

Proposed Penn State Surveying Program Alumni Group
Wednesday December 12, 2007
Live Meeting/Teleconference
3:30 PM – 5:00 PM Eastern

Members Present: Brian Naberezny, Adam Crews, Scott Faulkner, Ron Oberlander

Changes to October Minutes:

Dana Parrish participated

Chuck Harpster visited with the South Central PSLs Chapter, not Southeast

Others?

Preston Hartzell: I have not visited my local chapter. I do need to remember to mention the APG in my PSLs presentation.

Reports

Brian Naberezny reports that both the WB Campus Alumni Coordinator and the PSU-WB Alumni Constituent Society are excited about our group and want to see it succeed.

In order to become an official group one board member from our APG must serve on the PSU-WB Alumni Constituent Society Board and must be a member of the Alumni Association. Currently this person is Brian Naberezny but he will be seeking someone else to fill this role.

Approval of our group is dependent upon a vote by the PSU-WB Alumni Constituent Society. In order for the vote to occur, we must submit our Mission Statement and Constitution. The next meeting is on January 7, 2008.

Once the group is official, our meeting minutes need to be e-mailed to Mark Gregorio and the President or Secretary of the PSU-WB Alumni Constituent Society and presented at the PSU-WB Alumni Constituent Society meetings.

Discussion about handling of finances: We will have our own checking account. Two signatures will be required on each check. Currently it appears one signature will come from our group and one will come from the PSU-WB Alumni Constituent Society. Brian Naberezny felt we may be able to push to have both signatures come from our group if we felt it necessary. Discussion resulted in a try it and see approach. If we run into issues with getting checks signed in a timely manner then we should pursue both signatures coming from our group.

Comments? Questions?

Hippenstiel: I agree that as long as this doesn't hold us up, it's probably not worth worrying about right now.

I agree, try it and see how it works. Dana

Chuck Harpster – I agree with the try it and see it approach, and if needed because of poor timely manners, push for the 2 signatures from our group

Preston Hartzell: I don't mind either way, so the "try it and see" approach is fine. Who will be watching the books? Will we maintain our own accounting records, or do they take care of that?

Brian Naberezny Response: We will be responsible for maintaining the accounting records regardless of who is signing the checks.

Decision: Try and see.

Surveying Society newsletter is near completion and should be mailing them shortly. The previously distributed article about our group will appear in the newsletter. Once published, Brian Naberezny will be converting it to a PDF version which will be posted on the Internet. **Should the PDF be posted on our site and linked to from the Surveying Society site or should it be posted on the Surveying Society site and linked to from our site? Surveying Society officers don't currently have a preference.**

Hippenstiel: If it doesn't impact the site to add it, I would think it would be more beneficial to have more content there.

Posted on both sites with a link to the newsletter. Dana

Chuck Harpster – I favor posted on our site and linked from the Surveying Society site

Preston Hartzell: It should be posted on the Surveying Society's site. It is their newsletter. We can link to it from our site.

Decision: Post on Surveying Society site and link from ours unless they can/do not get it posted.

Unfinished Business

Making Group Official:

Rough draft of mission statement – Ryan Hippenstiel

Discussion: All felt the revisions were acceptable and the mission statement was ready for approval.

Insert Your Vote/Comments:

Brian Naberezny: After the meeting, I reviewed the mission statement and have the following comments/questions. I am getting hung up on the word consultancy. I fully understand and agree with the sentiment Ryan is trying to express but I don't know if this is conveyed. I am not sure if the correct spelling is consultancy or consultatory. I was wondering if collaborative was a better word to use but would this then contradict independent? Should we delete "Through improvement of the professional standing of members," and just start the sentence with "The APG will strive...."?

Hippenstiel: That mission statement is genius, who drafted that peace of inky bliss?

I didn't know consultancy was a word. How about something like: The mission of the Surveying Alumni Program Group is to support, enhance, and promote the Penn State Surveying Program while maintaining a consultative stance with the curriculum's leadership and student body. On the next item, I vote for: "The APG will strive to help students, faculty, and alumni improve and maintain the program and the profession." Dana

Chuck Harpster – instead of consultary, how about consultative? I favor keeping “Through improvement...” line.

Preston Hartzell: I don't like it. The second sentence doesn't say anything – it's circular. By improving the profession, we are maintaining the profession. It sounds like words for the sake of filling space. However, for the sake of moving things along, and with the knowledge that it can be improved or changed at a later time, I vote to accept it.

How about getting rid of the bulk of it and just go with: “The mission of the Surveying Alumni Program Group is to support, enhance, and promote the Penn State Surveying Program and the Land Surveying profession.

Proposed:

The mission of the Surveying Alumni Program Group is to support, enhance, and promote the Penn State Surveying Program while maintaining an independent yet consultative stance with the curriculum's leadership and student body. The APG will strive to help students, faculty, alumni, and supporters maintain and improve the program and the profession.

Discussion on leadership structure – All

Discussion: This is believed to be the major hang up for the constitution. Consensus was that 5 people should be enough to run the organization. This would be a President, VP, Secretary, Treasurer, and one Board Member.

Insert Your Vote/Comments:

Brian Naberezny: Do we want representation from the program and the surveying society on the board? We can have the surveying society president and/or appointee. I am not sure how we would specify or determine the faculty member. If we do want these people on the board, should they be allowed to vote?

Hippenstiel: I'd like to see the leadership solely be members of the APG with us asking for input from the students or faculty when we desire it. If we want continual input from the student society, maybe they're could be one designated leadership member position created for that. I think it would be nice to have a “student representative” but I don't feel they should be the one of the above-mentioned positions.

**The five people are fine with me + one student member.
Dana**

Chuck Harpster – I favor that there should be one member from the Surveying Society (the President?) and one member from faculty (program chair?) on the board and allowed to vote. And I agree with the consensus of 5

Preston Hartzell: Yes, I think we should have them in at least an advisory position on the board. No, I do not think these people should be able to vote.

Decisions:

The Board will be made up of seven people

President, VP, Secretary, Treasurer, and one at-large board member each of which must be an alumni member and will have voting privileges.

One of the five above positions must also serve on the board of the PSU-WB Alumni Constituent Society and as such must be a member of the Penn State Alumni Association.

The Surveying Society President or his/her designee will be an ex-officio member (non-voting)

A full-time surveying faculty member will be an ex-officio member.

Group Name

*Not discussed, but we need to decide what the official name will be.
Options Surveying, Surveying Engineering, Land Surveying, other?*

*Also, we need to agree on how we want to use APG
APG – Affiliate Program Group (This is the official acronym)
APG – Alumni Program Group (sometimes used)*

The logo we will receive from the Alumni Association will say Penn State Alumni Association with our group name appearing above.

Waytogo Chapter



Insert Your Vote/Comments:

Brian Naberezny: I think we should use Surveying Alumni Program Group and use Surveying or Surveying APG for the logo.

Hippenstiel: I'd rather not see Surveying Engineering as I always felt that phrase was a bit conflicting. I realize the program has taken steps to further education by providing the 5-year plan, but I take pride in being a Land Surveyor, never wanted to be an Engineer, and think there is a distinct difference between the two and the nature of the work we do. I'm fine with either of the APG options. I think using the word Alumni explains things better.

Dana: Surveying Alumni Program Group

Chuck Harpster – I agree with Brian

Preston: Use Alumni Program Group for APG. Use Land Surveying for the logo.

Decision: Surveying Alumni Program Group

Spreading the Word:

PSLS Conference

Insert when you will be attending the conference. If not attending at all, please indicate NA.

Brian Naberezny: Monday 9AM – Wednesday 5PM

Hippenstiel: I'll be there Monday AM and leave Wednesday PM.

Dana Parrish – NA (I am forced to attend the NY conference this year to get my continuing Ed. NY did not accept much from Pa last year.

Chuck Harpster - NA

Preston Hartzell: Monday 9AM – Wednesday 5PM

Review Poster – Adam Crews

Discussion: All agreed Adam did a great job preparing the poster.

Handout/Flyer/Booth

Discussion: Flyer needs minor modifications to make sure the same fields on the website exist on the flyer.

Flyers should be submitted at booth, via website, or via mail. Brian Naberezny will look into if we can receive mail at the campus.

Comments? Questions?

A Volunteer who will be at the conference Sunday night is needed to put up the posters and put the handouts/poster/collection box at the booth.

Preston Hartzell: I will not be there Sunday night

Decision: Adam Crews has volunteered to do this Sunday night or Monday morning.

Tuesday Lunch – Who will run meeting and what will be discussed? How will it be advertised?

Discussion: It was decided that an informal meeting should be held to introduce group (5 minutes) and answer questions.

Matt Warner was volunteered to run this meeting but unknown if he will be present or willing.

Matt please let us know if you can do this.

Do we have any backup volunteers?

Hippenstiel: I see no reason why I can't be around for this to help anyone else out.

Decision: I haven't heard from Matt or have anyone else volunteer to run this, so I guess we will plan on skipping the lunch meeting.

Workshop announcements

Discussion: We are allowed to briefly notify attendees of the APG as long as it doesn't turn into discussion and take away from the workshop. It was suggested that this be done before the break and direct interested people to the booth & Tuesday lunch. Brian Naberezny will announce in his two workshops. Suggested Preston Hartzell be asked to do the same as well as all PSU Surveying faculty members.

Preston please let us know if you can do this.

Preston Hartzell: Yes

Contact goals?

Discussion: How many contacts do we need to receive in order to consider our marketing efforts successful and when should we count them. Consensus was about 100 contacts counted the first or second week of February. If we don't have at least 100 by that time we need to consider a direct mail campaign, PA Surveyor Article, e-mail chain, or other methods.

Insert Your Vote/Comments:

Brian Naberezny: I'd like to see 150 or 200 but maybe I am just dreaming

Hippenstiel: I'd love to see that many, but I think 50 would really get us going based on our current numbers. In the early stages, it's hard to gauge how much support there will be.

Chuck Harpster – I agree with the 100 and the plan if we don't get a 100

Preston Hartzell: I'd be happy with 100

Decision: 100

Website review/discussion – Brian Naberezny

Discussion: Appears to be adequate for now. About 50 unique visitors to the website and 17 contacts submitted. This was all based on word of mouth. Noted that most of the people involved with creating this group did not submit info.

Nice website: <http://www.psumontco.com/> uses software/consultants <http://www.alumnimagnet.com/> to maintain their site. May be worth looking into in the future.

Should an e-mail be sent to all those listed on the Surveying Alumni Directory letting them know about www.PSUSurveyingAPG.org?

Insert Your Vote/Comments:

Hippenstiel: I think an email to all Alumni listed is appropriate.

Yes to the e-mail idea. Dana

Chuck Harpster – I favor an email being sent out

Preston Hartzell: Yes

Decision: An e-mail will be sent to these people

Listserv discussion – Brian Naberezny

Discussion: Penn State's Listserv service needs to be started by a faculty or staff member. The creator of the Listserv can appoint an administrator. It is unclear if this person needs to have a PSU account. Brian Naberezny will create a Listserv once the group is official and appoint his non PSU account as administrator. His PSU account will be expiring in February-May time frame. If Listserv is still active and accessible after his account is cancelled we will be able to use that service. If not, we will have to ask one of the full-time faculty members to maintain and administer the Listserv or look for alternative solutions.

Comments? Questions?

Chuck Harpster – Listserv sounds like good idea, but can't you get a guest email account through PSU?

Brian Naberezny Response: It is possible to create a Friend of Penn State (or something similar) account but this account has limitations one of which is it can not create a Listserv.

Networking:

Social Gathering Report – Scott Faulkner

Discussion: Group football tickets look possible but depends on popularity of games being played as well as other factors. Tickets will be seated together and cost is face value – approx. \$50. Scott is willing to take care of all the legwork. Noted that most of the website submissions were interested in football tickets. Scott says we need to decide on a game as soon as possible as group sales are for one week in July first come first serve.

Comments? Questions?

Hippenstiel: I'm supportive of this and think it would be a pretty popular event.

I am available for all games. Dana

Decision: Scott should continue to pursue and recommend a game/date.

New Business

Membership

Discussion: Question on membership costs will most likely come up at PSLS conference. What do we want to do? Consensus was:

Paid membership is going to be necessary

Keep membership affordable and simple

Two categories will be needed Alumni & Supporter

Cost should be in the \$20 to \$50 range with Supporter being \$5 higher

Comments? Questions?

Brian Naberezny: I think Alumni & Supporter will be the two main categories and I do want to keep things simple, but.... I think we should have free membership categories for student members as well as all current and former faculty members.

Hippenstiel: I think this sounds pretty good as I think it will be a challenge to balance how much money we are bringing in vs. how many people we are bringing in. I would hope that we get to a point that people find this group beneficial and contribute what they feel is appropriate.

\$ 25 seems reasonable for Alumni and free to students. Dana

Chuck Harpster – I agree with Brian

Preston Hartzell: I think both categories should cost the same price unless it is a corporate member/sponsor. I also agree that current students and faculty should be free. Our purpose is to support them...

Decisions:

Four Categories: Alumni, Supporter, Current Student. Current or Former Faculty.

Student and Faculty Memberships will be free. Cost for alumni and supporter to be determined but not to exceed \$25 per year.

Newsletter

Discussion: Surveying Society is already planning on a Spring/Summer 2008 newsletter. One of the ideas from our first meeting we wanted to pursue was cooperating on the newsletter. Do we want to get involved now or wait until next year? Questions on how we will be expected to help: financially or manpower? We can probably help anyway we want.

One idea the Surveying Society is considering is a digital newsletter and notifying alumni via e-mail (using the database we are building) and sending a postcard directing them to sign up for our database and view the newsletter.

Insert Your Vote/Comments

Brian Naberezny: I think participating will be mutually beneficial. We can help them reduce costs by using our e-mail list and we can expand our e-mail list through their direct mail postcards. I think we need a volunteer to head this up so we can sort out how the collaboration will work. Do we supply funding for the postcards? Half the articles? Do we do the layout? Etc. I'm sure the society will appreciate whatever help we can offer but in order for us to say it is truly a collaborative effort the workload needs to be reasonably shared.

Chuck Harpster – I favor working with the Surveying Society and agree with Brian's ideas

Preston Hartzell: Unless someone is really interested, I don't think we should get involved in supplying a large proportion of articles or layout. I'm more inclined to supporting the costs associated with producing the newsletter.

Decisions:

See if someone is interested being a "co-editor" gathering articles from APG members and assisting with layout and production issues.

Offer financial assistance.

Next Meeting

Discussion: It appears 3:30PM Eastern is not a good time for teleconference. It was recommended that an early morning or 5:30PM time might yield better results.

Hippenstiel: I think the tough thing about scheduling a time during the week is that many of our jobs are so fluid because of deadlines, weather, etc., so I can plan all I want to attend a meeting, but sometimes work just doesn't allow it. I

personally would probably have a better attendance rate with a slightly later meeting.

Preston Hartzell: Pushing it back to 4:30PM EST is better for me

An informal meeting will be held at the PSLS conference during the Happy Hour before dinner on Tuesday. Location is to be determined. We will use this time to determine where we stand on unfinished business and share feedback received at the conference.