

SPE-STX Board Meeting June 11, 2024 Minutes

Attendees:

Preston McDaniel Jason Ball
Donna Davis Steve Pontiff
Steve Torchia John Wagner
Peter Lauzon Alisa Chen
Janell Helton

Agenda:

- **Approve Minutes**
- **Membership Report**
- **Counselor Report**
- **Treasurer Report – Pete Lauzon**
 - **Purchasing CDs with Savings Account**
- **IPOC Planning Update – Donna Davis**
- **Educational Committee Updates**
 - **Setting up endowment at UH**
- **Programs Update – Dell Doyle**
 - **Summer Astros meeting needs a decision**
- **Chapter Expansion – New Director of Chapters Praveen Boopalachandran**
 - **Discuss forms and formalities**
- **SPE Equipment Storage**

Discuss when we will have elections

Meeting called to order: 5:05

Quorum established: 5:15

Approval of minutes: Motion Pete Lauzon. Seconded by Jason Ball. Approved unanimously.

Membership Report: None given

Councilor Report: Steve Pontiff-- there is a meeting of councilor's the last week in June with International to discuss the role of councilor in regard to how they will function with International. Steve Pontiff is soliciting ideas from the board as to how the board views the councilors role with International.

Treasurer Report: Peter Lauzon--Discussion ensued about the possibility of investing money from the savings account and 100K from the checking account in CD's. Peter Lauzon stated we could see returns of 5% on investment. These monies would be invested for 6 month periods in smaller chunks, for example \$40K, that would mature on a rolling basis and thus not have a large chunk of money tied up. Motion was given by Donna Davis to move \$100K from checking to savings and begin CD process. Seconded by Peter Lauzon. Motion passed unanimously.

Educational Committee Updates: David Hansen not present but has spoken to UH presenting the idea we want to establish a \$25K endowment there in the names of Bill & Suzanne Diecks. This needs to be done by August 1, 2024 as the their minimum endowment amount will increase to \$50K.

Program Report: Dell Doyle was traveling. Preston McDaniel stated he and Dell have still been looking at the possibility of having an in-person meeting (July, August, September) at the ballpark before a game. This would allow an in-person meeting and also the potential to bring in local student chapters to the meeting and game.

Chapter Expansion: We are looking to include the majority of TX, all of LA, and all of MS. Also to acquire unclaimed territory in OK, KS & MO. We would like to merge with Rio Grande Valley and North Texas. Discussion ensued: will this spread us too thin? Will we support schools in these states as well? Do we revise the support given to the TX schools enabling us to support more schools? For example, lower or do away with the scholarship money and focus on chapter support. Preston will follow up with details about previous votes. See procedures below per International guidelines in accusation and merging.

Addendum: Donna Davis was in contact with the Oklahoma section after the close of SPE-STX BOD meeting. At their BOD meeting(6/11/2024), they voted to NOT join South Texas Section.

New Business:

Peter Lauzon is currently storing some SPE-STX equipment. In particular, 2 outdated TVs that have been used as display screens in the past. Also, an older model projector that was used at monthly meetings. He would like to give these away to a charity organization. No motion made.

Peter Lauzon gave motion to change section to Polyolefins Division. Donna Davis expressed concern that this would narrow our focus and would lessen the likelihood of increasing membership. Preston McDaniel felt this would dilute us more. Motion was not seconded.

A Exploratory Planning Committee was established to ascertain a strategic plan for the section and conference. Members: Donna Davis, Jason Ball, Steve Torchia, Peter Lauzon

Elections will be held in January 2025. Giving time to get involvement from expanded territory.

Motion to adjourn meeting by Donna Davis. Seconded by Steve Torchia. Meeting adjourned at 6:23

Next meeting: July 9th, 2024

Janell Helton, Section Coordinator

Code of Conduct:

- Exercise consideration and respect in your speech and actions.
- Attempt collaboration before conflict.
- Refrain from demeaning, discriminatory, or harassing behavior and speech.
- Be mindful of your surroundings and of your fellow participants. Alert SPE staff if you notice a dangerous situation, someone in distress, or violations of this Code of Conduct, even if they seem inconsequential.
- While at an SPE event no participant should engage in harassment in any form



Guide to Merge Geographic Sections

Steps for the Chapter

- The leadership of the Sections interested in merging must hold a vote of their Boards. A majority vote is required for the motion to be passed. Be sure to capture this vote in the board meeting minutes.
- The leadership of each Section must notify SPE Headquarters Kathy Schacht, kschacht@4spe.org, at SPE Headquarters of the decision in writing (email or letter) requesting your petition for SPE Board of Directors review and approval. The correspondence should include the following:
 - How the membership of SPE will be better served by this merger
 - Determine what will happen with the funds of the merging Sections.
 - Suggested name of the new merged Section, if applicable
 - Identify the geographic territory that will be served as a result of the merger.
 - Inform what the cost to join the Section will be for passthrough dues if any.
 - Who will serve as leaders of the Section (President, Secretary, Treasurer, Councilor, and Membership Chair)
- Following receipt of the completed requests, the Director of Chapters will review and present on the Chapter's behalf before the next scheduled SPE Board of Directors for consideration.
- Following approval, the Chapter will be responsible to:
 - Submit an updated Chapter Affiliate Agreement to include the change in a geographical territory.
 - Submit updated Chapter Bylaws for SPE Bylaws & Policies Committee review.
 - Notify the IRS. Dissolve one corporation and record a new Chapter name if applicable.
 - Notify all financial institutions. ▪ The dissolving Chapter forwards the final Annual Financial Report and the copy of the bank check payable to the remaining chapter to SPE HQ.
- If a Chapter makes a name change; banks and the IRS may request a copy of the new incorporation paperwork, therefore these changes should follow the changes HQ makes with the State of Connecticut.
- Anywhere you use the name or logo remember to update.

Steps by HQ Following approval

- SPE HQ will change the name on the incorporation paperwork filed with the State of Connecticut following receipt of the updated Affiliate Agreement executed by the Chapter Chair.

- SPE HQ will update the Section webpages.
- The SPE Marketing Team will create an updated logo if applicable.
- SPE Membership team to work with the SPE IT team to ensure seamless alignment.

Assuming Unclaimed Section Territory

Vote by the current leadership of Section

- The leadership of the Section interested in assuming unclaimed Section territory must hold a vote by their Board. A majority vote is required for the motion to be passed. Be sure to capture this vote in the board meeting minutes.
- The leadership of the Section must notify SPE Headquarters Kathy Schacht, kschacht@4spe.org, at SPE Headquarters of the decision in writing (email or letter) requesting your petition for SPE Board of Directors review and approval. The correspondence should include the following:
 - How the membership of SPE will be better served by this expansion
 - Suggested name of the new merged Section, if applicable
 - Identify the geographic territory that will be served as a result of the expansion.
- Following receipt of the completed request, the Director of Chapters will review and present it on the Chapter's behalf at the next scheduled SPE Board of Directors for consideration.
- Following approval, the Chapter will be responsible to:
 - Submit an updated Chapter Affiliate Agreement to include the change in a geographical territory.
 - Review the Chapter Bylaws to determine if an update is required. Submit the updated document for SPE Bylaws & Policies Committee review.
 - Record the new Chapter name with the IRS and all financial institutions if applicable.
 - If a Chapter makes a name change, banks and the IRS may request a copy of the new incorporation paperwork. You should wait to receive the updated Certificate of Incorporation from the State of Connecticut.

Anywhere you use the name or logo remember to update.

Steps by HQ Following approval

- SPE HQ will provide the Section contact information of members whose primary addresses fall in the previously unclaimed Section territory, to inform them that they can now affiliate themselves with the new Section.
- SPE HQ will change the name on the incorporation paperwork filed with the State of Connecticut following receipt of the updated executed Affiliate Agreement.
- SPE HQ will update the Section webpages.
- The SPE Marketing Team will create an updated logo if applicable.
- SPE Membership team to work with the SPE IT team to ensure seamless alignment.