

WSPE Executive Board ACTION ITEMS LISTING 2013-2014

	<i>Origin</i>	<i>Completed</i>	<i>Action Items</i>	<i>Person Responsible</i>	<i>Target Date</i>	<i>Comments</i>
1	08/18/2011 Executive Committee Meeting		Submit Math Counts Operating Procedures in writing. -Need to Review Norms Draft and comment	Glen Schwalbach	2012	11/17/2011: Glen reported that a new individual volunteered to assist Norm at MATHCOUNTS. Glen will request that this individual document the operating procedures in writing. 03/22/2012: Ed found a template to use for documenting MATHCOUNTS procedures. 10/10/2012: Glen and Pam met and reviewed requirements for setting up competition and prizes. 12/1/2012 Received Draft from Norm.
2	09/15/2011 Executive Committee Meeting		Forward signed Executive Director Contract to NSPE.	Keith Nikolay	09/30/2011	
3	11/14/12 Executive Committee Meeting		Catalog of Continuing Education Speakers	Angie Hanz		12/3/12 Hanz included an article in the December eNews asking for individuals interested in speaking around CE should contact her.
4	12/12/12 Executive Committee Meeting		Top Six Brainstorm Sessions: (1) Concentrate on broader base of engineering disciplines (to include: mechanical, civil, electrical, industrial, chemical, manufacturer, etc)	Fred Groth		
5	12/12/12 Executive Committee Meeting		Top Six Brainstorm Sessions: (2) Combine with other groups including ASCE YMG, IEEE, etc. To be able to market the value of belonging to more than one professional organization (three -tiered: NSPE, WSPE & local).	Fred Groth		
6	12/12/12 Executive Committee Meeting		Top Six Brainstorm Sessions: (3) Get access to PE/EIT licensees in WI and distribute a mailer to attract additional members to WSPE.	Fred Groth	OnGoing	2/13 Direct mailer sent to current and new EIT/EI & PEs from DSPS current registered list.
7	12/12/12 Executive		Top Six Brainstorm Sessions: (4) Appeal to younger members to getting	Fred Groth		

	Committee Meeting		involved with ASCE YMG and similar groups including STEM Forward & PLTW.			
8	12/12/12 Executive Committee Meeting		Top Six Brainstorm Sessions: (5) Staff EIT/PE exam sites to hand out information regarding licensure, PDHs, WSPE membership potential.	Fred Groth	OnGoing	01/09/13 Groth asked Rodden to locate the dates, times and frequency of exam sites throughout WI and introduce to Executive Board. 04/13 WSPE present at three testing sites received feedback from participants.
9	12/12/12 Executive Committee Meeting		Top Six Brainstorm Sessions: (6) Introduce speakers about professional licensure & the importance of professional associations emphasize NSPE compared to others. <Career Fair involvement, etc>	Fred Groth		
10	12/12/12 Executive Committee Meeting		Engineering Steering Committee (engineers practicing without PE license)	Fred Groth		12/12/12 Groth introduced new steering committee to be established to address several concerns around non licensed engineers (PEs) performing engineering functions. Asked for interest from executive board & board of directors. 1/09/13 Groth reintroduced subject and goals. Rodden indicated he has been in contact with past BEPR members who showed interest in this matter as either a committee or sub-committee. 09/13 BEPR draft brochure created, draft webpage on website.
11	12/12/12 Executive Committee Meeting		Fill Vacant Officer positions on the Executive Board including President Elect and VP Membership Roles.	Fred Groth/Keith Nikolay		12/12/12 Groth indicated Rodden & him have been identifying and searching for individuals to fill positions. 1/09/13 Groth indicated Rodden & him have 3 individuals as potential candidates to fill these positions. 03/13 Groth formed a committee with Nikolay as Chairman
12	01/09/13 Executive Committee Meeting		Go To Meeting for New Executive Director	Fred Groth		01/09/13 Groth committed to setup a meeting to discuss roles & responsibilities and identifying Rodden replacement in the coming months.
13	01/09/13 Executive Committee		Go To Meeting for Proposed Bylaws & Operating Procedures	Fred Groth		01/09/13 Groth committed to setup a meeting to discuss Rodden draft of the proposed bylaws & operating

	Meeting					<p>procedures to replace the original adopted when the organization started. 2/8/13 Distributed to executive committee for review & comment. 3/21/13 Distributed to board of directors and chair groups for review & comment. 05/02/2013 Bylaws & Operating Procedures Approved</p>
14	01/09/13 Executive Committee Meeting		Review & approve operational budget reduction options introduced by Rodden	Fred Groth		<p>01/09/13 Groth indicated these are to be reviewed and approved under his president's agenda in February, 2013. 06/2013 Outstanding items to proceed with include storage locker reduction.</p>
15	01/09/13 Executive Committee Meeting		Evaluate draft of budget (2013 - 2014 FY) including QuickBooks output to accurately reflect status.	Jim Buggs		<p>01/09/13 Buggs indicated that QuickBooks has some problems outputting the accurate status of budget to date. 05/13 Budget Approved 06/13 Revisit 13-14 budget: 1) Compare to actual 12-13 numbers 2) Balance 13-14 and reintroduce for vote</p>
16	06/09/13 Executive Committee Meeting		Audit system for treasurer	Jim Buggs		<p>06/13 Buggs to investigate procedures for audit utilizing prior treasurer and past treasurer for annual audit.</p>
17	06/09/13 Executive Committee Meeting		501(c)5 & Group Exemption	Jim Buggs	Temporary Suspended	<p>06/13 Buggs to evaluate how changing to a 501(c)5 and group exemption will impact future filing. Rodden working with CPA, Niedermann to develop steps and costs to complete.</p>
18	06/09/13 Executive Committee Meeting		MATHCOUNTS	Jim Buggs		<p>06/13 Buggs to work on shared invoices with UW-Madison. 06/13 Buggs to work with EFW on monies owed to WSPE from past MATHCOUNTS 06/13 Buggs to contact chapters to make sure they are directing funds for MATHCOUNTS to EFW for tax deductible options for donors. 09/13 Transfer responsibilities to Ed Rodden per Fred Groth.</p>

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19	06/09/13 Executive Committee Meeting		Cell Phone Change over	Jim Buggs		06/13 Buggs to work with Rodden, LLC to direct payments for cell phone account changed to WSPE.
20	06/09/13 Executive Committee Meeting		Charles Schwab Account	Jim Buggs		06/13 Buggs to update contact information for Charles Schwab account holders.
22	06/24/13 Treasurer Transition Mtg.		Develop a timeline for treasurer duties	Jim Buggs		06/13 Buggs to develop a timeline of treasurer duties including IRS filing and similar magnitudes to help board & new treasurer transition
23	06/24/13 Treasurer Transition Mtg.		Identify and begin contract negotiations on Bookkeeper to support treasurer current responsibilities	Jim Buggs		06/13 Buggs to identify bookkeeper to support current treasurer responsibilities.
24	09/13 BoD		Setup an Audit Committee and conduct evaluating treasurer from 2008 through 2012.	Jim Buggs	12/31/13	
25	09/13 BoD		Treasurer Transition	Jim Buggs	10/1/13	
26			2012 State MATHCOUNT shared invoice with UW-Madison	Jim Buggs		