

**BOARD OF DIRECTOR'S MEETING**  
**February 25, 2016**  
**Conference Room –Chesapeake Exploration Center**  
**Chester, Maryland**

President Mark DeLuca called the meeting to order @ 11:00 a.m.  
with the following members in attendance:

1<sup>st</sup> Vice President Scott Flanigan

2<sup>nd</sup> Vice President Christine Romans

Secretary: Mike Warring

Treasurer: Doug Myers

Directors: George Erichsen, Debbie Butler, Robert Shen, Erv Beckert,  
John Redden; Charles Nolan, and Josh Dupee.

Immediate Past President: Mike Moulds '15

Historian: Matt Allen (can't attend)

Past Presidents: Todd Mohn '02; Ed Adams '04; John Tustin '06; Jim Wilson '07;  
and John Redden '08.

Legislative Committee: Chairman – Mark DeLuca

Scholarship Committee: Co-Chairmen Jim Wilson ('07) & John Norris '79 (can't attend)

Membership Committee: Chairman Todd Mohn '02

NACE Representative: Greg Africa '09

SHA Liaison Representative: Christine Romans;

Program & Conference Committee: Christine Romans-Chairman; Mike Hoffmaster-  
Pleasants Construction; Mark Bodmann-Associate WMA; Danielle Conrow- Calvert  
County DPW; Josh Dupee and Charles Nolan –Associate Member Directors

**Approval of Minutes:** The minutes for the 1/28/16 meeting were distributed electronically on 02/22/16 to the Board Members by the Secretary. Motion was made by Charles Nolan to approve the minutes as presented and was seconded by John Redden. Motion approved.

**Treasurer's Report:**

Monthly Report: Doug Myers distributed his monthly report, dated 1/26/16 to the Board. The checking account balance as of 1/26/16 was \$ 72,972.24, while the Money Market balance was \$ 8,913.70. Receipts totaled \$ 5,105.00 into the checking account and there were \$ 0.00 Dollars of interest included into the Money Market fund, while expenses were \$ 1,194.65. The total balance of both the checking and money market accounts as of 2/23/16 was \$ 85,796.29. Motion to accept the Treasurer's report was made by George Erichsen and was seconded by Debbie Butler. Discussion, motion carried.

Profit & Loss Annual Reports:

Treasurer Myers presented his latest report on the P&L for the semi-annual conferences starting with Spring/Fall '12 thru Spring/Fall '15. Doug also prepared a P/L statement for all categories and summarized by Fiscal years '12-'13 thru FY15 thru 2/23/16. During the Board's review of the various financial statements by category, Charles Nolan suggested that the registration form for various sponsorships should contain the language that "a portion of the net proceeds from all golf tournament sponsorship fees will be donated to the "CEAM Golf Tournament Scholarship Fund". Though not through an actual vote, the Board was unanimous in approving the recommendation by a voice vote.

**Secretary's Report:**

There were 8 "New Member" (5-Associates, & 3-Members) Applications submitted for Board approval since the last Board meeting on 1/28/16:

"Associate Members":

1. Bill Mercado-President of Mercado Consultants, Inc.
2. Michael Mercado-Structural Engineer, Mercado Consultants
3. Scott Crumley – Senior Manager-Transportation, R K & K
4. William Haynes – Senior Project Engineer-Traffic Engineering-RK & K
5. Jeffrey Parker – Project Manager- Traffic Engineering – RK&K

"Members":

1. Gregory Leck-Manager- Development Review, Montgomery County DOT – Office of Transportation Policy
2. Martin Percy-Engineering Review-Carroll County Bureau of Development Review
3. Ricky Lee Cochran – Inspector III-Harford County

Based on the 2/24/16 report, the current membership consists of the following:

"Members" = 277; "Associate Members" = 261; "Retired" = 40; and "Life & Honorary Members" = 26 for a total membership of 604.

Motion made by Scott Flanigan to approve the 8 pending applications for CEAM membership. Motion was seconded by Erv Beckert. There was some discussion concerning the profile, an expanding membership, then all applications were approved by a unanimous vote.

**Committee Reports:**

**Program & Conference Committee – (Co-Chairmen Scott Flanigan & Christine Romans) –**

**2016 Spring Conference** - Christine met with her committee at 10:00 am this morning, and gave the following summary of her plans for the Spring Conference on 4/27 and 4/28 as follows: 2016 CEAM Spring Conference that is scheduled to take place on Thursday, April 28<sup>th</sup> at the Conference Center of the Maritime Institute in Lithicum Heights, which is located near the BWI Airport. The CEAM Scholarship Golf Tournament is scheduled at the Compass Pointe Golf Course in Pasadena on Wednesday, April 27<sup>th</sup>. President DeLuca noted that the Committee is making progress in getting a confirmation that Gregory Johnson, Maryland SHA's Administrator, will serve as the "keynote" speaker.

**2016 Fall Conference** –Due to a promotion to the position of "Director of Central Services" for Anne Arundel County, Christine Romans has tendered her resignation as the 2<sup>nd</sup> Vice President of CEAM effective after the May Board of Director's meeting on April 28<sup>th</sup>. Accordingly, President DeLuca announced that the Nominating Committee will now be charged with developing a list of 6 candidates as follows:

- 1<sup>st</sup> Vice President;
- 2<sup>nd</sup> Vice President;
- 1- One "Associate Member" Director, and
- 3- Three "Member" Directors.

**Old Business -**

- **CEAM Scholarship Program Expansion** – The Scholarship Committee previously presented scholarship program options to the Board in late fall of 2015. The vote on the expansion was to occur at the December 3, 2015 BOD meeting but was postponed to the January 28, 2016 BOD meeting because of the Past Presidents Lunch and a number of guest speakers planned at the December meeting. There was not a quorum at the January meeting. Board members were reissued the Scholarship Committee’s recommendation prior to the February 25, 2016 meeting. A motion was introduced by Charles Nolan to approve the “partial Expansion” option of the committee recommendations. Specifically, CEAM will maintain the current scholarship program at the University of Maryland and expand the scholarship at Morgan State University. CEAM will formalize the partnership with MSU at the minimum level of effort, which equates to CEAM supporting \$2,000.00/year towards the \$10,000.00 minimum endowment at MSU. This option would also continue to support some “member” and CEAM Agency grants. The Program must maintain a Minimum Annual Cost Commitment \$11,000, which will include: \$4,000 towards annual MSU Scholarship; \$2,000 toward growing MSU endowment, and \$5,000 for Grants. This option would also continue to support some “member” and CEAM Agency grants. The motion was seconded by Erv Beckert. A vote was taken and passed unanimously.

**New Business –**

- **CEAM Administrator Contract** – Board members received a copy of the MOU prior to the board meeting for review and discussion. Motion to approve the MOU was made by George Erichsen and seconded by Scott Flanigan. During discussion, an amendment motion was introduced by Robert Shen to have a line item added that would include file backup of all documents and to create an operating manual describing where and how to use files stored in the backup. The motion was seconded by Erv Beckert and passed by the board. The main motion to accept the MOU was then voted on and passed unanimously by the Board.
- **To Approve Funds for New Golf Signs** – Motion made by Charles Nolan but **withdrawn** pending cost information.
- **To Change CEAM Logo** – A motion was introduced by Charles Nolan to update the CEAM logo by eliminating the “over 60 years of service” and the date range of “1953 to 2015” and include instead the date “1953”. The motion was seconded by John Redden. During discussion, an amendment was introduced by George Erichsen to eliminate the black background as an option for certain paper and the webpage. The motion was seconded by Charles Nolan. The amended motion was approved by the board and the main motion was approved by the board. As a point of clarification, the third CEAM logo design with no background and date did not change and will remain available for use on golf balls and other such promotional items.

**Education Committee: (Mark DeLuca Chairman) - No report**

**Legislative Committee** – President DeLuca reported on pending “HUR” funds proposed by the Governor. As a one-time grant, the Governor would add \$53.5M for roadway maintenance. The legislature opposes the one time grant and is favoring a 4-year restoration plan for the funding.

**Membership Committee: (Chairman Todd Mohn) – No report**

**Budget Committee: (Chairman Doug Myers)** – Monthly and P & L reports were distributed, and discussed as part of the Treasurer’s Report to BOD)

**By Laws Committee: (Chairman Mike Warring) – No report.**

**Associate Member Advisory Committee: Charles Nolan & Josh Dupee – Co-Chairmen** – No report.

**Awards Committee: (Chairman Matt Allen) – Matt can’t attend.**

**NACE Update:** Greg Africa – State Representative to NACE- (can ‘t attend)

**SHA Liaison Committee:** – President DeLuca reported on the SHA Access Management Committee working to modify access management review guidelines that will be implemented state-wide. He also reported on the bridge bundling project. On January 4th, he and Todd Mohn met with the MDOT Secretary to discuss the project. They also will attend second meeting on March 2nd with SHA representatives

**Adjourn:** There being no further business to discuss, the President asked for a motion to adjourn. Motion to adjourn by John Redden, and was seconded by Erv Beckert. The meeting was adjourned at 12:20 p.m. The next meeting will be held at 11:00 a.m. on March 24, 2016 in the Chesapeake Exploration Center in the Kent Narrows of Queen Anne’s County

Respectfully Submitted,

J. Michael Warring, P.E.  
Secretary