

**FALL 2017 MINUTES**  
**NSPS Certified Survey Technician Board**  
**October 4-8, 017**  
**Frisco, Texas**

1. **CALL TO ORDER** – (Haase) 9:30am, October 4, 2017
2. **ROLL CALL AND DECLARATION OF QUORUM:** Yes
  - a. Present:: Haase, Moynihan, Torrence, Rambeau, Fenn, Warren  
John Pierce joined later
3. **ASSIGN RECORDING SECRETARY:** Warren
4. **ADOPTION OF ORDER OF BUSINESS:** Added New Business 8f, 8g, and 8h
5. **APPROVAL OF MINUTES:** Approval of July 20-22, 2017 Minutes with Amendments
6. **FINANCIAL REPORT** – (Haase).
  - a. **Quarterly Report** – details on Staff Expenses on second quarter report (B. Jupin). Nothing to report – too close to end of quarter. Jupin to send report to Board when completed
7. **OLD BUSINESS**
  - a. **Report on action items/Task List from Summer Meeting** (See Task List)
  - b. **Spatial Media and Learn CST Report:** Thurow – **if necessary:**
    - i. No report, but much discussion on the improvement of the site, sample questions, etc... Looked to be useable for a chapter presentation.
  - c. **CST Historical Information** – Organization, backup external drive and backup at NSPS office (Torrence) - Update Status:
    - i. Ron handed the hard drive to Sara, with all the historical data that Ron had assembled. Sara was to back up at office and return to Ron.
    - ii. Trish asked a question “What is the value of all the historical data (names, dates, etc...) currently stored in the “old” Access database. Discussion ensued and it was concluded that the data was important, but not critical. Trish thought she had what she needed to decide how to migrate from the old Access database to a “YL”(?) database.
  - d. **Program Book and CST Website Updates** (Trish):
    - i. Trish presented that she now has the site organized as requested by Tim Kent. She expressed some concerns about the Program Book (need or not), but was decided to keep. She also expressed her concern about the “non-easy” to find CST data. We discussed different methods to improve the prominence (visibility) of the CST logo, and Trish will research options, like a website just for CST? Or other methods to improve.

- e. **Sample Test Question Revisions (ALL) (Ongoing):**  
When time permits will take actual problems from exams and modify slightly for new sample exams. Solutions will also have to be provided
  - i. Will improve existing questions first, then look to Sample Questions. See new business item i.
  
- f. **Level 3 Sample Test Solutions (Fenn and Rambeau)**  
Randy has done solutions, Don is sending Level III word document to Randy. Randy will send out for review by Board prior to Spring 2018 meeting.
  - i. Rambeau: Will be done by Spring 2018.
  
- g. **CST States Coordinators:** contact and packet of information (ALL)  
Status of outreach by each Board member to all of their Region's State Coordinators. Problems, successes, offer assistance, etc.
  - i. See Task List
  
- h. **Overall Question Database Project:** Teams of two Board members have been assigned to go thru all three levels in specific work elements and edit, revise, modify or replace question. Goal to have Level II ready for entry at this meeting.
  - i. All Level II work element questions updated/revised except .Plan Reading and Preparation. Goal is to update these and all of Level III at spring meetings in Vincennes.

## 8. NEW BUSINESS

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

Level I	31 passed, 45 failed
Level II	3 passed, 10 failed
Level III	3 passed, 5 failed
Level IV	1 passed, 0 failed
  
- b. **Update Board Roster:** (All) (as necessary)
  
- c. **Mining Surveying Certification:** Art Haase  
Art connected with Carl C. DeBaca and asked him to coordinate with Curt Sumner and NSPS and to form a study committee and to follow up and get back to us. (Haase)
  - i. Report of conversation with Carl, and was recommended: has been tried before, but needs coordination with other mining organizations.
  
- d. **Flip Chart/ Surveying Formulas (Tim Burch)**  
Tim and Trish to look into Tim's ideas for producing an inexpensive formula document to provide to examinees.

- i. Need to research with Tim Burch about potential copyright situation. Trish will coordinate with Tim Burch to try to duplicate and publish. Looked to be useful for assistance in test preparation and testing.
- e. **Level IV Question Review** (Celeste)  
Celeste will bring Level IV questions and advice on grading technical reports to next meeting for discussion. Art and Randy offered to consult with teacher at Vincennes and Randy's office person if Celeste sends them our current evaluation form.
  - i. 1 Exam graded – Passed.
- f. **Board Membership:** Discussion about Board Member Expectations stated there is a commitment to attend a minimum of two board meetings per year. Ron, Bob, and Art to contact others for potential future Board Members.
- g. **Calif. Webinar:** Ron will work with Armand Marois (CA Director/CST) about a seminar presented by Glen Thurrow hopefully in spring 2018..
- h. **New CST Blurbs for News & Views:** Board prepared some new additional CST "blurbs" for publishing on News & Views. Trish also noted our presence on Facebook may be able to be improved. She will research.
- i. **Discussion on status of sample exams:** Noted that they needed to be improved, but must wait until existing test questions can be improved.
- j. **Exam Solutions ( Working Groups - All):** On Going -
  - Do math solutions first (Level II and Level III not complete done)
  - Do word solutions (sources) second
  - Put in a binder to be sent to every meeting
  - Question relevancy/update?
  - Possibly create a detailed exam spreadsheet (like D Falken did for L I)

**TIME AND DATE OF NEXT MEETINGS:**

Meeting	Date	Location
Spring 2018	April 18-22, 2018	Vincennes, IN
Summer 2018	July 18-22, 2018	Vincennes
Fall 2018	October 17-21	To be determined
Winter 2017	John Fenn and Art Haase	By phone

ADJOURNMENT – Saturday October 14, 4 PM.