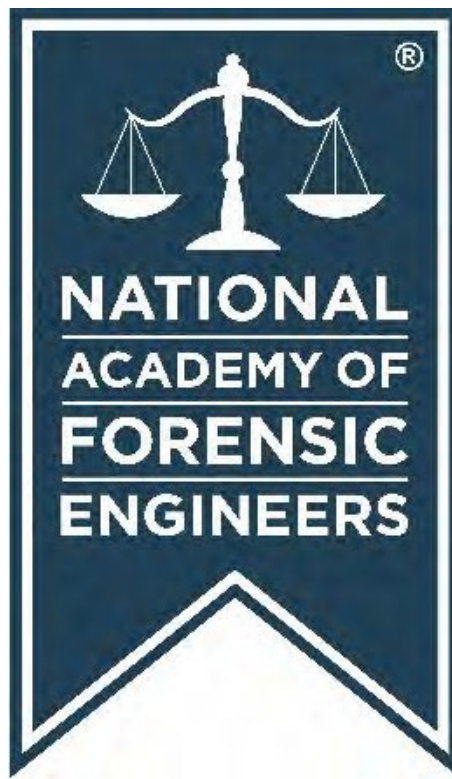


The National Academy of Forensic Engineers

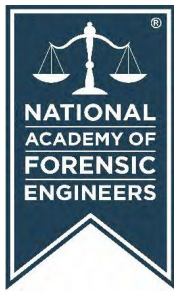
Summer Conference 2025

Ottawa, Ontario



Board of Directors Book

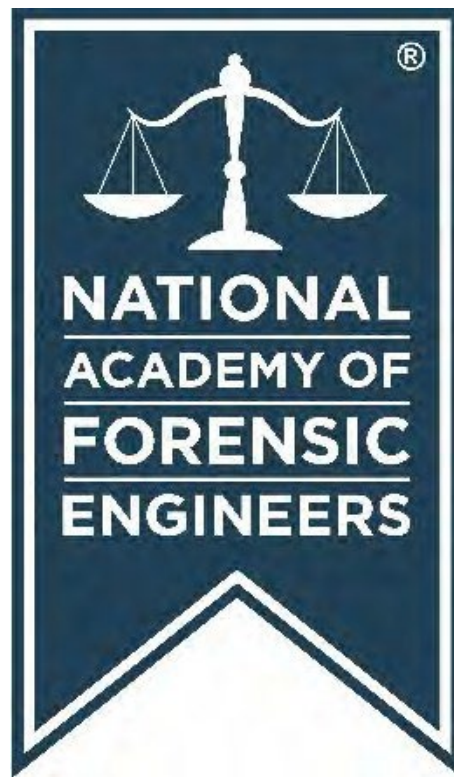
July 11, 2025



Board of Directors 2025

	PRESIDENT Michael Aitken, PE, DFE, LEED AP, CxA		PRESIDENT-ELECT Tonja Koob Marking, PhD, PE, DFE, D.Wre
	SENIOR VICE PRESIDENT Daniel Couture, PEng, DFE		VICE PRESIDENT Ben Railsback, MS, PE, F. NSPE
	TREASURER Bruce Wiers, PE, DFE, CMC, CMRS, CFI, CFEI, CVFI, CBIE		SECRETARY Shawn Ray, PE, ACTAR, ASE, CFEI, CVFI, CFII
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PAST PRESIDENT (2024) 	PAST PRESIDENT (2023) 	PAST PRESIDENT (2022) 	Steven Pietropaolo, MS, P.E., CFEI, DFE Joseph Leane, PE Samuel G Sudler III, PE, IntPE, DFE, MIET, CFEI, CVFI

BOARD ORIENTATION





NAFE Board of Directors Orientation

The Legal Responsibilities





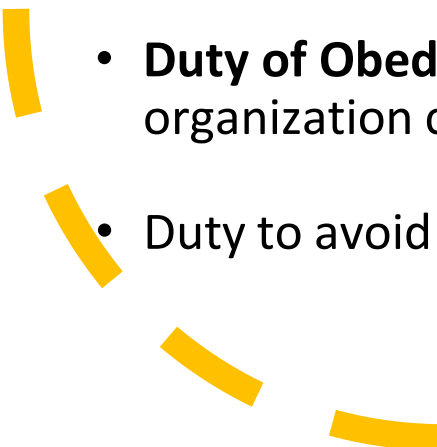
NAFE Mission – What we do

- 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.
- 



Fundamental Legal Duties of Individual Board Member

Fundamental legal duties of each individual board member, which include:

- **Duty of Care** — Each board member has a legal responsibility to participate actively in making decisions on behalf of the organization and to exercise his or her best judgment while doing so.
 - **Duty of Loyalty** — Each board member must put the interests of the organization before their personal and professional interests when acting on behalf of the organization in a decision-making capacity. The organization's needs come first.
 - **Duty of Obedience** — Board members bear the legal responsibility of ensuring that the organization complies with the applicable federal, state, and local laws and adheres to its mission.
 - Duty to avoid **Conflict of Interest**
- 

Article VIII – Board Duties and Powers

- Section 2. Duties and Powers

- The Board shall have the control and management of the affairs of the Academy and, in addition to the powers and authorities expressly conferred upon them through these Bylaws, may exercise all such powers and do all such acts and things as are by law provided and as are usually done by the Board of a membership corporation,

including

- the right to establish committees and approve committee appointments,
- to allot to those committees such duties and powers as the Board may deem proper,
- to select the recipients who will benefit from the purposes and objectives of the Academy,
- to set fees for application and admission,
- to determine dues and assessments.
- The Board shall have final responsibility and authority for member discipline.
- The Board is vested with the authority to appoint an Executive Director or Executive Secretary and other officials.
- The Board shall annually determine the size and composition of the Board within the structure established in the Articles of Incorporation and fill Board vacancies as necessary.

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Governance Primer

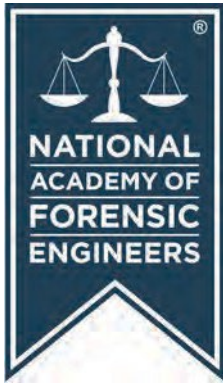
- Remember to review Governance Primer
- NAFE Governance Primer:
 - A Summary of Volunteer Leader Dutie



Your Board Experience

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





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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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

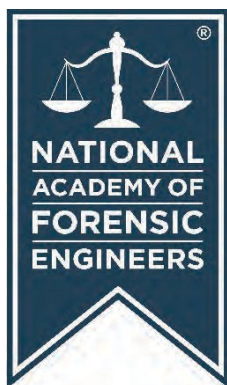
Associations are subject to strict scrutiny under both federal and state antitrust laws. The Sherman Act, the principal federal antitrust statute, prohibits "contracts, combinations, or conspiracies ... in restraint of trade." By their very nature, associations are a "combination" of competitors, so 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
THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDENCE... BELOW, THERE IS NO ORDER...							
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.

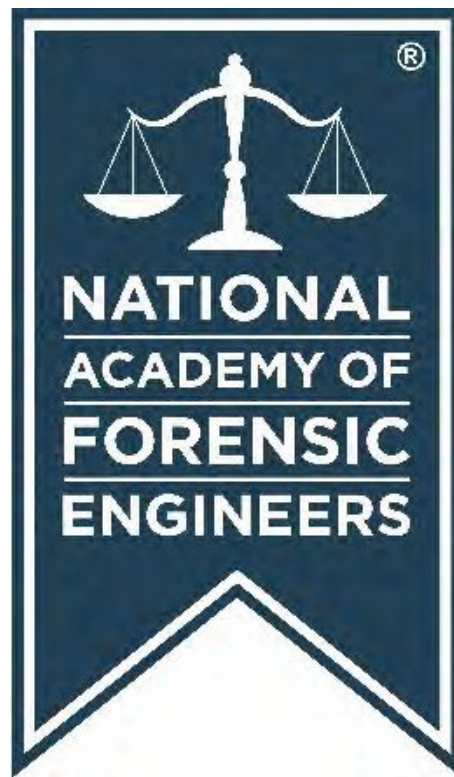
⁶ Unless the chair submits to the Board for decision.

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

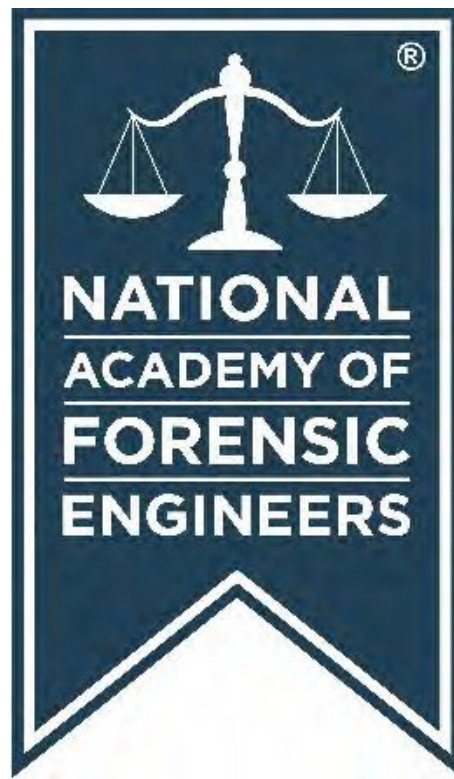
- Serving the public by advancing the ethical and professional practice of forensic engineering;
- Serving the jurisprudential system by certifying individuals having achieved expertise in forensic engineering;
- Serving Academy members and furthering the development of forensic engineers through education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

MEETING AGENDA





1266 W Paces Ferry Rd NW
Atlanta, GA 30327

WWW.NAFE.ORG

Tel: 404-268-0802
Fax: 404-841-6327

NAFE Board of Directors Meeting Agenda

Friday, July 11, 2025

<https://us06web.zoom.us/meeting/register/MvxtYFXiSwammHoSwH3JPA>

8:30 AM – 9:00 AM, Board Welcome and Orientation

9:00 AM – 10:45 AM, Board Meeting

11:00 AM - 12:15 PM, ASTM Committee E58 on Forensic Engineering Meeting

- 1) CALL TO ORDER
- 2) ROLL CALL AND CONFIRMATION OF VIRTUAL ATTENDANCE
- 3) BOARD WELCOME – Michael Aitken, Board President, NAFE
- 4) BOARD ORIENTATION – Amanda Hendley, Executive Director
- 5) APPROVAL OF THE AGENDA
- 6) CONSENT AGENDA
 - a) Minutes:
 - i) NAFE Board of Directors Meeting dated June 17, 2024
 - ii) NAFE Board of Directors Meeting dated July 19, 2024
 - iii) NAFE Board of Directors Meeting dated January 17, 2025
 - iv) NAFE General Membership Meeting dated January 18, 2025
 - b) Committee Reports:
 - i) Admissions – Marking (Page 42)
 - ii) Bylaws and Articles of Incorporation – Gordon
 - iii) Conference Coordinator - Couture
 - iv) Continuing Professional Development – Leane (Page 47)
 - v) Contract Documents – Bowman (Page 50)
 - vi) Education - Alvi
 - vii) Ethics - Gailor
 - viii) Finance – Marking (Page 54)
 - ix) Inspector of Elections and Audit - Drebelbis
 - x) Insurance – Couture (Page 58)
 - xi) Legislative - Aitken
 - xii) Long-Range Planning – Murphy (Page 61)
 - xiii) Membership – Couture (Page 63)
 - xiv) NAFE1 – Stichter
 - xv) Nominating – Pietropaolo (Page 66)
 - xvi) Public Relations –Peake
 - xvii) Publications and Technical Review – Icove (Page 69)
 - xviii) IT Committee – Maifeld (Page 71)
 - xix) Discipline Specific



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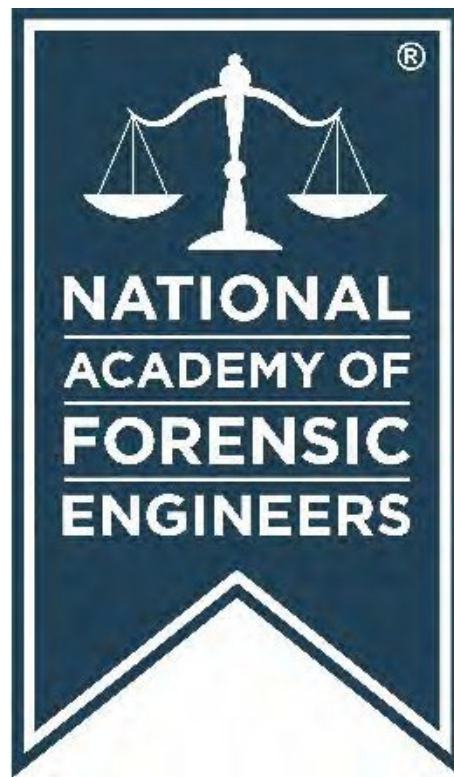
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Tel: 404-268-0802
Fax: 404-841-6327

- (1) Accident Reconstruction - Railsback
- (2) Biomechanical and Biomedical - Lee
- (3) Civil-Structural - Storensund
- (4) Fire Investigation - Ilove
- (5) Marine – Certuse
- (6) Products Liability – Metzler
- c) MOTION TO APPROVE: Consent Agenda
- 7) DISCUSSION ON ANY ITEMS REMOVED FROM CONSENT AGENDA BY BOARD MEMBERS
- 8) MAIN AGENDA
 - a) Officer Reports
 - i) Executive Director – Hendley (Page 80)
 - ii) Secretary – Ray (Page 82)
 - iii) Treasurer – Wiers (Page 84)
 - iv) President – Aitken (Page 98)
 - v) MOTION TO APPROVE: Officer Reports
 - b) Membership
 - i) MOTION TO DISCUSS: Membership Audit – Aitken (Page 100)
 - c) Journal / Publications
 - i) MOTION TO DISCUSS: Ebooks – Aiken/Journal (Page 105)
 - d) Conference
 - i) MOTION TO DISCUSS: Conference Updates Winter 2026, Summer 2026 (Page 107)

ADJOURNMENT

PAST MEETING MINUTES





1420 King Street
Alexandria, VA 22314-2794
Tel: 703-684-2845
Fax: 703-836-4875

WWW.NAFE.ORG

MINUTES OF BOARD OF DIRECTORS INTERIM MEETING

Monday, June 17, 2024

9:00 am EST By video

Call to Order

President Steve Pietropaolo called the meeting to order at 900 AM EST, June 17 2024
A quorum of the Board was present

Members in attendance:

Joe Leane, P.E., DFE (President)
Steve Pietropaolo, MS, P.E., CFEI, DFE (President Elect)
Michael Aitken, P.E., DFE, LEED AP, CxA (Senior Vice President)
Tonja Koob Marking, PhD, P.E., DFE, D.WRE (Vice President)
Bruce Wiers, P.E., DFE, CMRS, CFI CFEI, CVFI, CBIE (Treasurer)
James R. Drebelbis, AIA, P.E., DFE (Secretary)
Dan Couture, PEng, DFE (Director at Large)
Robert Peruzzi, PhD, P.E., DFE (Director at Large)
Ben Railsback, P.E. DFE (Director at Large)
Mike Leshner, P.E (Past President)
Amanda Hendley (Executive Director)

Discussion

5.1 Upcoming board Meeting

Reports are underway for Strategic Planning, Public Relations, By Laws, NAFE1, CPD
Nominating underway
Reports are needed for Education and, Journal

5.2 Job Board

The purpose of the job board, as related to NAFE, is for recruiters to located candidates when trying to fill forensic engineering positions. A similar job board is the IEEE Job Site which functions as a job aggregator. The association job boards are managed by a third party, for example, YourMembership. The arrangement with the aggregator is at no cost to NAFE, but with revenue sharing, with payment 60 days after a contract with an applicant is signed.

5.3 Membership

Under consideration is opening NAFE to international members with the objective of building membership and expanding potential for Journal applications. The challenges are reaching potential members, defining membership in organizations equivalent to NSPE, and increasing membership without diluting the basis of NAFE. To open NAFE to international members will require a change to the Bylaws and may affect CESB certification. Sam Sudler will check with CESB concerning any actions required or

Minutes of the NAFE Board of Directors Interim Meeting

constraints.

5.4 Admissions

Admissions to NAFE membership are up to date. The objective is to simplify the application form and to emphasize that reference must come from either a NAFE member, a Judge or an Insurance Adjuster. It is acknowledged that it is hard for prospective members to know NAFE members. One possibility is to allow references from PE whose practice could qualify the reference for NAFE member. This expansion of the criteria has the potential for identifying additional potential members.

5.5 Strategic Planning

During the Summer Board meeting additions to the plan and questions concerning the document will be addressed.

5.6 Conference Open Items

Committee meetings will occur on Friday 1 pm to 3 pm

ASTM E58 Committee will meet during the NAFE conference weekend.

NAFE Winter Conference will be held January 15-19, 2025, in Santa Fe, NM at Dury Plaza Hotel.

NAFE Summer Conference will be held July 11-13, 2025, in Ottawa, Canada at the Marriott (Downtown)

Close

The meeting Closed at 9:00 am EST

Respectfully submitted,

James R. Drebelbis, AIA, P.E.,
DFE (SR 938) NAFE Secretary



1420 King Street
Alexandria, VA 22314-2794
Tel: 703-684-2845
Fax: 703-836-4875

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MINUTES OF BOARD OF DIRECTORS 2024- SUMMER MEETING
HELD at ANN ARBOR, MI on 7/19/2024

CALL TO ORDER

Steve Pietropaolo NAFE President called the meeting of the Board of Directors to Order in connection with the 2024 Summer Conference on 7/19/2024

ROLL CALL AND CONFIRMATION OF VIRTUAL ATTENDANCE

Board Members - Quorum present

Steve Pietropaolo, PE, President
Michael Aitken, PE President Elect
Tonja Koob Marking, PhD PE, Senior Vice President
Daniel Couture, PEng, Vice President
Bruce Wiers, PE, Treasurer
James R. Drebelbis, AIA, PE, Secretary
Ben Railsback, PE, Director at Large
Robert Peruzzi, PhD, PE, Director at Large
Joseph Leane, PE, Past President (2023)
Samuel Sudler, PE Past President (2022)
Liberty Janson, PE Past President (2021)
James Petersen, PE Past President (2020)

Non-Board members attendees

Monika Schultz
Michael Kravitz, PE
Michael Leshner, PE
Mitch Maifield, PE
Mike Stichter, PE
Zoe Alvi, PE
Shawn Ray, PE
Ellen Parsons

Dave Icon, PE
Bart Kemper, PE
Michael Plick, PE
Greg Boso, PE
John Jacobson, PE
John Certues , PE
Luke Pachal, PE
Mark Densmore, PE
Larry Nelson, PE
Eugene Chang, PE
Robert Lewis, PE
Daniel Frates, PE
Martin Gordon, PE
Kevin Houser, PE
Roger Boyell, PE

Schedule

8:00 AM - 8:30 AM, Board Welcome and

Orientation 8:30 AM -12:00 PM , Board Meeting

12:00 PM - 1:00 PM, Lunch (on your own)

1:00 PM - 3:00 PM, ASTM Committee E58 on Forensic Engineering Meeting

- 1. BOARD WELCOME - Steve Pietropaolo, Board President, NAFE**
- 2. BOARD ORIENTATION-Amanda Hendley, Executive Director, NAFE**
- 3. CALL TO ORDER**
- 4. ROLL CALL AND CONFIRMATION OF VIRTUAL ATTENDANCE**
- 5. APPROVAL OF THE AGENDA motion Joseph Leane 2nd Michael Aitken**

6. CONSENT AGENDA

6.1 Minutes:

- 6.1.1 NAFE Board of Directors Meeting dated October 30,2023
- 6.1.2 NAFE Board of Directors Meeting dated January 9, 2024
- 6.1.3 NAFE Membership Meeting dated January 19, 2024
- 6.1.4 NAFE Board of Directors Meetings dated June 17, 2024

6.2 Committee Reports:

6.2.1 Admissions - Aitken

6.2.2 Bylaws and Articles of Incorporation - Gordon

6.2.3 Conference Coordinator – Couture removed

6.2.4 Continuing Professional Development – Leane removed

6.2.4.1 CPD

6.2.4.2 Verify that member of NSPE plus another technical organization.

6.2.5 Contract Documents – Couture

- 6.2.5.1 Themes
- 6.2.6 Education - Alvi
- 6.2.7 Ethics - Sudler
- 6.2.8 Finance - Marking
- 6.2.9 Inspector of Elections and Audit - Kravitz
- 6.2.10 Insurance - Couture
 - 6.2.11 Legislative - Aitken
 - 6.2.12 Long Range Planning - Janson
 - 6.2.13 Membership-Janson
 - 6.2.14 NAFE1 - Peruzzi
 - 6.2.15 Nominating- Leane
- 6.2.16 Public Relations - Rice
- 6.2.17 Publications and Technical Review- Ellen Parsons removed
 - 6.2.17.1 14 abstracts 10 selected. 1 international + backups
 - 6.2.17.2 6 associate editors
 - 6.2.17.3 Need more associate editors to limit the number of papers to two per editor
 - 6.2.17.4 14 papers are currently in backlog the oldest of which is dated 2017
 - 6.2.17.5 Reviewers must devote time and have the proper quantification
- 6.2.18 IT Committee - Leshner
- 6.2.19 Discipline Specific
 - 6.2.19.1 Accident Reconstruction - Railsback
 - 6.2.19.2 Biomechanical and Biomedical - Lee
 - 6.2.19.3 Civil-Structural - Storensund
 - 6.2.19.4 Fire Investigation - leave
 - 6.2.19.5 Marine - Certuse
 - 6.2.19.6 Products Liability- Metzler
- 6.3 MOTION TO APPROVE: Consent Agenda Liberty Janson 2nd by Tonya Toob Marking

7. DISCUSSION ON ANY ITEMS REMOVED FROM CONSENT AGENDA BY BOARD MEMBERS

8. MAIN AGENDA

- 8.1 Officer Reports
 - 8.1.1 Executive Director- Hendley
 - 8.1.1.1 Ways to improve membership
 - 8.1.1.2 Reference letter
-

- 8.1.1.3 Marketing communications.
 - 8.1.1.4 Agreement w/ Merit for venue selection. No selections for 2025
 - 8.1.1.5 communicate with new members re CPD and alternate membership requirements
 - 8.1.2 Secretary- Drebelbis
 - 8.1.3 Treasurer - Wiers
 - 8.1.4 President - Pietropaolo
 - 8.1.5 MOTION TO APPROVE: Officer Reports by Robert Peruzzi 2nd by Liberty Janson
 - 8.2 Strategic Planning
 - 8.2.1 Vision 90% Mindset 70% Focus 77%
 - 8.2.2 Motion to Approve Final Strategic Planning Results by Joe Leane, 2nd by Michael Aitken, all in favor except Liberty Janson
 - 8.3 Job Board - Pietropaolo/Hendley
 - 8.3.1 Purpose of the job board is to provide a source for companies looking for employees or members looking for positions in firms
 - 8.3.2 Issues to consider:
 - 8.3.2.1 Who can post on the job board
 - 8.3.2.2 NSPE has a job board. Can we use theirs? However this causes a problem with revenue sharing.
 - 8.3.2.3 Outside entity runs the job board, but NAFE must monitor the board.
 - 8.3.2.4 No cost except the cost of building job board is incurred if we do not follow through.
 - 8.3.3 The contract is for three years with an early termination clause.
 - 8.3.4 Motion by Steve Pietropaolo 2nd by Michael Aitken. Vote 7 for, 3 nay
 - 8.4 Membership
 - 8.4.1 MOTION TO DISCUSS: International Membership Proposal - Couture /Janson/Sudler
 - 8.4.2 Issues to consider
 - 8.4.2.1 International PEs (IntPE) raises a concern regarding CESB
 - 8.4.2.2 IntPE is equivalent to PE in other countries + 7 years experiences,
 - 8.4.2.3 If IntPE is equivalent to NCEES verification would that qualify for NAFE membership.
 - 8.4.2.4 Is IntPE equivalent to a PE license to qualify for admission to NAFE.
 - 8.4.3 Proposed Motion to submit the inclusion of IntPE to the Bylaws Committee for revision of Bylaws. Motion by Steve Pietropaolo / Approved (See Board Report for wording 1st and 2nd paragraphs.) The wording of the propose motion is:

The Admissions Committee moves that the By Laws Committee study and develop appropriate wording for presentation to the NAFE Board of Directors at the 2025 Winter Conference a change to the By Laws permitting
-

Forensic Engineers with an International PE (IntPE) designation and membership in a National or Provincial engineering advocacy body equivalent to NSPE consideration for NAFE membership as a Member or Senior Member.

8.4.4 Approval of a task force to study the inclusion of IntPE as fulfilling the requirement for NAFE membership. Move/Second: Daniel Couture / Sam Sudler Vote: approved

8.5 Admissions

8.5.1 Form Changes regarding References for NAFE membership – Aitken

8.5.1.1 Currently there are 25 additional membership applications. Applicants are having difficulty getting a reference from NAFE members.

8.5.1.2 For consideration: NAFE to accept a reference for request for membership from the applicant's supervisor even if the supervisor is not NAFE member.

8.5.1.3 This change may require modifying Bylaws c) (7) references categories to accept a reference from a supervisor who is not a member of NAFE. The proposed revision may require a change to the bylaws.

8.5.1.4 Related proposed change to the application form: remove "supervisor" from the form because the supervisor may not be a PE or a FE. Replace the word "supervisor" in the bylaws and form to "Other forensic professional" to indicate forensic qualifications of the reference.

8.5.1.5 Tabled by Michael Aitken

8.5.2 MOTION TO APPROVE: NAFE Fellow membership application for Steve Pietropaolo – Introduced by Michael Aitken, Motion by Joe Leane/Second by Sam Sudler Vote: Unanimous

8.6 Bylaws Committee Recommendation on Revisions (For Approval)- Gordon

8.6.1 Request IntPE to be included in bylaws.

9. ADJOURNMENT

9.1 Motion to Adjourn. By Steve Pietropaolo, Seconded Michael Aitken, Vote CARRIED UNANIMOUS

Respectfully Submitted,

James R. Drebelbis, AIA, P.E., DFE NAFE
Secretary

**MINUTES OF BOARD OF DIRECTORS
WINTER 2025 MEETING IN SANTA FE, NEW MEXICO
(1/17/2025)**

8:30 AM - 9:00 AM, Board Welcome and Orientation

9:00 AM -10:45 AM, Board Meeting

CALL TO ORDER

BOARD WELCOME - Steve Pietropaolo, Board President, NAFE at 8:35am

ROLL CALL AND CONFIRMATION OF VIRTUAL ATTENDANCE

A quorum of the Board was present.

Board Members in attendance:

Steve Pietropaolo, PE (President)
Michael Aitken, PE, DFE (President Elect)
Tonja Koob Marking, PhD, PE DFE D.WRE (Senior Vice President)
Dan Couture, PEng, DFE (Vice President)
Bruce Wiers, PE, DFE (Treasurer)
James Drebelbis, AIA PE, DFE (Secretary)
Ben Railsback, PE (Director at Large)
Robert Peruzzi, PhD, PE, DFE (Director at Large)
Joe Leane, PE, DFE (Past President)
Liberty Janson, PE, DFE (Past President)
Jim Petersen, PE, DFE (Past President)
Marty Gordon PE (Past President)

Also in Attendance

Brian Malm, PE, FNSPE, Pres. NSPE
Bart Kemper
Amenda Hendley (Executive Director)
Mitch Maifeld
Zohaib Alvi
David Icové
Gina Bumshteyn
Ben Irwin
Paul D Tucker
David Roberts
Charles Williams
Colby Baker
Shawn Ray
Geoff Jillson
Johan Rasty
Peter Anderson
Jonathan Milton
Mike Plick
Curtis Falany
Mike Sticher
Raul Fernandez
David Kohm

By zoom

Maurine Davis
Michael Spensiere
Larry Nelson
Martin Tim
Robert Lewis
Eugene Chang
Michael Kravitz
Ellen Parson

BOARD ORIENTATION –

by Amanda Hendley, Executive Director:

NAFE Mission
Legal duties of the individual board members
Duties and powers of the Board

APPROVAL OF THE AGENDA

Motion to Accept the Agenda by Michael Aitken, Seconded Joe Leane (Unanimous) CARRIED

CONSENT AGENDA

Minutes:

NAFE Board of Directors Meeting dated January 9, 2024
NAFE Membership Meeting dated January 19, 2024
NAFE Board of Directors Meetings dated June 17, 2024
NAFE Board of Directors Meeting dated July 19, 2024

Committee Reports:

Admissions - Aitken
Continuing Professional Development - Leane
Contract Documents - Couture
Education - Alvi
Ethics - Sudler
Inspector of Elections and Audit - Kravitz
Insurance - Couture
Legislative - Aitken
Long-Range Planning – Janson
Membership - Janson
NAFE1 - Peruzzi
Nominating- Leane
Public Relations - Rice
Publications and Technical Review - Kemper
Strategic Planning – Leane
IT Committee - Leshner
Discipline Specific
Accident Reconstruction - Railsback
Biomechanical and Biomedical - Lee
Civil-Structural - Storensund
Fire Investigation - leave
Marine - Certuse
Products Liability- Metzler

MOTION TO APPROVE: Consent Agenda by Robert Peruzzi, Second Daniel Couture (Unanimous)
CARRIED

DISCUSSION ON ANY ITEMS REMOVED FROM CONSENT AGENDA BY BOARD MEMBERS

Bylaws and Articles of Incorporation – Bruce Wiers - the committee needs information re IntPE to propose revisions to bylaws.

Conference Coordinator –Couture - Conference attendance 85 persons Saturday and 75 Sunday

Finance – Marking – The finance committee is updating budget based on past growth. However the planning is experiencing lingering effects from attendance during COVID. The budget should be revamped by end of the 1st Quarter with the budget to reflect strategic plan and project the budget going forward

Journal – Ellen Parson - there are program changes to presentations due to cancellations

MAIN AGENDA

Officer Reports

Executive Director – Hendley working on next conference, strategic plan, budget.

Secretary- Drebelbis

Treasurer – Wiers – the cash is positive and showing \$28K more this year

President – Pietropaolo - Bart Kemper is stepping down as Journal Editor, Dave Icove will be new Editor

MOTION TO APPROVE: Officer Reports Michael Aitken, Second Joe Leane (Unanimous)
CARRIED

Fellowship Application

MOTION TO APPROVE: the NAFE Fellow membership application for Clarence "Bart" Kemper-Aitken by Robert Perruzi, Second Joe Leane (11 For 1 abstention Joe Leane) CARRIED

Strategic Plan

Amanda Hendley presented the updated Strategic Plan including the addition of Key Performance Indicators (KPI) under each existing Pillar defining general goals and recommended actions. In addition, the committee added a fourth Pillar to address the operational functions of the Academy: Operational Excellence and Financial Resiliency

DISCUSSION: Relative to growth of membership. Does a need exist to have separate designations for DFE and iDFE because individuals holding an IntPE are members of Engineering Orgs and not NSPE. Sam Sudler investigated this issue and doesn't think belonging to an international engineering organization disqualifies individuals for potential membership. The goal should be to simplify the membership process, creating a separate iDFE complicates the membership process.

MOTION TO APPROVE: the Strategic Plan as currently defined. Motion by Liberty Janson/Second Michael Aitken

PROPOSED AMENDMENT by Liberty Janson to Motion to remove “*including a potential iDFE credential.*” where it occurs the Strategic Plan

DISCUSSION: Liberty Janson, PE questioned the apparent creation of a new membership level or separate certification. This is in conflict with the direction the Board chose to proceed in July 2024 which documents the process by which an

international member may become a DFE in compliance with the existing Board Certification Process.

Further discussion on the potential types of international members which may or currently do exist and how they fit within the existing membership structure.

MOTION by Liberty Janson Second Daniel Couture, (9 For, 3 Nay) CARRIED

PROPOSED AMENDMENT by Liberty Janson to eliminate the word “one” where it occurs in references to soft skills

DISCUSSION: Liberty Janson, PE questioned why the Academy would set such a limited and narrow goal for soft skill presentations and the general forensic education when this represents half of our mission statement and half of the historic format of our conferences.

Michael Aitken expressed concerns that setting a specific number may present logistical challenges and are unnecessary given the previously stated larger goals and mission statement of the Academy. The Board and members in attendance generally communicated agreement with this concern. The motion makers agreed to modify the amendment to address this concern.

MOTION by Liberty Janson Second Tonja Koob Marking (Unanimous) CARRIED

Vote on Strategic Plan with Amendments (Unanimous) CARRIED

Other Discussion regarding NAFE relations with NSPE

DISCUSSION: Effort is needed for improvement of relationship with NSPE. Affiliation with NSPE strengthens credibility of NAFE. The function of NSPE for NAFE needs to be established and made more relevant. (Tabled)

Ms. Janson raised the specific issue of NSPE’s continued refusal to allow NAFE to utilize the existing infrastructure related remote education platforms and reoccurring forensic content which completely ignores NAFE and our members. Mr. Malm was surprised to learn of these previous decisions and indicated he would review the policy.

Open discussion with NSPE to include NAFE in discussions regarding forensic engineering.

ADJOURNMENT

MOTION by Steve Pietropaolo, Second Michael Aitken (Unanimous) CARRIED

Respectfully Submitted,

James R. Drebelbis, AIA, P.E.
NAFE secretary



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Atlanta, GA 30327

Tel: 404-268-0802
Fax: 404-841-6327

WWW.NAFE.ORG

**MINUTES OF GENERAL MEMBERSHIP
THE ACADEMY OF FORENSIC ENGINEERS
2025 WINTER MEETING IN SANTA FE, NM
[1/18/2025]**

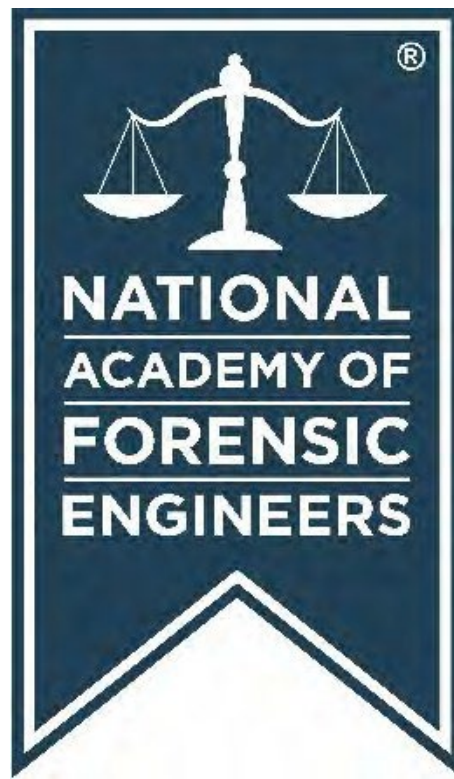
The general membership meeting was called to order at 12:00 P.M. by President Steve Pietropaolo. President Pietropaolo provided information and an update on the business of the Academy, including past and future events, budget and finance, and the strategic plan. President Pietropaolo announced that Bart Kemper membership was upgraded to Fellow status. The location of the 2025 Summer conference will be held in Ottawa, Ontario, CA.

1. Presentation by NAFE Executive Secretary Amanda Hendley
 - a. The NAFE Board of Directors held their 2025 Winter Board of Directors Meeting on 1/17/2025 during which the Board addressed
 - i. The current version of the Strategic Plan with amendments
 - ii. The expansion of membership into NAFE to include engineers who hold international professional engineering licenses
 - iii. The objective of strengthening the relationship between NAFE and NSPE
2. Installation of the 202_ Board of Directors
 - a. Liberty Janson introduced the 2025 NAFE Board of Directors
 - i. President Michael Aitken
 - ii. President Elect Tonja Koob Marking
 - iii. First Vice President Daniel Couture
 - iv. Vice President Ben Railsback
 - v. Treasurer Bruce Wiers
 - vi. Secretary Shawn Ray
 - vii. Director at Large Greg Boso
 - viii. Director at Large Paul Tucker
 - b. Liberty Janson administered the Oath of Office to the NAFE Board of Directors
 - c. Liberty Janson administered the Commitment of the Members to Support the NAFE Board of Directors
3. Passing of the gavel from outgoing President Pietropaolo to the 2025 President Michael Aitken
4. Closing Comments by 2025 President Michael Aitken
5. Adjournment at 12:30 P.M. MST

Respectfully submitted,

James R. Drebelbis, AIA, P.E.
NAFE Secretary

ADMISSIONS



July 8, 2025

National Academy of Forensic Engineers

Admissions Committee Report

The Admissions Committee has not formally met, however, membership applications continue to be processed and approved in a timely manner. Coordination with staff has made the online application, review, and approval processes easy to manage and track.

I suggest NAFE make the following updates to the Admissions application process:

1. Include a fuller description of types of testimony that qualify for different levels of membership as part of the application process description. Currently, the membership matrix header is “Court Room Testimony.” While this seems sufficiently descriptive, several times over the past six months, I approved membership at a lower grade than applied for as applicants counted depositions in their total testimony number.
2. The default reference form has the NAFE member grade “Fellow” prefilled for the person providing the reference. This has caused confusion when verifying that a reference is at or above the membership grade of the applicant. The form should have nothing prefilled from the dropdown menu, requiring the reference to select his/her appropriate member grade.

Membership continues to grow. At the previous board meeting, the Admissions Committee reported 444 members. As of July 8, 2025, total membership is 484, a 9% increase for the first half of the reporting year. The membership summary is:

Membership Grade	Count as of July 8, 2025	Count as of November 27, 2024	Difference
Affiliate	98	80	18
Student	6	6	0
Associate	52	44	8
Member	140	131	9
Senior	128	124	4
Fellow	58	57	1
International	2	2	0
Total	484	444	10

Presently, nine applicants have completed the application process but have not yet paid the membership fee. We need to encourage them to submit payment to receive the benefits of NAFE membership. I recommend staff and Admissions Committee members reach out to those applicants again requesting payment. If any chose not to become a member, determining the reasons would benefit NAFE. If payment is not received, those applicants should be moved to incomplete/closed status.

Fourteen applications are presently in process, with the applicant notified that additional information is needed to further their application review.

Please contact me with questions or concerns.

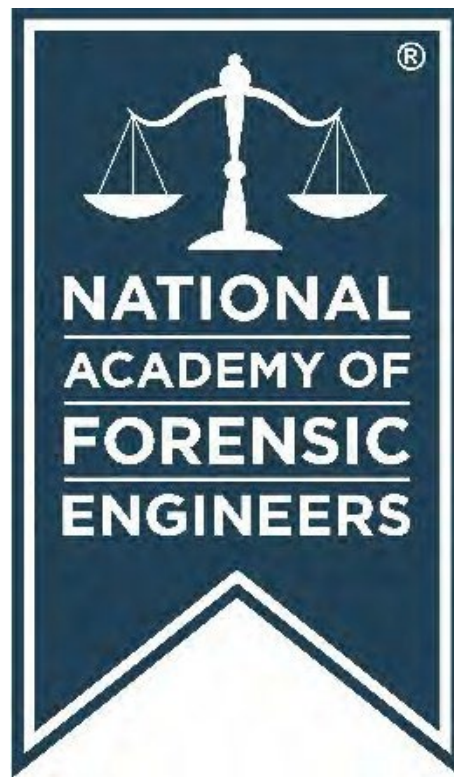
Thank you,



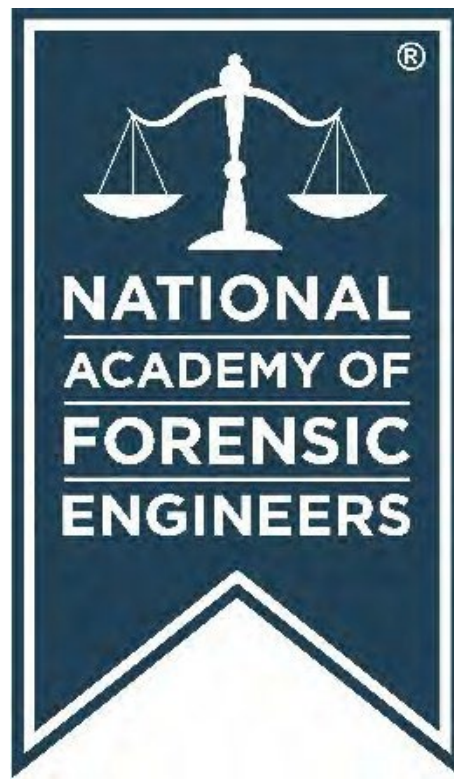
Tonja Koob Marking, PhD, PE, Peng, DFE, BC.WRE, BC.NE

NAFE President-Elect

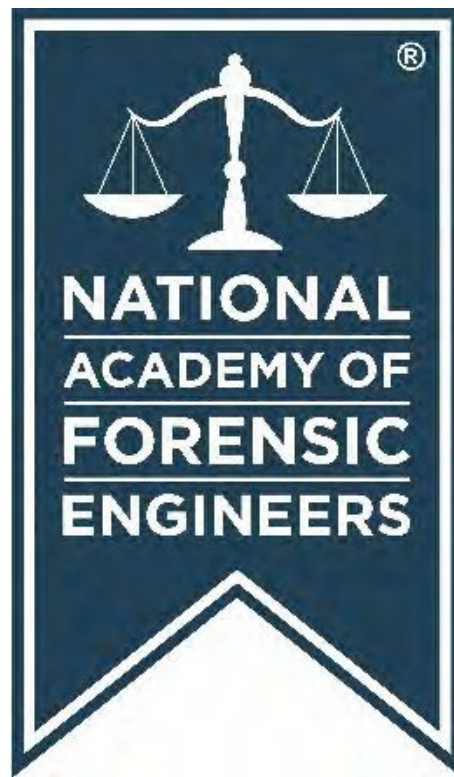
BYLAWS & AOI



CONFERENCE COORDINATOR



CONTINUING PROFESSIONAL DEVELOPMENT





1420 King Street
Alexandria, VA 22314-2794

Tel: 703-684-2845
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WWW.NAFE.ORG

July 1, 2025

Memorandum

To: NAFE Board of Directors

From: Joseph Leane, PE, CPD Committee Chair

Re: CPD Committee Report

The NAFE CPD procedures are described in Appendix 2 of the Bylaws. That Appendix requires a Member, a Senior Member, or a Fellow maintain a minimum CPD balance of 100 credits, and an Associate Member maintain a minimum CPD balance of 50 credits, from the previous five years (Items 3 and 4). On or before January 7 of each year, each Associate Member, Member, Senior Member and Fellow shall submit a tally listing the CPD credits earned during the previous year. This task is performed via the NAFE online CPD submission form. **The Appendix further states members (all the above membership grades) who do not meet the CPD requirements for more than 6 months (and are not excepted) shall be automatically severed from membership status and certification previously attained.** However, they may transfer to a non-member, non-certified status (Item 5). Members that are not in compliance with the CPD requirements are identified as *not current*.

Members received several email notices instructing them to submit the CPD credits prior to the January 7 deadline. In addition, a reminder notice was sent to the noncompliant members in June encouraging them to submit CPDs. As of today, there are 21 members whose CPD status is *not current*, see Table 1.

I recommend a board discussion to confirm the intention to sever the membership and decertify those on the list below.

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

Joseph Leane, P.E., D.F.E.
CPD Committee Chair



Table 1. List of members with not current status as of June 27, 2025.

6/28/25, 6:18 AM

CiviCRM Report

Membership Detail Report

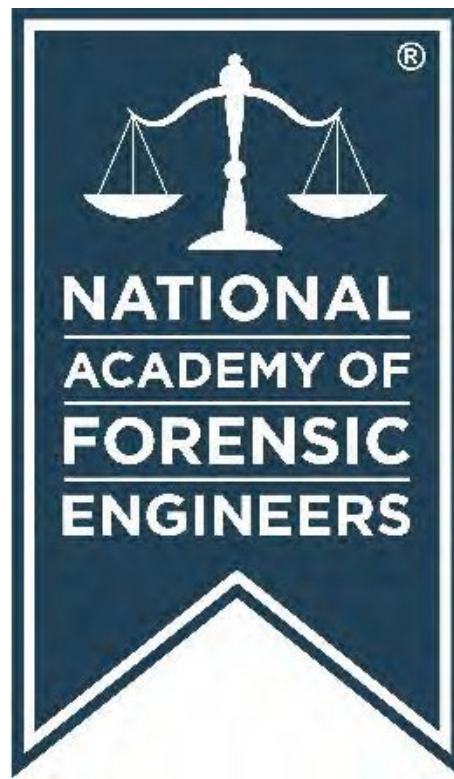
June 28th, 2025 11:17 AM

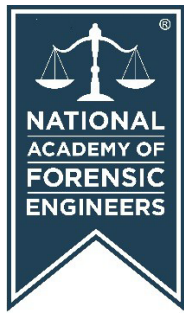
Grouping(s)	Membership											
Is Deleted	Is equal to No											
Is Deceased	Is equal to No											
Primary Membership	Primary members only											
Status	Is one of Current, Grace											
Compliant	Is equal to No											
Contact Name	Membership Type	Member Number	Status	Compliant	CPDs	Life	Charter	Period Required	Period Total	Need	Join Date	End Date
Abraham, Carl	Senior	1000	Current	No	Yes	No	No	100	80	20	2018-01-18	January 1st, 2026
Armstrong, Robert	Senior	242	Grace	No	Yes	No	No	100	51	76	1986-11-18	January 1st, 2025
Baron, Paul	Member	1184	Current	No	Yes	No	No	100	66	34	2022-03-19	December 31st, 2025
Beauchamp, Gray	Member	1035	Current	No	Yes	No	No	100	57	43	2018-09-27	January 1st, 2026
Cocchiola, Thomas	Member	371	Grace	No	Yes	Yes	No	100	92	67	1990-08-07	January 1st, 2025
Dyer, James	Associate	1014	Grace	No	Yes	No	No	50	39	11	2017-11-16	December 31st, 2024
Eastwood, David	Member	1038	Current	No	Yes	No	No	100	98	46	2018-10-10	January 1st, 2026
Flanagan, John	Senior	784	Grace	No	Yes	No	No	100	0	100	2012-02-10	December 31st, 2024
Fridley, S. Dale	Member	668	Grace	No	Yes	No	No	100	84	74	2003-09-18	January 1st, 2025
Fusco, Jr. Alfred A.	Member	59	Current	No	Yes	No	Yes	100	35	65	1983-06-22	December 31st, 2025
Hayes, Michael	Member	1147	Current	No	Yes	No	No	100	92	39	2021-01-10	January 1st, 2026
Immensure, John	Associate	990	Current	No	Yes	No	No	50	0	50	2017-11-14	January 1st, 2026
Jacobson, Jon	Fellow	401	Current	No	Yes	Yes	No	100	69	31	1991-05-02	December 31st, 2025
Longest, Robbie	Member	928	Current	No	Yes	No	No	100	0	100	2016-02-16	January 1st, 2026
Marck, Richard	Member	1018	Grace	No	Yes	No	No	100	65	86	2018-06-11	January 1st, 2025
Murray, Robert	Associate	999	Grace	No	Yes	No	No	50	15	35	2018-01-18	December 31st, 2024
Pateraud, Raymond	Member	279	Grace	No	Yes	No	No	100	84	52	2001-05-29	December 31st, 2024
Pond, Brett	Associate	1180	Grace	No	Yes	No	No	50	31	19	2022-03-07	December 31st, 2024
Van Horne, George	Associate	1144	Current	No	Yes	No	No	50	43	21	2020-10-26	January 1st, 2026
Weller, Peter	Member	782	Grace	No	Yes	No	No	100	85	38	2011-11-17	January 1st, 2025
Wentz, Edward	Member	563	Current	No	Yes	Yes	No	100	0	100	1998-05-07	January 1st, 2038

Row(s) Listed 21



CONTRACT DOCUMENTS





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WWW.NAFE.ORG

June 27, 2025

Dear National Academy of Forensic Engineers,

There has been no activity in the Contracts committee for NAFE.

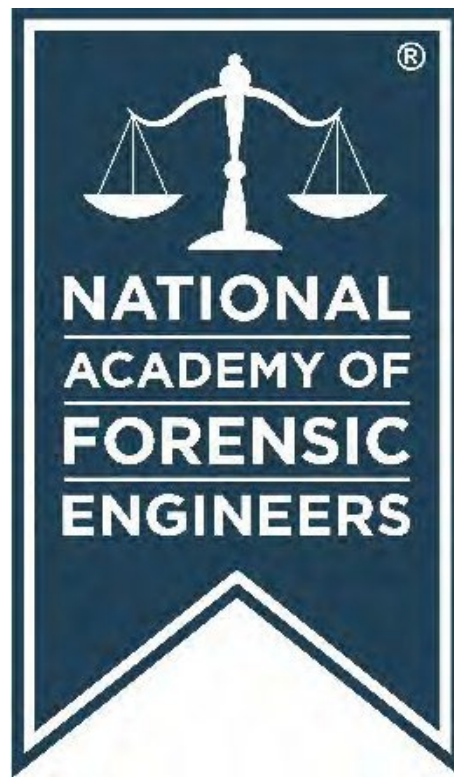
If you should have any concerns or questions, please do not hesitate to contact me.

Sincerely,

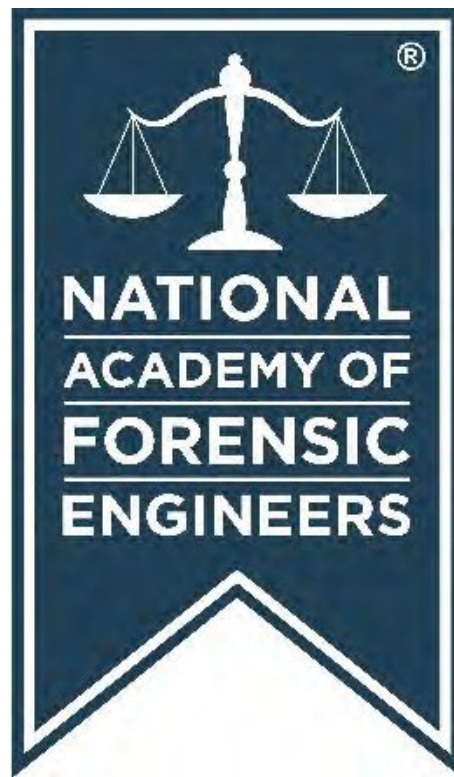
Rebecca A. Bowman, Esq., P.E., D.F.E. (NAFE #1153)

rbowmanesq@aol.com

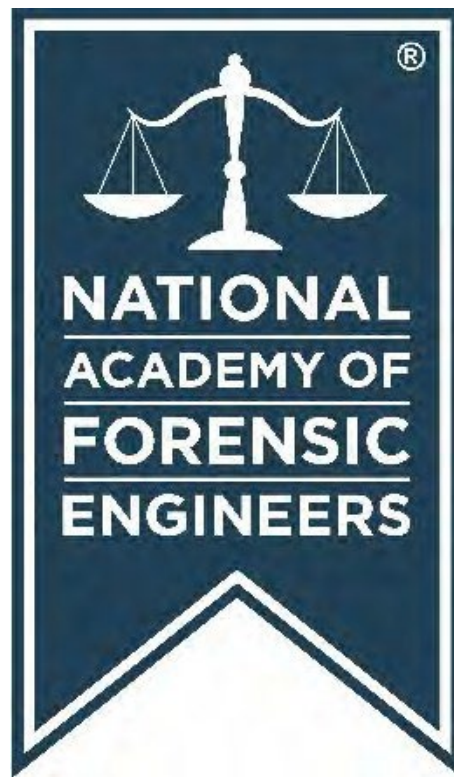
EDUCATION



ETHICS



FINANCE



July 8, 2025

National Academy of Forensic Engineers

Finance Committee Report

Attached is the current budget with year-to-date income and expenses. This spreadsheet is a new format over that used for the previous 10 or so years. The previous spreadsheet line items did not match those in NAFE's QuickBooks file, making direct comparisons difficult. With this new format, budget line items and profit/loss statements can be directly compared for easier tracking and analysis.

For the past several years, budget increases were based on a percentage increase over the previous year's budget. With the 2025 budget, all increases are based on actual previous years' income and expenses per line item, with a small percentage increase for inflation.

For the year-to-date comparison, we are at 42% of budgeted income and 46% of budgeted expenses. Membership income is predictably low as most members renew at the end of the calendar year.

Please contact me with questions or concerns.

Thank you,



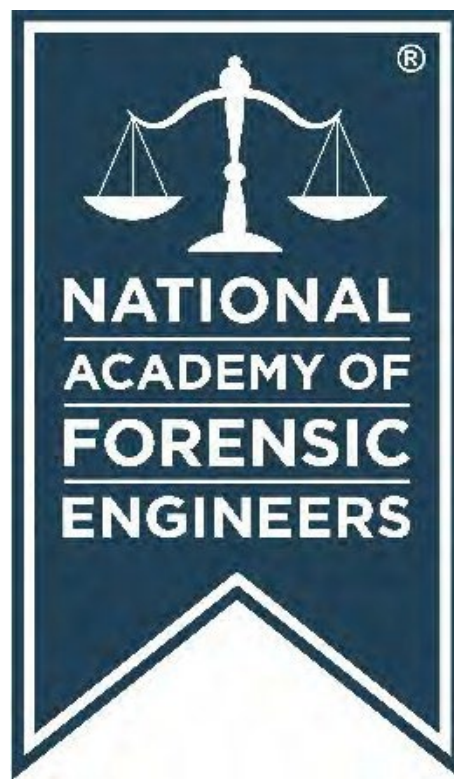
Tonja Koob Marking, PhD, PE, Peng, DFE, BC.WRE, BC.NE

NAFE President-Elect

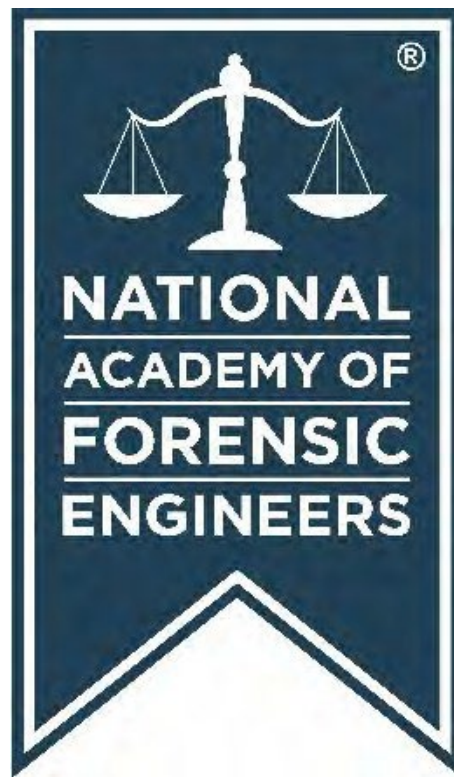
National Academy of Forensic Engineers
2025 Budget
8-Jul-25

	Jan - Dec 2025 Budget	Year to Date	% of Budget to Date	Jan - Dec 2024 Actual
Income				
Interest Income (Dividends)	10.00	4.78	48%	10.12
Membership Dues	105,000.00	28,100.00	27%	98,468.75
Seminar Income	175,000.00	89,777.50	51%	169,012.50
Publication Sales	700.00	265.48	38%	815.44
Sponsorships	0.00	0.00	0%	3,000.00
Total Income	\$ 280,710.00	\$ 118,147.76	42%	\$ 271,306.81
Expenses				
Dues and Subscriptions	702.00	702.00	100%	645.00
Education/Seminars				
Honorarium (Education Seminars)	1,000.00	500.00	50%	
Office & Phone Exp (EdChm)	200.00		0%	
Office Supplies (EdChm)	500.00	1,818.99	364%	1,329.84
Postage & Shipping (EdChm)	1,500.00		0%	
Rooms	4,000.00	1,596.21	40%	3,054.96
Travel Exp	2,000.00		0%	1,800.00
Total Education/Seminars	\$ 9,200.00	\$ 3,915.20	43%	\$ 6,184.80
Executive Director				
Contract Fee	51,000.00	18,300.00	36%	50,196.85
Lodging & Meals (ExecDir)	4,000.00	351.36	9%	8,273.20
Miscellaneous Expense	500.00	136.45	27%	741.83
Stipend (ExecDir)	0.00	7,576.25		
Travel (ExecDir)	10,000.00	454.78	5%	12,579.24
Total Executive Director	\$ 65,500.00	\$ 26,818.84	41%	\$ 71,791.12
Journals				
Editing (Journals)	33,000.00	15,275.00	46%	27,905.00
Total Journals	\$ 33,000.00	\$ 15,275.00	46%	\$ 27,905.00
Other Expenses				
Advertising	1,000.00		0%	
Bank Charge	22,000.00	8,221.52	37%	20,589.89
CESB, Annual Dues	5,300.00	5,300.00	100%	
Computer Software, Maint	600.00	392.00	65%	577.75
Insurance	3,000.00	2,911.00	97%	2,695.00
Membership Audit	500.00		0%	300.00
Miscellaneous Exp	200.00		0%	66.00
NAFE.org Web Site	500.00		0%	
Plaques, Awards & Gifts	500.00		0%	389.95
Prof Services, Accout & Legal	1,000.00		0%	550.00
Total Other Expenses	\$ 34,600.00	\$ 16,824.52	49%	\$ 25,168.59
Seminar Exp				
Meals				
Meals, Bkfst, Exp	12,000.00	3,642.16	30%	14,208.37
Meals, BLun, Exp	15,000.00	10,163.98	68%	11,748.94
Meals, Din, Exp	14,000.00	6,294.27	45%	10,756.79
Total Meals	\$ 41,000.00	\$ 20,100.41	49%	\$ 36,714.10
Meeting Room, AV Equip	20,000.00	6,912.62	35%	21,899.55
Print Handout Mtls, Handbooks	4,000.00	1,990.00	50%	4,622.97
Refreshments, AM & PM	10,000.00	6,452.30	65%	9,094.85
Stipend, Registration Asst	500.00		0%	
Total Seminar Exp	\$ 75,500.00	\$ 35,455.33	47%	\$ 72,331.47
Treasurer, Office Exp				
Office Supplies (Treas)	200.00		0%	
Postage & Shipping (Treas)	100.00	28.22	28%	24.80
Total Treasurer, Office Exp	\$ 100.00	\$ 28.22	28%	\$ 24.80
Total Expenses	\$ 258,900.00	\$ 118,417.52	46%	\$ 240,119.88
Net Operating Income	\$ 21,810.00	\$ (269.76)	-1%	\$ 31,186.93

INSPECTOR OF ELECTIONS and AUDIT



INSURANCE





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WWW.NAFE.ORG

July 2, 2025

Dear Board,

The Insurance Committee has not had any activity since the Santa Fe meeting.

Note that my 2024 Committee Assignment list has the Chair as Robin Davies of Sabal Engineering, and she may have a contrary opinion. I defer to her.

Regards,

Daniel Couture

Daniel P. Couture, M.Sc.(Eng.), P.Eng., ing., DFE, FEC

Designated Consulting Engineer

Metallurgical, Materials and Mechanical Disciplines

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M : 416-432-0908

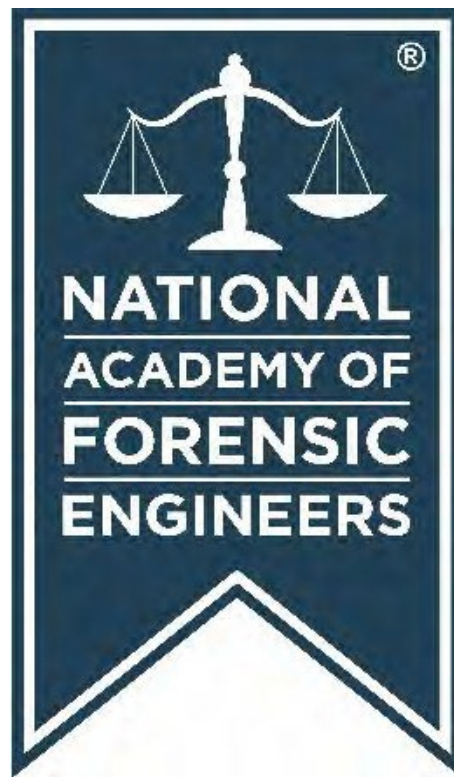
T: 1-888-272-6671

F: 416-491-2696

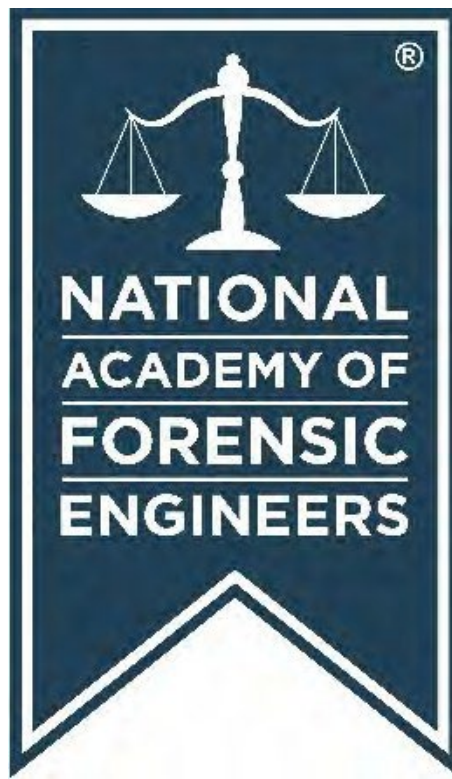
daniel.couture@arconforensics.com

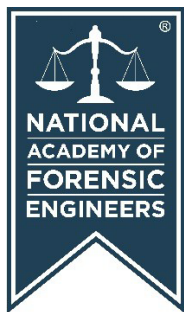
www.arconforensics.com

LEGISLATIVE



LONG RANGE PLANNING





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WWW.NAFE.ORG

July 5, 2025

Dear National Academy of Forensic Engineers,

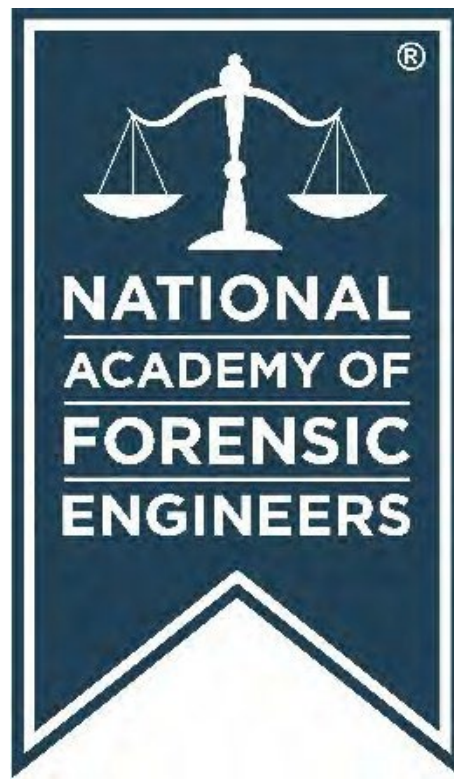
There has been no meeting of the long-range planning committee.

Sincerely,

Timothy R. Murphy

773-874-9800

MEMBERSHIP





1266 W Paces Ferry Rd NW # 141

Atlanta, Georgia 30303

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Fax: 703-836-4875

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July 2, 2025

Dear Board,

The Insurance Committee has not had any activity since the Santa Fe meeting.

Note that my 2024 Committee Assignment list has the Chair as Robin Davies of Sabal Engineering, and she may have a contrary opinion. I defer to her.

Regards,

Daniel Couture

Daniel P. Couture, M.Sc.(Eng.), P.Eng., ing., DFE, FEC

Designated Consulting Engineer

Metallurgical, Materials and Mechanical Disciplines

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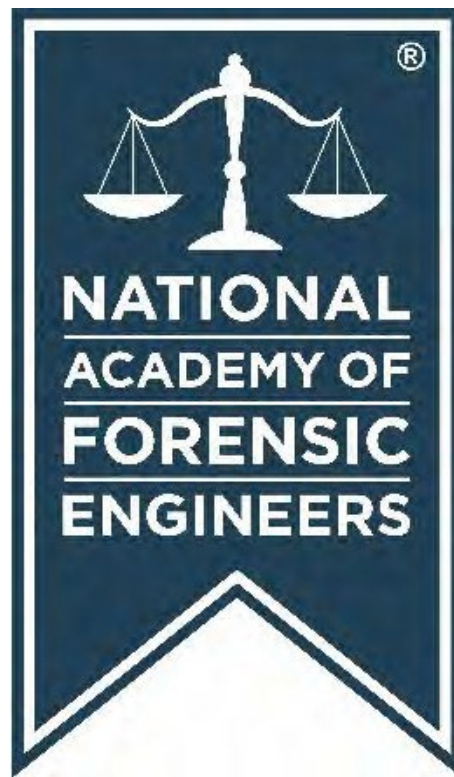
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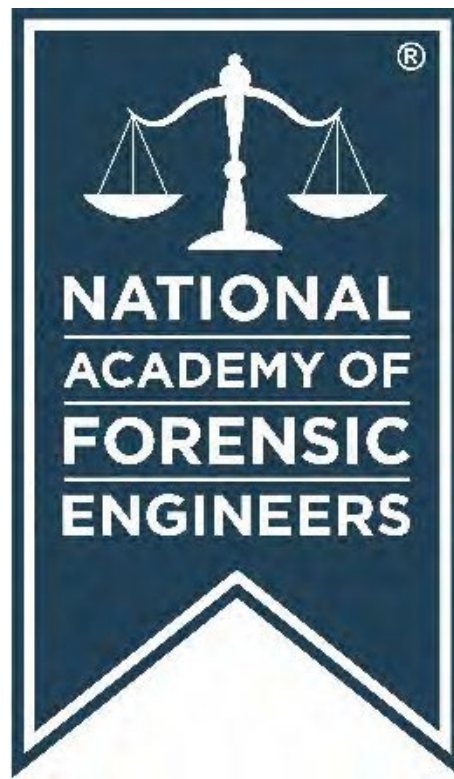
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NAFE1



NOMINATING





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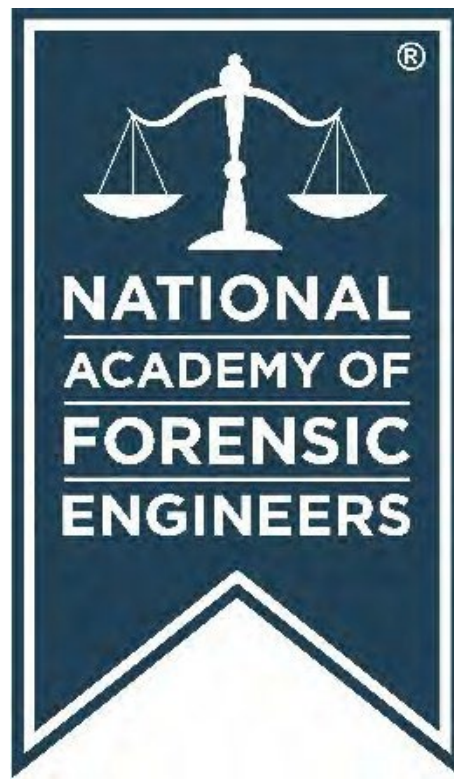
July 7, 2025

Dear Board of Directors,

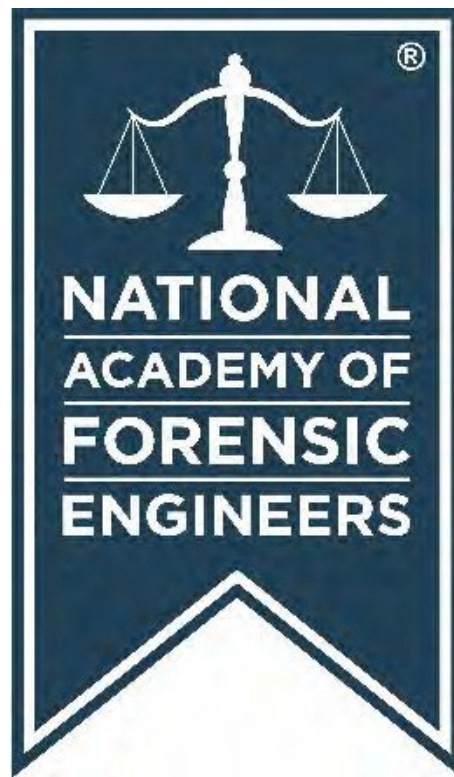
The Nominating Committee will convene for its initial meeting of the third quarter in the coming weeks. We look forward to supporting the continued development and strength of NAFE's Board of Directors.

Best regards,
Steve Pietropaolo, MS, PE, CFEI, DFE

PUBLIC RELATIONS



PUBLICATIONS & TECHNICAL REVIEW





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REPORT OF THE NAFE JOURNAL TO THE BOARD OF DIRECTORS

**To: NAFE Technical Review Committee
Mid-Year Report on Activities**

Date: July 7, 2025

Background: The *JOURNAL OF THE NATIONAL ACADEMY OF FORENSIC ENGINEERS* is an open-access academic journal published multiple times a year. The Journal's mission aims to provide a platform for NAFE members and affiliates to share peer-reviewed, principled discussions on the application of specific technologies and methods in forensic engineering practice. Most accepted papers have been presented at NAFE seminars, where authors receive open and honest feedback before undergoing thorough peer review by the editorial team. Articles published in our journal are those of the authors and do not necessarily reflect the views of NAFE or its members.

Present Staff: Our present volunteer staff for the Journal consists of:

- David Icove – Editor-in-Chief
- Bart Kempter – Editor Emeritus
- Ellen Parson – Managing Editor
- Rebecca Bowman – Senior Associate Editor

Publication Status:

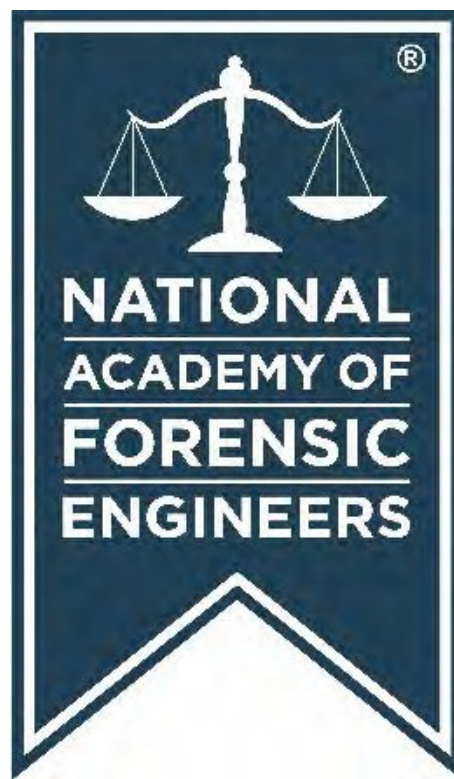
- Current Journal Issue: Vol 42, No. 1 (June 2025) has a total of 6 papers
- Pending Journal Issue – The next December 2025 issue will contain 4 to 8 papers
- Under Review – 24 papers, with 4 in peer review. The Ottawa conference may generate up to 8 additional papers

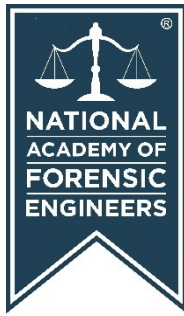
Journal Visibility: The Journal's visibility and status within the scientific and engineering community continue to increase. This exposure is primarily due to its status as an open-access publication with linkages to ORCID and other scholarly databases such as PUBMED.

Artificial Intelligence (AI) Policy: Authors are required to include a declaration in their submitted articles regarding the use of AI in the preparation of any drafts submitted.

Ongoing Projects: In the past, NAFE Journal articles were published and sold in hardbound books, aggregated by broad subject areas. We are considering, with the concurrence of the Board of Directors and input from individual authors, the republication of selected past articles in the form of electronic books (eBooks). This project would raise the Journal's visibility and provide NAFE with a potential income stream to offset future publication costs. Dave Icove is spearheading this initiative to avoid burdening the ongoing editorial process.

IT COMMITTEE





1266 W Paces Ferry Rd NW #141
Atlanta, GA 30327

Tel: (770) 268-0802

<https://nafe.org>

Date: July 11, 2025
Subject: IT Committee Report

Current Status

Except occasionally, NAFE is not yet timely and responsive about individual communications with our members and is particularly lax with prospective members or attorneys seeking a Forensic Engineer. NAFE holds a contract *specifically* to address daily, administrative issues precisely such as this. NAFE members receive engagements when attorneys find nafe.org and ask us to relay their information on NAFE1. Recently, several attorneys did not hear from us for a month^{1 2 3 4 5} – at which point the opportunity is long-gone, of course. NAFE members lost these chances at work and income. Prospective members apply for membership and current members apply for upgrades, then they wait: our backlog is large at 10% of our membership (47) and the oldest application has been waiting for 4 years⁶.

Help Desk

Customer service software called FreeScout keeps metrics for us and runs three email mailboxes for: help@nafe.org to assist members, correspondence about each conference via conference@nafe.org and for interested parties (like “pre-sales”) to “Discuss with a Member” on discuss@nafe.org.

By Leader			
	27 Active	113 Pending	380 Closed
User	Active	Pending	Closed
Michael Aitken	9	3	0
Amanda Hendley	7	61	36
Unassigned	6	0	208
Mitch Maifeld	1	1	82
Paul Tucker	1	0	0
Mike Leshner	1	4	1
Sam Sudler	1	0	0
Steve Pietropaolo	1	1	1
Mitch Maifeld	0	1	3
Joe Leane	0	8	3
Date: Last 365 days			

¹ https://help.nafe.org/conversation/46373?folder_id=11

² https://help.nafe.org/conversation/46371?folder_id=11

³ https://help.nafe.org/conversation/46367?folder_id=11

⁴ https://help.nafe.org/conversation/46365?folder_id=11

⁵ https://help.nafe.org/conversation/46364?folder_id=11

⁶ <https://www.nafe.org/civCRM/report/instance/71?reset=1&force=1>



This Wallboard shows Board members who have outstanding issues with our constituents (these are stats from the last 12 months, as of 27 June 2025). Active issues mean the constituent is waiting for us to respond; Pending issues mean we are waiting for the constituent to respond. Per contract, all “Unassigned” issues are the responsibility of our Executive Director unless and until delegated to a Board member.

At the time of this writing and looking back at the past year⁷, 27 people have sent us a message and are waiting to hear back from us (down from 45 previously) and 113 people have not yet replied back to our last message (up from 87 previously). A pertinent, current example is another shareholder attorney who would like a traffic expert in Texas – after 13 days (2 July), this administrative issue was still unaddressed⁸ and by now the opportunity is surely lost as the others were. Our “help desk” of all three of the above mailboxes handled 95 constituents with 134 replies in the last 12 months – about 2 per day. Unfortunately, getting to a resolution takes more than 2 days for 55% of our issues, and we have an average resolution time of an extraordinary 147 days in 2025⁹. Our applications/upgrade backlog stands at 47 people waiting¹⁰ (up from 37 during the last conference and some are as old as 4 years!).

NAFE1 Email Discussion List

GNU Mailman v2 comes free with our server management software and currently handles several dozen messages per month. The email address to use for NAFE1 is: nafe1@nafe.org Current moderators are Michael Stichter, Rune Storesund and Bob Peruzzi.

⁷ <https://help.nafe.org/wallboards>

⁸ https://help.nafe.org/conversation/46376?folder_id=9

“I am looking for an expert in traffic engineering in Texas, preferably. This is for the defense of a general contractor for roadway construction in Wise County, Texas in a personal injury lawsuit arising out of a motor vehicle collision.

Conflict Check Information: Plaintiffs are Roberto Anthony Mendoza, Ronald Petrowski, and Khosrow Kavossi.

Thank you,

Linda Haddad, Shareholder, Waddell Serafino Dallas, Texas”

⁹ <https://help.nafe.org/reports/productivity>

¹⁰ <https://www.nafe.org/civicism/report/instance/71?reset=1&force=1>



Journal

The NAFE Journal staff will expand upon Journal stats in their own report, but from a server traffic perspective, our Open Journal Systems (OJS) handled in the range of 6300-7300 article views during the first four months of 2025. As usual, this is almost single-handedly driven by “Use of the Repairability Assessment Method for Evaluating Asphalt-Composition Shingle Roof Repairs” by Chad Williams in Vol. 37 No. 1 (2020).

Since starting sales of articles on OJS in November of 2020, we have sold 101 PDFs to non-members (or members who did not/could not take advantage of them being free) at \$25 each with 9 of those since the last conference (winter 2025).

Groupware

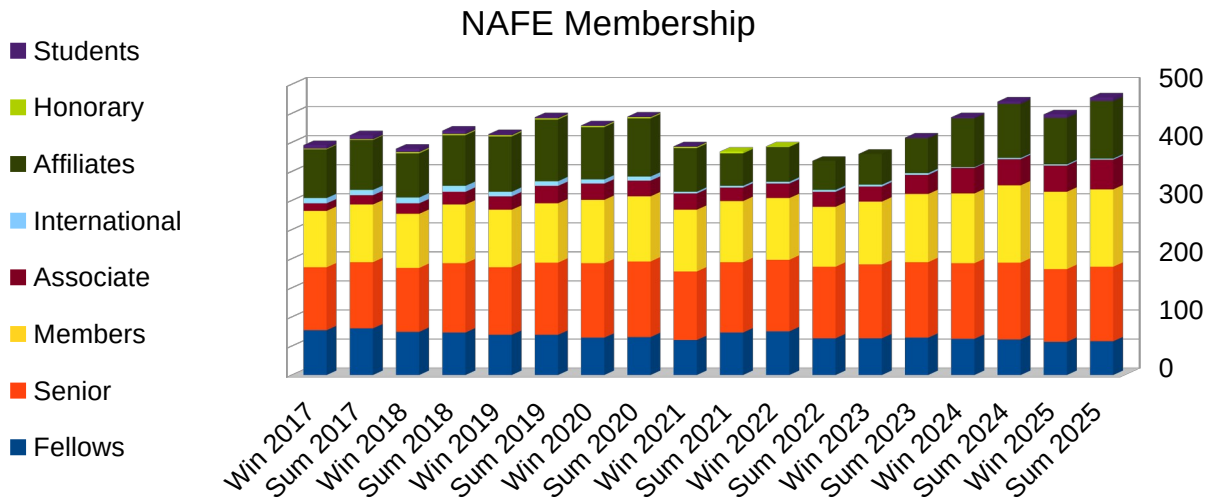
Our groupware solution called Nextcloud is available to our leaders at <https://cloud.nafe.org>. Most organizations use team collaboration software such as this, and we have put our meeting minutes, bylaws, branding, contracts, and video recordings there. Every committee has its own shared folder, as 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 such as for submission of presentations.

Education

To facilitate NAFE’s expansion into online education, we have <https://education.nafe.org> which runs software called Moodle, a learning management system (LMS). There, we host one free seminar and four paid seminars which cost \$35 each, all delivered from our YouTube channel. If we may use one of your presentations for additional content, please contact the education chair at education@nafe.org.

Database

From a membership-low in summer 2022, we have **doubled** our number of Associates and Affiliates. While we had a constant 186 Seniors/Fellows in both summers 2022 and 2025, our total membership grew from 368 to 477. This means non-Senior/Fellows expanded from 50% to 61% of our population.



	July 2025	Jan 2025	July 2024	Jan 2024	July 2023	Jan 2023	July 2022	Jan 2022	July 2021	Jan 2021	July 2020	Jan 2020	July 2019	Jan 2019
Fellows	58	57	61	62	64	63	63	75	73	60	65	64	69	69
Senior	128	125	132	130	130	127	123	123	121	118	130	128	124	116
Members	133	133	133	120	117	108	103	106	105	106	112	109	102	99
Associate	51	45	45	44	33	26	26	25	23	28	27	28	30	23
International	2	2	2	1	3	3	3	3	3	3	7	7	8	8
Affiliates	99	80	93	84	60	53	50	60	56	75	100	90	106	95
Honorary	0	0	0	0	0	0	0	1	3	2	2	2	2	2
Students	6	6	4	2	1	0	0	0	0	2	2	1	2	2
Life Status	44	44	45	43	42	37	26	32	48	30	36	36	32	33
Total	477	448	470	443	408	380	368	393	385	424	481	465	475	446

n.b.; The Total just above does not double-count the number in the Life Status¹¹ row as those members are counted within their base 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:

- Ongoing Maintenance
 - managing disk space
 - upgrade software packages
 - stakeholder support, training, education, and outreach

¹¹ <https://nafe.org/civCRM/report/instance/52?force=1&reset=1>

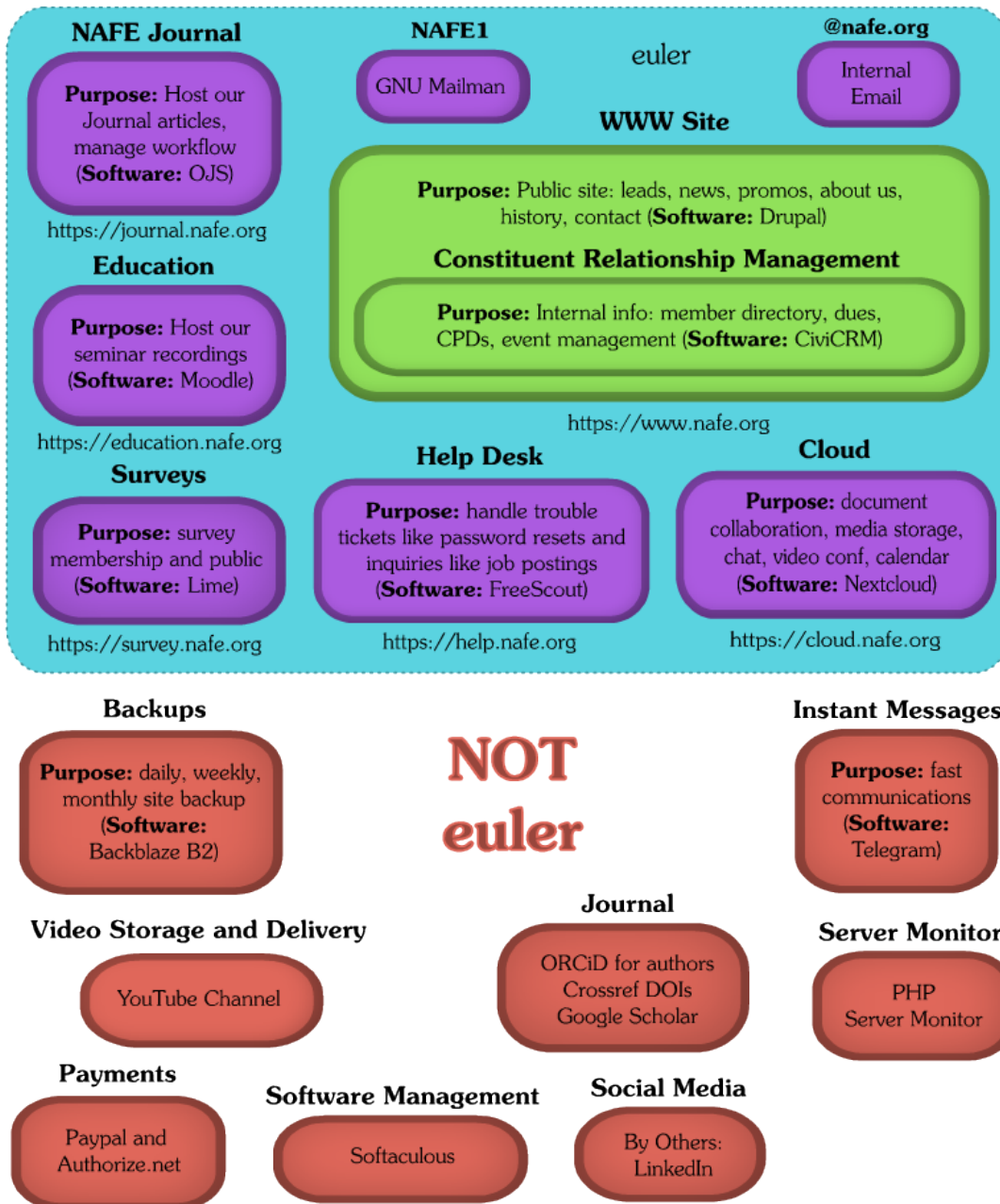


- optimize mobile experience across platforms: nafe.org, journal.nafe.org
- Constituent Relationship Management (CRM) operations for current and prospective members with CiviCRM
 - member directory search by tags: geography/discipline/subject and profiles/connections for referral/networking using SearchKit and FormBuilder
 - CPDs restructured on dashboard and SearchKit results
 - Membership application reference letters submit via Webform
- Content Management System (CMS) improvements
 - Drupal 9/10 upgrade
 - Theme updates
- Extend and support journal management system (Open Journal Systems)
 - upgrade for Crossref
- Single Sign-On: retain authorization for all member functions (Journal, etc.)
 - OpenLDAP with phpLDAPadmin on identity.nafe.org using keycloak

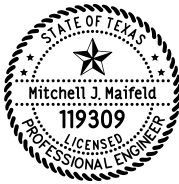
Respectfully submitted,
Mitch Maifeld, PE
Dr. Michael Stichter, PhD, PE
Michael D. Leshner, PE

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.

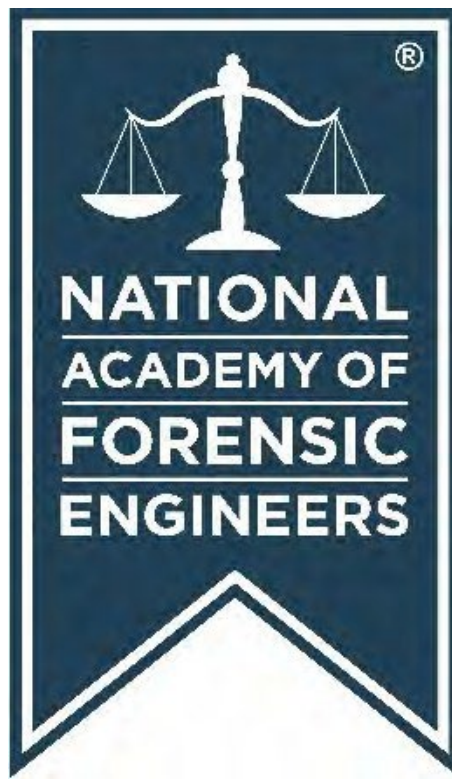


This document is signed by

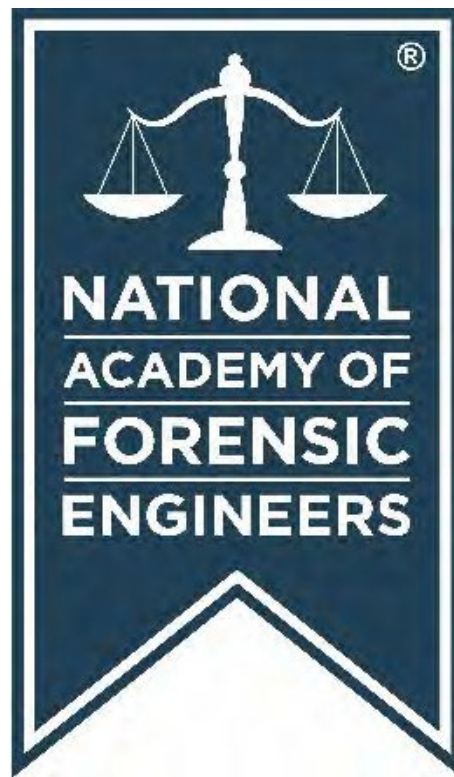


Signatory	EMAILADDRESS=mitch@zenzic.biz, CN=Mitch Maifeld
Date/Time	Wed Jul 02 05:58:28 CDT 2025
Issuer-Certificate	CN=CAcert Class 3 Root, OU=http://www.CAcert.org, O=CAcert Inc.
Serial-No.	196881
Method	urn:adobe.com:Adobe.PPKLite:adbe.pkcs7.sha1 (Adobe Signature)

DISCIPLINE SPECIFIC



EXECUTIVE DIRECTOR'S REPORT





1420 King Street
Alexandria, VA 22314-2794

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

WWW.NAFE.ORG

Executive Director's Report
Amanda Hendley, Executive Director
July 2025 Board Meeting

As Executive Director, my focus this year has been on ensuring operational continuity while supporting the Board's strategic initiatives. Key activities include:

Membership Oversight: With support staff, we cleared the backlog of aged membership applications and have streamlined the membership process. Additional activities included the evaluation of Senior Members for their eligibility to upgrade to Fellow Status.

Conference & Event Planning: Lead the evaluation of future conference sites and logistics, ensuring locations meet NAFE's standards for accessibility, affordability, and member engagement. This included the current conference in Ottawa and includes an evaluation of proposals for our 2026 conferences.

International Coordination: I assisted in assessing international considerations for our Ottawa conference, including cross-border travel.

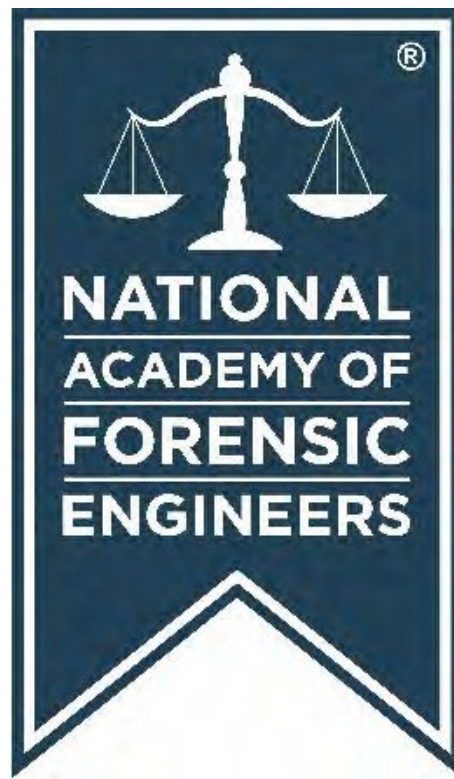
Administrative Support & Continuity: Maintained Board records, coordinated meeting materials, and ensured timely communication with leadership and committees.

Emerging Sponsorship Strategy: While respecting NAFE's policy on technical session independence, I continued exploration for alternative revenue sources with a focus on event sponsorship. These will support financial resiliency and enhance member experience.

Looking ahead, I will continue supporting operational improvements, membership engagement, and mission-aligned growth opportunities.

Respectfully submitted,
Amanda Hendley
Executive Director, NAFE

SECRETARY'S REPORT





1420 King Street
Alexandria, VA 22314-2794
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Report of the NAFE Secretary to the NAFE President for 2025 Summer Conference

July 2, 2025

To: Michael Aitken (President)
From: Shawn P Ray, P.E. (Secretary)
Re: Secretary Report for the 2025 Summer Conference

During 2025, the Board of Directors conducted no virtual meetings:

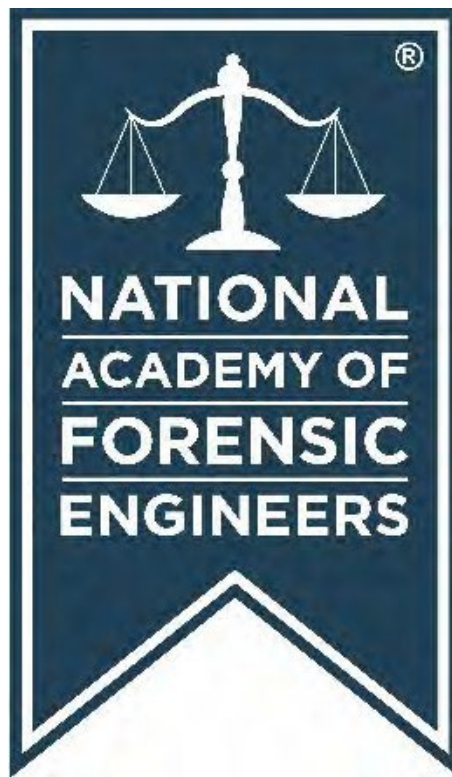
In July a call for applications for Director at Large was sent to the membership. As of July 2, one member has sought the nomination for the 2025 Director-at-Large positions. The Nominating Committee's slate of nominees for NAFE officers and directors is currently:

President	Michael Aitken, PE (NAFE 1110S)
President-Elect:	Tonja Koob, PE (NAFE 1152S)
Senior Vice President:	Daniel Couture, PEng (NAFE 951S)
Vice President:	Ben Railsback, PE (NAFE 713F)
Treasurer:	Bruce Wiers, PE (NAFE 755S)
Secretary:	Shawn P Ray, PE (NAFE 970S)
Directors-at-Large:	Greg Boso, PE Paul Tucker, PE

Respectfully submitted,

Shawn P Ray, P.E.
NAFE Secretary

TRESURER'S REPORT



Management Report

National Academy of Forensic Engineers
For the period ended June 30, 2025

Prepared on
July 1, 2025

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Balance Sheet Comparison Current Year-Last SUMMER

As of June 30, 2025

	Total		
	As of Jun 30, 2025	As of Jun 30, 2024 (PY)	As of Dec 31, 2024 (PP)
ASSETS			
Current Assets			
Bank Accounts			
1st Bank Checking	0.00	0.00	0.00
Chase Checking	98,327.12	86,027.76	154,468.73
Chase Savings	130,081.38	55,071.08	55,076.60
PayPal	1,971.32	1,483.64	1,705.84
Total Bank Accounts	230,379.82	142,582.48	211,251.17
Accounts Receivable			
Accounts Receivable	0.00	0.00	0.00
Total Accounts Receivable	0.00	0.00	0.00
Other Current Assets			
Undeposited Funds	0.00	0.00	0.00
Total Other Current Assets	0.00	0.00	0.00
Total Current Assets	230,379.82	142,582.48	211,251.17
Fixed Assets			
Property & Equipment, Computers	0.00	0.00	0.00
Total Fixed Assets	0.00	0.00	0.00
TOTAL ASSETS	\$230,379.82	\$142,582.48	\$211,251.17
LIABILITIES AND EQUITY			
Liabilities			
Total Liabilities			
Equity			
Opening Bal Equity	0.00	0.00	0.00
Unrestricted Net Assets	211,251.17	143,995.77	211,251.17
Net Income	19,128.65	-1,413.29	
Total Equity	230,379.82	142,582.48	211,251.17
TOTAL LIABILITIES AND EQUITY	\$230,379.82	\$142,582.48	\$211,251.17

Profit and Loss Comparison Current Year-Prior SUMMER

January - June, 2025

			Total
	Jan - Jun, 2025	Jan - Jun, 2024 (PY)	Jan - Dec 2024 (PP)
INCOME			
Interest Income (Dividends)	4.78	4.60	10.12
Membership Dues	28,100.00	22,331.25	98,468.75
Miscellaneous Income			
Seminar Income #	89,777.50	81,590.00	169,012.50
Total Miscellaneous Income	89,777.50	81,590.00	169,012.50
Publication Sales	265.48	536.99	815.44
Sponsorships			3,000.00
Total Income	118,147.76	104,462.84	271,306.81
GROSS PROFIT	118,147.76	104,462.84	271,306.81
EXPENSES			
Dues and Subscriptions	702.00	645.00	645.00
Education/Seminars			
Honorarium (Education Seminars)	500.00		
Office Supplies (EdChm)	1,818.99	943.95	1,329.84
Rooms	1,596.21	1,072.29	3,054.96
Travel Exp		850.00	1,800.00
Total Education/Seminars	3,915.20	2,866.24	6,184.80
Executive Director			
Contract Fee	18,300.00	29,196.85	50,196.85
Lodging & Meals (ExecDir)	351.36		8,273.20
Miscellaneous Expense	136.45	168.21	741.83
Stipend (ExecDir)	7,576.25		
Travel (ExecDir)	454.78	11,241.34	12,579.24
Total Executive Director	26,818.84	40,606.40	71,791.12
Headquarters Exp			
Office Exp (H/Q)			
Postage & Shipping (H/Q)		0.63	0.63
Total Office Exp (H/Q)		0.63	0.63
Total Headquarters Exp		0.63	0.63
Journals			
Editing (Journals)	15,275.00	12,805.00	27,905.00
Total Journals	15,275.00	12,805.00	27,905.00
Other Expenses			
Bank Charge	8,221.52	11,069.33	20,589.89
CESB, Annual Dues	5,300.00		
Computer Software, Maint	392.00	49.99	577.75

	Total		
	Jan - Jun, 2025	Jan - Jun, 2024 (PY)	Jan - Dec 2024 (PP)
Insurance	2,911.00	2,695.00	2,695.00
Membership Audit			300.00
Miscellaneous Exp		25.00	66.00
Plaques, Awards & Gifts			389.95
Prof Services, Accout & Legal			550.00
Total Other Expenses	16,824.52	13,839.32	25,168.59
Seminar Exp #			
Meals			
Meals, Bkfst, Exp	3,642.16	10,026.37	14,208.37
Meals, BLun, Exp	10,163.98	5,598.94	11,748.94
Meals, Din, Exp #	6,294.27	7,108.79	10,756.79
Total Meals	20,100.41	22,734.10	36,714.10
Meeting Room, AV Equip	6,912.62	5,547.62	21,899.55
Print Handout Mtls, Handbooks	1,990.00	1,737.97	4,622.97
Refreshments, AM & PM	6,452.30	5,093.85	9,094.85
Total Seminar Exp #	35,455.33	35,113.54	72,331.47
Treasurer, Office Exp			
Postage & Shipping (Treas)	28.22		24.80
Total Treasurer, Office Exp	28.22		24.80
Unapplied Cash Bill Payment Expense	0.00	0.00	0.00
Total Expenses	99,019.11	105,876.13	204,051.41
NET OPERATING INCOME	19,128.65	-1,413.29	67,255.40
NET INCOME	\$19,128.65	\$ -1,413.29	\$67,255.40

Sales by Product/Service Summary

January - June, 2025

				Total
	Quantity	Amount	% of Sales	Avg Price
Affiliate	36.00	5,400.00	4.56 %	150.00
Associate Member	13.50	3,037.50	2.57 %	225.00
Fellow	8.00	2,800.00	2.37 %	350.00
Journal Sales	10.00	280.00	0.24 %	28.00
Life Member	5.25	525.00	0.44 %	100.00
Member	28.75	7,187.50	6.08 %	250.00
NAFE Summer Seminar	60.00	73,250.00	61.91 %	1,220.83333333
NAFE Winter Seminar	18.00	16,527.50	13.97 %	918.19444444
Senior	31.00	9,300.00	7.86 %	300.00
TOTAL		\$118,307.50	100.00 %	

Expenses by Vendor Summary

January - June, 2025

	Total
Advanced Express	1,990.00
Association Catalyst LLC	27,460.51
Authnet Gateway	154.75
Cayan/Global Pay	2,651.10
CESB	5,300.00
CNA Insurance	582.00
Crossref	275.00
Ellen Parson	15,392.00
InterCity Agency, Inc.	2,329.00
Masterpiece @ Drury	3,691.39
Merchant Service	5,415.67
Nederveld	10,183.53
PayPal	14.52
Santa Fe Community College	500.00
Small Wonders-Gifts Inc.	1,177.32
Not Specified	150.00
TOTAL	\$77,266.79

Transaction List by Vendor

January - June, 2025

Date	Transaction Type	Num	Posting	Memo/Description	Account	Amount
Advanced Express						
02/20/2025	Bill	109790	Yes		Accounts Payable	1,990.00
03/07/2025	Bill Payment (Check)	2068	Yes		Chase Checking	-1,990.00
Association Catalyst LLC						
01/23/2025	Expense	ACH	Yes		Chase Checking	-3,500.00
02/03/2025	Bill	INV-000122	Yes		Accounts Payable	9,824.06
02/11/2025	Bill Payment (Check)	2066	Yes		Chase Checking	-9,824.06
02/21/2025	Expense	ACH	Yes		Chase Checking	-3,500.00
03/05/2025	Bill	INV-000136	Yes		Accounts Payable	51.68
03/10/2025	Bill Payment (Check)	2069	Yes		Chase Checking	-51.68
03/11/2025	Bill	INV-000129	Yes		Accounts Payable	16.59
03/25/2025	Expense		Yes		Chase Checking	-3,500.00
03/31/2025	Bill Payment (Check)	2071	Yes		Chase Checking	-16.59
03/31/2025	Bill Payment (Check)	ACH	Yes			0.00
03/31/2025	Deposit		Yes		Chase Checking	3,500.00
04/01/2025	Expense	ACH	Yes		Chase Checking	-3,500.00
04/23/2025	Expense		Yes		Chase Checking	-3,500.00

Date	Transaction Type	Num	Posting	Memo/Description	Account	Amount
05/01/2025	Bill	INV-000143	Yes		Accounts Payable	68.18
05/08/2025	Bill Payment (Check)	2075	Yes		Chase Checking	-68.18
05/22/2025	Expense	ACH	Yes		Chase Checking	-3,500.00
Authnet Gateway						
01/02/2025	Expense		Yes		Chase Checking	-26.30
02/04/2025	Expense		Yes		Chase Checking	-26.25
03/04/2025	Expense		Yes		Chase Checking	-25.40
04/02/2025	Expense		Yes		Chase Checking	-25.55
05/02/2025	Expense	ACH	Yes		Chase Checking	-25.70
06/03/2025	Expense	ACH	Yes		Chase Checking	-25.55
Cayan/Global Pay						
01/02/2025	Expense	ACH	Yes		Chase Checking	-508.85
02/03/2025	Expense	ACH	Yes		Chase Checking	-313.85
03/03/2025	Expense		Yes		Chase Checking	-350.85
04/01/2025	Expense		Yes		Chase Checking	-812.85
05/01/2025	Expense	ACH	Yes		Chase Checking	-313.85
06/02/2025	Expense	ACH	Yes		Chase Checking	-350.85

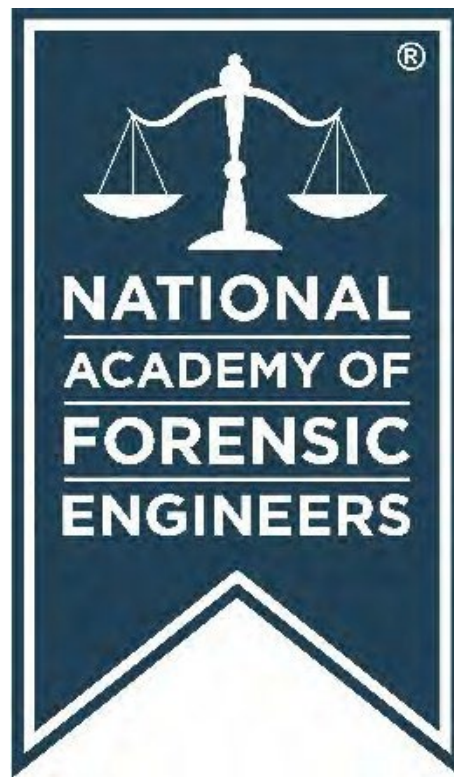
Date	Transaction Type	Num	Posting	Memo/Description	Account	Amount
CESB						
01/09/2025	Bill Payment (Check)	2059	Yes		Chase Checking	-5,300.00
CNA Insurance						
01/17/2025	Bill	CC9697014VA81997	Yes		Accounts Payable	582.00
01/24/2025	Bill Payment (Check)	2061	Yes		Chase Checking	-582.00
Crossref						
01/01/2025	Bill	M-78899	Yes		Accounts Payable	275.00
01/08/2025	Bill Payment (Check)	2056	Yes		Chase Checking	-275.00
Ellen Parson						
01/08/2025	Check	2058	Yes	January 2025	Chase Checking	-2,500.00
02/11/2025	Check	2065	Yes	February 2025	Chase Checking	-2,500.00
03/10/2025	Check	2070	Yes	March 2025	Chase Checking	-2,500.00
04/10/2025	Check	2072	Yes	April 2025	Chase Checking	-2,500.00
05/01/2025	Bill	4.21.25	Yes		Accounts Payable	392.00
05/08/2025	Check	2073	Yes		Chase Checking	-2,500.00
05/08/2025	Bill Payment (Check)	2074	Yes		Chase Checking	-392.00
06/10/2025	Check	2076	Yes	June 2025	Chase Checking	-2,500.00

Date	Transaction Type	Num	Posting	Memo/Description	Account	Amount
InterCity Agency, Inc.						
01/03/2025	Bill	115783	Yes	Inv. 115783; Policy No. PHSD1845169	Accounts Payable	2,329.00
01/08/2025	Bill Payment (Check)	2057	Yes		Chase Checking	-2,329.00
Masterpiece @ Drury						
01/03/2025	Bill Payment (Check)	ACH	Yes		Chase Checking	-6,094.66
01/03/2025	Bill Payment (Check)	ACH	Yes		Chase Checking	-7,936.37
01/03/2025	Bill Payment (Check)	ACH	Yes		Chase Checking	-7,313.60
01/14/2025	Bill Payment (Check)	ACH	Yes		Chase Checking	-572.21
01/17/2025	Bill	19797	Yes	Friday	Accounts Payable	6,666.87
01/18/2025	Bill	19798	Yes	Saturday	Accounts Payable	7,936.37
01/18/2025	Bill	19798	Yes	Saturday changes	Accounts Payable	894.24
01/19/2025	Bill	20618	Yes	Sunday	Accounts Payable	10,110.75
01/23/2025	Bill Payment (Check)	ACH	Yes		Chase Checking	-2,797.15
04/10/2025	Bill Payment (Check)	ACH	Yes		Chase Checking	-894.24
Merchant Service						
01/08/2025	Expense	ACH	Yes		Chase Checking	-2,271.22

Date	Transaction Type	Num	Posting	Memo/Description	Account	Amount
02/10/2025	Expense	ACH	Yes		Chase Checking	-2,074.19
03/10/2025	Expense		Yes		Chase Checking	-214.43
04/08/2025	Expense		Yes		Chase Checking	-408.68
05/08/2025	Expense	ACH	Yes		Chase Checking	-447.15
Nederveld						
01/17/2025	Bill	1.17.25	Yes		Accounts Payable	730.22
01/24/2025	Bill Payment (Check)	2062	Yes		Chase Checking	-730.22
02/10/2025	Bill	2.10.25	Yes		Accounts Payable	9,453.31
02/11/2025	Bill Payment (Check)	2067	Yes		Chase Checking	-9,453.31
PayPal						
02/28/2025	Expense	ACH	Yes	Fees for December 2024	PayPal	-7.72
03/31/2025	Expense		Yes	Fees for March 2025	PayPal	-4.08
04/30/2025	Expense		Yes	Fees for April 2025	PayPal	-1.36
05/31/2025	Expense		Yes	Fees for May 2025	PayPal	-1.36
Santa Fe Community College						
01/24/2025	Bill	Honorarium	Yes		Accounts Payable	500.00
01/24/2025	Bill Payment (Check)	2063	Yes		Chase Checking	-500.00

Date	Transaction Type	Num	Posting	Memo/Description	Account	Amount
Small Wonders-Gifts Inc.						
01/17/2025	Bill Payment (Check)	2060	Yes		Chase Checking	-375.14
01/20/2025	Bill	INV82808	Yes		Accounts Payable	802.18
01/29/2025	Bill Payment (Check)	2064	Yes		Chase Checking	-802.18

PRESIDENT'S REPORT



President's Letter – Summer 2025

Dear Board of Directors of NAFE,

As I continue through my term as president, I remain steadfast in my commitment to strengthen the NAFE membership and uphold the integrity of the DFE designation. A key part of this responsibility is to ensure that all members remain in good standing. According to the NAFE Bylaws, Associate Members, Members, Senior Members, and Fellows are required to maintain NSPE membership and Technical Society membership.

Over the past few months, I have worked closely with NSPE to conduct a membership audit. NSPE cross-referenced our NAFE roster with their membership database, and the results are as follows:

- **21 members** are required to maintain NSPE membership but are not current members.
- **25 members** are required to be NSPE members but have lapsed.
- **41 member records** could not be verified due to incomplete or mismatched information.

In comparing this data with the NAFE database, I found that **37 members have officially terminated their NSPE membership**, with the earliest termination dating back to 2012.

According to the **NAFE Bylaws** and the associated Appendices:

A member of NAFE found not to be a member of NSPE and/or their technical society is in violation of the NAFE Bylaws and amendments and is no longer considered in good standing.

This situation requires Board discussion and decision-making regarding how best to address lapsed NSPE memberships and whether a corrective process should be offered.

Please come prepared to discuss this matter during our upcoming Board of Directors meeting. Your input will be essential in determining how we proceed.

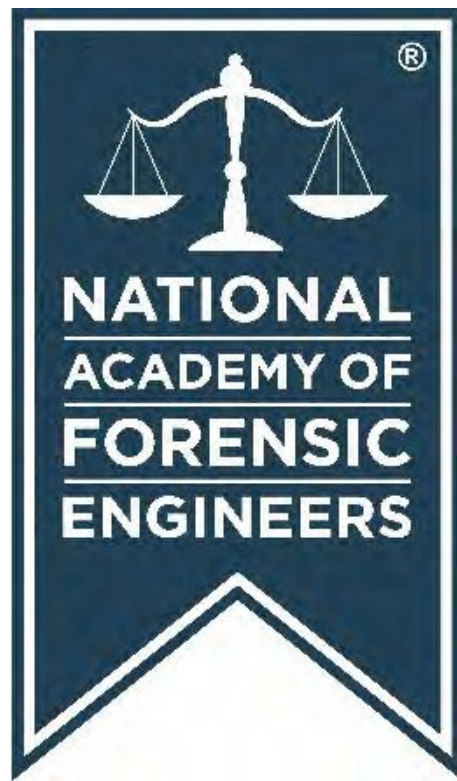
It's an exciting time for the Academy as we look ahead to our Summer 2025 Conference. Thank you for your ongoing commitment to NAFE and to the advancement of forensic engineering. I look forward to seeing many of you in Ottawa and to all we will accomplish together in the coming months.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael E. Aitken', with a stylized, flowing script.

Michael E. Aitken, PE, DFE
President, National Academy of Forensic Engineers

MEMBERSHIP AUDIT





1266 W Paces Ferry Rd NW
Atlanta, GA 30327

Tel: 404-268-0802
Fax: 404-841-6327

NAFE Membership Audit

July 7, 2025

Dear NAFE Board of Directors,

Maintaining the integrity of the DFE designation is one of the key goals of my presidency. As part of our commitment to upholding professional standards, it is essential that all NAFE members maintain active membership in both NSPE and their respective technical societies.

Over the past few months, I have collaborated with NSPE to conduct a membership audit. NSPE cross-referenced the NAFE roster with their membership database, and the audit yielded the following results:

- 21 Required to be NSPE Members, but non-members
- 25 Required to be NSPE Members, but lapsed
- 41 records, NSPE membership status unable w/info provided

	NSPE Mbr Status	NSPE Not Required	Total
Current NSPE Member	274	23	297
Non-Member	21	60	81
Lapsed NSPE Members	37	12	49
Multiple records w/Name	36	5	41
Record Under Review	1		1
Total	369	100	469

Based upon my cross reference, with the NAFE database, 37 members have terminated their NSPE membership. NSPE membership data indicates that the oldest termination date is 2012.

This excerpt from the bylaws of National Academy of Forensic Engineers details the membership requirements of NAFE members.



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NAFE Membership Audit

ARTICLE III MEMBERSHIP

Section 1. Admission to Membership

Candidates for admission to the Academy shall be reviewed by the Admissions Committee, and if found to meet the minimum qualifications, shall be admitted as a Member or Senior Member of the Academy (both of these membership grades being Board Certified Diplomate Forensic Engineers), or as an Associate Member (not Board Certified).

Upon attainment of the minimum qualifications, Associate Members may be elevated to Member, Members may be elevated to Senior Member, and Senior Members may be elevated to Fellow (see Article X, Section 2). The minimum qualifications to be met by new candidates and renewing members shall be set by the Board of Directors (hereinafter referred to as the "Board") and shall include at least the following:

(a) Members and Senior Members (Board Certified Diplomates)

- (1) Current Professional Engineering registration. Candidates shall provide validation satisfactory to the Admissions Committee. After acceptance into membership, a validation shall be supplied each year to the Treasurer incidental to membership renewal which demonstrates continuance of registration.
- (2) Current membership in the National Society of Professional Engineers and also in a national or international engineering technical society satisfactory to and in a grade acceptable to the Admissions Committee.

(b) Fellows (Board Certified Diplomates)

- (1) Current Professional Engineering license. Candidates shall provide validation satisfactory to the Admissions Committee. After election to the grade of Fellow, a validation shall be supplied each year to the Treasurer incidental to membership renewal which demonstrates continuance of licensure.
- (2) Current membership in the National Society of Professional Engineers and also in a national or international engineering technical society, both of which being satisfactory and acceptable to the Admissions Committee.



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NAFE Membership Audit

(c) Associate Members (not Board-Certified Diplomate Members)

- (1) Candidates shall provide validation satisfactory to the Admissions Committee showing either certification as an Engineer in Training / Engineering Intern (E.I.T. / E.I.), a PhD in engineering (or in a related science), or licensure/registration as a professional engineer, architect, or land surveyor. After acceptance into membership, as Associate Member registered/licensed professional engineers, architects, land surveyors, or individuals holding certification as an E.I.T. / E.I., shall provide evidence of continued registration to the Treasurer incidental to membership renewal.
- (2) Candidates shall have had experience in engineering practice of four years, including two years of forensic engineering practice or comparable practice as a registered/licensed architect or land surveyor.
- (3) Candidates shall have prepared at least two forensic engineering, forensic architecture cases, or forensic studies involving land surveys.
- (4) Candidates shall hold membership in the National Society of Professional Engineers or the American Institute of Architects and also in a national or international engineering or architecture technical society satisfactory to and in a grade acceptable to the Admissions Committee. Land surveyors shall hold membership in the professional land surveyor's association for their primary state of licensure.

ARTICLE VI **STUDENT AFFILIATES**

Applicants who are engineering undergraduate or graduate students and are current student members of the National Society of Professional Engineers may submit to be admitted to the Academy as a Student Affiliate. Such candidates are required to complete an application as approved by the Board of Directors and are required to pay application-associated fees similar to those paid by candidates for membership. Once accepted, Student Affiliates may receive the Journals of the National Academy of Forensic Engineers (in electronic format only), receive appropriate member notices and literature, and shall be invited to attend the Academy's seminars. The fees for Student Affiliates shall be established by the Board. Student Affiliates are not members and may not represent themselves as holding membership in the Academy.



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NAFE Membership Audit

Moreover, the National Academy of Forensic Engineers Appendices to Bylaws state:

NAFE AP No. 5 - CONTINUANCE OF PE AND SOCIETAL CREDENTIALS

The NAFE requires of its members that they be licensed as a professional engineer and be a member of NSPE and an ETS (national engineering technical society, such as ASCE, ASME, IEEE, etc.) in an appropriate grade. An Associate Member who is a registered architect shall be a member of American Institute of Architects and an architecture technical society satisfactory to and in a grade acceptable to the Admissions Committee. Licensed land surveyors shall hold membership in the professional land surveyor's association for their primary state of licensure. The Treasurer may provide a form for certification by the members of their currency in the above.

Members in arrears in such submission for more than six months shall be deemed as no longer in good standing. Life members or other members whose dues are waived may be exempted from the above requirements if a hardship is imposed, subject to approval of the President and the Secretary of the Academy.

A member of NAFE found not to be a member of NSPE and/or of their technical society are in violation of the NAFE Bylaws/amendment and are no longer in good standing.

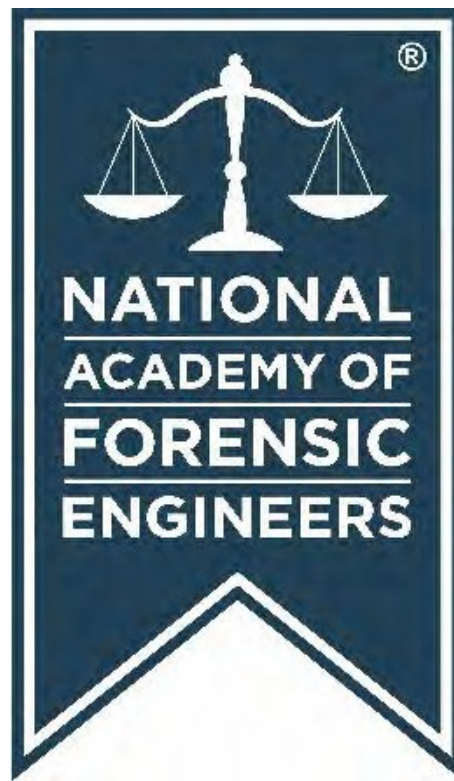
The Board of Directors needs to discuss the current situation of lapsed membership with NSPE and the next steps to address the issue. Please come to the Board of Directors meeting ready to discuss the current status of NSPE membership[and options regarding how to allow lapsed membership to be corrected.

It's an exciting time for the Academy as we look ahead to our Summer 2025 Conference. Thank you for your continued commitment to the Academy and the profession of forensic engineering. I look forward to seeing many of you in Ottawa —and to everything we'll accomplish together in the months ahead.

Sincerely,

Michael E. Aitken, PE, DFE
President, National Academy of Forensic Engineers

EBOOKS





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NAFE Board of Directors:

While I have been busy being "unemployed" by NAFE, it was my intent to develop a book program using our previous papers, but then adding content or revisions, for curated collections. Just repackaging old papers raises an issue of "what is the value" if they are available online, so the trick is to leverage the old papers, but add value in a meaningful way.

The intent is to

1. Earn money for NAFE. Ebooks and "print on demand" physical books.
2. Raise our profile by adding "book publisher" to our society, getting our name and brand out in new ways
3. Support our members by adding to their publishing credentials as "chapter authors" and "Volume Editor" (a well-published SME who is asked to help curate the specific volume, gets to write an essay to frame the volume, etc.)

Examples of proposed volumes with editors:

Examples for volumes editors:

Dave Icove for Fire (non-electrical)

Rebecca Bowman for Ethics

Bart Kemper for Engineering Simulations

Richard Rice for Buildings, Homes, and Inspections

Dr. Bob for Electrical (building and products)

Dave Svare for Electrical Fires

John Leffler for slips, trips, falls

Other topics can include vehicle accident reconstruction, material failures, marine incidents, etc. And with Icove and Svare, we can repeat the popular (well published) topics and give each volume a different emphasis.

I can develop guidelines such as the Volume Editor cannot have more than 30% of the content, plus their essay, to make sure we have a diversity of thought, with final approval is by the Series Editor (me). I'll need to dig into the process and work out time budgets and any cost outlays to work through. This could also go to integrating with the Journal publishing by using the idea for a future volume be the theme for a given edition. Forex, have "Ethics" be an theme for a Journal issue in that papers that are on-theme are evaluated first, and then any remaining vacancies would go to evaluating "all the rest". Then, the plan would be to publish the ethics book a period like 1.5 years later, where we have a batch of new papers plus the larger body of older papers for the volume editor to curate through. Members will be told of this system so they know if they get to publish an on-topic paper, there is a darn good chance to be able to get a book credit later.

4. WEBINAR CONCEPT: Have the books be the teaching text used for on-demand seminars. That's a whole additional level of expertise and overhead, but in theory it could be a 4 hour block with the different authors teaching a block (doesn't have to be an hour, once edited). The Volume Editor gives the intro and outro, can also be an



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instructor depending on the published materials. In terms of instruction, the volume provides topics, theories, and examples but does not have to be "the text" as in "the book we follow", but instead is "the book we reference". The teaching material should be more concise and pull from the volume. People who purchase the webinar get a free (ok, paid for) ebook of the volume ***and*** some sort of course text, such as example problems. To be a solid PDH, there should be an online test to earn a cert, but given anything unproctored is "open book", we can have the students work the problems, then when they take the test SOME of the questions are from the problems, others are more about reasoning or decision making. The bottom line is the volume is not the course and is an independent publication focused on a specific forensic engineering topic, but the course is centered on the volume. With some savvy editing, the classes can also be made into a podcast. (Podcast gets no books, just the discussion).

CHALLENGE: In addition to working out "how to become a book publisher", there will be the issue of developing courses, getting instructors to give good video, and test administration (which includes making sure the special states like NY accept it).

BENEFIT: It will generate income for NAFE and be "soft marketing" for membership, as members get a discount on the classes and **ONLY** members can be instructors (at least, that's my proposed concept).

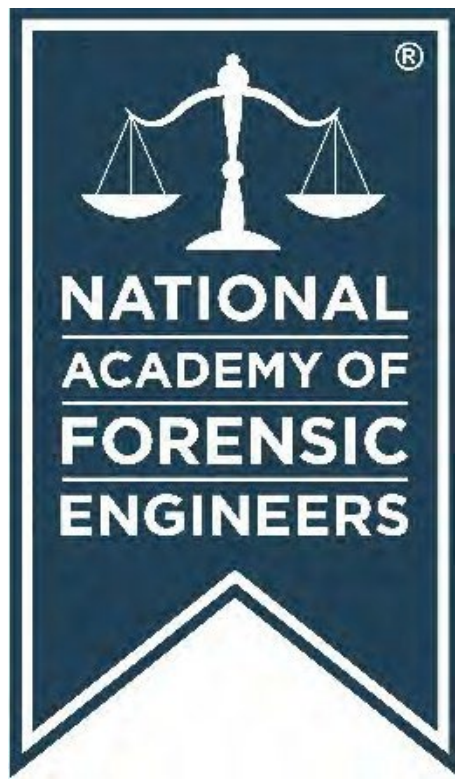
QUESTION: Will instructors get an honorarium? Since this is using their material **AND** their instruction for money, I think it would be fair to give some sort of honorarium for instruction. Publishing in journals is understood to be unpaid, and even in a textbook it's not uncommon, but at this level the additional effort is likely to deserve some compensation. The question then becomes whether it's a one-time payment, on speculation of future performance (one and done, up front) or a portion of the revenue, which would then go to overhead of continued book keeping but with no upfront outlay.

Steve Pietropaolo liked these concepts but I had the sense there were board members who were adamantly against the books and the webinars. I wasn't offering to do work for free and have to fight for it. I am willing to run the book series. I recommend finding someone already doing webinars and/or podcasts to handle the other concept.

Bart

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CONFERENCE





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Report of the Conference Coordinator July 2025

Dear Board of Directors:

The Conference Coordinator position was developed to assist the Technical Committee and the Education Committee and to provide guidance and support to the Executive Director during the planning and implementation of the Academy's two yearly conferences.

Feedback from Attendees at Santa Fe

We rated 4.6 out of 5 for Overall Value at Santa Fe, a repeat performance when compared with Ann Arbor, with better than half of attendees participating and responding to the post-conference survey. We know our communications to members and potential prospects are working, with high interactions from our much improved posts.

PDH availability and Educational Content are again cited evenly as motivating factors (27 to 31%), and Networking Opportunities are important at 21%.

The responses to "What was the single best part of the Santa Fe event?": "Networking" and "The Mock Trial". We earned top marks for having "Forensic Investigations presentations that focus on the techniques of investigations."

And of course, anecdotally, we heard "I like being welcomed as a first-time attendee. It made me feel welcome." We will continue to listen and improve our offering and look forward to the day when the content can be disseminated to more interested parties.

Planning and Implementing Activities

Following the success of the Santa Fe January 2025 Conference, we understood the value of an overall theme for conferences, because it allows for better promotion. The Conference Coordinator (undersigned) and the Chair of the Education Committee, Zo Alvi, convened an unofficial planning committee with interested members, and held discussions in meetings on February 3rd, February 25th, March 18th, April 8th and April 14th to flesh out the ideas for the Ottawa, Ontario, Canada meeting. The ad-hoc committee observed that a mix of discussions about techniques for investigations and the involvement of Artificial Intelligence (AI) would be of interest to the core audience. The committee identified good candidates to deliver these presentations, and the Education Committee then took charge of inviting those willing to participate.

There were concerns shared among participants about the current strained relationship between the Executive Branch in the USA and the good citizens of Canada. The nadir has apparently passed, but the situation is evolving such that we do hope that our conference will be a shining example of how citizens of both countries can share our knowledge peacefully and pleasantly.

Promotion techniques this year included 'reveals' of the speakers, with the message dropping into email boxes as a series of informative pages from NAFE HQ via CiviCRM, and on LinkedIn. For those 'buzz-builders', I must thank our Executive Director Amanda Hendley.

Continued ASTM E58 Coordination with Board Meeting

In Santa Fe, We resumed coordinating with Kelly Paul of ASTM, such that the ASTM E 58 committee meeting will occur before lunch on Friday. ASTM E58 topics will also be discussed during the Sunday morning roundtable, to allow dovetailing of important issues in a public forum.

Tour of the Royal Canadian Mint or the Supreme Court of Canada

The Ottawa establishment processes fine metals into coinage, and the tour will be on Friday afternoon. There are a limited number of spots for the group activity, which will be ticketed for attendees but free of charge. The Mint is a twenty-minute walk (2 km, just over a mile) from the Ottawa Marriott, passing the Houses of Parliament, over the Rideau Canal, past the Chateau Laurier, Major's Hill Park, and the National Gallery of Canada.

As an alternative, if attendees can't make the Mint Tour, the Supreme Court of Canada is celebrating its 150th anniversary and has free tours as well as a Sesquicentennial display of artifacts from its beginning to present day. The Supreme Court building is just steps (5 min walk, 300m) north of the Ottawa Marriott.

Friday Dinner News

Over a period of time, the Academy has developed a tradition for Friday evenings at our conferences, with a networking reception and a dinner to allow people to meet and mingle with the Fellows of the Academy. At the Ann Arbor conference, our Fellows took centre stage, and new friendships were spawned with the First-Time attendees. Our survey let us know that this act of recognizance was appreciated by our core group. We will have the ticketed dinner (per person charge applies) after the reception.

Saturday Sessions

As we have previously discussed with the Board, the promotion team have to rely on Sunday to excite our members: -- the Technical Committee has less control over the content, because it depends on the type, discipline and personnel who submit during the call for papers from the Managing Editor, Ellen Parson.

This spring eight papers and two spares were selected according to procedures outlined in the call. We needed to deploy the spares due to circumstances faced by the authors of two potential presentations. We will witness a range of topics for the technical talks covering explosions, wind damage, mechanical malfunctions and soil idiosyncracies. As is customary, these talks are all being peer-reviewed by the audience, before they move into the editing and publication stream of the Journal of NAFE.

Sunday Sessions

This session will provide exposure to skills that can apply to all of the engineering disciplines, with a presentation by Shawn Ray about 3D Scanning technology. Curt Freedman will demonstrate how spreadsheet tools and thermodynamic equations can be used to model energy transfer in buildings, and how this can support opinions on building defect allegations.

Multi-state licensure is a challenge for forensic engineers as they build their practices into larger firms, and there are multiple facets and nuances of how and what to do. Greg Boso has researched these and will be able to update the knowledge base currently in NSPE.

We were able to engage Chad Williams and legal counsel to discuss ethical issues, an important criteria for the approval of our professional development hours by State Boards.

Feedback from our attendees directs us toward topics that are current, such as the use of Artificial Intelligence tools for researching and writing reports that are the foundation of opinions. Lori Cox has stepped up with an engaging presentation on how to enhance the expert witness experience with these tools.

Thanks to all who helped put together a strong Sunday program for the Ottawa conference! We recognize that content is important, because without it we cannot do promotion to encourage attendance.

Next Conference: New Orleans

Next steps will involve the planning of the New Orleans Winter conference to be held Jan 14, 2026, to Jan 18, 2026. We are seeking good educational topics, and I have asked Bart Kemper to compose a panel on the Titan Submarine investigation for Sunday. Get involved with the ad hoc organizing committee if you feel strongly about a topic that needs to be discussed!

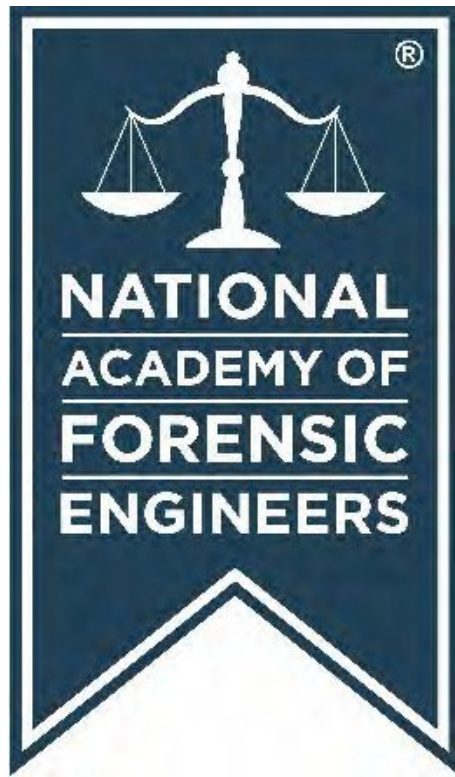
Assistant Conference Coordinator is Still Being Sought

As the Conference Coordinator, I've enjoyed helping the Academy flourish by selecting themes, and making sure that the people in the Education Committee and Technical Committee have the support they need since organizing and running conferences are the major expense and source of funding of the Academy.

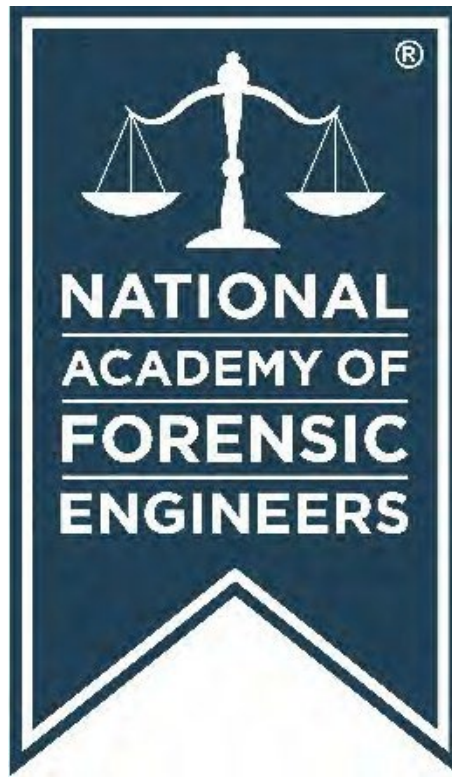
We continue to look for someone, wishing to learn and develop these skills, to participate and assume some of these duties in a background role, as I move myself out of the position and take on more responsibilities as a Senior Vice President of the Academy in 2025. As a time commitment, it is roughly twenty hours per year, and you work closely with the Executive Director.

Respectfully submitted,
Daniel Couture, PEng, DFE, FEC
Senior Vice President 2025
Conference Coordinator

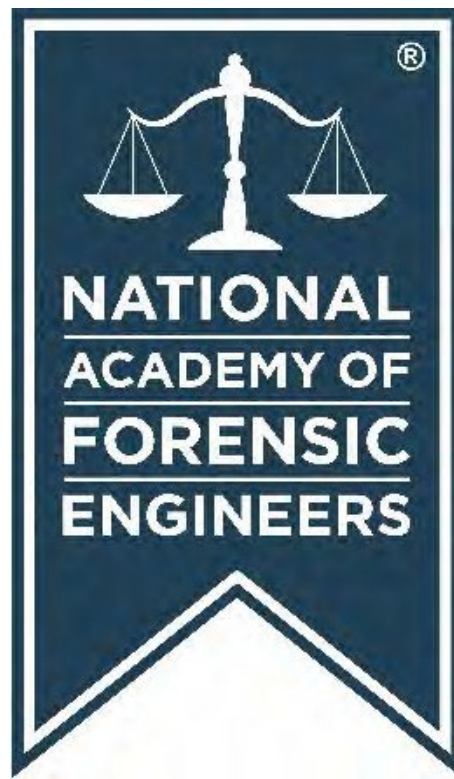
OLD BUSINESS



NEW BUSINESS



ANNOUNCEMENTS



ADJOURN

