

Proposed Penn State Surveying Program Alumni Group

AGENDA

Wednesday December 12, 2007
Live Meeting/Teleconference
3:30 PM – 5:00 PM Eastern

Call to Order / Roll Call

Approval of Minutes

Announcements

Reports

Meeting with Mark Gregorio – Brian Naberezny
Meeting with PSU-WB Constituent Society – Brian Naberezny
Meeting with PSLs Education Committee – Brian Naberezny
PSLS Local Chapters – Anyone?

Unfinished Business

Making Group Official:

Rough draft of mission statement – Ryan Hippenstiel
Discussion on leadership structure – All
Rough draft of constitution – Jeff DeBoer
Discussion on accounting – Brian Naberezny

Spreading the Word:

PSLS Conference
Review Poster – Adam Crews
Who will set these up?
Handout/Flyer/Booth
Who will set this up?
Tuesday Lunch – Who will run meeting and what will be discussed? How
will it be advertised?
Pre-workshop announcements
Website review/discussion – Brian Naberezny
Listserv discussion – Brian Naberezny

How many contacts will we consider enough? When do we count them? What
do we do if we don't have enough? Mailer? E-mail chain? PA Surveyor Article?

Networking:

Social Gathering Report – Scott Faulkner

New Business

Meet with other groups
Local PSLs Chapters?
PSLS Board of Directors?

Membership

Categories & Fees
Estimate of Annual Operating Budget

What do we want to do once we are official?

Newsletter – Surveying Society plans for Spring 2008 – Considering doing digital and only mailing a post card requesting recipients visit the website – Do we want to play an active role in this or wait until next year?

Action Items

Making Group Official:

Mission Statement – Ryan Hippenstiel

Constitution – Jeff DeBoer

Submit Final Documents to PSU-WB Alumni Constituent Society – Brian N.

Spreading the Word:

Conference Preparation

Posters

Booth

Tuesday Lunch

Website

Networking:

Social Gathering

Next Meeting

PSLS Conference – Formal or Informal – Determine Date/Time/Location

Future Business

Temporary Leadership – Who and how long

Standing Committees

Do we want bylaws?

Put an official process in place so faculty and students can request help/funds.

2009 Annual Meeting

Adjourn

Meeting Report
Mark Gregorio, PSU-WB Public Information Coordinator
Wednesday November 14, 2007
1:30 PM – 2:30 PM

Discussed the proposed APG and he was very interested and pleased with our plans.

Discussed the "APG How To" document - He will look into what is needed for the External and Internal Assessments as well as details of "Step 6"

Mark felt to make the group official would only require a vote from the PSU-WB Alumni Constituent Society after we submit our constitution and mission statement to them.

Requested a printout of all Surveying alumni

Discussed financial matters:

We can request money from PSU-WB Alumni Constituent Society

Originally said all of our finances would be handled by the PSU-WB Alumni Constituent Society.

After pointing out we would be raising our own funds and would want to make sure they were not being misappropriated, he agreed a separate account would be created, but still all transactions would be handled by PSU-WB Alumni Constituent Society

Mark's only involvement in our group will be to attend each PSU-WB Alumni Constituent Society Meeting where we should submit minutes and present an oral report. Minutes from meetings should also be forwarded to Mark and PSU-WB Alumni Constituent Society President or Secretary.

Discussed Surveying & Engineering programs on campus and how to market and recruit for them.

Respectfully submitted,
Brian J. Naberezny

Meeting Report
Penn State Wilkes-Barre Alumni Constituent Society
Wednesday November 14, 2007
6:30 PM – 8:00 PM

Only people present were the President (Dave Hoffman), Secretary, Mark Gregorio, and myself.

Someone from our group must serve on the WB Alumni Constituent Society Board and must be a member of the Alumni Association to do so. Currently this is me, but I will be actively seeking a replacement.

Discussed financial matters:

President felt we should have separate account and we should be in charge of it.

Mark Gregorio reiterated PSU-WB Alumni Constituent Society should be in charge of funds to make sure good accounting practices are followed so funds are not misused.

Regardless of who is in charge, two signatures are required for every check.

Compromise was agreed that at a minimum one APG member and one WB Alumni Constituent Society member needs to sign off.

President said PSU-WB Alumni Constituent Society will vote to approve group once it receives our constitution and mission statement. Group will not be official until some group at UP approves it. That group only meets twice a year and the next time is in May. Mark Gregorio felt we could make sure all our ducks are in a row so there would be no surprises in May. Follow up by e-mail on November 16, 2007 from Dave Hoffman and Cheryl Stringer – PSU-WB Alumni Constituent Society provides the approval.

Respectfully submitted,
Brian J. Naberezny

Meeting Report
PSLS Education Committee Meeting
Thursday November 15, 2007
9:00 AM – 2:00 PM

Posting Flyers

Approved for 11 X 17 on Bulletin Board, Most Likely 8.5 X 11 at registrations booth.

Need to request permission/look into posting on plat competition board.

Announcement During Workshop

Approved but needs to be an announcement not discussion.

We should ask Preston Hartzell, Chuck Ghilani, Tom Seybert, Frank Derby, Wesley Parks, and Sal Marsico if they would be willing to make a brief announcement.

Meeting Space

Approved for 3 tables at Tuesday's lunch but we need to remind Shari at beginning of conference and possibly several times thereafter.

Respectfully submitted,
Brian J. Naberezny