



**NDA Board Meeting
May 4, 2012
Caribe Royale Orlando**

In Attendance:

Dan Dunn, Larry Gibel, Rob Caho, Dennis Duty, Carlos Lemos, Frank Villella, Mike Willey, Marcie Price and Jackie Symons

Via Conference Call: Tim Augustine

Chapters: New England: Jay Boland

Guest: Rick Hutchings, CME; Tom Ruda

Absent: Jim Howe, Peggy McGee, Tim Cleary, Warren McCann, David Neibert, Steve Parisano

President Dan Dunn called the meeting to order at 7:59 AM EST.

Administrators Report:

Marcie reported that we have had no sales on NDA T-shirts but they are usually used as promotional items. The same applies to NDA decals.

Drill Bits will be a 40 page magazine this time and there are several new advertisers. Marcie is very pleased with couple of good articles she has received and she already has one lined up for the fall issue.

NDA courses are online and ready for approval. Even though this portion of the site is not live someone already signed up for the Monitor Well Drilling course. Registration for the upcoming convention is on line as well.

TREASURER'S REPORT

Tim Augustine reported that first quarter income was comparable to last year and the balance sheet shows strong numbers. SSI showed more expenses than income. **ACTION ITEM:** Jackie will do a detailed report on the last SSI class. We will continue to watch our expenses with SSI.

Frank mentioned that we need more contractor members. The board is concerned with the ratio between contractors and suppliers. Jackie suggested doing a membership drive for the Spokane show, perhaps 50% off the regular membership price or if they sign up from the Reno show by January 30, 2013 they would receive 15 months for the price of a 12 month membership. Rob said that chapters are key to getting NDA members. Larry and Tim were not sure what was going on with the Buckeye chapter but Larry said that Ohio won't have a need for continuing education until next year.

MINUTES

Dan called for approval of the February 2012 minutes. Dennis Duty made the motion, Mike Willey seconded. Motion passed.

COMMITTEE REPORTS

CONVENTION:

Jackie told the board that Thursday looks full now but she still needs to hear from Stewart Krause on what his presentation and demo will be. Dennis said that Stewart won't be competing with Baroid. Baroid will be doing mud mixing. **ACTION ITEM:** Rob and Rick will talk to Stewart about joining NDA as the board feels that in order to demo you must be a member. **ACTION ITEM:** Consider this becoming a P&P.

The Rock Classification presentation on Friday will be indoors. Larry said we could get it approved for continuing education if we can get an outline of the class. **ACTION ITEM**: Jay will keep in touch with Massachusetts DES and will apply for continuing education credits for Massachusetts for the Rock classification presentation.

Dan said that people have not been sticking around for the Friday demos but he thinks the whale watching on Saturday will keep people at the convention on Friday.

Dan then reviewed the tentative agenda for the board. He was a little concerned that one hour might not be enough time for Rick Kalson with Q&A at the end of his presentation. He noted that there will be more time for visiting exhibitors this year. He likes that we're also giving more time for presentations this year.

Mike West, On-Site Drilling Solutions, will be covering different kinds of mud cleaning units.

Carlos would like to see a presentation on marketing. How do you find databases of clients? How do you prepare marketing materials? How do you prepare proposals? Client relationships; developing a website. Carlos said that business development is important. **ACTION ITEM**: Carlos will look into a speaker. Tim Miller, who used to be with Pro Sonic, was suggested as a possible speaker. Carlos said he would consider doing the presentation with Tim. Tim Augustine said he could do 20-30 minutes if needed. Larry Gibel mentioned that Marcie could speak on websites.

Dan said that more speakers could be included. Other speakers mentioned were Tom Dalzell, who has a presentation on Decontamination, and Josh Trewitz, who does a presentation on slope indicators.

Mike West, On-Site Drilling Solutions, will be asked to do an outdoor demo on Friday instead of an indoor presentation on Thursday. This will give us room for Tom Dalzell from AMS to do his Proper Decontamination presentation on Thursday. Stewart Krause, Wyo-Ben, will be asked to do just an outdoor demo on Friday so that there will be room for a marketing presentation on Thursday.

Tom Ruda was asked to do a 15-minute talk during lunch on the on-line testing and his class.

Carlos announced that he is receiving an award at the White House on May 17th. **ACTION ITEM**: Carlos will send J & M information on his award and the ceremony following the event.

Dan said that another topic he would like to see at an NDA convention is Developing Leadership Skills (people skills). He suggested putting it on the list for next year's convention.

Rick Hutchings said the convention is exciting this year and reminded the board that last year we were discussing not having a 2012 convention and now look at the schedule. He likes the variety of presentations. He suggested that in the future we could have different workshops going on at the same time (a track one and track two), but do them more than once so that people will have the opportunity to attend several. This would allow us to offer more workshops than what we're able to now.

Larry suggested making day 1 for management and day 2 for local drillers. He also suggested approaching NETTCP to see if they would like to co-sponsor Friday to give their members a continuing education opportunity. **ACTION ITEM**: Larry Gibel and Dan Dunn will discuss this and Dan will talk to NETTCP.

Golf Outing: Rick Hutchings contacted a few courses and found the Waverly course is the most economical. An outing package is \$125 per person but he is trying to get it down to \$115 including a box lunch. The courses require food purchase, which is throwing the prices off what we are used to paying. Dennis mentioned that \$100 - \$125 is normal. We just want to break even on the golf. Hole sponsorships will cover the awards. We would like it

if vendors would bring golfers with them and get them to register for the convention. Rick is trying to make the outing a better organized event. **ACTION ITEM:** Rick said he will e-mail directions, instructions, etc., to golfers in advance of the event. The board approved charging up to \$125 per person.

Friday only Pricing: With the increase in presentations on Friday, the board decided to charge the same price for Friday only admission as the Thursday only admission. \$100 for members and \$150 for non-members.

Miscellaneous: Dan asked that we change the Thursday dinner to President's Dinner. The ending time on Friday will be 3:00 PM and lunch will be added. Lunch will be outdoors in the demo area.

Sponsorships: \$2500 is needed for the Friday lunch. It was suggested that we try to get 3 or 4 sponsors. Mid-Atlantic might be willing to help out with a sponsorship. Hoffman will put in \$500 toward the lunch. Baroid will also do \$500 for the lunch. **ACTION ITEM:** Jay will check to see if Mobile Drill would be willing to help sponsor the Friday lunch.

Entertainment is \$400 higher than last year. We need to put out to everyone that we need sponsors. **ACTION ITEM:** A separate email will be sent for sponsorships

Larry stated that our fees are half what others charge. Also, we give food that NGWA doesn't give. NGWA also doesn't give face time with managers. They just get a lot of drillers. CDDA has 75-100 attendees and they're all owners and managers. Australia is the same but they put on a fancier show.

TRAINING:

Tom Ruda reviewed his course agenda. He will acquaint the class with what they should know and take questions and plans to cover history as well. He will encourage sharing of information. Senior drillers should know terms, background knowledge and be able to analyze problems. The class will be a review and most items discussed will be in the tests. Geotechnical practices will be covered. The safety guide will be briefly reviewed, especially key items. Personnel management will also be covered, stressing involving helpers and training them.

The lecture portion will be 5-6 hours. The exam will be 2 hours.

Tom explained that NDA went to 85% for a passing grade because 70% is not enough for a senior driller. The exams give people credit for knowing what is wrong as well as what is right as some questions have multiple right answers. The Monitor Well exam is the same as the NGWA – only one right answer in each question.

Tom feels that Senior Driller Certification is the best title. NDA used to have a Journeyman Driller exam but only gave a few. We might want to consider that again down the road. Tom asked the board what other direction do they want the committee to go?

Larry was concerned that 2 hours would not be enough time to take the 2 exams. He feels it would put the students under too much pressure. Dan Dunn mentioned he has never experienced a test graded like this. He felt that this is meant to upgrade the profession and should be two minutes per question.

The planned schedule is:

Class: 8 AM – Noon

Lunch: Noon – 1PM

Class: 1 – 3PM

Exam: 3 – 5PM

The price for the class and exams is \$350. The question was brought up as to whether a company should be a member of NDA in order to take the class and exam. It was decided that a company does not need to be a member, but a non-member would pay a higher price: \$500.

The board also decided that those attending the class and exam would receive \$100 off the full convention fee if they want to stay for the convention. There will be no discount for Thursday Only or Friday Only admissions.

A motion was made by Rob Caho to name the training, NDA Senior Driller Certification. Tim Augustine seconded. Motion approved.

Dan told Tom that we need to have a structured PowerPoint and outline for the class so that if Tom can't teach, someone else can. Dan said the first class will be touch and go until we learn how it will work.

Each certificate will be numbered. The number will start with the year and then an additional three digits which will be consecutive and ongoing. Example: 2012001

DCDMA

Frank handed out his drawing of the NV2 Core Barrel. He recommended the exploded view. Dan suggested that we might need new manuals if the committee does exploded drawings of all the barrels. (He and Jay mentioned seeing an animated video on YouTube.)

It was decided to offer both the DCDMA Technical Manual and the Technical Specifications CD as downloadable PDFs instead of hard copies or CDs.

Frank would like to have some additional people on his committee. Current committee members are:

- Frank Villella, Chair
- Rob Caho
- Greg Nieto
- Dave Neibert

MEMBERSHIP

The Membership Committee is Jay Boland and Jeff Quinn. We still need a chair.

SAFETY

Dan Dunn informed the board that we have run out of TST's. He needs topic ideas and would like people to write them as well.

Dan mentioned that Dave Krahl, from CTA in Baltimore, submitted a Lessons Learned article for *Drill Bits*. Dan would like to see more Lessons Learned articles and suggested to share your experiences with fellow members.

Don Meyn, from Louisiana, and Rob Caho have talked about the DOT DVD. The script has been approved by NDA but hasn't been put into production format yet. We have the magnetic signs and will film in Cleveland. Several members have volunteered rigs.

Dan Dunn reminded everyone to have committees meet via telephone, emails between board meetings will save a lot of time in the board meeting. ACTION ITEM: J&M will remind the committee about 4 weeks prior to a scheduled conference call.

CHAPTER UPDATES

Mid-Atlantic

Mike Willey told the board that the chapter's last meeting was held on March 22nd. Their Training Day will be next week. The chapter decided to go to one Training Day a year instead of two. In September the chapter will go to a ballgame instead of doing the training. Chapter elections will be in June. The chapter currently has 10 contractor members and 4 supplier members.

Tri-State

Frank Vilella reported the chapter held a meeting in February. Another meeting is planned for August on a riverboat in downtown Pittsburgh. They will be sending out their dues notices soon.

Rob Caho had a demo that was attended by a lot of New England chapter members. This could be done as a joint meeting for Tri-State and Buckeye chapter members as well.

Buckeye

The chapter has had no activity. Larry feels that until Ohio has continuing education requirements, the chapter won't be active. Hopefully, that will change with the requirements for next year. It was mentioned that Tri State used to send invitations to the Buckeye chapter and would like to see that again. **ACTION ITEM:** Contact Tri State to ask if they would begin this again.

Pacific Northwest

The chapter has had no activity. Dan mentioned that business is not real good in that area. **ACTION ITEM:** J&M to send Dean Brown another email asking what is going on with the membership list that was sent to him earlier in the year.

Other

Tom Shenosky and Dan have talked about forming a Rocky Mountain chapter. There will be a lot of minerals exploration members in that area. **ACTION ITEM:** Dan will keep the board updated on this.

UNFINISHED BUSINESS

Drillers Certification

Jay was approached by Massachusetts EPA. They are interested in our certification program and have shown an interest in combining our certification to the program for their review. Rob Caho mentioned that when he attended the last Massachusetts EPA meeting it sounded like they were overwhelmingly going to accept it. Jay Boland and Rob Caho believe they are meeting today to vote on this.

Safety Award Ground Rules

Jim Howe approached his safety person about this and his opinions were similar to Jim's. Here is Jim's report as he could not be in attendance. "If we are considering an annual award, the Worker's Comp EMR is not a good tool since it is a three year rolling average. Smart companies can manage claims well and limit their exposure on WC cases which gives them an advantage over smaller firms.

Virtually every safety prequalification form we have to submit wants our Recordable Injury Rate (RIR) and the Lost Time Injury Rate (LTIR). Both are OSHA calculations and simple to do. We also look at At Fault Vehicle Accidents since we have many non-DOT drivers. In addition, the application process for each company should require that they provide a copy of their Company's Health and Safety Program (just so we know they have one and didn't just get lucky). Finally, each company should provide their DOT number so we can look at their status under the current CSA program.

Granted, companies could cheat on their RIR and LTIR but the other two pieces are tougher to falsify."

ACTION ITEM: J&M To send an email out to members announcing the award and for them to submit an application if they have zero lost time injuries and time during the calendar year, present your name and your OSHA 300 form.

The safety award would be given at the annual convention. Recognition would also be given in *Drill Bits*.

It was decided that any company with zero reportable lost time injuries for the past three years would receive a plaque. Each additional year with zero reportable lost time injuries, they would get a year to add to their plaque. Submissions will be confidential; seen only by NDA management.

Dennis suggested sending out a mass e-mail about the award—How safe are NDA Companies? Have you had any injuries in the past 3 years? If you have zero lost time and zero reportable injuries for 2011, give us your name and proof (OSHA 300). Awards will be presented at the annual convention.

A motion was made by Larry Gibel to present a NDA Safety Award to any company with zero recordable injuries. Rob Caho seconded. Motion passed.

The plaque will be wood with a main gold plate and space for additional plate to add the years and will be engraved with Chuck Wrench and Kelly Barr along with the NDA logo.

Dan said that the OSHA 300 log would be the simplest and best to use. It is posted in the first 3 months of the year.

Health and Safety Plan

This was Steve Wright's suggestion and he was not able to be present for the meeting. Dan doesn't want to move forward just now with the templates for the Health and Safety Plan. **TABLED**

Larry Gibel and Carlos Lemos both said they have their own plans and clients have them add on additional things they want.

NDA's Health and Safety Plan would be a guideline for smaller companies.

Dan gave Marcie permission to put his presentation on how to create a safety plan onto the NDA website within the password-protected section. **ACTION ITEM:** Marcie will put Dan's presentation in the member's only section of the NDA website.

Bylaws

ACTION ITEM: Changes regarding e-mail and resignations need to be sent to the members.

NEW BUSINESS

None

EXHIBITS

highway geology symposium - held in CA this year - May 2012 - look for next year

- July 21 – 23, 2012 – Jubilee, Virginia Beach – exhibit
- September 2012
 - NDA Convention
 - New England is a good venue to invite colleagues and geology departments. **ACTION ITEM:** Larry will contact Alan Lutenege to ask him to promote the convention to ASCE. He is a

professor at the University of Massachusetts and teaches geotechnical engineering. Larry will also ask him if he would like to present.

- September 25-27, 2012 – Midwest Geotechnical Conference, Crowne Plaza Hotel, Columbus.
 - We will have to pay \$525 to attend. 60 to 70 engineers attend.
- Fall 2012 - STGEC, Virginia
 - Hilton Richmond Hotel & Spa on Oct. 22 to Oct. 25,
 - Dennis may represent NDA at this one
- November 2012 – Northwest Mining Show – Spokane, Washington State
 - NDA was informed that there is an opening for a table. The cost is \$1000. NDA will share a table with Frank again this year or possibly attend the NGWA convention instead since it's a better location for a board meeting.
- December 4-7, 2012 – NGWA Vegas **ACTION ITEM:** Rob Caho will put literature on his table along with a "Proud to be a member of NDA" at his table.
- We were asked to check into the CDDA Convention, it is going to be in Quebec on May 9 through 11. No info on 2013 yet.

Carlos suggested instead of getting an exhibitor table at conventions, doing a sponsorship and asking for the opportunity to hand out materials and maybe speak. It was also suggested that if we want contractors to join NDA, advertise in their publications. Rick suggested checking the ASCE publication ad cost. He also mentioned checking the events guides in publications that we could submit our convention to. **ACTION ITEM:** Board members were asked to send the names of magazines that the office could send press releases to as well as possibly advertise in.

ACTION ITEM: Marcie will design a table top and Velcro sign for members to use at their exhibitor tables wherever they are displaying. The sign will include the NDA logo and web address as well as mentioning something about DCDMA. Is your manufacturer a DCDMA member?

ACTION ITEM: Marcie will send Rick and Rob NDA business cards and brochures

Next Board Meeting

- July Conference Call – to discuss convention (attendance, etc.) – Wednesday, July 11, 2012
- September during the Annual Convention. The proposed ballot will need to be presented at this meeting. **ACTION ITEM:** Nominating Committee will prepare the proposed ballot for the September meeting.
- December – Meeting (possibly during either NW Mining Show or NGWA) or a conference call, no decision made yet.

Board Meeting RSVP's

Jackie asked the board to please respond to her board meeting e-mail with a Yes or No, even if they have said they would attend at the previous board meeting. Business and personal commitments DO change so we can't assume everyone who committed at the last board meeting is indeed coming when something may have come up and then not have a quorum.

Meeting adjourned at 2:00 PM EST