

**Fall 2019 FINAL MINUTES**  
**NSPS Certified Survey Technician Board**  
**Oct 17-19, 2019**  
**Homewood Suites**  
**Orlando, FL.**

1. **CALL TO ORDER:** 8:30 am By Ron Torrance in absence of the Chair Art Hasse.
2. **ROLL CALL AND DECLARATION OF QUORUM:** Ron Torrance (RT), Norm Ellerbrock(NE), Not present: Art Haase (AH), John Fenn (JF), Randy Rambeau (RR), Not present: Glen Thurow (GT) Amanda Allred (AA), Don Falken (DF).
3. **ASSIGN RECORDING SECRETARY:** DF & JF
4. **ASSIGN TASK RECORDER:** NE
5. **ADOPTION OF ORDER OF BUSINESS:** Motion by AA and 2<sup>nd</sup> by NE
6. **APPROVAL OF MINUTES:** Motion by AA and 2<sup>nd</sup> by RR
7. **FINANCIAL REPORT –**
  - a. **Quarterly Report** – Board review income and expenses RT provided a report on number of CST's tested.
  - b. **Annual Budget** – Board review and discussion JF
    - i. It was noted that a budget line item for promoting CST Program was approved by NSPS BOD.
    - ii. Motion by AA and 2<sup>nd</sup> RR to give Sara Maggi a pay raise to include what was approved by the NSPS BOD an increase will total 10%. It was noted that NSPS BOD approved a 4% increase and it is the intent of the CST Board that Sara be given an additional 6% which will come out of the CST Budget.
8. **SPECIAL BUSINESS – Closed Session if Necessary - None**
9. **OLD BUSINESS**
  - a. Report on action items/Task List from Summer Meeting (See Task list)
  - b. CST Historical Information (RT) – DF and NE to be assigned the task of backing up the external HD but DF to check drive to see if it can be copied. Concerns were noted about the 256 character limit on folder and filename. If drive can be copied then DF to send to NE for backup to his server.
  - c. Flip Chart update (NE) – NE was told by Tim Birch and Trish and Tim were handling the publishing but Trish confirmed that did not happen and Trish was going to find out status and update the CST Board.
  - d. CST promotion awards for 2019- Update – Bob Moynihan recommended that Rick Brooks to be recognized with a plaque. DF and NE to provide wording and provide to Trish. Promotion Award to be presented at NSPS BOD Spring 2020 meeting.
  - e. Level III Boundary Revisions: Ron has a list of boundary questions that can be used (RGM).  
Level III Boundary and Construction and Office: Add Scanning/LiDAR , UAV, Mobile Mapping and BIM questions – Also add to Level III Work Element 2 in Program Book. (I can assist in developing questions in this are if needed (RGM))

- it was noted that limited reference material was available and that the CST Board would add questions as reference material was identified.
- f. Research copyright or trademarking the CST name and logo. NE – it was noted that NE did not have time to run this down – Trish was asked about the web being copyrighted and Trish said it was not and the trademark on web was web provider related.
  - g. Work on preparing NSPS CST Bylaws using NSPS and NSPS Foundation bylaws and policy manual as a starting part and review and update the Policy Manual NE – it was noted that NE is still working on this.
  - h. Look at the pathway to possible setting up a 501C3 organization. NE is working on this. It was noted by RR that NSPS is as strong as ever and concerns about the future of NSPS are shrinking.
  - i. CST Annual Report must be prepared for the NSPS BOD Fall meetings JF & AH did the report and sent it to Trish prior to the NSPS BOD and it was included in the NSPS BOD distribution package.
  - j. CST Promotional Video - budget approved. CST Board agreed that an email would be sent to Allen Cheves that would state the following: Please provide the following for CST Board's approval: Proposed Contract, Story Board, Schedule and Deliverables for a CST promotional video as discussed with Glen. Please understand that no billing can occur prior to Jan 1, 2020. Upon approval of the aforementioned an NTP will be issued by the CST Board.
  - k. NSPS President's letter to all DOT's providing information about nationally recognized NSPS CST Program. (RR) – AA sent a request via Basecamp to all the Directors requesting missing contact information – as of 10/19/19 all but 1 states have responded.
  - l. Level IV Exam Question Revisions. (NE) – it was noted that NE is working on this.
  - m. NSPS BOD final report after meeting. (RR & DF) DF made a presentation at the NSPS BOD fall meeting on the health and wealth of the CST Program. Both DF and RR made oral report to the CST Board.

## 9. NEW Business

- a. Report on September NSPS meeting- (RR) see m. under old business.
- b. SCORE Discussion – it was noted that this is a NCEES program for “Surveying Candidate Objectives for Recruitment and Education” – information only no action required.
- c. Challenge review – moved to Item 10.
- d. Current Level I Exam produced by random selection. Review by RGM with issues of duplicate type questions (see notes on RGM “Task Report”) – RT is working on this and attempting to complete prior to the Summer 2020 VU meeting.
- e. Discuss giving CST Level IV lifetime waiver on renewal fee as an incentive to get more CST's to strive for Level IV certification. DF from NSPS BOD meeting. – it was noted that there is a total of 60 current Level IVs and the CST Board thought that this was not necessary.

- f. Consider allowing CST annual fees to include a non-voting membership status in NSPS. DF from NSPS BOD meeting. CST Board thought that this was not necessary.
- g. And Second, Consider lifetime CST status with the subsequent licensure after achievement of Level 3 or 4. DF from NSPS BOD meeting. CST Board thought that this was not necessary.
- h. Basecamp training by Amada. – this was done and widely accepted as great tool for the CST Board’s use in the future. CST Board decided to not use this as the main archive tool for historical documents but did decide that current and recent business documents would be stored here for access and editing by the entire CST Board.
- i. Replacement for Celeste. – it was noted per her request that she would be moved to Alternate status replacing John Pierce. Due to the fact that the current CST Board consists of 8 full time members and therefore no urgent action is needed at this time.
- j. High School Junior Passes CST Exam - Texas Society of Professional Surveyors. – it was noted that the CST Board would like to invite the students, employer and Engineering-Construction Careers Academy representative to visit the CST Board during the San Antonio Spring 2020 meeting for recognition by presenting the CST’s with a CST Yeti Tumblers. Further discussions were held concerning the CST Board making a presentation about choosing Geomatics as a career path. AA to take lead on coordinating.
- k. Diane Collins the FSMS President. They would like to come by the meeting. for a couple hours Q&A. They are very much interested in increasing Florida's numbers and have questions. Thursday PM. Please coordinate with Don Elder donelderpsm@gmail.com who is the incoming FSMS President for 2020 and Greg Prather -gprather@pickettusa.com. They will probably select one person to meet with you all and we'll work together to get a list of questions. Please copy me as well dcollins@collinssurvey.com. – on 10/17/19 at 1 pm the CST Board was visited by Russell P. Hyatt, incoming President FSMS and Nick DiGruttolo, PhD who has an interest in joining the CST Board. AA to send thank you email to both and request Nick to provide a CV.
- l. CSTB Chair, Vice Chair and Recording Secretary elections – to be conducted at Spring CST Board Meeting – revise policy to do every 2 years.
- m. Appointment of CST Board Members. New roster with appointment term was updated and posted Basecamp. NSPS BOD to be notified. AA to take lead via Basecamp.
- n. Provide to Trish the Promotion Award wording for R. Brooks obelisk. DF & NE to provide wording to Trish. Wording to be generic so it could be used in the future.
- p. CST Board Meeting Coordinator. AA volunteered to take lead on this for future meetings.
- q. CST Board Members getting up to speed on question database at VU. RT requested the CST Board members attending the summer VU meeting to make an effort to attain expert status and learn the BlackBoard software.

10. **Second Quarter Grading** After challenge review

Level I	85 passed,	23 failed
Level II	13 passed,	19 failed
Level III	25 passed,	14 failed
Level IV	2 passed,	3 failed

11. **TIME AND DATE OF NEXT MEETINGS:**

<b>Meeting</b>	<b>Date</b>	<b>Location</b>
Winter 2020	Hasse, Fenn, Ellerbrock	Telecom
NSPS Spring 2020	4/2/20-4/4/20 RR,AA,DF	Arlington, VA
Spring 2020	4/22/20-4/26/20	San Antonio, TX
Summer 2020	7/22/20-7/26/20	Vincennes, IN
Fall 2020	10/7/20-10/11/20	Santa Fe, NM

Adjourn