

Executive Director_WSPE ACTION ITEMS LISTING 2014-2015

	<i>Origin</i>	<i>Completed</i>	<i>Action Items</i>	<i>Person Responsible</i>	<i>Target Date</i>	<i>Comments</i>
1	02/18/2011 Executive Committee Meeting		Finalize taskforce for WSPE directory. Finalize costs to print Contact sponsors for the Directory.	Ed Rodden	Hold Participation was limited - delayed to regroup.	Ed received quotes from Scan Group and sent to the Executive Committee for review. 10/18/11: Ed will send letters to solicit sponsors for the directory this week. 11/17/11: Ed needs to finalize sponsorship levels/costs before soliciting sponsors. 01/24/12: Ed has information ready to send to sponsors. 03/22/12: Ed received 5 sponsors and extended the deadline.
2	02/18/2011 Executive Committee Meeting		Combining Constitution and By laws.	Ed Rodden	12/2012	10/1/12 E mail sent out with NSPE bylaw Model to begin discussions 12/7/12 Rodden sent an e mail to local chapters asking for the WSPE & chapter agreements <similar to WSPE & NSPEs>. 12/27/12 Rodden sent a draft of new bylaws & operating procedures for committee review. 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
3	09/12/2012 Executive Committee Meeting		Set up MnSPE PE Exam Review Courses	Ed Rodden	12/2012	01/15/13 Rodden had links posted on new Continuing Education (CE) wspe website page for use.
4			Operating Budget Review & Discuss	Ed Rodden	12/2012	11/14/12: Rodden provided operating cost reduction suggestions 11/16/12: Rodden provided an e-mail breaking down pros & cons 12/12/12 Rodden discussed at Exec. Comm. Mtg.

						<p>12/21/12 Rodden redistributed and indicated organize comments for resolution.</p> <p>01/09/13 Rodden discussed the identified operational budget reduction options. Groth indicated he will move to his agenda item to vote on in February, 2013.</p> <p>03/13 Switched from Answer Service to cell phone stand along service.</p> <p>04/13 Storage Locker Evaluation not completed</p> <p>05/02/13 2013-2014 FY Budget Approved</p>
5			Direct Mailer to New PE / EITs	Ed Rodden	On Going	<p>01/14/13 Rodden created a congratulations letter to be sent to new EITs & PEs registered in WI.</p> <p>-Requested 10 proposals from printing companies to include printing, stuffing & mailing to a distribution list from DSPS consisting of 3500.</p> <p>01/15/13 Rodden requested from the DSPS a distribution list of new EITs & PEs. Received the list from the DSPS.</p> <p>03/07/13 Printing company given 4 different letters & distribution lists to send.</p> <p>03/13 Mailers sent to 3500 distribution list.</p> <p>08/13 Mailers sent to 500 new PEs & EITs registered in WI.</p> <p>Re-occurring, twice a year</p>
6			Locate Pres Elect & Membership VP	Keith Nikolay		<p>Groth has inquired with Metro, NW and WI Valley.</p> <p>12/28/12 Rodden & Groth discussed about A. Peterson from Metro to take president elect.</p> <p>03/13 Groth formed committee with Nikolay as Chairman.</p>

						09/13 Pre Elect & Membership VP Elected into office.
7			Attend/Register ACEC Meetings	Ed Rodden		12/6/12 Contacted Groth regarding attending meetings 2/12/12 Rodden unable to attend not associated with an A/E firm.
8			Engineering Steering Committee	Ed Rodden		12/11/12 Rodden attended kick off meeting. 12/12/12 Groth introduced to Exec.Comm. 12/26/12 Hanz contacted Gerald regarding BEPR reintroduction. 01/09/13 Rodden had update indicating Gerry is interested along with others to support this initiative. 09/13 Groth & Rodden discussed developing a white paper to handle judiciously instead of a lawsuit. 11/13 Groth provided the white paper to Rodden for distribution to Executive Committee.
9			Enterprise Program Re-launch	Ed Rodden	On Going	09/13 Rodden discussed Enterprise Program with Parisi, Groth and other board members. Rodden contacted printing company to get cost estimates of NSPE provided program literature. Rodden indicate for printing company to proceed with printing for distribution. Rodden & Rosenmerkle meet with WisDOT secretary and deputy to assist department engineers on maintain their PEs through NSPE/WSPE. 3/14 Introduced with Supp Org Program 6/14 Two companies added to Program. Ongoing with Supporting Organization Program solicitation.
10			Website Maintenance	Ed Rodden	On Going	(1) Bill Wollenstein does most of updates. Sign Marty Hanson through his Master Contract to take care of as needed more involved updates.

						<p>(2) Fred Groth President Message—WO #1</p> <p>(3) Face Book Link—WO #1</p> <p>(4) PDH—CE Page—WO #1</p> <p>(5) Chapter Links removed & provide summary of officers on website for each chapter in place..<include note that Glen suggested>. WO #1</p> <p>(6) Work on solution/glitches with MnSPE & ILSPE connectivity—sharing webinars. WO #1</p> <p>(7) Investigate on line payments for conferences, etc (Pay Pal).</p> <p>12/27/12 Rodden sent list of to dos for Marty to begin—contract signed.</p> <p>01/07/13 Began work on Work Order #1</p> <p>01/09/13 Provided follow up details for Work Order #1.</p> <p>01/11/13 Provided details for Work Order #2</p> <p>01/14 15/13 Provided remaining details for Work Order #1 while reviewing some updates completed.</p> <p>01/22/13 Work Order #1 completed</p> <p>03/05/2013 Ayres began Work Order #2 including payment system on line for job board & DC.</p> <p>03/15/13 Completed WO #2.</p> <p>06/13 Rodden to add WI Engineering school links on website.</p> <p>10/13 Rodden requested to Engineering colleague to place PDH link on our website, epc page.</p>
11			Locate Name Plate & Award Plaques for 2013 DC	Ed Rodden		<p>Buggs provided a list of potential locations which TEI had used prior 2/3/2013 Rodden discussed with two seperate, award companies as the ones provided went out of business. The companies prices are comperable. The turnaround time is 2 weeks.</p>
12			Broaden Base of WSPE with other societies and disciplines: Mech, Elec.Ind.Chem..	Ed Rodden	On Going	<p>Collaboration e-mail sent by Brad Volker</p>

						<p>Rodden has followed up with a few organizations: SEA , EFW& UW-Madison who had responded to this inquiry.</p> <p>4/14 Rodden emailed Discovery Conference information to fellow associations and asked to put link via their website to ours.</p>
13			Staff PE / EIT Examination Sites	Ed Rodden		<p>01/11/13 Rodden discussed and sent an e-mail asking for wspe to have permission to have a constitute at each of the WI testing sites including EIT & PEs.</p> <p>01/18/13 Rodden received response from testing agency indicating WSPE can be present outside all three testing agencies.</p> <p>03/05/2013 Rodden put together ,& sent kits to individuals to represent WSPE for the April FE & PEs.</p>
14			Speakers to Engineering Colleges	Ed Rodden		<p>2012 Rodden presented a topic on the important of Professional Societies as they relate to furthering education and resume value.</p>
15			Appeal To Young Members	Ed Rodden	On Going	<p>Two Social Medias have been launched -Face Book & LinkedIn</p> <p>-Reintroduce WSPE to education institutions.</p> <p>09/13 WSPE begins UW-Madison student chapter (20 interested students).</p> <p>-Sent out letters to remaining engineering schools to begin student organization consideration to Dean or similar.</p> <p>2/14 UW Platteville & UW Madison interested in reestablish student chapters.</p> <p>4/14 Present & work with MU to develop student chapter</p> <p>7/14 UW Milwaukee meeting with them on presentation opportunities and student chapter introductions.</p>

						7/14 Asked by HS to present PE interests to 120 students in STEM programs in 12/14.
16			Prepare Group Exemption - IRS & CPA involvement	Ed Rodden	12/31/2012	<p>3 of 7 chapters needed FEIN, they have now</p> <p>07/28/12 IRS Group Exemption Initiation letter was sent to IRS</p> <p>01/01/13 Received a call from IRS indicating they received our letter. There were some questions which Rodden had the CPA follow up on.</p> <p>06/13 Rodden reinitiated conversation with Niederman and asked for 501(c)5 impacts and change to current process.</p> <p>+ Tabled 501 change until further date.</p> <p>08/13 Rodden sent all chapters' participants' info to Niederman to forward to IRS for GEN.</p> <p>10/13 Rodden met with Niederman to review final GEN paperwork previously supplied. Niedermann indicated everything was complete and ready to mail to IRS with check.</p> <p>10/13 Rodden mailed IRS paper work after signing under Niedermann direction.</p> <p>2/14 IRS provided letter to WSPE indicating processing application delayed due to prior Government shut down.</p>
17			Coordinate with Kim Robinson (ILSPE) CE Credit through website webinars & CE Boot Camp.	Ed Rodden		<p>10/01/11 E-mail initiated by Rodden to Robinson with a response from Robinson.</p> <p>01/15/13 Rodden had links posted on new Continuing Education (CE) wspe website page for use.</p>
18			2013 Discovery Conference	Ed Rodden & Metro Chapter	OnGoing	<p>11/11/12 Rodden submitted a request to NSPE to have officer present at conference (May 2, 2013)</p> <p>11/29/12 Inquired with Metro to setup first conference call or GO TO Mtg.</p>

						<p>12/7/12 Metro chapter indicated they are ready to provide an update. I suggested they consider location as it relates to Ocono. & Milw.</p> <p>12/17/12 Rodden agreed on Olympia location Oconomowoc. Notified NSPE and signed contract and submitted with \$300 deposit.</p> <p>01/02/13 Rodden held meeting to discuss speakers, dinner choices, joint exec. & board mtg the night before.</p> <p>03/05/13 Draft brochure reviewed by Rodden.</p>
19			Generate list & review with Glen on further distribution of high school pamphlet	Ed Rodden		<p>We have 1000 with NSPE logo & 750 with 750 logo (hardcopies).</p> <p>12/17/12 Rodden provided to NSPE & state societies for use in their respective locations. NSPE will make available on Leadership Toolbox.</p> <p>12/17/12 Rodden provided brochure to NCEES to get their opinion on the potential use of it in their programs</p> <p>12/28/12 Rodden redistributed to NCEES & ABET after brief discussion with Glen for contact info.</p> <p>03/13 Glen & Ed made revisions and marketing improvements. 1000 additional to be available by 2013 DC; updated on website.</p>
20			E-mail Math Counts Participants regarding registration	Ed Rodden		<p>12/11/12 Rodden sent out e-mail to prior registered schools in 2012 asking them to consider signing up for 2013.</p>
21			Follow Up with Erica regarding materials for Jim Buggs	Ed Rodden	01/04/2013	<p>12/6/12 Erica & Rodden set a date for the first week of January, 2013 to transfer materials.</p> <p>12/7/12 Meet with Erica on 1/4/13</p> <p>01/4/12 Rodden met with Erica and dropped off boxes in storage. Let Buggs know the whereabouts of the contents.</p>

22			Supporting Organization Program	John Parisi/ Ed Rodden	On Going	<p>Early 2012 sent out brochures and did not receive any feedback.</p> <p>(1) It was determined that an agency will need to contact the companies directly.</p> <p>— Rodden received a list of companies from Sean Group.</p> <p>(2) A contract needs to be setup for companies who contact the respective supporting orgs to share the profits with WSPE.</p> <p>06/2013: Parisi offered to take on the supporting organization program. Rodden will provide backup</p> <p>07/13 Rodden provided Parisi with databases, letters and brochure utilized in past.</p> <p>09/13 Rodden provided Parisi with updated membership roster sorted by company.</p> <p>10/13 Rodden sent inquiry with Parisi regarding with providing a phone call follow up once the distribution list has been confirmed. Important since program has been out of place for sometime.</p> <p>10/13 Rodden reviewed shortlist and contact perspective marketing companies to assist with solicitation of program.</p> <p>11/13 Website contract with Ayres Associates to upgrade webpage dedicated to Supporting Orgs to allow on-line payment through PayPal; contract approved by Executive Board— signed by Groth.</p> <p>2/14 Program submitted to interested companies with 8 participated.</p> <p>6/14 Program resubmitted for next fy interested.</p>
----	--	--	---------------------------------	---------------------------	----------	---

23			Update WSPE & Local Chapter Agreements	Ed Rodden		Sent out an e-mail asking chapters to provide the current agreement. 12/17/12 Rodden sent out reminder on agreements and asked officers to ask prior ones if unable to locate. Indicated it will be ~ 30 pages.
24			Update Local Chapter Bylaws & Operating Procedures (utilizing NSPE approved document). Abolish current Bylaws & Constitution	Ed Rodden		8/13 Rodden sent template to 7 chapters, 5 chapters have adopted and revised bylaws and operating procedures. 09/13 Metro inquired with membership to establish revised bylaws & operating procedures. + Metro & Western chapters need to be confirmed of bylaws to be in IRS good standings. 10/13 Western confirmed with Rodden that governing documents are in place. 2/14 Metro confirmed with Rodden that governing documents are in place.
25			Calendar of Events	Ed Rodden		07/14/11 Template started (recreate hard copy on file) 01/15/13 Rodden asked Marty H to create a place on website to list events. Later provided a comprehensive list which will be added to as events are brought to WSPE attention. 01/22/13 Calendar of Events is included with Website.
26	12/27/12		EFW — State Scholarship Place Holder	Ed Rodden		12/27/12 Request for on-line NSPE sign up/renew with State Scholarship option available. 12/27/12 Rodden sent to update website renewal to NSPE. 01/15/13 Rodden had discussion with Alan Thompson (NSPE web maintenance) and Alan provided Rodden with details which Rodden forwarded to EFW for input. 09/13 Rodden forwarded email to WSPE Executive Committee to evaluate which option (MATHCOUNTS or EFW) should be reflected when renewing or registering through NSPE website. 11/13 Rodden sent inquiry with NSPE to update NSPE website for renewing and

						<p>new membership to clarify the state donations for donors. 2/14 Executive Board indicated to leave MATHCOUNTS as primary to receive donations through NSPE website.</p>
27			501(c)5 Evaluation; Non Profit USPS postage	Ed Rodden		<p>03/05/2013 Rodden discussed with printing company on non profit postage rates. They provided form and Rodden < LLC completed with pending approval from Milwaukee. –Next step look into a permit WSPE can use instead of using others companies to capture savings. 03/13 501(c)5 in place of 501(c)6 discussion. 04/13 USPS denied WSPE due to being considered a business league organization type which is not eligible for nonprofit postage rates.</p>
28			Letters to Engineering Colleges	Ed Rodden		<p>06/2013 Rodden to distribute letters to WI engineering colleges to capture url information, make aware of legislature changes, provide thinking of pursuing engineering brochure and solicit for funds. 09/13 Rodden drafted letter base. Letters sent to UW Milwaukee, Madison, Platteville & Marquette University</p>
29			FE/PE pass-fail statistics	Ed Rodden	On Going	<p>06/2013 Rodden to work with DSPS and request to capture FE/PE pass fail statistics including education background. To be furnished for Executive Board to review. 09/13 Rodden sent a request to the DSPS for capturing education background and providing us the pass/fail for all examinees in WI. 6/14 Rodden received from NCEES through DSPS provided a listing for the past 8 years summarizing persons, schooling background, etc.</p>

						WSPE to request and review ever year.
30	09/13		EFW (MATHCOUNTS dollars) owed to WSPE	Ed Rodden		<p>09/13 Rodden emailed Buggs to gather account information and contact accountant.</p> <ul style="list-style-type: none"> + Talked with Accountant who indicated he needs to know how the change in value is handled by EFW (if it is gain or loss— reported on their taxes, etc). + Left a message with Glen indicating the same question about a <p>Talked with Glen to get EFW's perspective. Determined EFW shows change in investment on taxes.</p> <ul style="list-style-type: none"> + Rodden set a conference call 9/20/13 Glen J, Matt W, & Rodden + Rodden called UW Madison and Arendt to verify some expenditures. <p>10/13 Rodden sent final email concurrence on errors found indicating WSPE income was too large and thus received less than what WSPE should have for the past 30 years.</p> <p>10/13 EFW is ready to distribute a final catchup payment from past 4 years. Moving forward the balance will be zero in WSPE and EFW books. The correction spreadsheet will be revised to show the correct income WSPE has achieved.</p> <p>10/13 Rodden agreed with catchup payment from 6/2008 through 6/2012 as the numbers from WSPE accountant and EFW matched. Rodden suggested a new spreadsheet to be used to show a baseline of expenses on any given year. Below list the prior fiscal year expenses. A summary is included showing a number either short or long on WSPE</p>

						<p>behalf. EFW and WSPE agreed to have a zero MATHCOUNTS balance to start and begin each fiscal year. New spreadsheet process was accepted.</p> <p>10/13 Rodden met with UW Madison to get the bookkeeping of WSPE and UW Madison on the same page. Some errors were in both books which were identified and corrected. UW Madison and WSPE signed a open ended agreement with a basis of understanding moving forward.</p>
31	09/13		<p>Risk Management Assessment</p> <ul style="list-style-type: none"> + Governing Documents + Insurance, Liability, umbrella <p>Review Current/Coverage</p> <ul style="list-style-type: none"> + Finance Audits + Contracts 	Ed Rodden		<p>09/13 Rodden to address and work with chapters on similar items to insure risk is at a minimum to WSPE.</p> <ul style="list-style-type: none"> + 05/13 Governing Documents are current for WSPE. Western & Metro Chapter Documents are unknown. <p>09/13 Rodden sent a request to Western & Metro to determine the status of their governing documents and asked to assist if not in place.</p> <p>10/13 Western chapter confirmed acceptance of new bylaws and operating procedures WSPE provided for their adoption, without revisions.</p> <p>09/13 Rodden reviewed insurance coverage with The Noviak Group.</p> <p>09/13 Rodden discussed a revised contract for 1) bookkeeper, 2) tax filing, 3) eNews.</p> <p>10/13 Signed contract, engagement letters were completed for 1) Bookkeeper, and 2) Tax Filing professional. A third included oversight and peer review of taxes being amended and filed concurrently to correct past MATHCOUNT errors.</p> <p>11/13 Rodden provided form insurance needs to add our coverage for BEPR. It indicates no current activity is pending</p>

						<p>which would impact our insurability. A premium insurance will be required. 11/13 Executive Committee agreed to sign form and adding additional insurance to WSPE current premium; document to be signed by Groth.</p>
32	09/13		MATHCOUNTS handling in kind contributions	Ed Rodden		<p>09/13 Rodden sent an inquiry with NSPE to get some clarification as a local lawyer indicated WSPE does not need to worry about this; Depends on how the company handles on taxes, if they note them. + NSPE provide a response regarding handling such gifts. Rodden forwarded to Arendt for further discussion. Rodden will work with Arendt on approaching chapters on handling such gifts moving forward or ones from prior years. + Rodden inquired with EFW to discuss topic with intensions on addressing moving forward. 10/13 Inquired with NSP for additional guidance; they suggested to contact a CPA to assist us further. Nidermann was given instruction to assist WSPE on how it impacts our organization. 11/13 Nidermann indicated WSPE does not need to be concerned with the "In-Kind contributions"</p>
33	10/13		Membership Rosters streamline for chapters	Ed Rodden		<p>9/13 Rodden requested a current listing from NSPE indicating who has access through the web to download and access membership rosters for WI. Received list and reviewed 10/13 Rodden sent out a request to all chapters asking to provide with the active officer who should have access to their respective chapters via nspe website. 10/13 Updated list was established for all chapters and additional state staff for access. An email was provided to the above indicating that access is active.</p>

34	10/13		WSPE Financial Audit	Ed Rodden		<p>10/13 President Groth directed Rodden to assist Buggs and treasurers with financial audit.</p> <p>+Rodden determined an audit had not been done recently. Bylaws and Ops will be updated to include an audit done annually following each fiscal year ending.</p> <p>10/13 Joan Brackman has been asked to provide WSPE an engagement letter to review our ins and outs to make sure they match our receipts.</p> <p>4/14 Brackman finished line by line and coordinated with tax peer reviewer Niedersman to insure properly reflected in QuickBooks allowing continuity with our taxes.</p>
35	10/13		WSPE Live Webinars	Ed Rodden		<p>10/13 President Groth directed Rodden to setup a meeting with Damuth, Parisi, Mazur and himself to discuss further.</p> <p>+ Rodden sent email with listing of dates and times to above. No concurrence on date. Groth to provide a new list of dates/times for second meeting attempt.</p> <p>11/13 Groth and others meeting discuss. Suggestions include leveraging companies and schools current software/equipment instead of WSPE investing.</p>
36	03/14		WSPE's Governors New Product Award	Ed Rodden		<p>03/14 Rodden Asked Executive Board if they would like to reintroduce WSPE GNPA. Via email vote, an overwhelming yes from all, no nea's.</p> <ul style="list-style-type: none"> - Rodden asked Schwalabach to reconnect us with the Governor's Office for approval from the office within the NPA name. - Rodden talked with Dale Swenson who agreed to continue as chair for this activity.

						<p>06/14 Governor's Office responded with an okay on using them as an endorsement and there paper release information for WSPE reintroduction of the program through the WEDC.</p> <ul style="list-style-type: none"> - Rodden & Swenson updated Call for entries form & updated wspe website ...gnpa. - 07/14 article submitted to WEDC by Dale Swenson reviewed and by Rodden.
37	07/14		Seek out Lobbyist	Ed Rodden		07/14 Begin Lobbyist search asking for contract proposals