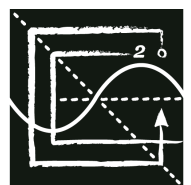


DRAFT MINUTES OF THE NORTHEAST ZONE ANNUAL MEETING

August 25–27, 2016



NCEES

MINUTES OF THE 2016 NORTHEAST ZONE ANNUAL MEETING
Roy E. Shrewsbury II, P.S., CFM, Northeast Zone Vice President
Indianapolis, Indiana
August 25–27, 2016

THURSDAY, AUGUST 25, 2016

Call to order

Northeast Zone Vice President Roy Shrewsbury, P.S. (WV-PS) called the meeting to order at 4:00 p.m.

First-time attendee recognition

Vice President Shrewsbury welcomed the following first-time attendees:

- Garth Thomas, P.E. (WV-PE)
- James Nadeau, P.L.S. (ME-PLS)
- James (Tom) Rayburn, P.S. (WV-PS)
- Leslie Gates, P.E. (WV-PE)
- Linda Capuchino, Division Director (NH-PE)
- Paul Tsang, P.E. (MA)
- Sefton Stewart, P.S. (WV-PS)
- Steven Long, executive director (MD-PE and MD-PLS)
- Theodore Tesler, P.G. (PA)
- William Doucet, L.S. (NH-LS)
- Patricia Steere, P.E. (RI-PE)

Roll call of member boards

Northeast Zone Assistant Vice President Paul Tyrell, P.E., P.L.S. (MA) called roll. The following boards were marked as present: DE-PE, DE-PLS, DC, ME-PE, ME-PLS, MD-PE, MD-PLS, MA, NH-PE, NH-LS, NJ, NY, PA, RI-PE, RI-PLS, VT-PE, VT-LS, WV-PE, and WV-PS. CT was not present. A quorum was declared.

Call for additional agenda items

No additions to the agenda were made.

Consideration of motions

Vice President Shrewsbury called upon Leonard (Joe) Timms, P.E. (WV-PE emeritus) to discuss changes that occurred during the past few days regarding the WV-PE motion. Timms outlined the motion and presented its background. Essentially, the NCEES board of directors passed a registration process for the PE exam that allows registrants for the exam to attest that they meet all of the state requirements for registration. There would not be any control to confirm if the applicant had passed the FE, whether or not he or she had a degree from an ABET-accredited program. Timms explained that some boards believe that NCEES overstepped its authority. He desired that this action be vetted by a committee and brought back to the Council next year. NCEES President Michael Conzett, P.E. (NE-PE) then spoke. He told the group that the NCEES board of directors takes exam security seriously and decided to reconsider its position. When the E3 system came online on June 20, 2016, the board of directors desired for member boards to have the option on how they wanted NCEES to handle their PE and PS applicants. The board of directors decided on August 23. They modified the options for approval of the exams as follows. These options are for taking the exam only—not for approval of licensure. “It is not a free path to licensure.”

1. **Automatic registration exam/restricted.** Applicants are automatically approved to take the exam upon verification of passage of the FE exam and attestation by the applicant that he or she meets the board’s requirement for licensure.
2. **Automatic registration exam with education restriction.** Applicants are automatically approved to take the exam upon verification of passage of the FE exam and verification that the transcript meets the board’s requirement. The applicants attest that they meet the board’s requirement for licensure.
3. **Manual.** Jurisdictions manually vet applicants who wish to sit for a PE or PS exam.

Discussion followed. Howard Gibbs, P.E. (DC) asked if registrants must know the state in which they are registering. Reply: yes. James Valenti, Chief Legal Officer (NJ) asked if a state selects the manual option, would candidates see that option only. Reply: yes. President Conzett replied that boards have the option to see every candidate's application before permitting him or her to take the exam. Northeast Zone Assistant Vice President Tyrell asked when each state would be asked to select its option. Reply: already done by the member board administrators. Jerry Carter, CEO of NCEES, noted that two boards have selected Option 1 so far.

Vice President Shrewsbury reread the motion. Then he called the issue to a vote.

James Purcell, P.E. (NJ) moved that the WV-PE motion be withdrawn from the main meeting agenda. David Jackson, Esq., Executive Director (ME-PE) seconded. The motion to withdraw passed unanimously.

Approval of the April 22–23, 2016, zone interim meeting minutes from Burlington, VT

Joseph Berger, P.E., L.S. (NY) made a motion to approve, and Elwood Ellis, P.S. (ME-PLS) seconded. One delegate asked if the Advisory Committee on Council Activities report had been added. Answer: yes. Minutes of the interim meeting were passed unanimously.

Zone committee composition and reports

Leadership Development Committee (three-year staggered terms—except assistant vice president)

- Paul Tyrell, P.E., P.L.S. (MA), zone assistant vice president and chair
- Brad Aldrich, P.E. (VT-PE)—2017
- David Jackson (ME-PE)—2018
- Aaron Armstrong, P.E. (WV-PE)

Awards Committee (three-year staggered terms)

- Howard (Skip) Harclerode II, P.E. (MD-PE)—2017
- Dennis Jarrell (WV-PS)—2018
- Chris Duhamel, P.E. (RI-PE)—2019

Northeast Zone Nominating Committee (chaired by elected member to NCEES Committee on Nominations)

- Skip Harclerode, P.E. (MD-PE), Chair
- Tom Orisich, P.L.S. (MD-PLS), Vice Chair
- George Ames, P.E. (ME-PE)
- Dan Barbato, P.E. (DE-PE)
- Elwood Ellis, P.S. (ME-PLS)

Site-Selection Committee

- 2016: Vermont (Bill Atkinson, P.E.)
- 2017: Delaware (Peggy Abshagen)—joint with Southern Zone in the U.S. Virgin Islands (April 27–29, 2017)
- 2018: Maine (Mandy Holway Olver, P.E.)
- 2019: New Hampshire (joint with Central Zone) (Donna Lobdel, NH-MBA)
- 2020: Washington, D.C. (Ernest Boykin)
- 2021: Rhode Island (Chris Duhamel, P.E.)

NCEES Committee on Nominations (Note: This committee was abolished at the NCEES annual meeting.)

- Skip Harclerode, P.E. (MD-PE) was selected as the primary at the spring 2016 interim meeting.
- Tom Orisich, P.L.S. (MD-PLS) was selected as the alternate at the spring 2016 interim meeting.

Site-Selection Discussion

Brief presentation by Peggy Abshagen (DE-MBA), who reported the upcoming meetings through 2021. Then she completed a straw poll on the 2017 joint meeting in the Virgin Islands occurring on April 27–29, 2017. No significant changes were proposed. Tom Quest of the Central Zone came before the group and requested that the 2019 meeting be jointly held with the Central and Northeast Zones meeting together in New Hampshire. New Hampshire agreed.

Nominating Committee Report

Thomas Orisich, P.L.S. (MD-PLS) reported that the next election would be for NCEES president-elect nominee, Northeast Zone vice president, and Northeast Zone assistant vice president. This election would take place at the zone interim meeting in the Virgin Islands in April 2017.

Awards Committee Report

Skip Harclerode, P.E. (MD-PE) reminded everyone that Peggy Abshagen (DE-MBA) won the award this year. Then he announced that an email would be sent to NZ board members in October to call for nominations. ENNY nominations would be due on January 31, 2017.

Leadership Development Committee

Paul Tyrell, P.E., P.L.S. (MA) reported that the Leadership Development Committee emailed new members attending this meeting. A listing of new attendees is provided at the beginning of the minutes. Tyrell noted that Howard Gibbs would be departing the DC board. The full group provided Gibbs a round of applause for his service for many years to the zone and its activities. Gibbs acknowledged this and noted that the distinguished Eugene Bentley, Ph.D., P.E. (DC) would also be departing the DC board.

Financial report

Northeast Zone Secretary-Treasurer Ronald Willey, Ph.D., P.E. (MA) reported on the change in the zone expenditures since August 1, 2015. The results are summarized below:

CHANGES IN ZONE FUND BALANCE AS OF JULY 2016

Zone fund balance	8/1/2015	\$ 17,757
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Revenue

Registrations for 2016 meeting	\$ 28,925
NCEES contribution	\$ 15,000
Total registrations and contributions	\$ 43,925
Interest posted August 2015–July 2016	\$ 77
Total income	\$ 44,002

Expenses

Interim meeting expense	\$ 37,378
Zone funded delegate	\$ 0.00
Officer travel—annual meeting	\$ 3,621
Total expense	\$ 40,999

Zone fund balance 7/31/2016	\$ <u>20,760</u>
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Reported below is the revenue and expenses for the May 2015 interim meeting in Hershey, Pennsylvania.

NORTHEAST ZONE INTERIM MEETING AS OF JULY 2016

Revenue	Attendees	Actual
Registrations/comps	85	\$ 28,025
Golf/guest activity		\$ 900
NCEES contribution		\$ 15,000
Total revenue		\$ <u>43,925</u>

Expenses

Food, beverage, transportation, entertainment	\$ 27,471
Meeting costs: office expense, meeting rooms, officer travel gifts, awards, etc.	\$ 9,907
Total expense	\$ <u>37,378</u>

Meeting margin	\$ <u>6,547</u>
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A motion to accept the report was made by Steven Arndt, Ph.D., P.E. (MD-PE) and seconded by Pastor Farinas, P.E. (MD-PE). Motion passed unanimously.

Council Business

Engineering Forum report

- Chris Duhamel (RI-PE) gave the report.
- Discussion of the Northeast Zone motion opened the session.
- The Southern Zone motion was then brought up by Southern Zone Vice President Theresa Hodge, P.E. (SC). The motion was for NCEES to provide a zone an additional \$200 for any attendee to a zone interim meeting when the attendance exceeds 75.
- CBT update. 2013 55,000; 2014 38,000; 42,000 this year. The pass rate has remained the same. CBT for surveyors is scheduled this October. PE Chemical follows in January 2018.
- Discussion followed on the structural engineering license. Should they receive special licensure consideration because they take two exams? Little was resolved.
- ASCE representative presented an informational brochure that focuses on the three legs of licensure: education, examination, and experience, with a focus on experience.
- Principles and Practice exam dedicated to project management was promoted by Past President Richard Cottingham, P.E., P.L.S. A poll went out to member boards asking about interest in such exam. The replies, by a super majority, was no.
- Architectural boards vs. engineering boards. Concern about what engineers can and cannot do. For example, can engineers design a roof deck? After all, no one has died because of an ugly deck designed by an engineer. It put a spin about health safety and welfare concern related to what the architects are doing.
- The issue about licensing of Ph.D.s (professors) without examination was brought forth. There was no support for this within the room.
- Concern about records on file with NCEES. Records prior to 2008 are not digital. NCEES wants people to transfer their own records from paper to digital. Sense of the zone is that NCEES should perform this transfer. An NCEES representative countered that there 63,000 records involved. Best to have the person do it themselves to insure accuracy.

Surveying Forum report

- Joseph Flynn, P.S. (VT-PS) made the presentation. EPS Chair Lisa Hanni (L.S.-MN emeritus), moderated the forum.
- NCEES Director of Exam Services Tim Miller, P.E., gave an overview of the Principles and Practice of Surveying (PS) exam moving to computer-based testing (CBT) in October. Currently, 76 registered and 46 additional approved. NCEES will stop administering state-specific exams when the PS exam transitions to CBT.
- Updates on state-specific exams followed.
- Discussion followed on Pokemon Go—on how to use this to gain exposure on selection of surveying as a career.
- The future of surveying—Looking for PR firms to make the public aware of what surveyors do.
- Concerns discussed about engineers doing surveying without the proper training.
- Mike from NC brought up the UAS concerns about people mapping with proper training.

MBA Forum report

- Dennis Jarrell (WV-PS) reported that 60-plus people were in the room. The new E3 system has been implemented and bugs are being corrected. If additional problems are found, email support@ncees.org.
- MBAs will meet again in Atlanta on February 3.
- The forum spent 45 minutes on updates related to decoupling from the exam from the experience.
- The NC decision was brought up and how it is influencing what disciplinary measures and concerns are brought forward for prosecution.
- Discussed motions that will be pulled from the consent agenda.
- MBA charges presented including, “How do boards test for ethics?” was discussed.
- The need to develop a white paper on mobility of licensure. How to move a license uniformly across boards.
- Lesley Rosier-Tabor, P.E., executive director (WV-PE) clarified that a ranking be made on how mobile-friendly states are toward accepting increase mobility.

Additional topics

- James Purcell, P.E. (NJ) noted that ASCE hit the New Jersey Legislature on drafting a proposed law to require a M.S. degree to be licensed. Four colleges in New Jersey offer M.S. programs in engineering.
- Bill Atkinson, P.E. (VT-PE) wants an awareness that NJ, AK, and KY maybe moving toward the M.S. requirement. A public meeting regarding raising the bar was attended by 10 to 12 people. Attendance was light.

Adjourned at 5:05 p.m.

FRIDAY, AUGUST 26, 2016

Call to order

Northeast Zone Vice President Shrewsbury called the meeting to order at 9:14 a.m.

Roll call of member boards

Northeast Zone Assistant Vice President Tyrell called roll. The following boards were marked as present: DE-PE, DE-PLS, DC, ME-PE, ME-PLS, MD-PE, MD-PLS, MA, NH-PE, NH-LS, NJ, NY, PA, RI-PE, RI-PLS, VT-PE, VT-LS, WV-PE, and WV-PS. CT was not present. A quorum was declared.

Update on the Southern Zone motion

Former Past President Gene Dinkins, P.E., P.L.S. (SC) authored a motion that essentially changes the number of funded delegates to annual board and zone meetings from one to three. The Southern Zone desired support from the Northeast Zone for this motion. Considerable discussion followed. A vote was taken on a motion "... to support the Southern zone motion ..." with the results of 7 yes, 12 no, 0 abstentions. The motion to support failed.

Motion from Finance Committee may be reintroduced to the full meeting as related exam fees

Vice President Shrewsbury notified the group that this may occur (it did, and fees were revised as reported in the annual meeting minutes).

Update on state board activities (omitted those with no report).

DE-PE

Charles McAllister, P.E. (DE-PE) reported that the first renewal cycle with CPC (24 PDHs for a two-year period) was completed. The board will automatically audit licensees that renewed late. It all audited those who reported less than 24 PDHs. Many didn't complete the renewal correctly. Many didn't provide the appropriate documentation. Very time-consuming process. Began with 7,200 license renewals sent out; 6,200 have renewed. Balance were either retired, inactive, or delinquent. Since their C/A's renewed at the same time, late renewals and the CPC audits delayed renewals of C/As. For law enforcement activity, a felony conviction of an applicant was insufficient for the board to deny licensure. As a result, it is looking to revise the Code of Ethics to include more crimes that could be considered for denial of licensure. For this case, the board issued a license with restriction. Discussion continues on decoupling the exam from the experience requirement. No new legislation this year.

DE-PLS

James Bielicki, P.L.S. (DE-PLS)

DC

Ernest Boykin (DC) reported that there are 6,238 licensed engineers and 130 licensed surveyors as of 8/1/2016. The board had four complaints this year. One complaint resulted in the voluntary surrender of the P.E. license. Avis Pearson is the newly appointed board administrator, and Staci Mason is the program officer. The board submitted a statement of Proclamation to the city on February during Engineering Week. Norman Mills, Ph.D., P.E., passed away on June 5, 2016. Ernest Boykin was elected board vice chair on June 14, 2016. Four newly appointed board members were sworn in on July 25, 2016. Three board members will be nominated as emeritus members, including Howard Gibbs, P.E., and Eugene Bentley, Ph.D., P.E.

ME-PE

David Jackson, Esq., executive director (ME-PE) reported that the board had 12 discipline cases in 2015. He pointed out that five related cases were presented at the most recent board meeting and resulted in dismissals. The board is working on decoupling the PE exam from the experience requirement in preparation for the

changeover to CBT beginning in January 2018. Changing the renewal mailing to a postcard increase in use of the online renewal system. The board has developed an online PDH on ethics, but implementation has been delayed by a changeover in computer systems. Board members look forward to the 2018 Northeast Zone interim meeting, which will be held in Portland, Maine.

ME-PLS

Elwood Ellis, P.S. (ME-PS) reported that there was not much happening since the report in April. The board is presently requiring 8 hours of CEUs for reregistration.

MD-PE

Steven Arndt, Ph.D., P.E. (MD-PE) reported that the board has a new MBA: Steven Long, executive director (MD-PE). Digital/electronic signatures regulation has been enacted, and efforts were made to match the federal statutes. The board continues to look at the right number of CPCs and is considering 24 for every two-year cycle. James Purcell, P.E. (NJ) asked if the board referred to the federal statutes in its digital signature law, and the reply was no. However, the Maryland regulations are specific as to what a digital signature must include and are modeled after the federal statutes. It was noted that digital signatures are highly rigorous, while electronic signatures are broader and less rigorous.

MD-PLS

John Mettee, L.S. (MD-PLS) reported that the board reevaluated CPC after a mandate to be more business friendly. It removed the A and B category. The board plans to administer the state-specific exam more frequently. Because of the North Carolina case, Maryland has pulled together a task force figure the office of Atty. Gen. to determine the impact on Maryland. So far, no workable model has been proposed.

MA

Paul Tyrell, P.E., P.S. (MA) reported that in Massachusetts the governor has been slow to reappoint board members. It is a 10-member board, with all positions filled consisting of three P.L.S. members, five P.E. members, one public member, and one member who is licensed in surveying and engineering. The board continues to explore the implementation of CPC. A joint meeting was held with the architectural board, with some agreements to disagree. The board is also looking at the decoupling of the exam from the experience.

NH-PE

Charles Ackroyd, P.E. (NH-PE) reported that there is no pending legislature at this time. He went on to report that there were three complaints—all dismissed. One was alleged misrepresentation, one unlicensed practice, and one was professional misconduct. Continuing education compliance continues, with 5 percent of the licensees audited. The 2016 audit has not been conducted. Peter Danles has been appointed as the new executive director for the office of professional licensure and certification. The board is focusing on structural issues and at some point may wish to pursue a separate structural P.E. license or designation. New Hampshire does not currently license by discipline. There are a total of 6,774 licenses, of which residents hold 1,824, nonresidents hold 4,950. There are 1,155 certificates of authorization, and 5,954 engineer-in-training certificates.

NH-LS

William Doucet, P.S. (NH-PS) reported that the board had no new legislation pending. There were four complaints. Two of these were dismissed. One complaint has led to action. An audit of 10 percent of the surveyors found a 100 percent compliance for the eight-hour-per-year continuing education requirement. The board has 389 total registrations, of which 264 are residents and 125 are nonresidents.

NJ

James Purcell, P.E. (NJ) reported that there are 18,000 engineers and 1,800 surveyors licensed in New Jersey. There has been no audit yet for continuing education. The board has a new executive director: Joann Leone. For digital signatures, the board requires the national institute of standards requirements for digital signatures. Some of the regulations are due to sunset next year. The complaints due to pile driving as related to Hurricane Sandy have been wrapped up. Purcell discussed that insurance companies are hiring different engineers and that work/recommendations are being submitted without engineering signatures nor seals.

NY

Joseph Berger, P.E., L.S., noted that a geologist is now on the board.

PA

Lisa Catania, P.E., reported again that this is her last meeting pending decision of the governor. Legislation is still pending on digital/electronic signatures. Legislation is still pending on the increase of fees. The board is performing its second audit of CPC. Attrition of the staff continues. The DRG appeal went against the board decision determining that the use of GPS and offering service to the public is not in violation of surveying without a license. It has changed the procedure for application review. An ad hoc committee is to review prior to denial for the test. This has reduced the number of hearings before the full board. Under board changes, Hiram Ribblett, P.E., and Robert Ford, P.E., will be leaving the board. No replacements have been announced yet.

RI-PE

Chris Duhamel, P.E., reported that Lois Marshall has returned from leave. She has restored order of timely review of applications. CPC is not required in Rhode Island. Engineering technology degrees without a master of science in engineering do not meet qualifications. The board has several comity applications that are pending challenging this rule. The complaints filed include a contractual dispute that was dismissed, technical disputes over designing a residential structure causing additional construction costs, and use of the term of “engineering” on websites offering to practice in Rhode Island without a licensed P.E. or COA on file.

RI-PLS

Daniel Cotta, P.E., P.L.S., reported that there are two new board members: Mike Gaston and Amy Sonders. The board’s MBA has returned from leave and that board matters are now being handled efficiently. Very few disciplinary matters with one perpetual offender resigning. Standards were finally approved on November 25, 2015, and effective January 1, 2016. At the request of a society, the board has started the process of review of its licensure regulations with respect to allowing applicants to satisfy the licensing prerequisites with a combination of experience along with a certain educational requirement but not necessarily a degree. Continue to hold state specific exam in pencil-and-paper format. Proctor by a staff in April and October at the board office. Still working on the exam. Legislation is being contemplated for a trespass law; building code change with respect to the requirement of plans by a building official.

VT-PE

Bill Atkinson, P.E., reported that the board has 10 cases, which is in the normal range. It is still awaiting legislative committee for its rules, which the board hopes to have approved by January. These rules, if approved, will contain a continuing education requirement. The board has no other active legislation.

VT-LS

Joseph Flynn, L.S., reported that 10 people took the exam and 10 people passed. The board is still waiting on a replacement for one public member. It is still working on vetting all exam questions and are looking at cost options for a CBT exam. They implemented \$100 decrease in licensing fees to \$300. Two cases are pending discipline with one having three charges within the same company.

WV-PE

Lesley Rosier-Tabor, P.E., executive director (WV-PE) happily introduced two new board members: Leslie Gates, P.E., and Garth Thomas, P.E. Thomas is a chemical engineering educator and has been serving on the NCEES FE exam committee. Gates’ father was on the PE board in the 1980s. She reported that these appointments came with two goodbyes—to Bill Pierson, Ph.D., P.E., and NCEES Past President Joe Timms, P.E. Timms served almost 18 years. The board has completed its transition to two-year renewals. The P.E.s will renew in the even years, and the COAs will renew in the odd years. They had the largest complaint load in the board’s history. The board investigation team, Aaron Armstrong, receives credit in that they were able to do proactive research efforts and used new tools that allowed efficient review of the complaint. They are also cooperating with other state agencies such as the fire marshal, building code officials, and their counterparts in the architectural and surveying boards. They are super proud that three West Virginia P.E.s will be recognized at the awards banquet taking place at the annual meeting.

WV-PS

Dennis Jarrell reported that the number of registrants is diminishing. The North Carolina decision continues to haunt the board. Concerned that people are advertising offering surveying services without being registered.

Consideration of a joint zone interim meeting between the Northeast and Central zones in 2019

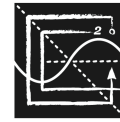
A request from the ND board to combine the 2019 zone interim meetings with NH was discussed. After discussion, NH made a motion to approve, and it was seconded by NJ. A vote was taken. The request was approved unanimously.

Presentation on the spring 2017 zone interim meeting

Peggy Abshagen gave an update on the spring 2017 joint interim meeting between the Northeast Zone and the Southern Zone. Preliminary information is summarized below.

Meeting adjourned at 10:21 a.m.

**Preliminary Information for the
2017 Northeast/Southern Zone Joint Interim Meeting**



NCEES
*advancing licensure for
engineers and surveyors*

When is the meeting scheduled?

The meeting will be held April 27–29, 2017. First-time attendees will be invited to a luncheon on Thursday, April 27 at noon. The meeting will begin on Thursday at approximately 1:30 p.m. and end by 11:00 a.m. on Saturday.

Where will the meeting be held?

The meeting will be held at the Frenchman's Reef and Morning Star Marriott Beach Resort in St. Thomas, U.S. Virgin Islands. Notification will be sent in December when meeting registration opens and rooms can be booked. No passport is necessary.

What is the hotel room rate?

Island view rooms will cost approximately \$280 per night (inclusive), and water view rooms will cost approximately \$365 per night (inclusive). This includes the nightly room rate, applicable taxes (currently 12.5 percent), portage and housekeeping gratuities (5 percent per day), and a daily resort fee (\$45 per day). These are all required costs. More detailed information about these costs will be provided when registration opens. Zone leadership asks that no one make a hotel reservation until confirmed to attend the meeting.

What is the registration fee?

The budget is currently in development, but the registration fee for delegates is expected to be \$450. This will include a welcome reception on Thursday evening, breakfast, lunch, and dinner on Friday, and breakfast on Saturday. First-time attendees will also be invited to a luncheon on Thursday.

Guest registration fees will be determined based on the actual cost of the meals and activities included in the guest package. Zone leadership is considering making the guest tour on Thursday optional, which would lower the guest registration fee.

What will NCEES pay for funded delegates, and how can my board take advantage of the funding?

NCEES will provide the normal funding for two delegates from each member board. This includes complimentary delegate registration, round-trip economy-class airfare to St. Thomas, up to three nights of accommodations (island view rooms only), required hotel fees, and a check for \$200 to cover any incidentals.

Funded delegate notification memos will go out to the boards in both zones by mid-November, with a firm response deadline of February 1. Meeting invitations will be sent directly to funded delegates to register for the meeting and book travel by February 22.

What else do I need to know about this meeting?

The deadlines for this meeting will be earlier than usual due to the hotel's strict cancellation penalties. The zones will be responsible for paying for any reservations within the room block after March 8 that are not used (whether due to an early departure or a cancellation).

To allow the zones to have the opportunity to release hotel rooms that will not be used for the meeting, which will lower the financial risk, the following policies will be in place for this meeting:

- Member boards will be asked to provide the names of funded delegates by February 1. (A memo and form will go out in November. Boards are encouraged to discuss and make decisions as early as possible to meet this deadline.)
- Funded delegates will be asked to register, book travel, and provide firm hotel accommodation needs by February 22.
- The registration deadline and hotel reservation deadline for paying delegates will be March 8. Registrations should be paid by this date to avoid cancellation.
- On March 8, NCEES will cancel any hotel reservation made within the room block if there is not a meeting registration matching the name on the reservation.
- Registration cancellation requests received by March 27 will receive a refund, less a \$35 administrative fee per

registration.

- Registration cancellation requests received between March 28 and April 12 will receive a refund, less a \$100 administrative fee per registration.
- Refund requests received after April 12 will not be granted.

What action is needed now?

More detailed information about this meeting will be available at ncees.org/zones by mid-November. The zones ask boards to start any necessary travel authorization requests as early as possible to minimize the need to cancel or make changes to registrations and hotel reservations after March 8.

Begin any necessary discussions at the board or state level now to determine who can or will attend this meeting, including determining if your board can accept the NCEES funding. Boards are encouraged to decide who will attend by the end of the year so the registration and hotel reservation process is a formality when registration opens.



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