

**PSAN BOARD OF DIRECTORS MEETING AGENDA**  
Zoom Conference Call

1. Meeting called to order at \_\_\_\_\_ a.m./p.m. by President Jeremy Feusner.
2. Roll Call (need seven board members for quorum, per By-laws)  
President: Jeremy Feusner –  
Treasurer: John Berry –  
Secretary: David Forsythe –  
Administrative Secretary: Gwen Bowers –  
Directors:  
    Matt Tinkham (2020) –  
    Boni Edwards (2020) –  
    Jay Dubs (2020) –  
    Brian Foral (2021) –  
    Eric Schaben (2021) –  
    Grant Miller (2021) –  
    Casey Sherlock (State Surveyor) (ex-officio director) –  
    Dennis Whitfield (Affiliate – SENSLA) –  
    Dan Martinez (NSPS) –  
    Jerry Penry (Ethics/Standards of Practice Committee) –  
Guests: None
3. Recognition of Guests  
We recognize and thank the guest(s) who have taken their time to attend this Board Meeting. As a reminder, discussion on topics is for board members and committee members only. If you like to be heard on a specific item, please state so now and time will be reserved for you at that time in the agenda.
4. Review and Approve Agenda  
Motion to approve by:  
Second by:  
Motion:
5. Meeting Minutes
  - 5.1 Review and approve minutes of the September 25, 2020 PSAN Quarterly Board Meeting.  
Motion to approve by:  
Second by:  
Motion:
6. Reports
  - 6.1 Treasurer: John Berry
    - 6.1.1 Review and approve Treasurer's Report dated November 27, 2020.  
Motion to approve by:  
Second by:  
Motion:
  - 6.2 Administrative Secretary's Report: Gwen Bowers
  - 6.3 Conference Committee: Jeremy Feusner

- 6.3.1 2021 Winter Seminar, Kearney (Dan Martinez)
  - 6.3.1.1 Action regarding upcoming Winter Conference in response to continuing COVID-19 pandemic.

Motion to:  
Second:  
Motion:

6.3.2 2021 Summer Seminar, Nebraska City (David Schmitz & Tom Catlett)

6.3.3 2022 Winter Seminar, Kearney (need volunteer)

#### 6.4 Officer Reports

6.4.1 President: Jeremy Feusner:

6.4.2 Treasurer: John Berry:

6.4.3 Secretary: David Forsythe:

#### 6.5 Directors

6.5.1 Matt Tinkham (2020):

6.5.2 Boni Edwards (2020):

6.5.3 Jay Dubs (2020):

6.5.4 Brian Foral (2021):

6.5.5 Eric Schaben (2021):

6.5.6 Grant Miller (2021):

6.5.7 Casey Sherlock (State Surveyor)

6.5.8 Dennis Whitfield (Affiliate – SENSLA):

#### 6.6 Standing Committees

6.6.1 Education Committee: Matt Tinkham:

6.6.2 Historical Committee: Jerry Penry

6.6.3 Legislative Committee: Todd Whitfield – PEC Report:

6.6.4 GIS Committee:

6.6.5 Nominations and Membership Committees: Boni Edwards

6.6.5.1 Ballot

- 6.6.6 Publications Committee: Gwen Bowers
- 6.6.7 Ethics and Standards Committee: Jerry Penry, Chair
  - 6.6.7.1 Minimum Standards: Jerry Penry
  - 6.6.7.2 Constitution and By-Laws Review: David Forsythe
- 6.6.8 Public Relations Committee: Eric Schaben
- 6.6.7 Associate Committee: Brian Foral
- 6.6.8 NSPS: Dan Martinez
- 6.6.9 Nebraska State Surveyor: Casey Sherlock

7. Old Business

7.1

8. New Business

8.1 Membership Applications

- 8.1.1 Tyler Eberspacher
- 8.1.2 Teresa Tremel

Motion to Approve:  
Second:  
Motion:

8.2 PSAN Shirts

9. Good of the Association

10. Board of Director 2020 Meeting Schedule

- Friday, March 27, 2020 (conference call due to COVID-19)
- Friday, June 26, 2020 (meeting in York at Chances 'R)
- Friday, September 25, 2020 (meeting in York at Chances 'R)
- Friday, December 4, 2020 (Zoom conference call)

11. Motion to Adjourn

Motion to adjourn by:  
Second by:  
Motion:  
Meeting adjourned at \_\_\_\_\_ a.m./p.m.

## PSAN BOARD OF DIRECTORS MEETING AGENDA

Chances 'R, York

10:00 a.m., September 25, 2020

1. Meeting called to order at 10:02 a.m. by President Jeremy Feusner.

2. Roll Call (need seven board members for quorum, per By-laws)

President: Jeremy Feusner – P

Treasurer: John Berry – P

Secretary: David Forsythe – A

Administrative Secretary: Gwen Bowers – P

Directors:

Matt Tinkham (2020) – A

Boni Edwards (2020) – P

Jay Dubs (2020) – P

Brian Foral (2021) – P

Eric Schaben (2021) – P

Grant Miller (2021) – P

Casey Sherlock (State Surveyor) (ex-officio director) – P

Dennis Whitfield (Affiliate – SENSLA) – A

Dan Martinez (NSPS) – A

Jerry Penry – P

Guests: None

3. Recognition of Guests

We recognize and thank the guest(s) who have taken their time to attend this Board Meeting. As a reminder, discussion on topics is for board members and committee members only. If you like to be heard on a specific item, please state so now and time will be reserved for you at that time in the agenda.

4. Review and Approve Agenda

Motion to approve by: Jay Dubs

Second by: John Berry

Motion: Pass

5. Meeting Minutes

5.1 Review and approve minutes of the June 26, 2020 PSAN Quarterly Board Meeting.

Motion to approve by: Boni Edwards

Second by: Eric Schaben

Motion: Pass

6. Reports

6.1 Treasurer: John Berry

6.1.1 Review and approve Treasurer's Report dated September 16, 2020.

John Berry noted that PSAN has had three surveyors pass away in the last few months, so a few memorials have been sent. We also had to pay our lobbyist this summer. Per a conversation with Gwen, PayPal is working well for 2021 renewals.

Motion to approve by: Brian Foral

Second by: Boni Edwards

Motion: Pass

- 6.1.2 Review and approve October 2020 – September 2021 Budget.  
PSAN fiscal year starts October 1, so we need to get the budget approved. John added that financially, we're doing really good this year. In the past few years, we've had to pull money from our Edward Jones account and this year, we may be able to put a little money back in.

Motion to approve by: Boni Edwards  
Second by: Jay Dubs  
Motion: Pass

#### 6.2 Administrative Secretary's Report: Gwen Bowers

Gwen Bowers reported that things are going well. PayPal is working great, we've received 20+ renewals via PayPal. This is the busy season for the Administrative Secretary – renewals, getting ready for the winter conference, PSAN elections and ballots. She's trying to get more organized and has several scheduled email reminders ready to go out to membership for different items.

#### 6.3 Conference Committee: Jeremy Feusner

- 6.3.1 2020 Summer Seminar, Chadron (Jerry Penry & Phil Curd)  
Jerry Penry reported that the 2020 Summer Seminar was a really good event. Thursday evening was nice and 17 people attended the field events on Friday, the weather was perfect.  
Jeremy Feusner added that he thought it was great and commended Jerry and Phil for putting on a good seminar.

- 6.3.2 2021 Winter Seminar, Kearney (Dan Martinez)  
In Dan Martinez's absence, Jeremy Feusner informed the Board that Dan plans to have a Save the Date out to membership by October 9. Dan will also send registration information to Gwen Bowers to include in the Fall newsletter by October 30.

Jerry Penry asked if there is a back-up plan if COVID flairs up again this winter. J. Feusner has talked to D. Martinez about this. D. Martinez has reached out to keynote speaker David Doyle and he could do his presentation as a virtual event.

J. Penry also asked if we are on the hook to pay our venue if we change the conference to a virtual event. J. Feusner said he will look into this.

- 6.3.3 2021 Summer Seminar, Nebraska City (David Schmitz & Tom Catlett)  
Jeremy Feusner, no updates received at this time from David or Tom.

- 6.3.4 2022 Winter Seminar, Kearney (need volunteer)  
Jeremy Feusner said that we still need a volunteer to host the 2022 conference. He will continue to solicit members for a volunteer.

#### 6.4 Officer Reports

- 6.4.1 President: Jeremy Feusner: No report

- 6.4.2 Treasurer: John Berry: No report

6.4.3 Secretary: David Forsythe: No report

## 6.5 Directors

6.5.1 Matt Tinkham (2020): No report

6.5.2 Boni Edwards (2020): No report

6.5.3 Jay Dubs (2020): No report

6.5.4 Brian Foral (2021): No report

6.5.5 Eric Schaben (2021): No report

6.5.6 Grant Miller (2021): No report

6.5.7 Casey Sherlock (State Surveyor)

BOE had a meeting on July 16, 2020. They held discussions with 2 Registered Land Surveyors regarding complaints, one regarding lack of compliance with the Minimum Standards and one for violations of land surveying standards of practice. The Board approved 2 applications for the PS exam for Land Surveyor and denied 1 application. Approved 1 reciprocity application, 1 Surveyor in Training certification, and approved 1 Land Surveyor registration reinstatement.

The BOE held a meeting on Sept 17, 2020. They discussed the progress of the Land Surveyors regarding the 2 complaints in July; one complaint was dismissed due to remedy and the second was tabled to allow the Land Surveyor more time to correct the survey as part of the July discussion.

The Board will be continuing its efforts to make contact with Land Surveyors found to be violating Minimum Standards and violations of the requirement to file subdivision surveys with the survey record repository. The Board held a discussion with another Land Surveyor regarding violations of survey record filing.

The Board approved 1 application for the PS exam for Land Surveyor, approved 2 applications for reciprocity examinations, approved 2 reciprocity applications for registration, and denied 1 reciprocity application for failure to pass the examination.

If members haven't already received the notification letter they should be receiving one regarding an Executive Order by Governor Ricketts regarding PDHs for this year's biennial renewals; due to COVID-19, members will need 20 hours, rather than the normal 30 hours for registration renewal.

Audit this year will include 25% of the RLSs, same as the last time.

The board is really focused on handling issues of compliance and violations of Minimum Standards. Jeremy Feusner asked if we could get something from the board to put into the quarterly newsletter. C. Sherlock said yes, he will write something up for the next newsletter.

6.5.8 Dennis Whitfield (Affiliate – SENSLA): No report

## 6.6 Standing Committees

6.6.1 Education Committee: Matt Tinkham: No report

6.6.2 Historical Committee: Jerry Penry

6.6.2.1 Nelson Buck Sign: Boni Edwards

See attached report.

Boni Edwards and Lee, went to look at the sign. They grabbed some paint to help restore it so people could actually read the sign.

Jerry Penry said that the damaged marker (photo in the attached report) is one of the original markers and he would be in favor of removing it, but not sure if that would be in our jurisdiction to do. He also thanked B. Edwards for fixing it.

6.6.3 Legislative Committee: Todd Whitfield – PEC Report: No report

6.6.4 GIS Committee: No report

6.6.5 Nominations and Membership Committees: Boni Edwards

Boni Edwards said that she has reached out to other members of the committee to start working on getting names for open positions. President-elect and Treasurer are up for election, as well as three Directors whose terms are ending. A few existing members on the Board have expressed interest in running again.

6.6.5.1 Nominations deadlines

Gwen Bowers added that she would like to include election information in the Fall Newsletter. We would need photos and bios for those running by Nov 15 to be published in the newsletter. Official ballots will still be mailed to voting-eligible members.

6.6.6 Publications Committee: Gwen Bowers

Publications is keeping Gwen Bowers busy this time of year.

G. Bowers reported that the website is working great. Being able to utilize PayPal to accept/receive 2020 Summer Registrations and 2021 Membership Renewals has been great.

The 2020 Summer Newsletter has been sent to membership and published on the website. She would like to utilize the newsletter for more membership items that she's noticed other associations are including in their magazines. This is why Dan Martinez noted that he'd have 2021 Winter Conference registration information ready by October 30.

Also, prior to the Board meeting, Boni Edwards was asked about gathering information for elections to publish in the newsletter too. G. Bowers had noted that it may be nice for all members of PSAN to know who is running for the different open positions on the Board; right now, only members with voting rights know who's running for open positions on the Board and it would be nice for Associate members to know, even though they can't vote. Getting ahead of elections helps G. Bowers have a little longer turnaround time to get ballots created and sent to membership, in the past two years, it's been a pretty tight turnaround.

She continues to ask membership for articles they've written, photos they've taken, etc. to include in the quarterly newsletter to no avail. G. Bowers feels it's important to keep the newsletter and website up to date with information that is interesting and current for membership is could use content ideas from membership. Please send her anything.

G. Bowers has created a lot of deadlines (for herself) in an attempt to be more organized. She's created several emails that are scheduled to be sent by certain days to keep members informed of upcoming items.

#### 6.6.7 Ethics and Standards Committee: Jerry Penry, Chair

##### 6.6.7.1 Minimum Standards: Jerry Penry

The committee met September 11 with eight people in attendance. There were 380 comments to review from the survey; the committee made it about 60% of the way through. Our timeline will be as follows:

- Today, Sept 25, we finalize the draft
- Oct 1, send the draft to membership and an attorney on or sooner to review and for a second round of comments
- Oct 15, deadline for members to respond with comments
- Nov 2, get draft back from attorney
- Nov 20, convene a special meeting to discuss any new updates or changes based on member and attorney feedback
- Dec 4, PSAN Board votes on the new Minimum Standards draft  
At this Board meeting, create a plan to distribute this final draft to membership  
PSAN will develop a plan for the General Assembly meeting, so it doesn't get out of hand and take over the entire meeting.

Motion to approve the latest draft of the Minimum Standards as reviewed and discussed at this 9/25/2020 Board Meeting: John Berry  
Second: Brian Foral  
Motion: Pass

##### 6.6.7.2 Constitution and By-Laws Review: David Forsythe – No report

#### 6.6.8 Public Relations Committee: Eric Schaben

See attached report

Eric Schaben reported that we have created a PSAN Facebook account, Twitter account, and Instagram account. We want to link the social media sites and the website together. We'll be able to have a stream on the website of PSAN social media posts to our accounts. Additionally, we'll be able to use the social media accounts as another avenue to push information out to membership. We really want this to take off and have members utilize these sites. All posts will be moderated and will have to be approved by an administrator to keep it professional.

##### 6.6.8.1 Motion to approve launching social media pages (Facebook, Twitter, Instagram): Eric Schaben

Motion to approve by: John Berry  
Second by: Boni Edwards  
Motion: Pass

- 6.6.7 Associate Committee: Brian Foral – No report  
Jeremy Feusner suggested that maybe we try to leverage this as a Young Surveyors group like NSPS runs; Dan Martinez may be a good resource for this.
- 6.6.8 NSPS: Dan Martinez  
See attached email.
- 6.6.9 Nebraska State Surveyor: Casey Sherlock  
Casey Sherlock informed the Board that he's created 94 digital seals for LSs.

On July 10th, reset a stone on the 3rd standard parallel

One of the employees of the State Surveyors office is going to take a different position in the building, so the office will need to replace him in June of 2021.

C. Sherlock has a list of 5 potential statute changes:

1. Penalties for unlicensed practice of Land Surveying
2. Penalties for Registered Land Surveyor violations, fines rather than probation, suspension, or revocation, etc.
3. When the 2022 datum is adopted by the NGS, Nebraska will need to re-define its statutory coordinate system.
4. Revise the repository filing statute requiring all surveys to be filed within 90 days with a flat fee and possibly add a late fee.
5. Possibly pursue a right of entry statute for all land surveyors.

## 7. Old Business

### 7.1 Legal Review of proposed minimum standards

Jeremy Feusner has reached out to Jim Lang to review the proposed Minimum Standards changes.

Jerry Penry asked for a reminder of what is the purpose of having an attorney review our Minimum Standards? Casey Sherlock said that one reason is to try to keep our members from being liable for something unintended based on how we write the standards.

## 8. New Business

### 8.1 Membership Applications

#### 8.1.1 Kyle Brady

Motion to deny and send a letter to Mr. Brady to resubmit application for active membership once qualified, include section of the by-laws that states he needs recommendation from an existing member: Casey Sherlock

Second: Brian Foral

Motion: Pass

## 9. Good of the Association

### 9.1 Introduction of SCC-Milford Instructor for Land Surveying/Civil Engineering Technology, Dylan Campbell

Jeremy Feusner introduced Dylan Campbell to the PSAN Board.

Dylan Campbell said he graduated from Milford in 2011 and received his license May 2019. He worked for several companies since graduating in 2011 and was in the process of starting his own business when SCC called him and asked if he'd be interested in teaching the Land Surveying program. D. Campbell gave an overview of the courses and current class sizes. He

teaches all of the land surveying classes; another instructor is teaching the CAD classes. The college is talking about adding a drone program as that is where the industry is going. D. Campbell wants to educate students, so they feel confident when go to take their Board exams.

10. Board of Director 2020 Meeting Schedule

Friday, March 27, 2020 (conference call due to COVID-19)

Friday, June 26, 2020 (meeting in York at Chances 'R)

Friday, September 25, 2020 (meeting in York at Chances 'R)

Friday, December 4, 2020 (conference call)

11. Motion to Adjourn

Motion to adjourn by: Casey Sherlock

Second by: Jay Dubs

Motion: Pass

Meeting adjourned at 3:08p.m.

# Treasurer's Report

11/27/2020

UNION BANK

9/16/2020

\$14,438.66

<u>Date</u>	<u>Num</u>	<u>Description</u>	<u>Category</u>	<u>Amount</u>
9/13/2020	2760	Jerry Penry	summer conference expenses	-\$103.54
9/25/2020	2761	Chances R	lunch-York work meeting	-\$147.97
9/25/2020	2762	Glenda Harders CPA	Payroll taxes	-\$60.00
9/25/2020	2763	Century Link	Phone charges	-\$5.66
9/25/2020	2764	Chances R	board meeting	-\$128.79
9/30/2020		Deposit	2021 membership	\$2,660.00
9/30/2020	2765	Gwen Bowers	Sept. Salary	-\$1,272.08
9/30/2020	2766	Gwen Bowers	Sept. Phone	-\$85.00
10/3/2020	2767	Family of Gene Gollehon	memorial	-\$50.00
10/9/2020		Deposit	2021 membership	\$3,405.00
10/19/2020		Deposit	2021 membership	\$2,630.00
10/20/2020		Deposit	2021 membership	\$6,459.36
10/28/2020		Deposit	2021 membership	\$2,300.00
11/2/2020	2768	Gwen Bowers	Oct. Salary	-\$1,272.08
11/2/2020	2769	Gwen Bowers	Oct. Phone	-\$85.00
11/3/2020		Neb. Quarterly Tax		-\$75.30
11/6/2020		Deposit	2021 membership	\$4,705.00
11/16/2020		Deposit	2021 membership	\$175.00
11/16/2020		IRS Taxes		-\$272.70
11/27/2020	2770	Family of Darnold Tagge	memorial	-\$50.00
<b>Total</b>				<b>\$18,726.24</b>
Checking Account				\$33,164.90
Edward Jones Account				\$75,200.00
Scholarship				\$6,904.88
Monument Fund				\$5,041.83

November 24, 2020

RE: 2021 Winter Conference and the pandemic

Board,

The 2021 Winter Conference is only eleven weeks away and the continued surge of COVID-19 cases statewide and nationally is concerning. With this in mind, Dan Martinez and I have been researching and brainstorming options for Board consideration. There are several items that we have considered including, but not limited to, the following:

- If we have the conference as planned, are we putting each other in a position of unnecessary risk? What is the financial impact of a conference that has a reduced attendance?
- Do we put our members at risk of not getting their required PDH's if we cancel?
- We need to consider the best available option to have a vote for the minimum standards.
- Logistically, can we effectively deliver the programs virtually? If we deliver virtually, would that potentially push our members to continue to find online hours instead of coming to the conferences in the future?
- According to Article V of the PSAN Constitution, an annual meeting of the membership SHALL be held during the first quarter of the calendar year.

In order to make an informed decision, Dan and I have prepared a list of potential options. From our perspective, we are listing these options from best to least. We realize there are other options and we may consider a combination of options or come up with something altogether different.

1. In lieu of a Summer 2021 Conference, postpone the 2021 Winter Conference to July 22 & 23, 2021 at the Holiday Inn in Kearney. The hope would be that the pandemic situation is under control by this time. We would still be able to provide 14-16 PDH's for 2021. The Holiday Inn has tentatively reserved these days for us until our December 4<sup>th</sup> Board meeting. There would be no penalty for moving the date. In this option, we could hold the conference no matter what happens on these dates in July. If the pandemic still is not in check (in July), then we could transition to a virtual conference in order to at least deliver the 14-16 hours of PDH's for 2021. How we handle the annual meeting would need to be determined. Do we hold the annual meeting virtually on February 11<sup>th</sup>? Voting on the minimum standards would have to be done by mail ballot prior to or after the conference, postponed to the July conference date or to 2022. The constitution doesn't appear to allow much flexibility on the annual meeting time frame.
2. Hold the 2021 Winter Conference as planned on February 11 & 12, 2021. The Holiday Inn staff is prepared for a group our size. Kearney has a citywide mask mandate until February 23, 2021, so everyone would have to wear a mask. Social distancing would be required and encouraged throughout. Conference rooms would be limited to the maximum DHM numbers (in effect at that time). David Doyle, our main speaker, has concerns about traveling and meeting in person due to the current COVID-19 outbreak. He may decide not to attend in person, so arrangements would need to be made for Mr. Doyle to do a virtual presentation.
3. Move the entire conference to a virtual conference, including the annual membership meeting. We would need to sign an additional 1-year contract with the Holiday Inn to avoid any financial penalties (this would be for the year 2025). Voting on the minimum standards would have to be done by mail ballot prior to or after the conference or postponed to 2022. Class options would

be minimized- there would be no breakout options. NSPS has made available to all state surveying societies, use of their GoToMeeting and GoToWebinar subscriptions. They will also provide training, assist with scheduling, email invitation links to the participants, and attend the conference to assist and resolve any technical issues that may arise.

4. Hold a one-day virtual winter conference on February 12 with the annual meeting included. Transition the 2021 summer conference to a 2 day and hold it at the Holiday Inn on July 22 & 23. This option allows for the normal annual PDH's, but this also may be tougher to pull off. The main issue with conferences is coming up with speakers and content, whereas we might have trouble coming up with the additional content.
5. Cancel the in-person 2021 Winter Conference all together. Same as above, we would need to sign another 1-year booking contract. We would still need to have an annual meeting, either in-person or virtually, per the constitution.

I am providing this information for discussion at our December 4<sup>th</sup> Board Meeting conference call. If you have any additional ideas, please be prepared to share those at the meeting.

Respectfully,

Jeremy Feusner, President

## Public Relations Committee Mission Statement

The purpose of this committee is to share and promote the daily experience of the professional surveyor in the state of Nebraska on various media platforms.