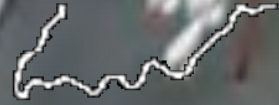




Central Indiana Chapter
ASPENEWS



March 2015



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are not authorized to speak for the Society



**David Townsend, CPD
President, C.I. Chapter of ASPE**

I am excited to see the snow melting and warmer temperatures arriving to Indiana. It seemed like another long winter and I am ready for spring and summer. Our ASPE Chapter is moving ahead with planning for our upcoming events. April is right around the corner and is when the Evansville golf outing takes place. You can see info in this newsletter about the outing and how you can get involved. May will host our officer elections and our Membership Appreciation Day and August will host our Annual Golf Outing in Indianapolis.

Membership numbers for our chapter are still up!! As of the end of February, we have a total of 118 members in the Central Indiana Chapter which includes the membership of the Evansville Satellite. It is great to see this growth and retention in our chapter membership. As always, promote ASPE to your colleagues and friends in the industry.

Have you ever thought about taking a leadership role in our local chapter? Our 2015-2017 officer elections will be held in May this year, and we are looking for motivated individuals that want help our chapter grow. You can submit your name to me and any position that you may be interested in and we will get you on the upcoming ballot. Later in this newsletter issue, you will find an overview of the officer positions and duties associated with them. Please send in your nominations for the officer ballot via email to davidt@aecmep.com by March 31st. The draft ballot will be printed in the April & May Newsletters.

You will find information in the newsletter regarding our Membership Appreciation Day at the Indianapolis Motor Speedway coming in May. This is one our best attended events and we are excited to be able to offer this event again this year.

Hope to see everyone on the 19th at our March meeting.

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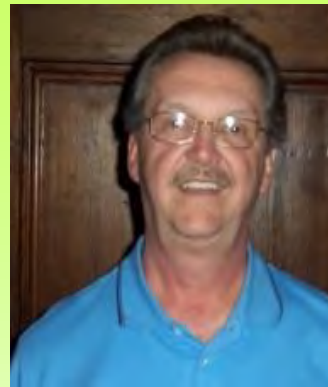
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Larry Fox, CPD
President, ASPE Evansville

Greetings from Evansville ASPE!

In the February newsletter I mentioned that locally we have had a very mild winter and I thought spring was around the corner. Well I shouldn't have said that! It's like you wax your car and the next day it rains. As I write this Article, we are under a winter storm warning. Looking out the window it is a complete white-out with 6 inches of snow already on the ground and no sign of letting up. No sign of the Robins that I saw last month. I hope this is "old man winter's" last hoorah.

I would like to thank Rick Kubasak with Lubrizol Corporation for his presentation on CPVC Water Distribution Systems. He made a good point on why Engineers should consider CPVC as opposed to copper when value engineering.

Our second annual ASPE / JATC Product Show has come and gone and it was a huge success!

I want to thank our members Brian Lowe and Mike Borman once again for working so hard promoting this show. It not only benefits engineers but the trades people and facility managers as well. I also want to thank the many member volunteers that gave their time to help out this year. I will not mention any names for fear of leaving someone out.

Jason McDonald our past Secretary said it best in his article included in this newsletter.

I would like to welcome the following new Evansville ASPE Members:

Waller Clements

Mike Lindauer


Don Werner

Patrick Thompson

A special thanks to our VP Membership John Buechlein for his hard work in recruiting these new members. I am very proud of all my Board Members and thank them for making my job as President a little easier.

Please join us at our next meeting on March 26. Our sponsor will be ABT, Inc.

Hope to see you there.



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Dann Holmes

ASPE Region 2 Affiliate Liaison

By the time you read this article, maybe, just maybe outdoor temperatures will begin to approach their seasonal average. I have my doubts. This year, it's been one deep-freeze after another. I'm thinking Region 2 will set an all-time lowest average temperature for the month of February. Doesn't that just make you want to look square into Punxsutawney Phil's eyes? ☹

As we SPRING forward, we'll feel the warmth of the sun, witness the snow melting, the ground thawing, see trees budding and flowers bloom, and hear the wonderful sounds of chirping birds. Ah springtime! :)

As our SAD (Seasonal Affective Disorder) spirits are lifted we'll break out the golf clubs (the way I golf, I'm better off to just break them!). ASPE Chapters across Region 2 will be ramping up their trade show, golf outing and special event activities.

On February 28th & March 21st, the Pittsburgh Chapter will host their "Counseling the Boy Scouts of America Plumbing Merit Badge" at the Carnegie Mellon University in Pittsburgh.

On March 10th the Eastern MI Chapter will hold their annual NASPE Car Races at the PITC in Troy. March 11th is World Plumbing Day. On this day the Greater Toronto ASPE Chapter will hold their next meeting. This is a big deal as they are very close to becoming a full chapter!

Also on March 11th the Northern Ohio Chapter will be touring the Great Lakes Brewery. The Buffalo-Niagara Chapter is hosting their annual Trade Show March 25 at The Grapevine Banquets in Depew, NY.

Western MI has two upcoming events, a tour of the recently updated Bell's Brewery in Galesburg on April 8th. On May 19th they will hold their annual golf at the Quail Ridge GC in Ada.

Southwest Ohio will celebrate their annual ASPE Night with the Dayton Dragons on May 29th. You can join the Central Ohio Chapter on June 16th for their annual golf outing.

In addition to their Boy Scout Plumbing Merit Badge events, the Pittsburgh Chapter will be hosting their annual golf outing at the River Forest GC in Freeport on June 19th. The Rochester Chapter is also planning a June golf outing but has not yet finalized their plans.

The Evansville Satellite Chapter will host their 3rd annual golf outing at the Cambridge GC on June 25th. Following this, Central Indiana will hold their annual golf outing at the Ironwood GC NE of Indy on August 7th.

As you see, there is a lot of activity throughout Region 2. So wash the salt off your cars, enjoy the longer days of sunshine and drive to your local ASPE chapter meeting. Engage. Contribute. Educate and Learn.

Please take time out to participate in the festivities; often these events are the main fundraisers for our chapters. For those attending the Brewery tours, find a designated driver you can count on.

If I could find the time and travel to each of the golf events listed here I'd get some real practice in this year. Maybe my clubs would like me more, and vice-versa!

As always, please feel free to contact me at:
Dann Holmes – ASPE Region 2 Affiliate Liaison
NSF International – Business Development Manager
dholmes@nsf.org or (734) 214-6222



Tech News Now:

Technical:

Has everyone had their fill of winter yet? It won't be long now. Spring is around the corner and what a welcome site! I love the snow, but the extreme cold temps wear on you. At least we've had lots of sunny days this year! I don't ever recall so many beautiful winter sunsets.

Mr. Jeffrey Pickle with UltraFlo Systems did a great job last month educating everyone on manifold piping systems! A very gracious thank you to Jeff and Bob Sapienza with RJS Associates for sponsoring the February luncheon seminar. We couldn't do this each month without the generosity of our Vendors and Manufacturers Reps. Thank you all!

Our March Speaker will be Jim LeStage with Holdrite. Jim is a certified ASPE CEU Provider and will present to us on the very critical and important aspects of pipe hangers, supports and restraints. We all know how important these devices are, but get very little attention until they are applied, or installed incorrectly. So, don't miss this one! And, as usual, there will be some great food served!

See you at our next meeting!

Gary Borgmann, CPD
VP Technical, C.I. Chapter of ASPE

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Vice President Membership - John Buechlein
Education Chair - Greg Framer, P.E.
Treasurer - Brian Lowe
Secretary - Steve Sitzman, CPD

Evansville Chapter Golf Classic

Thursday, June 25th 2015
SAVE THE DATE!

Cambridge Golf Course
1034 Beacon Hill Evansville, IN

Registration Time: 11:00 AM
Shotgun Start: 12:00 PM
Dinner/Award Presentation to
Follow

Format : 4 Person Scramble

Prizes for closest to the pin, longest drive,
longest putt and more!

Entry Fee: \$75.00 Per Person
(Fee includes: green fee, cart, dinner, etc.)

For additional information and sponsorship
options, please contact:
Steve Sitzman: Steve.Sitzman@Skanska.com
Sam Schenk: Schenk@bcclt.com

First 36 teams are in! Checks payable to
"Evansville ASPE Chapter" or Contact
Brian Lowe (Brian.Lowe@ferguson.com
(812)-305-2620) for PayPal options.

Deadline for all team entry fees must be
received by June 3rd, 2015



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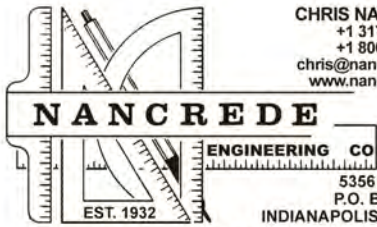
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2014-2015 CI-ASPE Lunch-N-Learn

Topics / Sponsors

March 19, 2015

Topic: Piping Supports and Supports

Sponsored By: Jim LeStage—Holdrite

April 16, 2015

Topic: Cost Effective Secondary Disinfection

Sponsored By: Chris Nancrede—Nancrede Engineering & Tom Muilenberg—MIOX

May 21, 2015

Topic: The Key Elements of Grooved Piping Systems

Sponsored By: Larry Boggs—Systec Services

Central Indiana Monthly Lunch - N - Learn

Date: March 19, 2015

Time: 11:30 a.m. EST

Place: Knight's of Columbus, 2100 East 71st Street (71st and Keystone Ave.)

Topic: Piping Supports and Restraints

Sponsor: Jim LeStage with Holdrite

Cost: \$15.00 (Sponsor will pay for Designer's/ Engineer's Lunch)

RESERVATIONS ARE REQUIRED.

RSVP: Gary Borgmann *by Monday March 16, 2015*, Garyb2010mc@yahoo.com

Or on the IndyASPE.org website

To RSVP Now Click Here!

See You There!

2014-2015 EVANSVILLE-ASPE Lunch-N-Learn

Topics / Sponsors

March 26, 2015

Topic: Compressed Air

Sponsored By: Andy Reddington — EVAPAR

April 23, 2015

Sponsored By: Culligan

May 28, 2015

Sponsored By: Hydronic & Steam Equipment

Evansville Monthly Lunch - N - Learn

Date: March 26, 2015

Time: 11:30 a.m. CST

Place: Red Fez, 6 Walnut Street, Evansville, IN ([click here for a map](#))

Topic: Compressed Air

Sponsor: Andy Reddington with EVAPAR

Cost: \$15.00 (Sponsor will pay for Designer's/ Engineer's Lunch)

RESERVATIONS ARE REQUIRED.

RSVP: Sam Schenk *by Monday March 23, 2015*, schenk@bcclt.com

See You There!



March Meeting Preview

Pipe Hangers & Supports

Course Description:

This course will take the engineer through the various field-devised methods and engineered solutions for pipe supports and restraints. Once the course is over the engineer will be able to recognize the value and importance of disallowing field-devised methods and update plumbing specifications to include engineered solutions.

Course Learning Objectives:

- Course Learning Objectives:
- Be able to identify the difference between field-devised methods and engineered solutions
- Recognize the value and importance of disallowing field-devised methods
- Identify ideal piping support and restraint options available
- Learn the requirements for no-hub pipe & fitting restraints
- Be able to effectively update plumbing specifications

Speaker Bio:

Jim LeStage



Jim currently holds the position of Specification Sales Manager at HOLDRITE®. Building on his past experience with HOLDRITE® as Head Estimator in new business development, and co-inventor of the rapidly growing HOLDRITE® #117 No-hub Fitting Restraints, Jim continues to make significant contributions to HOLDRITE®'s growth and success. Prior to his tenure at HOLDRITE®, Jim worked nearly 10 years in new construction as a plumbing foreman in Southern California. He successfully completed a variety of projects including the California State University Riverside Pierce Hall Science Building, the County of Riverside Forensics Laboratory and a variety of mid-rise multi-family housing projects. Jim holds a Bachelor's degree in Business Management from California State University San Marcos.

March 26, 2015 MEETING ANNOUNCEMENT

Think you know everything there is to know about Trench Drain Design? This month's Evansville ASPE meeting will help you with that.

WHAT: *Trench Drain Design* by Glenn Shoemaker (ABT, Inc.)
WHERE: Red Fez, 6 Walnut Street, Evansville, IN ([click here for a map](#))
WHEN: Thursday March 26, 2015; 11:30am CST
LUNCH: Lunch is FREE for ASPE members, engineers and designers compliments of ABT, Inc.; for all others, lunch is \$15.

PRESENTATION TOPIC:

We will be discussing the different applications, types and system design for Trench Drains.

OUR PRESENTER:

Our presenter, Glenn Shoemaker, Regional Sales Manager for ABT, Inc. since 2008. His credentials include: Completing a four-day continuous inlet training seminar in Troutman, NC. Topics covered included trench drain design, product knowledge and blueprint reading. Shoemaker also completed a three-day master training program covering transportation, hydraulic design, and concrete & material properties.

Please join us for our discussion about Trench Drain Design. Mark your calendar, bring a colleague and join us March 26. Please **RSVP** as soon as possible to VP Technical Sam Schenk at Schenk@bcclt.com or (812) 423-4407.



EVANSVILLE ASPE-JATC PRODUCT SHOW A SUCCESS

The second annual ASPE-JATC Product Show has come and gone. In our opinion (of course, we are biased), it was a smashing success! Both exhibitors and attendees took advantage of the added show time – doors opened at 2pm this year in an effort to entice the engineering and facility management community to come out in force.

Jason Blondin - JATC Coordinator (Joint Apprenticeship Training Committee) with Plumber and Steamfitters Local 136 opened their doors and their arms as they graciously hosted this event for the second time. Not only were the doors to the Hall open for the product show, Jason also opened the doors to the training facility next door. If you have not taken a tour, make that a priority for 2016! Speaking of priorities, to let you know just how much this show means to the JATC, they sent a bus to Bloomington to bring down the apprentices from that area. Pretty cool!

Exhibitors dressed their booths for success and embraced the “hands on” approach that has been and will continue to be a vision for this Product Show. A huge thanks to our exhibitors for accommodating the new schedule – we know it made for a long day and we truly appreciate each of you for staying with us for the whole day AND staying set up until the show closed at 8:30pm. Not only did they work their booths, our exhibitors donated several door prizes that were enjoyed by many of the attendees. Some of those attendees were apprentices and they voted for the best booth. This year’s best booth went to Victaulic in a VERY tight race with both HILTI and Milwaukee Tool. For the next year, Victaulic gets bragging rights and gets to be home to the traveling booth award trophy. Congratulations!

Something new for this year – volunteers! Yes, as folks in ASPE well know, there is nothing like plenty of volunteers. You don’t get cheaper labor than FREE! Thank you to all who tended the door, handled sign-in/sign-out, setup, cleanup, food and beverage. Each of you was integral to the show going smoothly.

For those of you more interested in the numbers, here they are:

Show time: 2pm-8:30pm, an increase of 2 hours from last year

Booths: 33, seven more than last year

Apprentices in attendance: 110

Total attendance: 257, we had approximately 180 last year

Mike Borman (J.E. Shekell and Past President of the Mechanical Contractors Association of Southern Indiana) had the idea for this show a couple years ago - a “hands on” trade show. Brian Lowe (Ferguson Enterprises/ Wolseley Industrial and Treasurer of Evansville ASPE) worked very hard with Mike to make this show a reality. He did a LOT of the heavy lifting both this year and last making sure the floor was full of outstanding vendors and that there was plenty of food and drink for all, even one who appeared to have just walked in off the street. Sam Schenk (Biaggi, Chance, Cummins, London, Titzer and Vice President Technical of Evansville ASPE) was also heavily involved this year. Jason McDonald (Grumman/Butkus Associates in Evanston, IL and past Secretary of Evansville ASPE) helped out from Chicago and even made the trip down for the show. Congrats gentlemen on an amazing Product Show!

This show provides an opportunity to see the latest plumbing, hydronic, HVAC, controls and medical gas products and to touch/use the latest tools and safety gear. It is truly a show for the entire plumbing and mechanical industry. Were you there? If not, make sure to come join us next year!

Mark your calendars for next year and the third annual ASPE-JATC Product Show. Heck, just keep all of February and March 2016 open until the date is determined! Once that date is set, make your plans to join us once again (or for the first time) for the best Product Show in the Tri-State!

Evansville JATC Trade Show Meeting Photos



Central Indiana ASPE Board Meeting

February 13, 2015

Attendees: Pete Dervenis, Dan Cummins, David Townsend, Gary Borgmann, George Russell, Tim Wolfe, Frank Bruggner, Steve Hullett

Meeting called to order at 11:40 a.m.

Old Business

Treasurer's Report:

Pete reported the finances are in great shape and all outstanding receivables have been posted. Dues Rebates from ASPE National are current and on track with a recent receipt covering 4 months.

IMS Appreciation Day:

Pete has made the deposit for our May 15th "Fast Friday" event at the Speedway. Pete has secured a Suite on the Main Straight and will be catered by Jug's.

Chapter Meetings Update:

All meeting speakers have been assigned and we have a full slate. The May meeting will be Election Day for CIASPE and a slate of candidates is being assembled. Anyone interested in serving should send an email to President Dave Townsend.

New Business

Membership:

Current combined membership (CI and Evansville ASPE) is 112 members.

2015 Golf Outing

The Annual CIASPE Golf Outing is scheduled for August 7th at Ironwood GC.

The next BOD meeting will be March 13th, 2015.

The meeting was adjourned at 12:45pm.

Respectfully submitted by:

Steve Hullett, CPMR
Administrative Secretary



Central Indiana - ASPE Appreciation Day Indianapolis Motor Speedway

Attention CI-ASPE Members...be on the lookout for
information on this event in our April Newsletter

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Evansville Satellite ASPE Board Meeting

February 6, 2015

1. President - Fox

Evansville ASPE drop box set up. (Larry to share – Steve to send gmail account info to Larry)

Bio & presentation outline from Culligan.

April – Jeff Gore to send info.

c) Elections. (Larry to step down in June)

2. Vice President Technical – Schenk

Meeting sponsors.

Feb – Lubrizol

March – ADT

April – Culligan

May – Hydronic & Steam

All sponsor info (luncheon subject and bio) to be forwarded to Greg and Steve

Lunch menu for next meeting.

Fried catfish

Plan for vendor participation at next meeting.

3. Vice President Membership – Buechlein

ASPE membership report

Giftcards will be given to ASPE members who sponsor new members.

John to pick up and hold giftcards.

4. Treasurer - Lowe

Secure

EVANSVILLE SATELLITE

5. Secretary – Steve Sitzman

How are we recording CEU's for the trade show?

CEU certificates will be given to all ASPE members who are present.

There will be a sign-in/out sheet at the door to record time.

Nominated to be the golf outing chairman.

Sam to update last years flyer and forward to Steve

Flyers to be emailed out asap.

Handout flyers at tradeshow.

Golf outing will be held on June 25th

Steve will contact Cambridge Golf Course about dinner options.

Get meeting invitations out in time to place in newsletter.

Must receive speaker bio/subject matter prior to newsletter due date.

6. Education Chair - Farmer

a) Greg will get sign-in/out sheets and information from Pam for the trade show.

7. Old Business

a) Shirts for ASPE/JATC Trade Show distributed.

8. New Business

Presidents meeting on June 5-6th @ Columbus, OH.

New president to be voted in before June.

Next General Meeting – February 26.

10. Next Board meeting – March 5, 2015 @ 11:00.

Evansville Satellite ASPE Chapter CEU / PDH Policy

It is our intention to have every program endorsed by our chapter to be approved for Certified Education Units (CEUs) by the ASPE National Education Department. Therefore certificates will be issued by ASPE via email, instead of by our local chapter. However CEUs can only be issued to ASPE members. Therefore, if you are an ASPE member, please make sure you write your name, and email address clearly and provide your ASPE membership number if possible.

If you are not an ASPE member you are welcome to attend all of our programs, however ASPE National will not issue you a CEU certificate. If you still want Professional Development Hours (PDHs) for continuing education for Professional Engineering licensing requirements, you may "Self Report" these activity by keeping your own records. However if you require a PDH certificate, our local ASPE chapter will issue it to you for \$20 up to three years after the program. Therefore we will maintain records of program attendance for a period of three (3) years. This will allow us to issue PDH certificates to support a licensing audit as it might be required in the reasonably foreseeable future.

Evansville February 2015 Meeting Photos





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CI-ASPE 2014 – 2015 ADVERTISING RATES:

All annual advertisement(s) are printed from September through August. Any partial year advertisement(s) will be pro-rated accordingly. If you would like to have your Business Card(s) or other pre-approved Advertisement(s) printed in our monthly Newsletter, please email them to George Russell at (george@tec-mep.com). Invoices will be sent out for the advertisement(s) that you have requested to be printed in our Newsletter.

1. Business Card: \$50.00 per year, per card (In Newsletter Only)
2. Business Card: \$100.00 per year, per card (In Newsletter w/ Your Website Link)
3. Full Page Advertisement: \$75.00 per page, per month.
4. Half Page Advertisement: \$50.00 per month.
5. Quarter Page Advertisement: \$35.00 per month.

NOTE: A \$25.00 convenience fee will be added to your total invoice if you or your company is NOT a current ASPE member.

The deadline for Business Card(s) and other Advertisement(s) to be included in the following month Newsletter is the 25th of each month. Send your Advertisement(s) to us today.

If you have any questions, please call George Russell at (317) 636-3941; or Pete Dervenis at (317) 509-9831.

As Always, THANK YOU for your Central Indiana ASPE Support!

CHAPTER OFFICER POSITIONS

As you are aware the Indianapolis chapter is nearing the end of its 2-year officer term. This May we will be electing our new 2015-2017 chapter officers.

Below is an overview of the elected positions from the ASPE P&O manual.

Chapter President, Vice President Technical and Vice President Membership must be Full-Members the remaining board positions can be any membership classification.

Chapter President

The office of President is the highest officer position in the ASPE chapter structure. The Chapter President is the leader of the chapter and has the responsibility for providing the chapter's leadership during his/her term of office. The Chapter President is responsible for:

- Organizing and managing an orderly, controlled, and informative chapter meeting
- Establishing the dates of, organizing, managing, and chairing the monthly meetings of the Chapter Board of Directors
- Appointing chapter Committee Chairs, appointing/approving committee members, and assigning special responsibilities to individual members
- Maintaining awareness of, and interest in, chapter activities. The President must judge when residential intervention is required on behalf of the chapter's best interests.
- Sustaining interest in, and monitoring the results of, chapter committees. Committee results and reports may ultimately affect the direction of the chapter and should be confirmed to be a consensus of the assigned individuals.
- Knowing the eligible activities that qualify and can be credited toward the Chapter Award of Merit program; verifying the chapter's monthly credit standing with the Society
- Initiating, scheduling, controlling, and producing the chapter's annual report. The chapter annual report is a vital communication link with the Society and is the trigger for the renewal of the chapter's charter and the release of the membership dues rebate monies. The chapter, through its Board of Directors, should retain a copy of the annual report. Proper delivery of the annual report can be ensured by mailing it to the Society via special delivery, return receipt requested.
- Maintaining and distributing the monthly newsletter—the chapter's most valuable member communication vehicle. Ensure that copies of the newsletter are distributed to the Society office, Region Director, and other regional chapters.
- Attending annual Chapter Presidents Region Meetings representing the chapter
- Representing the chapter at ASPE's biennial Convention as the lead delegate. The President ensures that the delegate list is completed and sent to the Society in a timely manner. (The delegate list is the trigger required to receive delegate travel monies.)
- Presenting the chapter annual budget for approval by the Chapter Board of Directors.
- Writing articles for the Chapter newsletter.

The Chapter President should be innovative, unafraid of change, and continually striving to improve upon previous years' successes. Each new Chapter President will be contacted by, and is expected to build an ongoing relationship with, the Region Director, an important communication link between the chapter and the Society Board of Directors. The Region Director provides an invaluable service and is chapter-oriented; visiting the region's chapters annually, he/she has an accumulation of Society information and chapter know-how, knows the answers to many chapter problems, and acts as the chapter's spokesperson with the Society Board of Directors.

Vice President, Technical

The Chapter Vice President, Technical is responsible for the planning, organizing, and directing of all technical activities and events of the chapter, which includes:

- Arranging the technical presentations for chapter meetings, including:
 - Establishing the technical presentations' subject matter
 - Identifying and engaging technical speakers
 - Ensuring that technical presentations are nonproprietary in nature, even if that means the presentation must be halted
 - Chairing the Chapter Technical Committee and/or overseeing the Chapter Meeting Committee
 - Working with the Society Technical and Research Committee as needed for local or Society interests concerning technical matters
- Participating in the Society's Technical and Research Council (all Chapter Vice Presidents, Technical are members), including attendance at Council meetings held biennially at the ASPE Convention
- Submitting monthly meeting speaker evaluation reports to the Society for general distribution
- Preparing appropriate sections of the chapter's annual report
- Writing articles for the Chapter newsletter

CHAPTER OFFICER POSITIONS

Below is an overview of the elected positions from the ASPE P&O manual.

Chapter President, Vice President Technical and Vice President Membership must be Full-Members the remaining board positions can be any membership classification.

Vice President, Legislative

The Chapter Vice President, Legislative is responsible for:

- Planning and implementing chapter programs and projects relating to codes, ordinances, and municipal or state regulations that affect the membership
- Working with the Society's Vice President, Legislative and Legislative Committee, and providing chapter membership viewpoints for national-level codes, ordinances, regulations, and standards
- Acting as the liaison with code-writing and regulatory organizations and agencies, as necessary and desirable for the chapter's membership
- Reporting local code or legislative activities to the Chapter Board of Directors and to the Society office
- Participating in the Society's Legislative and Code Council (all Chapter Vice Presidents, Legislative are members), including attendance at Council meetings held at the biennial ASPE Convention
- Preparing appropriate sections of the chapter's annual report
- Writing articles for the Chapter newsletter

Vice President, Membership

The Chapter Vice President, Membership is the membership administrator of the chapter. The Vice President, Membership, is responsible for:

- Maintaining an accurate roster of the chapter's members
 - Reviewing, for completion, accuracy, and proper classification, applications for membership and applications for advancement of membership; also ensures that the appropriate fees and dues amounts are submitted with applications
 - Working with the Society's Vice President, Membership, Membership Committee, and membership Director, as necessary
 - Chairing the Chapter Membership Committee, including:
 - Planning and implementing membership recruitment programs
 - Membership retention
 - Participating in the Society's Membership Council (all Chapter Vice Presidents, Membership are members), including attendance at council meetings held at the biennial ASPE Convention
 - Preparing appropriate sections of the chapter's annual report
 - Writing articles for the Chapter newsletter
- The Chapter Vice President, Membership also may be responsible for the planning, organizing, and conducting of all chapters social events.

Treasurer

The Chapter Treasurer is the chief financial officer of the chapter. The Treasurer is responsible for:

- Collecting chapter funds and depositing monies received by the chapter (e.g., dues rebates, meeting fees)
- Disbursing chapter funds and paying chapter bills
- Overseeing chapter finances
- Maintaining chapter financial records
- Reporting, periodically, to the Board and to the chapter on the state of the chapter's finances
- Submitting monthly financial reports to the Society office
- Preparing the financial report sections of the chapter's annual report

CHAPTER OFFICER POSITIONS

Below is an overview of the elected positions from the ASPE P&O manual.

Chapter President, Vice President Technical and Vice President Membership must be Full-Members the remaining board positions can be any membership classification.

Administrative Secretary

The Chapter Administrative Secretary is the record keeper for the chapter. The Administrative Secretary is responsible for the internal

records of the chapter (i.e., records of chapter business), which includes:

Keeping minutes of Board meetings, minutes of general membership meetings, attendance records, etc.

Transmitting the required monthly reports to the ASPE office, including:

Board meeting minutes

General membership meeting minutes

Meeting attendance lists (sign-in lists)

Treasurer's reports (prepared by the Treasurer)

Chapter newsletter (prepared by the Newsletter Editor)

Technical Committee report (when applicable)

Education Committee report (when applicable)

Legislative and Codes Committee report (when applicable)

Meeting and/or technical program evaluation form

The Administrative Secretary, while not responsible for preparing all of these reports, is responsible for seeing that they are submitted, in a timely manner, to the Society office. The Administrative Secretary is responsible for preparing the appropriate section of the chapter's annual report. Required reports, such as the chapter and Board meeting minutes, and the Vice President, Technical, Vice President, Legislative, and Vice President, Membership reports may be published as part of the chapter newsletter, which is an acceptable alternative to submitting the reports to the Society office.

Corresponding Secretary

The Corresponding Secretary is responsible for all intra-chapter correspondence and for communication with the Society office, which includes:

Maintaining the chapter's mailing list of members

Working with the Vice President, Membership to maintain the chapter's membership records

Preparing, in conjunction with the Vice President, Membership, the official membership roster of the chapter

Assisting with the mailing of the chapter's newsletter

Providing updated chapter information regarding officers, contact information, and meeting location to the Society

Maintaining a link for the chapter's website with the Society's website The Corresponding Secretary is responsible for preparing the appropriate section of the chapter's annual report.

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