

Spring 2020 FINAL MINUTES
NSPS Certified Survey Technician Board
April 24, 2020
Online Meeting

1. **CALL TO ORDER:** 1:00 pm (CST) By Art Hasse.
2. **ROLL CALL AND DECLARATION OF QUORUM:** Ron Torrence (RT), Norm Ellerbrock(NE), Art Haase (AH), John Fenn (JF), Randy Rambeau (RR), Glen Thurow (GT), Don Falken (DF), Not present: Amanda Allred (AA), Special Guests: Curt Sumner (CS), Trish Milburn (TM), Sara Maggi (SM)
3. **ASSIGN RECORDING SECRETARY:** NE
4. **ASSIGN TASK RECORDER:** NE
5. **ADOPTION OF ORDER OF BUSINESS:** Motion by DF and 2nd by RR
6. **APPROVAL OF MINUTES:** Motion by RT and 2nd by RR
7. **FINANCIAL REPORT –**
 - a. **Quarterly Report** – Board review of income and expenses
 - b. **Annual Budget** – Board review and discussion
8. **SPECIAL BUSINESS**
 - a. JF working with TM on reviewing if Level IV test answers have been used on multiple tests.
 - b. CST Board to work on new Level IV questions at the Summer 2020 meeting. Moved by RT and 2nd by JF.
 - c. Review exam being generated randomly. There are questions regarding the grading, answer keys, and stats from test.
 - d. CS to send us the NSPS 28 Year book to the CST Board for review at the Summer 2020 meeting. Moved by DF and 2nd by RR.
9. **OLD BUSINESS**
 - a. Report on action items/Task List from Fall Meeting 2019 (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. **To be discussed further at Summer 2020 meeting.**
 - c. Flip Chart update (NE) – NE is to contact Jack Keen to get permission to use the flip chart.
 - d. CST promotion awards for 2020. This was completed at the NSPS Spring 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. **To be discussed further at Summer 2020 meeting.**

- 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. **To be discussed further at Summer 2020 meeting.**
- 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. **To be discussed further at Summer 2020 meeting.**
- 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. **Discuss further at Summer 2020 meeting.**
- i. CST Annual Report must be prepared for the NSPS BOD Fall meetings RR & NE to attend meeting in Tulsa, OK in September 24 to 26, 2020.
- 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. GT to contact Allen Cheves and have him provide an update at the summer meeting.
- k. NSPS President's letter to all DOT's providing information about nationally recognized NSPS CST Program. RR provided letter to NSPS President Lisa Van Horn and letter was sent out.
- l. Level IV Exam Question Revisions. (NE) – it was noted that NE is working on this. All members of the CST board will participate in reviewing the Level IV questions. **To be discussed further at Summer 2020 meeting.**
- m. Current Level I, II & III Exam produced by random selection. **To be discussed further at Summer 2020 meeting.**
- n. CST Chair, Vice Chair and Recording Secretary elections – to be conducted at Spring CST Board Meeting – revise policy to do every 2 years. **To be discussed further at Summer 2020 meeting.**
- o. 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. Training by RT. **To be discussed further at Summer 2020 meeting.**

9. NEW Business - Discuss further at Summer meeting.

- a. Report on September 2019 and April 2020 NSPS meetings.
- 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. 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.
- d. 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. **To be discussed further at Summer 2020 meeting.**

- e. Replacement discussion for retiring CST Board Members. **To be discussed further at Summer 2020 meeting.**
- f. Follow up after Spring meeting visit by Russell P. Hyatt, incoming President FSMS and Nick DiGruttolo, PhD who has an interest in joining the CST Board. **To be discussed further at Summer 2020 meeting.**
- g. CST Chair, Vice Chair and Recording Secretary elections – to be conducted at Spring CST Board Meeting – revise policy to do every 2 years.
- h. John working with Trish on reviewing if Level IV test answers have been used on multiple tests.
- i. CST Board to work on new Level IV questions at the Summer 2020 meeting.
- j. Current Level I, II & III Exam produced by random selection. Issues with receiving test results and test statistics. **To be discussed further at Summer 2020 meeting.**

10. Second Quarter Grading After challenge review

Level I	72 passed,	33 failed
Level II	35 passed,	0 failed
Level III	7 passed,	3 failed
Level IV	4 passed,	1 failed

11. TIME AND DATE OF NEXT MEETINGS:

Meeting	Date	Location
Spring 2020	4/24/20	Online
Summer 2020	7/22/20-7/26/20	Vincennes, IN
NSPS Fall 2020	9/24/20-9/26/20	Tulsa, OK
Fall 2020	10/7/20-10/11/20	Santa Fe, NM
Winter 2020	TBD	Telecom

Adjourn