chair.

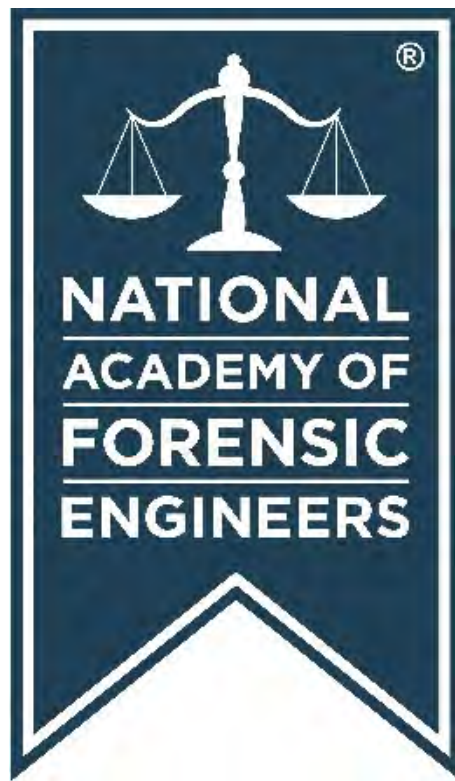
Sincerely,

NATIONAL ACADEMY OF FORENSIC ENGINEERS

Steve Pietropaolo, MS, P.E., CFEI, DFE

Education Chair

LONG RANGE PLANNING





1420 King Street
Alexandria, VA 22314-2794

Tel: 703-684-2845
Fax: 703-836-4875

WWW.NAFE.ORG

December 29, 2022

To: To NAFE Board of Directors
From: Liberty L. Janson, PE, NAFE
Re: Long-Range Planning Committee Report

With Leadership focused on immediate needs and our first international conference, the Long-Range Planning Committee did not formally meet. However, the long-term goals and needs of the Academy appeared on the agenda of nearly every Leadership meeting since January 2020. Based on these discussions and previous Long-Range Committee discussions, the committee retains the following recommendations (updated to reflect on-going efforts):

CONTINUE ON-LINE ENGAGEMENT

- **Virtual Conference:**
 - Explore and institute means of providing education and engagement through recorded content and live meetings.
 - Consider a remote aspect to all future conferences
 - Consider standalone virtual conferences
- **Linked In**
 - Expand use of LinkedIn to engage both current and future dues-payers
- **Journal**
 - Continue effort to get the journal visible to the public.
 - Shift efforts from expanding access to the Journal, which is largely successfully complete, to expanding visibility and reputation of the Journal through reference, social media, and actual membership use.

NSPE:

- Review relationship with NSPE and find a means to engage at all levels
- Review relationship with NSPE and NCEES, regarding cost/benefit and impact on members.
- Continue to engage NSPE members through webinar applications and support of the NSPE Education staff.
- Increase presence in PE magazine including proposed standard column.

GROW THE ACADEMY:

- **Recruitment:**

- Surveys and attendance indicate standard advertisement is not an effective means of reaching the broader Forensic Engineering industry. Consider adjusting funding and efforts to media that have a greater return. Utilize member surveys and available click-rate data to identify those alternative means.
- The impact of more personal interactions, including speaking engagements with other professional groups, has not yet been measured. It is believed that this is an effective means of recruitment, but we need to develop metrics to determine the actual impact and determine the most effective demographics to engage.
 - The established standard presentation has been delivered a handful of times by a number of NAFE leaders.
 - The Introduction to Forensics presentation will be recorded during the 2020 Virtual Conference. There are several potential recruitment uses for this video. Similar presentations have now been given to other organizations. Determine means to measure the exposure and membership growth tied to these efforts.
- Significant effort to improve our website requires regular content update. While major work was done through 2020 and 2021, this must be an on-going effort to keep the site fresh, informative, and engaging. This same effort will improve our SEO.
- Continued effort to improve our outward facing communication should continuously refer back to Mark Levine's report.

- **Retention:**

- Determine and create means to better engage our due-payers throughout the year.
- Build up and support the mentorship program to help new dues-payers through the first years of practice.
- Expand committees. Consider immediate engagement of new members as well as efforts to engage long-term inactive members
- Create and assign task-forces to address new Academy needs or engagement efforts
- Establish a calendar and communication system to promote membership upgrades
- Better engage interest committees to expand journal and conference involvement.
- Develop committee chair successors.

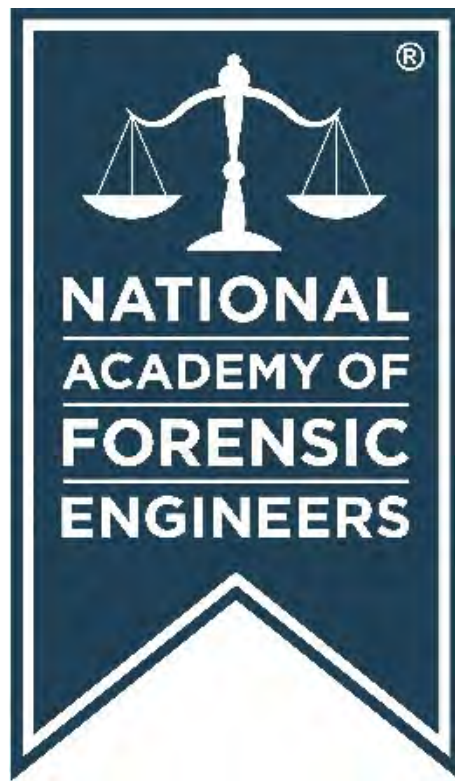
These are intended to be discussion items for the Board of Directors and the Academy members, in general.

Sincerely,

NATIONAL ACADEMY OF FORENSIC ENGINEERS

Liberty L. Janson, PE, DFE
Long-Range Planning Chair

CONTINUING PROFESSIONAL DEVELOPMENT





1420 King Street
Alexandria, VA 22314-2794

Tel: 703-684-2845
Fax: 703-836-4875

WWW.NAFE.ORG

December 26, 2022

Memorandum

To: NAFE Board of Directors

From: Joseph Leane, DFE, CPD Committee Chair

Re: Continuing Professional Development (CPD) Committee Report

The NAFE CPD and Website Committees completed the transition of the CPD process to the new NAFE CiviCRM system. A member's continuing education information can be viewed on their website user dashboard, and the new CPD credit submission webform can be accessed via the "Update your CPD Records" link. The webform was successfully finalized, tested and placed into general use. Use of the form by the membership has gone well with minimal issues and has streamlined the program administration.

The webform automatically enforces CPDs per category and instantly advises members of credits disallowed and accepted. Members can appeal to the President-Elect within 60 days of any credits disallowed. The determination by the President-Elect is final.

Members have until January 7, 2023, to submit 2022 CPDs, as described in Appendix 2 of the Bylaws. Reminders to submit 2022 CPDs prior to the deadline were emailed to members on October 22, 2022, and December 9, 2022.

A requirement for maintaining *current* membership and DFE certification is compliance with the NAFE continuing education program. Members, Senior Members and Fellows are required to maintain a minimum of 100 Continuing Professional Development (CPD) credits for the previous five years. Associate Members (non-DFEs) are required to maintain a minimum of 50 CPD credits for the previous five years.

Not current members shall be on probation until currency is reestablished. Members on probation shall not be listed in the NAFE Database, shall not receive the Journal nor any other Academy publication. After 6 months of probation *not current* members are subject to severance from membership or transfer to a nonmember non-certified status.



Once the January 7 deadline has passed, a list of *not current* members will be generated and presented to the Board. An email notice will also be distributed to those members advising them of their status and providing instructions on how to submit CPD credits to become *current*.

Please contact me with any comments or questions. Thank you.

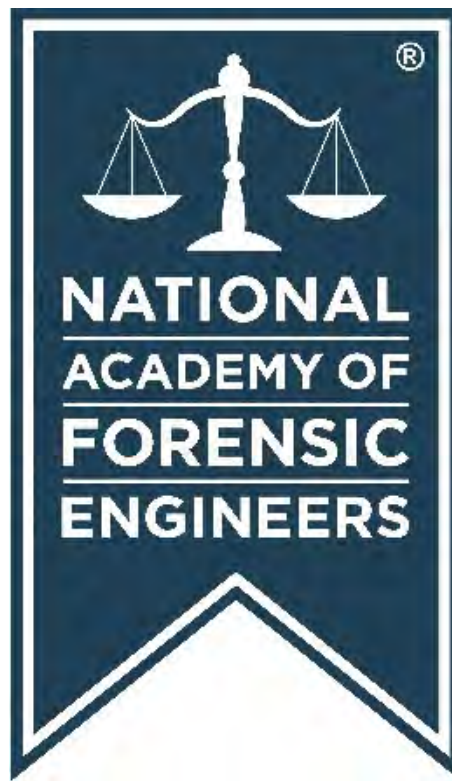
Sincerely,

NATIONAL ACADEMY OF FORENSIC ENGINEERS

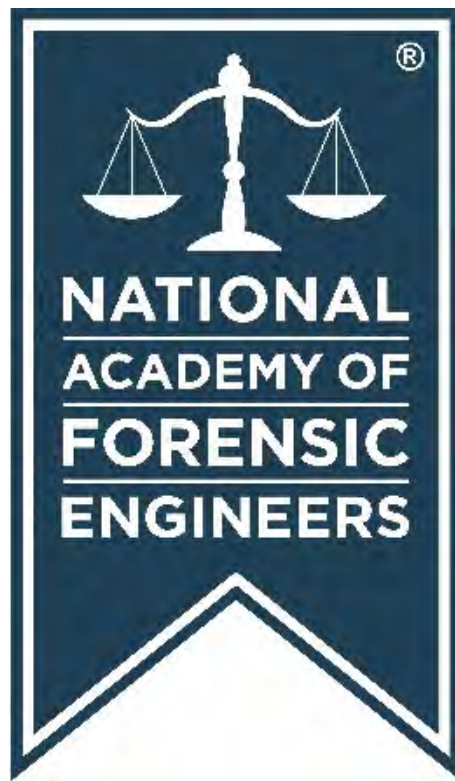
A handwritten signature in black ink that reads "Joseph D. Leane". The signature is written in a cursive, flowing style.

Joseph Leane, P.E. D.F.E.
CPD Committee Chair & President Elect, NAFE

BYLAWS & AOI



FINANCE





1420 King Street
Alexandria, VA 22314-2794

Tel: 703-684-2845
Fax: 703-836-4875

WWW.NAFE.ORG

December 13, 2022

To: To NAFE Board of Directors
From: Steve Pietropaolo, MS, P.E., CFEI, DFE
Re: Budget Committee Report

The budget committee did not meet. However, I met with my company CFO and revised the budget spreadsheet to make it simpler.

The attached budget spreadsheet was prepared by me and can be edited by the new incoming budget chair.

Sincerely,

NATIONAL ACADEMY OF FORENSIC ENGINEERS

A handwritten signature in black ink, appearing to read "Steve Pietropaolo", written in a cursive style.

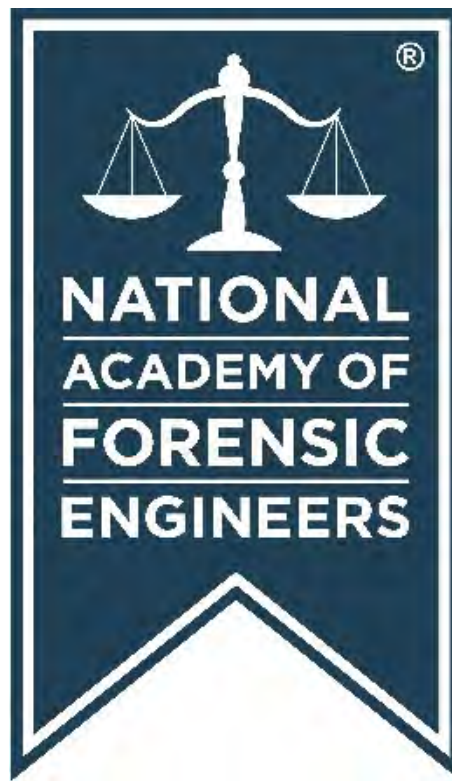
Steve Pietropaolo, MS, P.E., CFEI, DFE

Budget Committee Chair

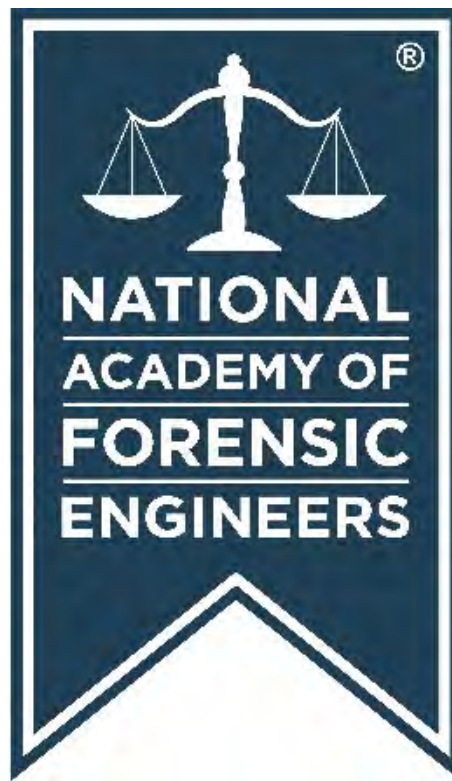
NAFE
2022 Forecast

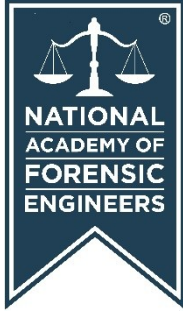
	Jan - Jun	July - Dec	Forecast 2022	Notes	2023	Notes
App Fee	\$ 562	1,500	2,062	Similar to PY	2,268	Up 10%
Interest Income	10	15	25		28	
Membership Dues	35,802	44,753	80,555	25% increase over H1	88,610	Up 10%
Seminar Inc	41,607	49,928	91,535	20% increase from H1	100,689	Up 10%
Total Inc	77,981	96,196	174,177		191,595	
Exec Director Fee	66,742	66,742	133,484	same run rate	140,158	up 5%
HQ Expense	45	45	90	same run rate	90	
Journals	15,324	16,090	31,414	up 5% from H1	32,357	up 3%
Bank Fee	6,099	6,099	12,198	same run rate	12,198	same run rate
CESB	5,300	5,300	10,600	same run rate	10,600	same run rate
Insurance	1,752	500	2,252	Plug	2,365	up 5%
Misc. Exp	3,463	3,463	6,926	same run rate - includes website	6,926	same run rate - includes website
Meals	16,124	16,124	32,248	same run rate	33,054	up 2.5%
Meeting	12,344	12,961	25,305	up 5% from H1	25,938	up 2.5%
Total Exp	127,193	127,324	254,517		263,685	
Net Income	\$ (49,212)	\$ (31,129)	\$ (80,341)		\$ (72,091)	

NAFE1



WEBSITE





1420 King Street
Alexandria, VA 22314-2794

Tel: 703-684-2823

<https://nafe.org>

Date: January 6, 2023
Subject: IT Committee Report

Current Status

We have now had our own virtual private server (VPS), nicknamed “euler”, for over 3 years. See the last page of this report for a graphic representation of our complete IT infrastructure and each of its components. We have prepaid \$38/month to InMotion Hosting for this VPS. This entire server is backed up every other day, weekly, and monthly to Backblaze B2 at almost \$3/month for about 500 GB of storage. The only other IT expenses are Google Ads at a max of \$50/month. We sorely miss Mary Ann Cannon, whose last day was 11 November; she leaves a gap in our work that has been consuming to fill. Michael Stichter has joined our committee and has really hit the ground running!

WWW Site

Our nafe.org site is built on a content management system (CMS) called Drupal. Members all have login accounts and non-members can create login accounts on this CMS to access some content not available to the general public such as registration for conferences and application for membership. Members can access even more information than that such as a member directory search and our bylaws. Members can also update their personal information profile, enter CPDs, and renew their membership. Most of these functions are provided with a back-end constituent relationship management system (CRM) called CiviCRM. It provides extensive capabilities for working with contact information, handling memberships, processing mailings, managing events with registrations, working case files for member applications, and accounting for all monetary transactions.

After creating our Webform for membership applications, Allen Molitoris used his newly-developed skills on a CPD reporting Webform. It has been processing CPD reports from members at a rate of 15 per day as of 9 December. Best of all, Joe Leane doesn't have to get out his calculator as CPD Chair!

To facilitate finding and notifying non-compliant members with a CiviCRM SmartGroup, we recently restructured the way our 5-year rolling total is calculated. Instead of on-the-fly calculations such as on the dashboard and in the Views report for the CPD chair, they are now recalculated every cron run (4 minutes) and stored in a database table. This table also does the



January 6, 2023
Page 2 of 7

threshold calculation for if someone is compliant or not (50 or 100 CPD credits in-total). The CiviCRM CiviContact summary shows this information in the lower right, but the member dashboard does not yet use this new table or booleans.

We tested out the CiviCRM Elections module with Jim Drebelbis and found that it perfectly meets and even exceeds our needs for running NAFE elections. We ran through a test of the 2023 Director At Large elections in our development site and found it to be satisfactory.

To meet the needs of our Admissions Committee, we recently installed SearchKit for capabilities extending past CiviCRM's Advanced Search. Our first search built was for membership applications and is called "Cases by Created Date". Admissions can now view and sort Ongoing membership applications: currently 38 of them extending back to July 2021. Future SearchKit searches will include more sophisticated searches for CPDs including 5-year rolling totals and an advanced Member Directory using the freshly-imported TagSets of Engineering Discipline, Specialty, and Court.

When someone applies for a user account, that request now goes into FreeScout via help@nafe.org and this should facilitate speedier approvals by including all of our approvers in the loop. Our server is constantly attacked from Russian and Chinese IP addresses, among others, and one such facet of that is registrations from .site email addresses – they even get through our Captcha and registration honeypot! While we manually delete about half of the registrations, others appear to be legitimate such as from somethingforensic.com email addresses or someone who puts "PE" in the post-nominal field.

We also did the typical, smaller, annual maintenance tasks like: working to upgrade OJS, fixing the application form after an upgrade, fixing the searchbox visibility on mobile, removing NAFE1 from AT&T's blocklist (yet again), updating FreeScout, battling low disk space, manipulating conference registration CiviDiscounts, handling dues renewal complaints, setting up Moodle for the Education Committee, changing the CiviCRM Activity Timeline for new Members, changing the CiviCRM Events listings, fixing USA states-only on the Profile Webform, handling various constituent problems and many other tasks.



Email

There is no additional cost for unlimited email boxes as mail server software is included with our VPS. Positional accounts such as treasurer@nafe.org and president@nafe.org have mailboxes on euler which can be accessed via webmail or via email client. Most of these also have forwards to the position-holder's personal email address for that user's convenience. If you are on the Board but have not yet used your nafe.org email address while conducting NAFE business, let us know when we can help you set it up.

Help Desk

Customer service software called FreeScout runs email mailboxes for: help@nafe.org to help members, correspondence about each conference via conference@nafe.org and for interested parties to "Discuss with a Member" on discuss@nafe.org. Our help "line" handled 472 conversations with 238 different constituents in the last 12 months. Mary Ann Cannon was our most-productive by far: 156 replies to 109 different constituents. In olden-times, one person could monitor a single email account; with Mary Ann gone, the entire Board can now assist with member questions.

NAFE1 Email Discussion List

GNU Mailman comes free with our server management software and handles several dozen messages per month. The email address to use is: nafe1@nafe.org Current moderators are Michael Stichter, Rune Storesund and Bob Peruzzi.

Journal

The NAFE Journal staff will likely expand upon Journal stats in their own report, but for the last half of 2022 our Open Journal Systems (OJS) handled in the range of 1700-4100 of article views each month.

Since starting sales of articles on OJS in November of 2020, we have sold 46 PDFs to non-members (or members who did not/could not take advantage of them being free) for a grand total of \$1150. That average of \$48/month exceeds our cost for the entire VPS, so the IT Committee is profitable!



Groupware

Our groupware solution called Nextcloud is available to our leaders at <https://cloud.nafe.org>. Most organizations use collaboration software such as this and we have put our meeting minutes, bylaws, branding, contracts, and video recordings there. Every committee has its own shared folder as does every conference. Users also have their own personal folders which can be private, can be shared to other users individually, or can be set up as drop links.

Online Advertising

Our regular Google Ads campaign has a budget of \$50/month. We pay for clicks, but not impressions – averaging about \$0.64/click annually. We receive about 8400 impressions and 760 clicks per year with 64% of them on a computer and the rest on mobile phones. Only 0.5% of new visitors to nafe.org are from this ad (compared to 54% a year ago), but when they arrive, they spend about 3 minutes across about 3 pages: half to “About Us” and most of the rest to “Join”. Our top three clicked search terms continue to be “forensic engineering”, “national academy of forensic engineers”, and “nafe”.

National Academy | Forensic
Engineers

 <http://nafe.org>

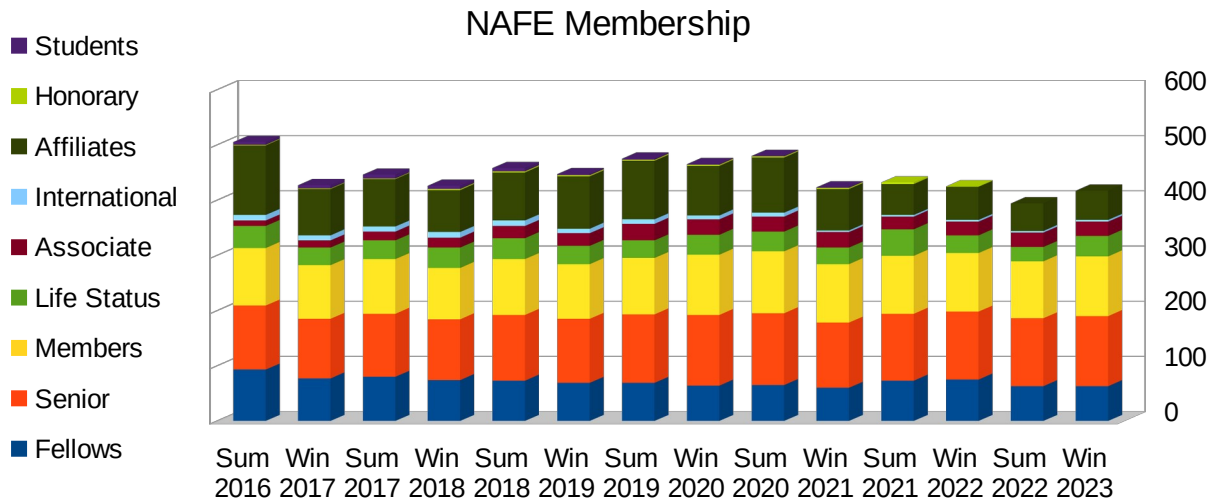
Advance Your Forensic Engineering Practice.
Visit Our Website For More Details!

Education

NAFE would like to expand into online education, so we set up <https://education.nafe.org> which runs software called Moodle, a learning management system (LMS). We host one free seminar and four paid seminars there.



Database



	Jan 2023	July 2022	Jan 2022	July 2021	Jan 2021	July 2020	Jan 2020	July 2019	Jan 2019	Jul 2018	Jan 2018	Jul 2017	Jan 2017
Fellows	63	63	75	73	60	65	64	69	69	73	74	80	77
Senior	127	123	123	121	118	130	128	124	116	119	110	114	108
Members	108	103	106	105	106	112	109	102	99	101	93	99	97
Life Status	37	26	32	48	30	36	36	32	33	38	37	34	32
Associate	26	26	25	23	28	27	28	30	23	22	18	16	13
Internat.	3	3	3	3	3	7	7	8	8	10	10	9	9
Affiliates	53	50	60	56	75	100	90	106	95	87	76	86	84
Honorary	0	0	1	3	2	2	2	2	2	2	2	1	1
Students	0	0	0	0	2	2	1	2	2	6	6	7	6
Total	380	368	393	385	424	481	465	475	446	458	426	446	427

n.b.; The Total here does not double-count the number in the Life Status row as those members are counted within their member grade.



Future Work

Building on the work of the last years as outlined above, the IT Committee is exploring these paths forward into the future:

- Constituent Relationship Management (CRM) operations for current and prospective members with CiviCRM
 - member directory search by tags: geography/discipline/subject and profiles/connections for referral/networking using SearchKit and FormBuilder
 - CPDs restructured on dashboard and SearchKit results
 - Drupal 9 upgrade
- Extend and support journal management system (Open Journal Systems)
 - join LDAP for usernames/passwords
 - updates
- Single Sign-On: retain authorization for all member functions (Journal, NAFE1, etc.)
 - OpenLDAP with phpLDAPadmin on identity.nafe.org using keycloak
 - gravatar.com for individual photos

Respectfully submitted,

Michael D. Leshner, PE

Allen Molitoris, PE

Michael Stichter, PE

Mitch Maifeld, PE

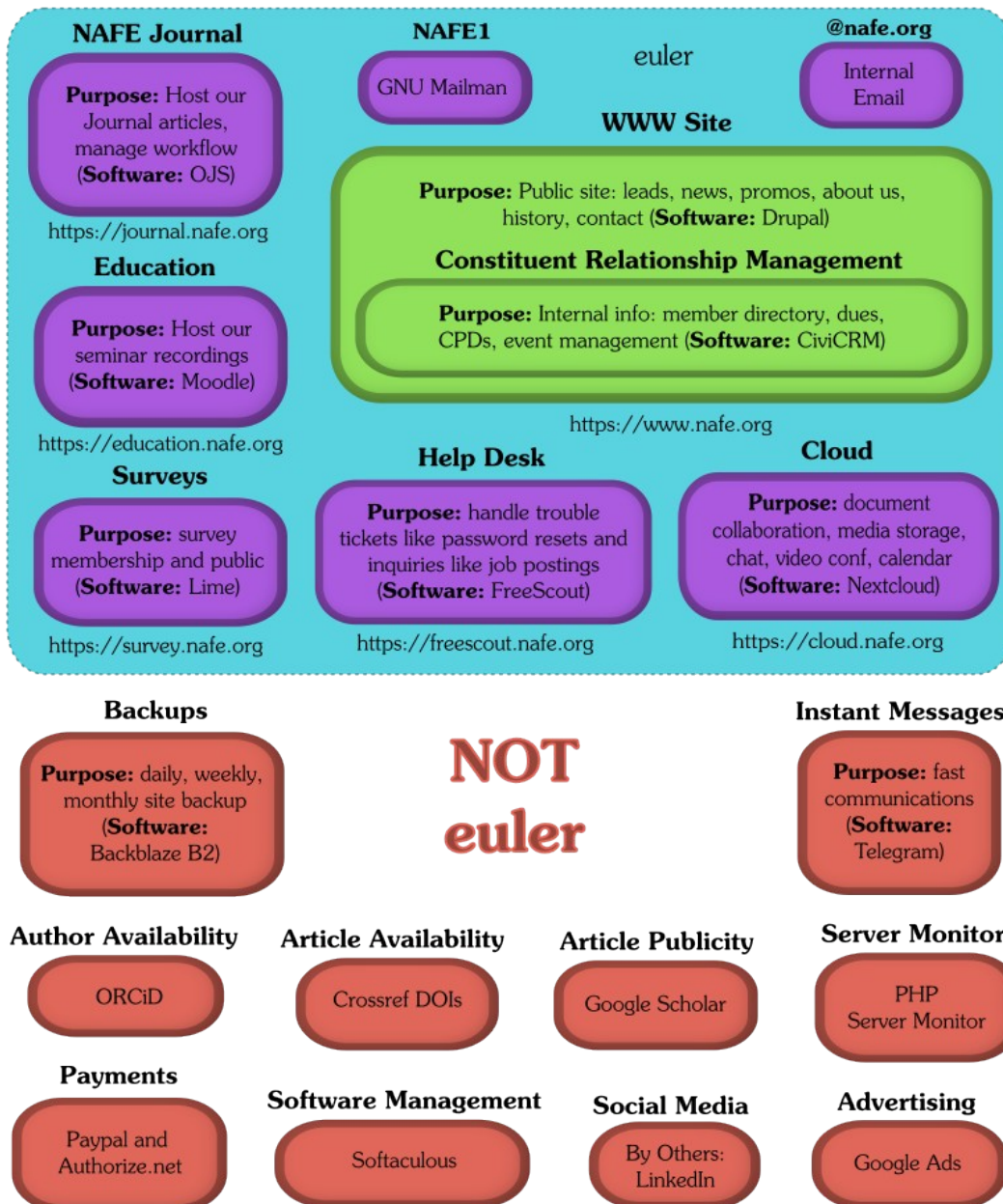
Rune Storesund, PE

Liberty Janson, PE

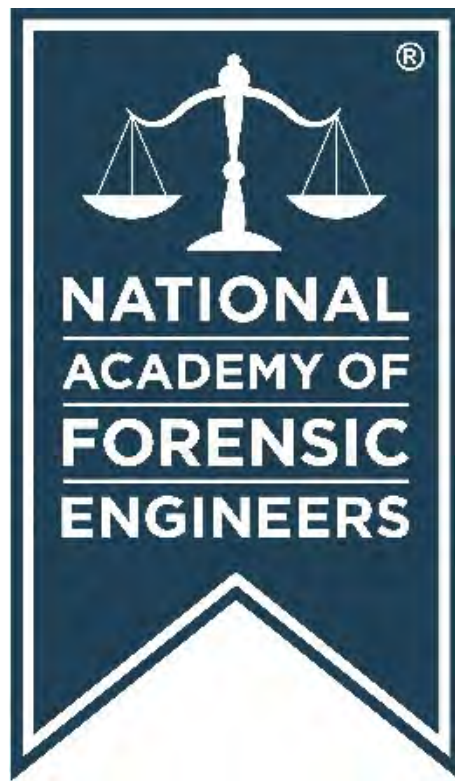


Virtual Private Server "euler"

The server is blue and each box is a function where: purple is substantially complete, green is in-progress and red is by others/outside of scope.



NOMINATING





1420 King Street
Alexandria, VA 22314-2794

Tel: 703-684-2845
Fax: 703-836-4875

WWW.NAFE.ORG

January 3, 2023

To: Sam Sudler, PE. (President)
From: Liberty L. Janson, PE, James Petersen P.E., Michael Leshner, PE
Re: Nominating Committee Report January 6, 2023

The Nominating Committee held a virtual meeting on July 26, 2022 and communicated via email throughout the fall. Interest in Academy leadership positions waned trailing the pandemic. This year the Secretary did not receive any candidate nominations from the membership during the extended election timeline. Therefore, the Nominating Committee reached out to active and eligible Senior Members to request their continued service to the Academy. Personal conversations with eligible candidates revealed our senior members are either burdened by business and personal commitments or are already serving on other industry leadership roles.

As discussed in the Mark Levin Membership Report and most Board Meetings in the last 5 years, survival of the Academy will rely not just on membership growth, but engagement and retention of active, motivated leaders in the organization.

The Nominating Committee submits the following slate of nominees to be officers and directors for the 2023 administrative year:

President-Elect: Steven Pietropaolo, PE (NAFE 769S)
Senior Vice President: Michael Aitkens, PE (NAFE 1110S)
Vice President: Tonja Koob, PE (NAFE 1152S)
Directors-at-Large: Robert Peruzzi, PE (NAFE 967M)
Daniel Couture, PE (NAFE 951S)

Treasurer: Bruce Wiers, PE (NAFE 755S)
Secretary: James Drebelbis, PE (NAFE 938S)

President (by accession from 2023 President Elect): Joseph Leane, PE (NAFE 524F)

Past Presidents: Sam Sudler, PE (NAFE 886S)
Liberty Lewis Janson, PE (NAFE 777S)
James Petersen, PE (NAFE 631F)

Recent years have seen major improvements in the website, modernization of our membership communication, the introduction of distance learning, and our first international conference. Much

of this work was completed by only a handful of people. If you are inspired by this work, or have other developments you would like to champion, we encourage you to get involved. We encourage all dues payers to consider service to the Academy through committee membership. Many tasks and projects may be completed with just a few hours a month or a focused project-centered push.

Interested candidates for two 2024 Director at Large vacancies need to be solicited from the membership in spring as well as an election for these positions held in fall. Our Bylaws state that the Director at Large Nominations should be submitted to the Secretary 60 days prior to our July 2023 Board of Directors Meeting. This committee requests that Secretary James Drebelbis, PE publish a formal Call for Candidates in April 2023 to support the Bylaws timeline. Candidates must be Members or higher to serve as Director at Large and Senior Member or higher to serve as an officer on the Board.

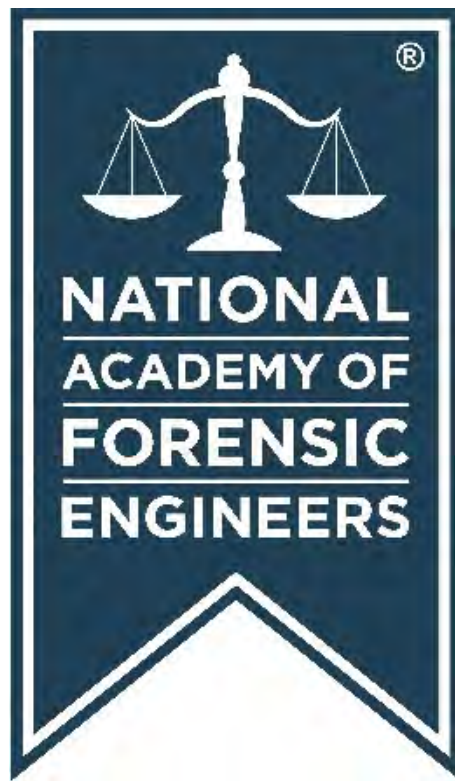
Sincerely,

NATIONAL ACADEMY OF FORENSIC ENGINEERS

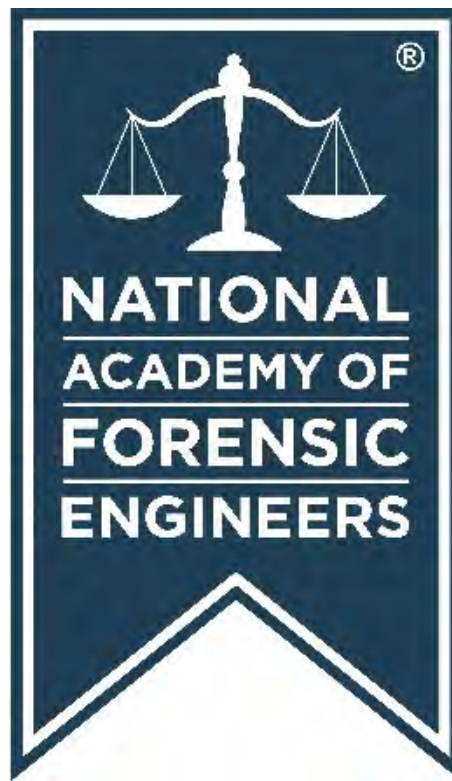
A handwritten signature in blue ink, appearing to read "Liberty L. Janson", with a long horizontal flourish extending to the right.

Liberty L. Janson, PE, DFE
Nomination Committee Chair

LEGISLATIVE



ETHICS





1420 King Street
Alexandria, VA 22314-2794

Tel: 703-684-2845
Fax: 703-836-4875

WWW.NAFE.ORG

December 29, 2022

To: To NAFE Board of Directors
From: Sam Sudler, PE
Re: Ethics Committee Report

The Ethics Committee did not meet in the second half of 2022. No matters have been brought to the committee for consideration.

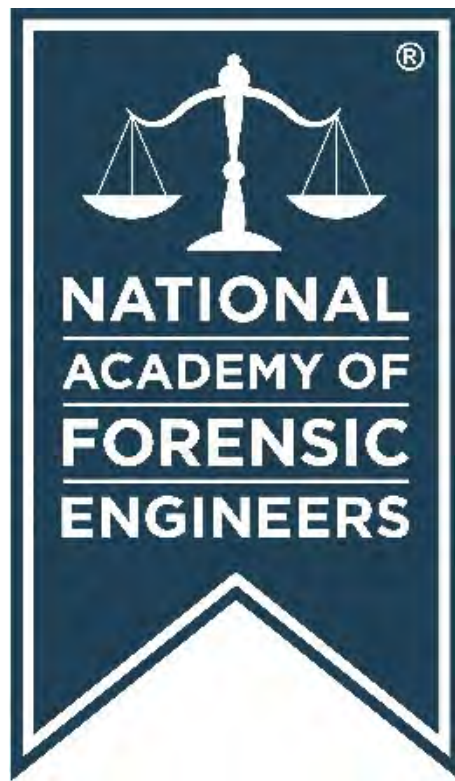
Sincerely,

NATIONAL ACADEMY OF FORENSIC ENGINEERS

A handwritten signature in blue ink, appearing to read "Samuel Sudler". The signature is fluid and cursive, with a large initial "S".

Samuel Sudler, PE
Ethic Committee Chair

CONTRACT DOCUMENTS





1420 King Street
Alexandria, VA 22314-2794

Tel: 703-684-2845
Fax: 703-836-4875

WWW.NAFE.ORG

December 29, 2022

Memorandum

To: NAFE Board of Directors

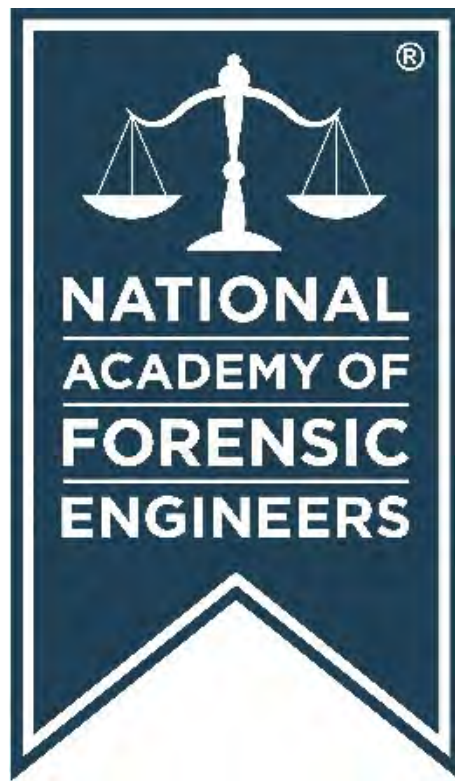
From: Daniel Couture and Joseph Leane, Contract Documents Committee

Re: Contract Documents Committee Interim Report

The Contract Documents Committee does work only when an issue arises. There has been no activity this year to date, and there is nothing planned at this time

Please contact us with any comments or questions. Thank you.

INSURANCE





1420 King Street
Alexandria, VA 22314-2794

Tel: 703-684-2845
Fax: 703-836-4875

WWW.NAFE.ORG

December 29, 2022

Memorandum

To: NAFE Board of Directors

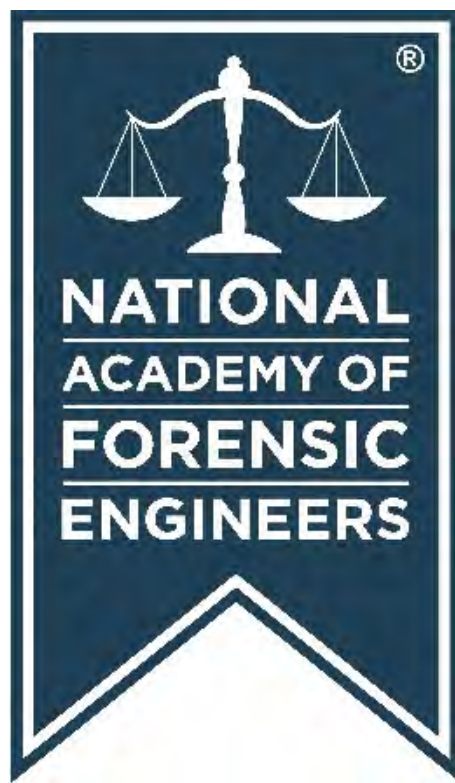
From: Joseph Leane, DFE, Insurance Committee Chair

Re: Insurance Committee Interim Report

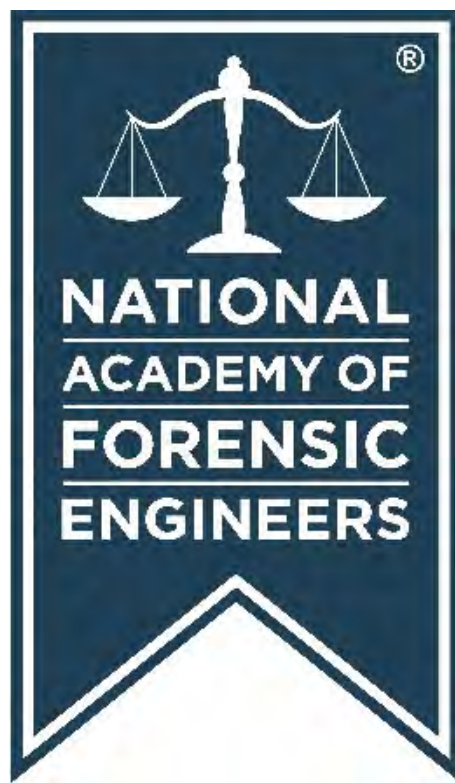
The Insurance Committee does work only when an issue arises. There has been no activity this year to date, and there is nothing planned at this time

Please contact me with any comments or questions. Thank you.

DISTANCE LEARNING



CAI EMERGENCY RESPONSE TASK FORCE





1420 King Street
Alexandria, VA 22314-2794

Tel: 703-684-2845
Fax: 703-836-4875

WWW.NAFE.ORG

July 19, 2022

To: To NAFE Board of Directors
From: Liberty L. Janson, PE
Re: CAI Emergency Response Task Force Report

The CAI Response Task Force still did not hold its inaugural meeting. Invited Task Force Members submitted suggested agenda topics and provided initial feedback on proposed task force goals in the fall. It appears that this has fallen off CAI's priority list.

NAFE reaches out quarterly to remind CAI of our interest and attempt to prompt action.

Once the Task Force is formally formed, this will be a valuable public service and opportunity for NAFE to support education of property owners, property managers, jurisdictions, and the public regarding commonly held property.

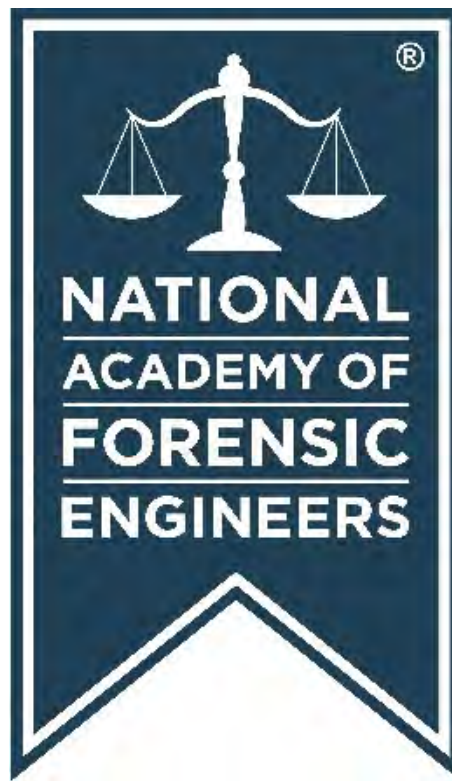
Sam Sudler will appoint a NAFE representative to serve the appropriate term on the task force.

Sincerely,

NATIONAL ACADEMY OF FORENSIC ENGINEERS

Liberty L. Janson, PE
2021 NAFE President
Interim Task Force Member

EXECUTIVE DIRECTOR'S REPORT



SECRETARY'S REPORT



TRESURER'S REPORT





1420 King Street
Alexandria, VA 22314-2794

Tel: 703-684-2845
Fax: 703-836-4875

WWW.NAFE.ORG

To: NAFE BOD

From: Bruce Wiers, NAFE Treasurer

Subject: NAFE financial report Summary YTD December 31, 2022,

Reports included are management report through December 31, 2022, and Balance Sheet, Profit/Loss for 2021.

- 1) NAFE has experienced a net loss of (\$27,155.55) through December 31, 2022, compared to a net profit of \$53,032.44 for the year ended December 31, 2021. As previously reported the main cause of the year over year change in profitability is the timing of NSPE payments.
 - a. In calendar year 2021 two NSPE payments were made. Five NSPE payments have been made in calendar year 2022.
 - i. 2020 4th Q was waived by NSPE due to COVID so not paid as customary in first half of 2021.
 - ii. 2021 NSPE payments only included 1st and 2nd Q for a total of \$43,600.00
 - iii. The 5 NSPE payments made in 2022 consisted of the 3rd and 4th quarter of 2021 and the first three quarters of 2022 (\$21,800 each) for a total of \$109,000.00.
 - b. Conference Income
 - i. Winter conference in 2021 was virtual and summer conference was in person. Both conferences in 2022 were in person. The winter conference in 2022 did experience some last-minute cancellations due to COVID, after expenses such as meals were already booked.
 - ii. Conference profit in 2021 was \$70,245.78. Conference profit-to date in 2022 is \$31,400.26. The larger profit on conferences in 2021 was due to comparable seminar income with less expenses. Meal expense in 2021 was \$6481.72 compared to \$42,280.09 in 2022.
- 2) The main sources of revenue for NAFE are membership dues and conference income.
 - a. Membership dues over the last few years is:
 - i. 2018=\$89,013.00
 - ii. 2019=\$89,575.00
 - iii. 2020=\$92,975.00
 - iv. 2021=\$74,621.00
 - v. 2022=\$104,115.18
- 3) The finance committee should review our financial history and make corrective action recommendations to the BOD.



- a. The five payments to NSPE in 2022 represent 54% of total income.
- b. We have fixed expenses between the journal editor and NSPE at \$117,000 which is 57.9% of current year income. We should push to increase membership so at least cover these expenses.

Management Report

National Academy of Forensic Engineers
For the period ended December 31, 2022

Prepared on
January 3, 2023

Table of Contents:

- 1. Balance Sheet Comparison from 2021 to 2022**
- 2. Profit Loss Comparison from 2021 to 2022**
- 3. Sales by Product Detail 2022**
- 4. Expenses by Vendor Summary 2022**
- 5. 5 year Profit/Loss Summary**

National Academy of Forensic Engineers

Balance Sheet Comparison

As of December 31, 2022

	TOTAL	
	AS OF DEC 31, 2022	AS OF DEC 31, 2021 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1st Bank Checking	0.00	0.00
Chase Checking	50,265.03	57,708.48
Chase Savings	100,051.39	100,033.36
PayPal	11,163.51	32,718.64
Total Bank Accounts	\$161,479.93	\$190,460.48
Accounts Receivable		
Accounts Receivable	0.00	0.00
Total Accounts Receivable	\$0.00	\$0.00
Other Current Assets		
Undeposited Funds	1,825.00	0.00
Total Other Current Assets	\$1,825.00	\$0.00
Total Current Assets	\$163,304.93	\$190,460.48
Fixed Assets		
Property & Equipment, Computers	0.00	0.00
Total Fixed Assets	\$0.00	\$0.00
TOTAL ASSETS	\$163,304.93	\$190,460.48
LIABILITIES AND EQUITY		
Liabilities		
Total Liabilities		
Equity		
Opening Bal Equity	0.00	0.00
Unrestricted Net Assets	190,460.48	137,428.04
Net Income	-27,155.55	53,032.44
Total Equity	\$163,304.93	\$190,460.48
TOTAL LIABILITIES AND EQUITY	\$163,304.93	\$190,460.48

National Academy of Forensic Engineers

Profit and Loss Comparison

January - December 2022

	TOTAL	
	JAN - DEC 2022	JAN - DEC 2021 (PY)
Income		
Application Fees	687.50	2,325.00
Interest Income (Dividends)	18.03	32.46
Membership Dues	104,115.18	74,621.66
Miscellaneous Income		
Seminar Income #	96,261.15	90,368.13
Total Miscellaneous Income	96,261.15	90,368.13
Publication Sales	941.04	593.82
Total Income	\$202,022.90	\$167,941.07
GROSS PROFIT	\$202,022.90	\$167,941.07
Expenses		
Board of Directors		
Travel, BOD Mtgs, to/from (BOD)		584.22
Total Board of Directors		584.22
Dues and Subscriptions	300.00	
Education/Seminars		
Office Supplies (EdChm)	216.11	
Postage & Shipping (EdChm)	122.17	
Total Education/Seminars	338.28	
Executive Director		
Contract Fee	109,000.00	43,600.00
Lodging & Meals (ExecDir)	66.36	
Miscellaneous Expense		1,289.60
Travel (ExecDir)	2,987.66	
Total Executive Director	112,054.02	44,889.60
Headquarters Exp		
Office Exp (H/Q)		
Computer & Internet (H/Q)		286.99
Postage & Shipping (H/Q)	520.05	225.07
Total Office Exp (H/Q)	520.05	512.06
Total Headquarters Exp	520.05	512.06
Journals		25.00
Editing (Journals)	30,324.99	30,420.40
Total Journals	30,324.99	30,445.40
Other Expenses		
Advertising	499.82	2,996.49
Bank Charge	9,425.93	9,036.69
CESB, Annual Dues	5,300.00	200.00
Computer Software, Maint	2,232.69	516.01

National Academy of Forensic Engineers

Profit and Loss Comparison

January - December 2022

	TOTAL	
	JAN - DEC 2022	JAN - DEC 2021 (PY)
Insurance	2,449.00	1,916.00
Miscellaneous Exp	370.00	25.00
NAFE.org Web Site		3,664.51
Plaques, Awards & Gifts	366.27	
Total Other Expenses	20,643.71	18,354.70
Seminar Exp #		
Meals		
Meals, Bkfst, Exp	8,686.84	2,798.92
Meals, BLun, Exp	15,073.12	3,682.80
Meals, Din, Exp #	18,520.13	
Total Meals	42,280.09	6,481.72
Meeting Room, AV Equip	17,586.30	9,189.47
Print Handout Mtls, Handbooks	1,352.36	90.05
Refreshments, AM & PM	3,642.14	4,361.41
Total Seminar Exp #	64,860.89	20,122.65
Treasurer, Office Exp		
Office Supplies (Treas)	136.51	
Total Treasurer, Office Exp	136.51	
Total Expenses	\$229,178.45	\$114,908.63
NET OPERATING INCOME	\$ -27,155.55	\$53,032.44
NET INCOME	\$ -27,155.55	\$53,032.44

National Academy of Forensic Engineers

Sales by Product/Service Detail

January - December 2022

DATE	TRANSACTION TYPE	NUM	CUSTOMER	MEMO/DESCRIPTION	QTY	SALES PRICE	AMOUNT	BALANCE
	Affiliate				53.75		\$8,025.00	
	Application Fee				6.00		\$687.50	
	Associate Member				32.25		\$6,975.00	
	Fellow				49.25		\$17,237.50	
	Journal Sales				38.00		\$996.00	
	Life Member				29.00		\$2,900.00	
	Member				120.25		\$29,875.00	
	NAFE Summer Seminar				90.00		\$45,665.00	
	NAFE Winter Seminar				96.00		\$51,010.00	
	Senior				132.25		\$39,675.00	
	TOTAL				646.75		\$203,046.00	

National Academy of Forensic Engineers

Expenses by Vendor Summary

January - December 2022

	TOTAL
Advanced Express	1,113.80
Authnet Gateway	281.00
CESB	5,300.00
Crossref	275.00
Deluxe	136.51
Ellen Parson	30,532.75
Hotel Contessa	6,000.00
Hyatt Regency Toronto	36,390.89
INCORP	153.00
InterCity Agency, Inc.	2,199.00
Merchant Service	9,144.93
Nederveld	616.00
NSPE	134,377.82
PayPal	1,041.13
Zenzic Research	2,657.75
TOTAL	\$230,219.58

National Academy of Forensic Engineers
Profit and Loss
2017-2021

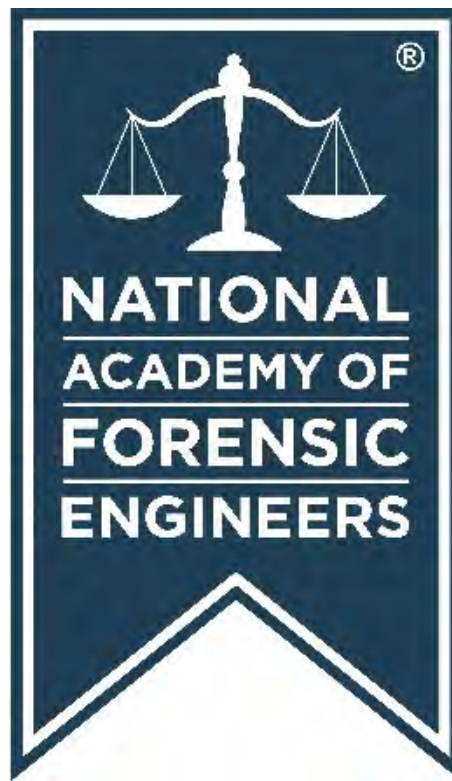
	Total				
	Jan - Dec 2022	Jan - Dec 2021	Jan - Dec 2020	Jan - Dec 2019	Jan - Dec 2018
Income					
Application Fees	687.50	2,325.00	5,693.75	6,100.00	5,850.00
Initiation & Upgrade Fees					200.00
Interest Income (Dividends)	18.03	32.46	53.73	361.70	230.88
Membership Dues	104,115.18	74,621.66	92,975.00	89,575.00	89,013.00
Miscellaneous Income					
# AV Rental				829.60	750.00
Late Fees, Income #					50.00
Seminar Income #	96,261.15	90,368.13	56,400.00	155,855.53	147,000.00
Total Miscellaneous Income	96,261.15	90,368.13	56,400.00	156,685.13	147,800.00
Publication Sales	941.04	593.82	1,161.53	3,810.00	1,725.00
Total Income	202,022.90	167,941.07	156,284.01	256,531.83	244,818.88
Gross Profit				256,531.83	244,818.88
Expenses					
Board of Directors					
President, Expenses				3,490.56	
Travel, BOD Mtgs, to/from (BOD)		584.22		1,074.50	3,920.27
Total Board of Directors	0.00	584.22	0.00	4,565.06	3,920.27
Dues and Subscriptions	300.00		360.00	971.76	795.50
Education/Seminars					
Office Supplies (EdChm)	216.11				617.95
Postage & Shipping (EdChm)	122.17				628.65
Travel Exp				4,269.43	
Total Education/Seminars	338.28	0.00	0.00	4,269.43	1,246.60
Executive Director					
Contract Fee	109,000.00	43,600.00	85,400.00	80,000.00	80,000.00
Lodging & Meals (ExecDir)	66.36			209.32	914.60
Miscellaneous Expense		1,289.60	350.16	2,152.34	
Stipend (ExecDir)					79.96
Travel (ExecDir)	2,987.66		10,681.22	13,231.49	12,712.55
Total Executive Director	112,054.02	44,889.60	96,431.38	95,593.15	93,707.11
Executive Director Emeritus					178.50
Expenses					61.11
Lodging					1,238.92

Travel					785.85
Total Executive Director Emeritus	0.00	0.00	0.00	0.00	2,264.38
Headquarters Exp					
Office Exp (H/Q)					
Computer & Internet (H/Q)		286.99		1,958.50	903.75
Office Supplies (H/Q)				45.05	701.48
Postage & Shipping (H/Q)	520.05	225.07	1,925.82	1,518.23	1,004.58
Total Office Exp (H/Q)	520.05	512.06	1,925.82	3,521.78	2,609.81
Total Headquarters Exp	520.05	512.06	1,925.82	3,521.78	2,609.81
Journals		25.00			
Editing (Journals)	30,324.99	30,420.40	30,000.00	30,706.60	30,000.00
Printing & Mailing (Journals)					
Total Journals	30,324.99	30,445.40	30,000.00	30,706.60	30,000.00
Newsletters					
Editing (Newsletters)				(5,000.00)	
Total Newsletters	0.00	0.00	0.00	(5,000.00)	0.00
Other Expenses					
Advertising	499.82	2,996.49	5,394.47	6,527.30	4,003.41
Bank Charge	9,425.93	9,036.69	8,043.03	10,198.20	9,813.50
CESB, Annual Dues	5,300.00	200.00	5,300.00	10,600.00	
Computer Software, Maint	2,232.69	516.01	619.75	589.75	479.76
Insurance	2,449.00	1,916.00	1,915.00	1,915.00	2,326.00
Membership Audit				7,108.10	
Miscellaneous Exp	370.00	25.00	148.00	25.00	4,626.40
NAFE.org Web Site		3,664.51	5,174.75	6,088.75	
Plaques, Awards & Gifts	366.27		318.53	1,290.44	469.76
Prof Services, Account & Legal				8,967.00	4,574.50
Total Other Expenses	20,643.71	18,354.70	26,913.53	53,309.54	26,293.33
Public Relations					
Travel Exp (PR - Sem Asst)					
Total Public Relations	0.00	0.00	0.00	0.00	0.00
Seminar Exp #					
Meals					
Meals, Bkfst, Exp	8,686.84	2,798.92	10,072.86	19,952.21	19,109.83
Meals, BLun, Exp	15,073.12	3,682.80	13,829.98	22,456.06	19,850.63
Meals, Din, Exp #	18,520.13		8,510.96	22,188.26	14,073.47
Total Meals	42,280.09	6,481.72	32,413.80	64,596.53	53,033.93
Meeting Room, AV Equip	17,586.30	9,189.47	7,259.19	19,220.23	8,812.76
Print Handout Mtls, Handbooks	1,352.36	90.05	1,676.49	1,220.45	349.30
Refreshments, AM & PM	3,642.14	4,361.41	4,692.38	7,230.39	5,829.79
Registration Refunds					190.05

Total Seminar Exp #	64,860.89	20,122.65	46,041.86	92,267.60	68,215.83
Treasurer, Office Exp			240.00	60.00	
Office Supplies (Treas)	136.51		146.39	610.00	70.34
Total Treasurer, Office Exp	136.51	0.00	386.39	670.00	70.34
Unapplied Cash Bill Payment Expense	0.00	0.00	0.00	0.00	0.00
Total Expenses	229,178.45	114,908.63	202,058.98	280,874.92	229,123.17
Net Operating Income	(27,155.55)	53,032.44	(45,774.97)	(24,343.09)	15,695.71
Net Income	(27,155.55)	53,032.44	(45,774.97)	(24,343.09)	15,695.71

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PRESIDENT'S REPORT





1420 King Street
Alexandria, VA 22314-2794
Tel: 813.948.8010
Dir: 813.279.2153
WWW.NAFE.ORG

Dear NAFE Board and Academy Members,

I am thrilled and honored to welcome everyone to the awesome city of San Antonio, Texas!

Our first international conference in Toronto, Ontario, Canada was a well-received and a welcoming experience thanks to hospitality of our Canadian brothers and sisters. We hope to visit our neighbors to the North in the near future for another NAFE conference. Since our meeting in Toronto, it has still been challenging for everyone and their family to continue living in a COVID-19 world, and I want you all to know I still have you in my prayers. Since our first in person 2016 Summer NAFE conference in Providence, Rhode Island, the Board has been cautiously optimistic in continuing to plan each conference to stay within budget and meet the needs of NAFE Members. I am proposing to the Board that we begin planning the sites for our NAFE Conferences at least a year in advance we did prior to COVID-19. I am confident that we can continue to have successful NAFE conferences with the participation of the NAFE Board and our Academy Members during the new COVID-19 normal.

Academy members who selflessly contribute to keep our Academy thriving cannot be thanked enough for their Herculean effort such as the Website Committee that continues to keep our website functioning like a well-oiled machine that allows us to register for meetings, renew memberships, and become members of the Academy seamlessly. Nevertheless, I want to state once again that the backbone of our technical system known as CiviCRM that supports our website and other aspects of the Academy would not be possible without my colleague and friend – Mitch Maifeld. Mitch continues to tirelessly keep NAFE1 functioning, our NAFE.org website and our NAFE content accessible to members of the Academy.

The state of the Academy is very good and, with the relationship with NSPE becoming stronger thanks to NSPE Executive Director & CEO Monika Schultz's leadership, it will be excellent. Nevertheless, some things will be a bit more challenging with our Executive Secretary Mary Ann Cannon leaving for a career change and Ross Curtis, a NAFE Past-President retiring his position as Legislative Chairman. They will be sorely missed but their contributions never forgotten. On behalf of the Academy, I would like to thank them both for their dedicated service to the Academy.

I am excited about the presentations that will be shared with the Academy on Saturday and Sunday. Thank you to the Law Firm of McCoy, Leavitt, Laskey as well as our distinguished speakers such as Mark Svare, PhD, P.E., DFE, who presented in Canada on a subject matter that he will continue to speak upon here in San Antonio. I know this will be an unforgettable meeting.

I would also like to thank the NAFE Board for their continued support during my tenure as NAFE President, and I am extremely excited to pass on this Distinguished Position of President of the National Academy of Forensic Engineers to my friend and colleague President Elect Joe Leanne, P.E., DFE, who in the past year more than doubled the number of members admitted into the



1420 King Street
Alexandria, VA 22314-2794
Tel: 813.948.8010
Dir: 813.279.2153
WWW.NAFE.ORG

Academy to over 60 members. I have known Joe for over 20 years, and I can say without reservation or hesitation that the Academy will continue to be in great hands with Joe at the helm.

To the 2022 NAFE Board of Directors, Committee Chairs, committee members, volunteers, NAFE Members and presenters here in San Antonio, I sincerely want to THANK YOU for allowing me to serve as President of the National Academy of Engineers, an organization that continues to serve as the North Star of Ethical Engineering Practice in the Engineering Community.

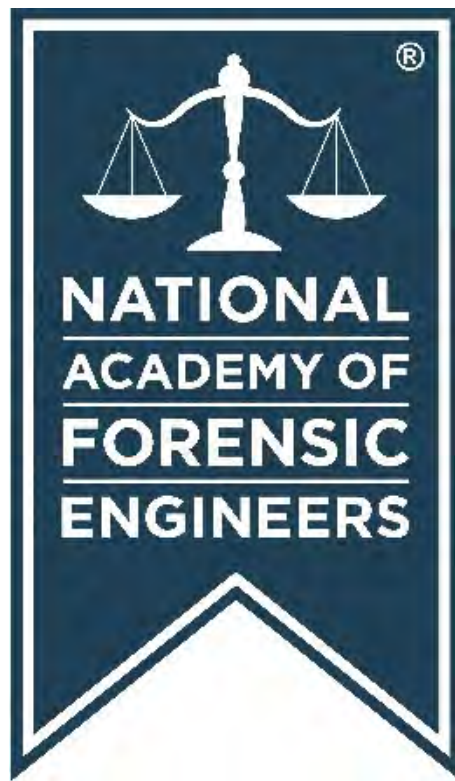
I look forward to greeting you and, to those who could not attend, please know you are here in spirit.

Thank you all and stay safe.

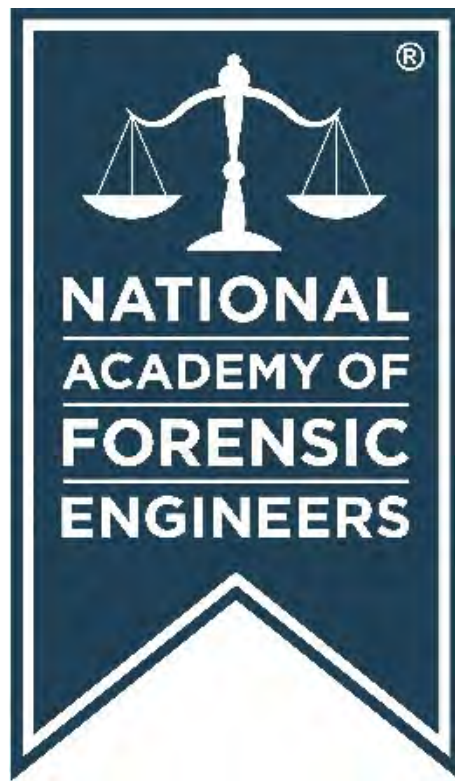
Sincerest Regards,

Samuel G. Sudler III, P.E., IntPE, DFE, F.NSPE
2022 NAFE President

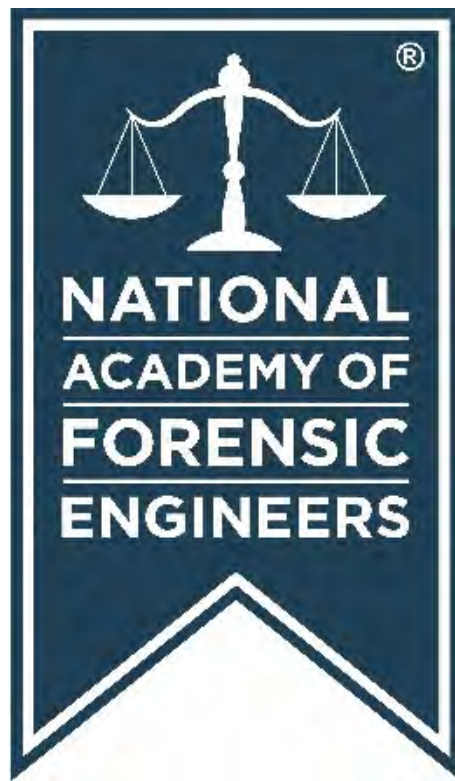
OLD BUSINESS



NEW BUSINESS



ANNOUNCEMENTS



ADJOURN

