

FALL 2016 FINAL MINUTES
NSPS Certified Survey Technician Board
October 19-23
Orlando, Florida

1. **CALL TO ORDER** – (Haase) : 8:35am

2. **ROLL CALL AND DECLARATION OF QUORUM** –
Randy Rambeau, Ron Torrence, Celeste Van Gelder, Tim Kent, John Fenn, Bob Moynihan, Jon Warren, and Art Hasse, Chair

3. **ASSIGN RECORDING SECRETARY** – Warren

4. **ADOPTION OF ORDER OF BUSINESS:** Adopted as amended

5. **APPROVAL OF MINUTES** July 20-24, 2016 (Vincennes Univ.) meeting
 - a. Minor edits Bob to handle
 - b. Motion to approve: Moved by Bob, second by Celeste – Passed

6. **FINANCIAL REPORT** – HAASE:
 - a. **NSPS Associate Member/CST Renewal Issue**
 - i. Concern expressed of the transfer of CST Renewal fee to be membership income, then CST may not continue to be a net income program. Request to Trish/Jupin to track the CST Renewal fee transfer to NSPS (Profit & Loss Statement), letter of recognition of new NSPS Associate member status to the CST Renewal new member, and show prior years accounting on the Quarterly Report as (\$123) for each item.
 - b. **Quarterly Report** - Slight ahead for income through cycle 3. Noted that CST is the only positive income program and is a plus \$500K to date (cumulative debt/income through past 20 years); Net income through Cycle 3 is already equal to same for all 2015.

7. **OLD BUSINESS**
 - a. **Report on action items/Task List from Fall Meeting (Haase)**
Go through Task List and reported on items and updated list
 - i. **Hasse** – No follow up “Lead the Way”
 - CST Renewal issue – no response (see financial)
 - Quarterly Reports – (see financial report)

- Military Program 9 (see Old Bus. G)
 - Art (not yet, prior to winter meeting) sent e-mail to Ronnie, Kim Leavitt and Jim Coan to express appreciation, but currently have a board member in the same geographical area
- ii. **Falken** – No Report
 - ii. **FENN** – New assignments.
 - iii. **MOYNIHAN** – Up Date CST (see New Business I. Exam Stats)
 - Follow up with Rick Brooks
 - iv. **TORRENCE** – Continuing to work on the CST history
 - Keeping up the Task List
 - v. **VAN GELDER** – Review Level 3 exam solutions – reassigned to Randy and John
 - Facebook posts
 - vi. **WARREN** – CA. survey Union connection – no substantial progress, made contact, need to follow up. Union Annual meeting?
 - vii. **KENT** – Draft letter to CST Coordinators – Replaced by CST Meeting and verbal report at each NSPS Spring and Fall meeting
 - Website Powerpoint (1 of 3) “e” revised and need to update .pdf file copy (help for Tim)
 - Program Book (see attached “draft” recommendations)
 1. Program Information
 2. Proctor Information
 3. Test Examples
 4. Study Materials
 5. CST Powerpoint Presentations
 6. CST Board
 - Still planning to revise some test examples
 - DOT effort to adopt CST in RFQ program (reassign – see Old Bus I.)
 - viii. **RAMBEAU** – No report or tasks
 - ix. **BURCH** – No report or tasks
 - x. **MILBURN/MAGGI** – Scantron grading sheet issue resolved
 - ~~Examinee time to take test for Level II and III? (No answer)~~
(see New Business r.)
 - Google Analytics, CST Coordinators, Longevity – working on
 - List of Approved Proctors by Board Areas – done

- \$40 Renewal fee – see Financial Report
- Meet in Frederick in the Spring 2017
- PLS can take exams - done
- CST Brochure – see New Bus H
- Send Testimonials
- Facebook Page – have it Celeste working on it

Trish:

- Look into hats – members are interested – Trish will look into prices – post on website – share images on facebook with link to website to purchase – Falken and Trish’s kids to review
- Trish will research longevity beginning 1988
- 151 CST Renewal members are now NSPS Associate Members and would like to see this as a line item in budget, to be added into the CST Profit & Loss Report. Trish will talk with Bob Jupin. Renewal letter to new NSPS Associate member.
- Trish will continue to update and maintain the CST ftp site
- Tim will coordinate with Trish to update website for data and presentations
- National pass rates/scores report
- Ron updated the CST Board List sent to Trish
- “How do I take the Test” – Moynihan
- Update the CST US Map site CST Member count – Google Maps? Trish will coordinate with Don Falken
- Roster is searchable by state and names
- Testimonials 3 or 4 to send to CST Board
- Board likes brochures and Trish to send to each state coordinator (10,000)
- Trish says they are planning to host/proctor an exam at the Spring meeting

xi. **THUROW** – Tim Burch to work with Thurow about LearnCST tests

b. **Spatial Media and Learn CST: Report (Thurow),**
Status, complaints, logo, disclaimer....

i. No report – added disclaimer that “LearnCST” is not the complete study program to pass the exam; discussion that Glen realized the situation (Moynihan/Kent)

c. **Exam Solutions (Working Groups - All):** On Going - discussion about Level III exams not complete

Do math solutions first (Level III DONE! – Not complete done

Do word solutions (sources) second

Put in a binder to be sent to every meeting

Question relevancy/update?

Add to detailed exam spreadsheet (like D Falken did for L I)

- d. **Question Changes/Review/Update (Working groups – All) – On Going**
 Status of new questions: Approximately 300 questions are available to be inserted into tests as needed. (see the possible question/changes folder) This work can be done at the summer meetings in Vincennes. Put on summer agenda.
- Make questions more relevant.
 - Remove all “none of the above...” type answers (13001, 23002, 23003, 33006, 33004, 33005, etc.)
 - Possibly use questions developed at Vincennes from Ron
 - Level I team:
 - Level II team:
 - Level III team:
- e. **CST Program Book review and Website- (Kent).**
 WEBSITE – See discussion in TASKS
- PROGRAM BOOK – See discussions in TASKS
- f. **Sample Test Questions-Level III, Solutions (Figueroa).**Status of solutions
- i. Assigned to RAMBEAU and FENN
- g. **Military Surveying-CST** Art to report on status (See Task Report Hasse No. 4)
- i. Captain was replaced, requested new contact, no response, willing to fly to make contact, said will not use this program. Hired a civilian to do this instruction, was ineffective. Result – suspend CST training program.
 - ii. Military lawyers approved – suspended program.
- h. **Draft CST Coordinators letter:** NSPS President to send to Directors about importance of state coordinators. Board discussed methods to assist Directors in implementing CST activity in their state. Suggestion was made to put a letter together with new policies of the CST Program and info about State Coordinator duties. **Tim and Art to prepare info for handout to be used at NSPS meetings in the fall at Phoenix, AZ. (Tim and Art to report) – (Old Bus K)**
- i. **CST outreach to DOT’s-Tim to use 2011 DOT info to help with this effort. (Tim to report) – (See KENT Tasks – Reassign to KENT and WARREN)**
- Celeste assembled a list of existing DOTs, draft letter is prepared.
 - Discussion – KENT and WARREN to pursue the WSDOT and ODOT and check for national association
- j. **Discussion on future board members – (See M) – Update List**
- k. **NSPS meetings coverage**
 Arrange to attend NSPS Meetings in the Spring March 13 -17 Silver Spring, MD (downtown Marriott) (Bob/Ron/Don).
- Ron and Bob appointed to attend Spring NSPS Meeting. Bob will coordinate room for committee. Randy to send e-mail to all BOD/ State Coordinators to publish the CST Committee meeting.

- Hasse: Attended and represented CST at the Fall NSPS meeting (Committee and BoD) – well received to have fellow CST Board members in attendance at committee. Presentation at the BOD meeting well received.
- l. **FTP Ron:** plan is to have hard disk of FTP f\data at the meeting and two people will work on cleaning it up and updating it. Hard disk will be sent back to the office in the boxes and will be shipped to all future meetings. **Ron to report on status.**
 - Now have all information on hard drive. Need to seek back up.
 - Continue to post new documents (archive)
- m. **STATUS Re-appointment to Board:** Fenn, Torrence, Moynihan - 2016-2018?
Kent 2017-2019?
 - Geographic representation?
 - 3 yr term (calendar) appointed by NSPS President (Fall Meeting)
 - Burch and Rambeau – appointed to terms 2017 - 2019?
 - Term is defined as January 2017 through December 2019 (typ).
 - See New Business n., o., p.
- n. **CST Testimonials/Reward:** Board to select winning testimonials and arrange for \$100 gift card. (3:30pm today) (See New Business t.)
- o. **Business Plan 2011-2016 needs to be updated – Moynihan**
 - Prepare 2017–2022 Business Plan
 - 1hr discussion of the whole then breakout into a sub-committee tomorrow
 - Review existing (2011 – 2017) Business Plan tonight
- p. **Meeting with California survey union (Jon Warren to lead this effort).Status?**
- q. **Update of Power Points/PDFs on CST website. Status? – See Task List KENT – by November 1, 2016**
- r. **CST Board Member Manual (Moynihan) – (See New Business D)**
- s. **Level I Question Analysis from Blackboard (Moynihan) – (See New Business J)**

8. NEW BUSINESS

- a. **Quarter 3 Grading:** Challenges were reviewed – Hold to tomorrow

Level I	25 passed, 17 failed
Level II	10 passed, 4 failed
Level III	5 passed, 3 failed
Level IV	3 passed, 0 failed
- b. **Update Board Roster-** Done – (Celeste address to be changed)

c. **CST Facebook Page Content: (Ideas for future board effort)**

3 most important books to bring to test and use index pages

An Intro Surveying text, Red Cross First Aid, ACSM/NSPS Surveying and Mapping definitions

Exam taking tips and techniques: grab exam taking strategies from the “Setting up a CST Training Program” power point that is currently in the presentations section and put them individually up on the site at different times.

Simple calculator all that is needed. Point out that inexpensive calculators similar to those noted on the NCEES website <http://ncees.org/exams/calculator-policy/> are approved by the CST Board.

Put tests dates that we know of on the site

Tell about the 10 or more examinee discount

Want to increase your credentials:

Licensed surveyors are now eligible to take any level of the CST exam

Link to NSPS-CST website

Link to Presentations section on CST site

Links to AS, POB, XYHT

Links and info about Learn CST

Supply testimonials to NSPS Headquarters and get \$100 gift card

Look for one time amnesty offer on next renewal notice

Sample problems (Board to create one at each meeting) submit correct answer by deadline to be entered in a drawing for a \$100 gift card

- Celeste to be added as an administrator (confirm with Trish)
- Add some articles from News and Views to Facebook (Celeste)

d. **CST Board Member Manual – Draft copy updated – Moynihan to post to ftp site.**

- Bob to incorporate Tim’s edits.
- CST Board member manual to be removed from website.

e. **Select additional questions that need revisions/replacement/updating all levels as time permits. – On Going**

f. **Ron’s Report on Orlando presentation – CST Study Group**

- Ron made a presentation to the Central Florida Chapter CST Study Group
- Well received, Group meets weekly (Wednesdays) for 8 weeks, group signs in and receives recognition with employers
- Motion to send a “thank you” letter and \$100 “VISA” card to Ronnie F.

g. **Request for Digital Reference Material – Celeste**

- Copyright issues present problems for “e” format
- Can “e” books be made available on-line via blackboard at Vincennes? – Hasse to report in Spring 2017
- Celeste and Bob contacted Wayne Walker about proctor restrictions
- separate offices and “e” access are prohibitive; need several proctors
- Discussion
- Celeste will contact Walker to explain options

(Recess for the day – 5:05pm) -----

- h. **CST Brochure – See Trish Report/Tasks – KENT**
 - Tricia _____ of Vermont prepared four brochures
 - Sent out “e” brochure via facebook and Trish at NSPS to all Directors
 - Ask Trish to amend “e” brochure to reflect the CST Logo at the top and send to all CSTs and Renewals and via state executives
 - Post as a link on News and Views
 - Trish will e-mail to all NSPS members

- i. **Exam Statistics – Bob**
 - Bob presented a review of the three Level I exams
 - Support for defense of the fairness of the exams
 - Listing of “hard, medium, and easy” for analysis
 - Plan to review the “hard” and “poor” questions at Vincennes and review “scantron” statistics here

- j. **Board Member – State/Region Report, Area Responsibilities and Expanding the Program**
 - 7 Regions, Rambeau and Burch to double/share with Celeste and Art to prep for future retirement responsibilities
 - Burch: MN., IA., MO., KS., NE., IL.
 - Hasse: WI., MI., IN., OH., KY.
 - Van Gelder: MS., AL., GA., FL.
 - Rambeau: NC., SC., TN.,
 - Falken: DE., DC., MD., NJ., PA., VA., WV.,
 - Fenn: TX., OK., AR., LA.
 - Moynihan: CT., ME., MA., NH., NY., RI., VT.,
 - Kent: CO., ID., MT., ND., SD., UT., WY.
 - Torrence: AK., AZ., CA., HI., NV., NM., OR., WA.
 - Periodic review of Regions to balance by numbers, area, and familiarity
 - Art will contact Curt about a theme of the “Year of the CST”.
 - Jon sent out the State Coordinator packet to all on board for review and comment, and monthly follow up.

- k. **Website Testing Instruction Statement – Bob**
 - Bob presented a draft improvement of the “How do I take the test” instructions, for review and comment
 - Tim and Bob will work to include the above referenced letter on the new organized website (in progress)

- l. **CST Hats – Bob/Trish – See Trish Report**

- m. **CST Longest – Bob/Trish - See Trish Report**

- n. **Appointment of Consultant – Torrence**
 - Motion: Move to appoint Jon Warren as a Consultant for the 2017 – 2019 term - Moved by Torrence and Second by Fenn – Passed

- o. **Re-appointment of Hasse –**

- Motion: Move to reappoint Art Hasse to the 2017 – 2019 term – Passed
Moved by Moynihan and Seconded by Rambeau

- p. **Re-appointment – Kent**
 - Art to request President Cavell to appoint Tim Kent for 2017 – 2019 Term as moved in Summer meeting 2016. (and reaffirm other appointments)

- q. **Shawnee Community College – Hasse**
 - Incumbent Worker Grant for this two year Survey Technician program
 - Looking to utilize the CST program for examinations
 - Could apply to the Work Force Development program for grant funds as have the Shawnee Community College
 - Art will work with Curt and Tony to adopt the “Year of the CST” and Work Force Development program.

- r. **Level II and III Exam Time Discussion – All**
 - Times appear to be okay; deeper research is necessary
 - Art will ask Debbie to report on time for Level II and II exams (2014, 2015, 2016) by Summer meeting

- s. **2017 – 2021 Business Plan – Hasse** (see Old Business item o)

- t. **Testimonials – All**
 - Tarnowski: Oberele; Ordonez;
 - All three are good testimonials
 - Move to award all three \$100 gift certificates. (Passed) Torrence/Moynihan
 - Art will direct Trish to publish all three testimonials in News and Views with some edits as necessary, over a period of a few months. Bob called Trish at meeting.

- u. **CST Board Recognition Plaque – Moynihan and Fenn**
 - David Scott, one of the original CST Board appointments in 1986, wrote his thesis on the importance of Survey Technicians and sold the ACSM on the importance and formation of a “CST” Program.
 - David Scott, Clay Adams, Dick Bull, Ron Torrence, and Bob Moynihan, original CST Board, created in 1986. First meetings at Clay Adams home.
 - Desire to make an award and/or article in local paper presentation.

TIME AND DATE OF NEXT MEETINGS:

Meeting	Date	Location
Spring 2017	April 19-23, 2017	Frederick (NSPS)
Summer 2017	July 19-23, 2017	Vincennes
Fall 2017	Oct. 18-27, 2017	TBD
Winter 2017	John Fenn and Art Haase by phone	

ADJOURNMENT –