

UCLS Board Meeting Minutes
February 11, 2012
8:00 A.M.
Washington County Building
197 East Tabernacle
St. George, UT
(Breakfast Included)

I) Welcome & Call to Order – Brad Mortensen

Brad Mortensen called the meeting to order at 8:00 a.m. Introductions were made.

II) Roll Call

Board Members Present:

Brad Mortensen	Chair
Michael Nadeau	Past State Chair
Steve Keisel	NSPS Governor
Ron Whitehead	WestFed Representative
Dallas Buttars	GS Representative
Jeff Searle	SL Representative
David Mortensen	SL President
Scott Woolsey	CC President
Dennis Carlisle	TC President
David Balling	GS President
Jerry Allred	BC President
David Kay	BC Representative
Dan Knowlden, Jr.	TC Representative

Board Members Absent:

Ernest Rowley	State Chair-Elect
Ken Hamblin	CC Representative

Susan Merrill, Administrative Secretary, was present and Brad Mortensen presided in the chair.

III) Additions to Agenda

County Surveyors
Convention report
DOPL

IV) Approval of Minutes

Susan did not have record of the motion for the minutes from the last meeting. Steve Keisel said he moved to approve the minutes. Ron Whitehead said he seconded the minutes and that they were approved.

Motion: Mike Nadeau moved to approve the minutes from the January 14, 2012 meeting with the amendment of the approval of the minutes. Jerry Allred seconded the motion. The motion carried unanimously.

V) Secretary Report -

- a) **Budget review:** Due to convention preparations, Susan was not able to prepare a budget report. She will e-mail the report to the board when she gets caught up. She reported that 305 people registered for the convention. There were three or four who did not show up due to illness or other reasons. Susan has not received the final bill yet, but we should come out fine. For the most part, the student volunteers that showed up were helpful and Susan was satisfied.

It was asked what the policy is for convention refunds. We should probably say there are no refunds after a certain date. If people pay and don't come, they could still be entitled to the handouts. The Convention Committee can consider individual cases. We have to pay for their food and costs after a certain date whether they show up or not. We should put a deadline on the form and say that if they have a problem, they should let us know as soon as possible.

Next year add a line for preferred name for the nametag to the registration form.

VI) Accountant's Report

Susan reported that the accountant was originally supposed to come to this meeting for an update, but our accountant, Brad Allen, has left the firm and gone on his own, as well as his assistant, Brynn, with whom Susan worked. Now we need to decide what to do. We can decide to stay with Cook Martin Poulson, or we can go with Brad Allen. Brad will have to pay a penalty to Cook Martin Poulson if we go with him, but he is willing to do that if that is the direction we decide to take since he brought in our business. He is a personal friend of Scott Bishop's. Scott talked to him and relayed this information to Susan. Brad Mortensen has another accountant he would like the board to look at as well.

Motion: Dave Balling moved to entertain offers from new accountants. Jerry Allred seconded the motion. The motion did not go further.

There was some discussion about having a treasurer again to protect the secretary and ensure there are no problems.

Motion: Dave Balling amended his motion to have the Chair, Past Chair and Secretary evaluate the accountant position and make a decision on the direction we should go. The Past Chair will become the treasurer. Ron Whitehead seconded the motion. The motion carried with Mike Nadeau opposing.

VII) County Surveyors report: Jerry Allred reported on a couple of items they have been discussing. One is the house bill regarding the local entity plats and the city boundaries. The county surveyors felt that particular plat should only be called for in special circumstances. They also discussed a question about revising the code on their last agenda. Their guidelines would be by rule. They felt they should not tinker with the code. They are hoping that UCLS will instruct the legislative committee to address the issue of the 90 day requirement and when does it start on plats. They talked about the liability beginning when the plat is filed. It could work like a model standard. There could be adjustments later. It was asked if our boundary model standard covers that already. That has always been a question. Just when does liability kick in? It is not clear in the code. Jerry said the county surveyors want us to come up with a guideline that follows the code. The county surveyors are asking UCLS to direct the Legislation Committee to continue the research and negotiations with DOPL to see what we should do. The committee needs to come up with a solution so everyone understands the requirements. It can be adjusted later if need be.

There was some discussion about whether or not the Standards and Ethics Committee should work on this as well. The Legislation Committee has been working on it because we thought it was going to be a legislative issue. There was some talk of combining them, but then others felt that would not be a good idea. To be consistent, we really should turn it over to the Standards and Ethics Committee. Others felt that if you want something to be done quickly, changing committees is not the way to go.

Motion: Jeff Searle moved ask the Legislation Committee to put together a standard and have it ratified by the Standards and Ethics Committee, then send it to the Board. They should have it ready by the June meeting. Dave Balling seconded the motion. The motion carried unanimously.

VIII) DOPL

Mike Nadeau talked about the DOPL replacement for Von Hill. DOPL needs the nominations by April 2, 2012. Mike had originally told people to have information to him by March 1, 2012. If we have our next board meeting in March, we can discuss the nominations, vote on them, and get them submitted before April 2, 2012. This is something that can be done through e-mail. Von will be done the end of June and he has one more meeting. . We need to make our recommendation to DOPL for appointment as soon as possible. Von indicated that our recommendation could accompany him at the next meeting and that would help the new person learn what is going on and make the transition easier. We are supposed to submit three names in order of preference. We should ask the two who have not submitted resumes to get them sent to us within the next week. Since Steve is our NSPS Governor, we might also want his replacement, should Steve be selected, attend the next NSPS meeting with him. Mike Nadeau will get the resumes and get the forms filled out and send them to Von. If we do this by e-mail, everybody must respond. Steve Keisel will abstain from the voting. Make sure you hit "Reply" to Mike's e-mail and not "Reply All."

IX) Follow Up Items

Convention: Ron Whitehead said he heard a lot of good comments about the conference. Scott was in charge and he did a great job. Right now we are one of the few states that has held our numbers with our conferences. People generally like them. It was mentioned that the shotgun kept people there until the end. We had better ending attendance than usual. The two tracks at once was a good idea. The railroad guy did a really good job. The lounge singers didn't go over so well, but everything else was really good. They actually were pretty talented.

Motion: Jeff Searle moved to have the Chair send an e-mail to Scott thanking him for all he did on the convention. No further action was taken on this motion.

It was suggested that we get rid of the round tables in the conference room. Classroom style would be better. Some people felt we should still have condensed handouts. Others felt they would just be thrown away. People were given ample notice to be able to print out the handouts from the website. We need to make sure our members keep their e-mail addresses current. It was observed that many people plugged in the thumb drive to their laptops. We fixed the files on the website so they were .pdfs and could be opened by anyone. It was suggested we do the thumb drives for the next year or two and maybe handout bigger notebooks and see how it goes.

Mike Nadeau mentioned he purchased a thank you gift for Susan from the board and expressed appreciation for her work, especially while her husband is home in bed. It was also suggested that we get a gift for Debby Hamblin and thank her for all of her work.

Next year we are already under way for the 2013 conference. It will be in Salt Lake next year. We have agreed to partner with WestFed to do the conference in Salt Lake. The chairman already has a couple of people who will work with us on this. UCLS will have a representative working on this as well as Susan, who will work with Dorothy at WestFed. Ron Whitehead said they will send a questionnaire to the Convention and Visitors Bureau explaining what we need and asking what is available. Someone asked if this plan was approved before this meeting. It was approved in the November meeting. The Committee should be making the decisions and asking the Board for approval. UCLS needs to make an appointment for the conference executive committee and let Ron know who that will be.

X) New Items

New officer orientation
Planning - Future Board Meeting Dates

Brad Mortensen talked about the schedule for the coming year. He passed out a sheet outlining when he would like to meet. The Fall Forum date has been changed to September 7, 2012, so our board meeting would be on September 8, 2012. The schedule was discussed as follows:

March 31

May 19

August 4

September 8

November 17

January 19, 2013 Board dinner - this will be in Salt Lake. Some people felt the dinner at the Marriott was not as good. Jerry Allred recommended Carvers in Sandy. They have a better room than Christopher's. The Claim Jumper in Heber City was recommended as well.

February 2013 Conference with WestFed. Dates are still to be determined.

XI) Committee Chair Assignments

Brad Mortensen has made committee assignments as follows:

- a) Membership – David Bronson chair, Dan Knowlden, Jr. liaison
- b) Public Relations – James Coutts chair, Brad Mortensen liaison
- c) Legislative – Dale Robinson chair, Dennis Carlisle liaison
- d) Education – Dan Perry chair, David Balling liaison
- e) Publication – Keith Russell and Steve Keisel co-chairs, Jeff Searle liaison
- f) Workshop & Convention – Scott Bishop and James Olschewski co-chairs, David Kay liaison
- g) Standards and Ethics – Matt Clark chair, Mike Nadeau liaison
- h) Testing – Darryl Fenn chair. They will be going through the test this year. Von will work with Darryl. Ken Hamblin liaison
- i) Historical – Greg Hanson chair, Jerry Allred liaison
- j) Construction Surveying – Jerron Atkin chair, David Mortensen liaison

Motion: Mike Nadeau moved to accept the proposed committee assignments. Dave Balling seconded the motion. The motion carried unanimously.

Jerry Allred mentioned that we should send a thank you from the Board to the people who donated items to the scholarship auction and thanking the vendors. The Convention Committee should take care of this.

Brad passed out a copy of the committee responsibilities from the by-laws. It does not have the Construction Committee, and neither does the membership application. Susan will update the application and the membership renewal form to reflect all committees.

It was asked if we have approved the point system from the membership committee. They are still supposed to submit their final plan. What was done at the convention was a way to introduce it, but the specific point system has not been finalized. Points can be earned by serving on a committee, going to a luncheon, writing an article, etc.

The Membership Committee needs to submit the final plan to be approved by the Board as soon as possible so the chapters can present it to their members.

The Board is still waiting to hear from the Membership Committee on their recommendations on the life insurance option for members.

XII) Chapter Reports

- a) **Book Cliffs** – Jerry Allred reported that chapter meetings will be under way. They have a place to meet in Price.
- b) **Color Country** – they will be meeting in the next couple of weeks and are planning on having business meetings every other month. They are going to try to encourage participation in the business meetings. Ron Whitehead sent Scott Woolsey a notice about a Webinar which they feel will be helpful for a chapter meeting.
- c) **Golden Spike** – the boundary is the Davis County line. They are trying to hold meetings in different cities to spread it around. They have been giving their members a certificate for one PDH for attending a chapter lunch meeting. Chapters should charge \$10 for a chapter meeting, no matter if the lunch costs more or less than that. There should be a price paid to earn a PDH. The PR/Membership Committee has been working with MemberClicks to develop a way for members to track all their PDH's on the website. Dave Balling wants to know who signs on the chapter checking accounts. Susan called Zions Bank to find out how we need to handle the signatures now. Susan was told that she needs a list of people who should be on each account and their location so that the bank can send the signature cards to each location and have the people come in to the nearest branch and sign the signature cards. Each chapter should have the president and the secretary/treasurer be on the signature card.

Brad Mortensen mentioned that Steve Dale said he would be willing to be the secretary of the Salt Lake chapter.

It was requested that Jeff Searle offer his program for tracking PDH's to each chapter to enable them to better track the PDH's for their chapters. This allows the chapters to keep track of the PDH's and e-mail a certificate at the end of the year. E-mail addresses need to be updated when people come to the meetings.

Dave Balling asked if we have a bulk rate permit. We do not. Susan needs at least 10 days' notice in order to get a postcard sent out for chapter meetings.

Dave Balling said 15% of surveyors are audited every year.

Jerry Allred asked Susan to e-mail a list of his chapter members to him. Members can do it themselves. Susan will send instructions along with the lists to each chapter president.

- d) **Salt Lake** – they will try to have 7 or 8 meetings this year and would like to try to have some combined chapter meetings as well.
- e) **Timpanogos** – they are hoping to meet as officers this week to schedule meetings for the year.

Steve Keisel suggested that the chapters offer to donate admission to a lunch to the person who guesses who the people are in the picture on the February 2012 Newsletter. Steve would like to have information from chapters such as weddings, deaths, promotions, chapter reports, etc. for Foresights and the newsletter.

Ron Whitehead said he has been getting a lot of e-mails about online PDH offerings. He feels that we should start requiring these people to send their program to our committee to be approved by UCLS and charge a fee to verify that the content would meet PDH requirements. He feels DOPL would back us on this. Steve Keisel agreed and said DOPL would rather have us determine what counts for education and what does not. We can offer our stamp of approval. It will help us control what counts as PDH education and it could bring in some money. Ron suggested we see how other states are handling it and go from there. It is a concern that we might see our

convention attendance dropping if they can get their hours cheaper online. We need to be sure these organizations are paying for the ability to do that. Some felt that we need to have DOPL say that we have the authority.

Motion: Jerry Allred moved to ask the Membership Committee to set some guidelines in connection with the outside PDH vendors and research what is done by other states and have recommendations submitted to the Board by September 8, 2012. Mike Nadeau seconded the motion. Jerry Allred amended his motion to make sure that information about any organization who is offering PDH's gets passed on to the committee. Mike Nadeau seconded the amendment. The motion carried unanimously.

Ron Whitehead mentioned that he feels we should start taking pictures of the UCLS board as a group every year to be put on the website and their individual pictures as well. He feels it is important to establish a history of the people who have been on the board. Ron will bring his camera to the next board meeting to take a picture of the group and each individual.

The board decided that this year they would like to have a nice blazer with the UCLS logo on it. It would help the members see who the Board members are at the convention. Brad Mortensen will let Ken Hamblin know what to order.

Ron Whitehead talked about the WestFed Representative. The next meeting will be in Seattle where they will be participating in a final point monument for Mike Mikewitz, who passed away. Brad will talk to the Chair-Elect about going. If he cannot go, Brad Mortensen will go. If neither of them can go, Mike Nadeau will go.

There was some discussion about doing the same thing when UCLS members pass away. Ron Whitehead will take pictures of it and Steve Keisel will put it in Foresights and we can see how the members feel about it.

Motion: Jerry Allred moved to adjourn the meeting.

The meeting was adjourned at 10:20 a.m.