

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 2nd by NE
6. **APPROVAL OF MINUTES:** Motion by AA and 2nd 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 2nd 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:**

Meeting	Date	Location
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

Spring 2019 MINUTES
NSPS Certified Survey Technician Board
May 1-5
Orlando, FL

1. **CALL TO ORDER:** 9:00 am
2. **ROLL CALL AND DECLARATION OF QUORUM:** quorum present-
Art Haase, **AH** (Chair)
John Fenn, **JF**
Randy Rambeau, **RR**
Don Falken, **DF**
Norm Ellerbrock, **NE**
Ron Torrence, **RT**
Glen Thurow, **GT**
Tim Burch, **TM**
Celeste van Gelder **CG**
GUEST: Amanda Allred, **AA**
3. **ASSIGN RECORDING SECRETARY:** Glen Thurow
4. **ADOPTION OF ORDER OF BUSINESS:** Motion to accept-**JF, RR 2nd**, passed
5. **APPROVAL OF MINUTES:** Fall meeting minutes-. **RT, NE 2nd**, passed
6. **FINANCIAL REPORT** – Excess revenue over expenses- \$98,550 (2018). General comments:

The numbers applicants tested has steadily increased every year since 2015. **AH-US** Department of Labor recognizes CST for both boundary and construction for apprentice certification. California is a union state- Companies with CST apprentice can now bid on union projects. ILL and NC using CST program. Cost for exam going down- economy of scale. Paper exams outnumber requests for CBT. **TB** -costs is a concern to NSPS board. **AH** to codify reasons why expenses are in line with revenue. **AA** Facebook -the field crew. Lady land Surveyor- Instagram. **AA** encourages board members to create an account on these social platforms if they haven't already.

- a. **Quarterly Report** – Board review of income and expenses.
 - b. **Annual Budget** – Board review and discussion.
7. **SPECIAL BUSINESS – Closed Business Meeting**
This portion of the meeting will be closed to the public to discuss a possible breach of exam security. Motion: **AH, RT 2nd**. To enter into closed session- **Passed**

Open Session- The Board returned to open session

Board in open session- motions are numbered for easier reference.

- 1) Motion: made **RT, 2nd JF**: Based on the exam statistical analysis and supporting documentation that the certification of Griffith, Hutson, and Gregory be revoked.

Passed

- 2) Motion: **RT, 2nd RR**: Based on the exam statistical analysis and supporting documentation that the approval of David Sullivan to be a proctor is terminated and his certification as a CST Level 4 is revoked.

- 3) Motion: to withdraw Motion 2: **RT, RR 2nd,**

Passed

- 4) Motion: **RT, 2nd NE**, Based on the exam statistical analysis and supporting documentation that the approval of David Sullivan to be a proctor is terminated.

Passed

- 5) Motion made **RT, 2nd DF**: Withdraw motion 3 and reinstate motion 2 revise as follows: Based on the exam analysis and supporting documentation, that the approval of David Sullivan to be a proctor is terminated and all his certifications as a CST are revoked.

Passed unanimously

- 6) Motion made by **JF, 2nd NE**: That the memorandum dated May 3 concerning test irregularities be sent to the NSPS executive committee.

Passed

Note: Vincennes forwarded statistical information on the other 3 exams that proctor Sullivan administered. No irregularities were noted in time or procedures.

8. OLD BUSINESS

- a. **Report on action items/Task List from Fall Meeting** (See Task list) Updated by Norm Ellerbrock- Report on task activities for each member. Norm will distribute updated lists. DONE
- b. **Spatial Media and Learn CST Report:** (Thurow) Allen Cheves is close to migrating to the new RainMaker Site. There will be a fast-track on a fee basis \$95 but still fee content available. Ongoing
- c. **CST Historical Information** – Organization, (Torrence, Falken) Update Status
Ron working on **CST historical data** from the ftp site now on a hard drive. He will work to organize and update the data with minutes, etc. from the last few years.
Ongoing

Suggestion made by **DF** to zip files to overcome problem of the length of file names (256 characters). Need to consider utilizing the cloud instead of a hard drive for this data.

DF has taken the drive and he and Bob Moynihan are going to work together to update the Drive.

- d. **Flip Chart / Surveying Formulas** (Tim Burch)
Tim looking into ideas for producing an inexpensive formula document to provide to examinees similar to Flip-Chart. Status report. Ongoing

This responsibility has been reassigned to **NE** and **TB**

- e. **California Union(s) use of CST Program.** (Torrence)
Torrence will work with Armand (CA Director/CST) about finding a way to get a connection to Union and promote the CST Program in CA. Torrence will contact Glen and will make contact with Calif. Director. See Art's comments above.

- f. **CST Promotion Award** (Moynihan)
Possibility of awarding one to Ricky Brooks (NY) and do this annually for publicity. (will report) Bob to approach NSPS Awards Committee

Motion: **RR, RT 2nd** Two awards are to be created and awarded annually; one for a company and one for an individual. Criteria will be developed. The award will be administrated by NSPS award committee.

Passed

- g. **Idea of a CST Webinar/Video**, Trish and Art to see about converting CST power points to dynamic videos. Thurow to follow up.

Motion: **JF 2nd RT** Pending budget allowance, \$7500 be allocated for the production of a professional video highlighting the positive aspects of becoming a CST.

Passed

Note: A call to Bob Jupin was made concerning the budget and whether there are funds available to produce the video(s). Bob indicated that there were no funds available. Discussion to continue.

- h. Discussed **Google search engine being allowed** on 1 or 2 computers during test. Proctor monitored. Van Gelder to question examinees in Orlando and report back. New CST Website (Milburn) Board to review latest iteration and comment.

Board consensus: **no**

- i. Effort to promote CST Program now that **NICET Highway Survey option is gone.** (Rambeau) Motion to be brought to NSPS board by Rambeau requesting NSPS president send letter to all state DOT'S providing information about the nationally recognized NSPS CST Program and asking/suggesting 1-to require all survey

consultants to have CST certified personnel and 2- promote that their own DOT employees get certified. Motion approved. Randy to follow up with help on letter. Work- group to make **revisions to Level III Boundary exams** (Field Operations work element). Adding more boundary related questions from list that Ron has. Ran out of time. Will add to next agenda.

Each CST Board member must provide RR with the contact information for each DOT Survey lead for the states under their jurisdiction. This should be done prior to leaving Orlando.

9. NEW BUSINESS

Day 2 convene 8:10 am Note: CG not present for the remainder of the meeting.

Motion: **JF, RR 2nd, TB** will ask NSPS Executive committee that budget line 52403 be increased from 2,000 to 9,500, money to be taken from the income account. The money will be used for a one-time video production extolling the virtue of becoming a CST.

Passed

- a. Quarter 1 Grading: Challenges were reviewed – Done
- | | | | | |
|-----------|-----|---------|----|--------|
| Level I | 130 | passed, | 42 | failed |
| Level II | 10 | passed, | 14 | failed |
| Level III | 14 | passed, | 9 | failed |
| Level IV | 4 | passed, | 1 | failed |

Update Board Roster: (All) - Comments by **AA** regarding her observations about the activities of the CST Board.

Motion: **RR, 2nd JF, AA** nominated for a board position.

Passed Unanimous

Note: **AA** will only be able to attend 2 meetings a year because of other obligations and Corps of Engineer policy-

Tim Burch moved to alternate position. Amanda will take Tim's region. Norm will take III and Iowa. This summer we will reconfigure assignments. Expiring appointments to be determined during summer meeting.

Ron Torrence and John Fenn desire to stay to stay on through fall meeting.

- b. Work group to make revisions to Level III Boundary exams (Field Operations work element). Adding more boundary related questions from list that Ron has.
Move to summer meeting in Vincennes
- c. Interest in possible new CST Board members: Report

Moynihan: Wallace Johnson, Tyler J College (Henry Kuehlem TX Director)

Note: **GT** will continue contact with Wallace Johnson and possibly invite to the fall meeting.

Note: Level 4 exam- Question by **NE**. Need to review, revise, and add new questions in Vincennes.

Motion: **RR, NE 2nd**. To meet in conjunction with NSPS in Bonnet Creek, FL at their hotel

Passed

TIME AND DATE OF NEXT MEETINGS:

Meeting	Date	Location
Fall 2018	October 17-21, 2018	College Park, MD
Winter 2018	Fenn and Haase	By Phone
Spring 2019	April 24-28, 2019	Orlando
Summer 2019	July 17-21, 2019	Vincennes
NSPS Spring 2019	April 9-13, 2019	Arlington
NSPS Fall 2019	Oct 16-20th****	Orlando

NSPS Spring 2020 March 31-April 5 Arlington
****see new motion day 3

Day 3- Convene at 8:20 am

Discussion on LearnCST contract- negotiate with Allen Cheves. Allen needs to come to the meeting at Vincennes with video proposal, and financial data,

Register NSPS CST trademark. ASAP- Art to follow up with Trish.

Need bylaws established and policy manual review.

Motion: **NE, JF 2nd, NE, TB** to write bylaws and review policies and report at summer meeting

Passed.

Motion: **DF, JF 2nd**, Investigate possibility of forming a 501c3 foundation.

****Motion: **RT, 2nd JF**- reconsider decision to meet in conjunction with the NSPS conference in Bonnet FL. Oct 16-20th. CST Board will have representation at the NSPS fall meeting but meet at our regular time and location.

Passed

Adjourn 10:20 am