



NDA Board Meeting Conference Call
February 24, 2013
Denver - Capital 7, level 4

In Attendance:

Dan Dunn, Larry Gibel, Rob Caho, Jim Howe, Warren McCann, Frank Villella, Jackie Symons, Marcie Price and Sheri Glaze

WebEx: Tim Augustine, Mike Willey, Dennis Duty

Guest: John Bostwick, Geotechnology; George Long Acker

Chapter Representation:

Mid-Atlantic: Tom Connelly

Tri State: Frank Villella

Dan Dunn called the meeting to order a 7:40 AM (MST)

A motion to accept the December board meeting minutes was made by Jim Howe, seconded by Rob Caho. Motion passed.

Treasurers Report

Tim Augustine participated via WebEx and asked those in attendance to look at the P&L Budget Performance that was included in their board packets. Net income is \$50,170.64. Comparing this to the previous year we are on par from a year ago. Expenses are up because of the Denver Meet n Greet. The association is standing pretty strong and the membership is up \$10,000 from this time last year. Sheri Glaze mentioned that we have brought in \$3900 in income for the online exams already in 2013. SSI made a little over \$2000 last year. Larry said that this is due to non-members taking the course at the higher rate and also most people sign up late and pay the higher fee.

Jim Howe made a motion to approve the treasurer's report, seconded by Rob Caho. Motion passed.

Admin Report

Marcie reported we are at 198 members. She hadn't removed the non-renewals yet as we agreed to wait 90 days before removing. We have picked up quite a few new members from the western portion of the country. The following items have been sold since the last board meeting:

- **Safety Label Kits** - 45 NDA Safety Label Kits sold.
- **Drilling Safety Guide** - 37 NDA Drilling Safety Guides sold. (12 sold with exam)
- **Driller's Manual** - 32 NDA Driller's Manuals sold during this time period. (29 sold with exam)
- **DCDMA Technical Manual** - 1 DCDMA Technical Manual sold during this time period.
- **NDA DVD *An Introduction to Drilling Safety*** - 2 NDA DVD's sold.
- **DCDMA Technical Specifications CD** -- 2 CD's sold during this time period.
- **DCDMA Gages** - 1 order for gage recertification for \$358 from Central Mining Equipment Company. NDA receives 10%.
- **Safety Green T-Shirts** – none sold

- **Decals** - 20 Hard Hat Decals were sold; No Window Decals were sold; 20 Truck Decals were sold.
- **Tailgate Safety Tips** - No TST's were sold - 78 TST's were given away to new members.

ACTION ITEM: J&M was-asked to specify in the Admin Report who purchased CD/DVD's cd, etc.

Drill Bits:

Marcie reported that requests for articles and advertising have gone out. We are especially in need of feature articles. Dan Dunn feels that the reason we are not receiving as many job stories is because of confidentiality. Dennis Duty has suggested that we ask for case histories for product usage. Dennis mentioned that anything Baroid writes up, he would need the client to sign off on in order to use in an article. Jim Howe mentioned that he might be able to send in a story about a CSO project.

Training

Since the last board meeting, 2 people have taken and passed the Drilling Safety exam; 14 people have taken the Monitor Well exam and 6 passed; 3 people have taken the Groundwater Knowledge exam and 1 passed. At the suggestion of one of the state agencies, the committee removed one of the questions from the Monitor Well exam as it was felt it was misleading.

CEU's

NDA has applied to be a CEU provider for the state of Florida. The cost is a one-time fee of \$100 but will be well worth it in order to get our courses and convention pre-approved. Each course/convention will need to be submitted separately once NDA is assigned a provider number. A total of 17 states have been contacted so far but not all require continuing education and some are in the process of approval, while others have not responded yet. Indiana, Maryland, Mississippi, and North Carolina are all pre-approved for the online courses. Oregon is pending. Other states contacted in addition to those already mentioned above are: Georgia, Missouri, New Jersey, New York, South Carolina, Tennessee, Maine, Alabama, Louisiana, Kentucky and Virginia. States that accept CEU's for the on-line courses are now listed in the Training section of the website, within the description for each course.

Our contact with the state of Tennessee asked if our online courses would be reciprocal with the same courses taught by NGWA. The board said that we cannot be reciprocal because we require a higher passing grade since our courses go toward our Senior Driller Certification.

PRODUCTS

Jackie requested that the board consider reviewing their printed materials, CD/DVD's on a rotating schedule.

- Drilling Safety Guide is a 48 page handbook and it was last revised in 2005
- Driller's Manual is 300 pages and it was last revised in 1990. The Safety section in the Driller's manual ~~that~~ should possibly be removed as it is dealt with separately in the Drilling Safety Guide. We also would like to add page numbers.
- DCDMA Technical Specifications CD, for manufacturers – last revised in 1991, last reviewed in 2007
- DCDMA Technical Manual – this is for contractors and is now on a flash drive. This was last revised in 2012.

After much discussion it was decided that the Safety Committee would be responsible for reviewing the safety guide and also the training manual. **ACTION ITEM:** J&M is to provide the members of the Safety Committee with copies of these two publications for review. The committee will either update the material or advise that the materials are still current. We can then print in the product catalog as well as on the website that they have been reviewed and/or updated.

ACTION ITEM: We will discuss at the next board meeting who will be responsible for the Driller's Manual.

ACTION ITEM: The DCDMA committee will be responsible for reviewing the DCDMA Technical Specification CD and DCDMA Technical manual.

ACTION ITEM: Frank Villella will write up a description of what is in the DCDMA Technical Specifications CD and the DCDMA Technical Manual so that those interested in purchasing these items as well as J&M Staff can be knowledgeable when asked questions about these items.

ACTION ITEM: J & M will put the table of contents for the DCDMA Technical Manual and the DCDMA Technical Specifications Manual as a link from the item in the shopping cart so that those interested in purchasing can see what is in each item.

ACTION ITEM: J & M will put on a task reminder that these materials be reviewed every two years.

J&M reported that Exploration Drill Masters from South America wanted permission to put NDA's Safety Manual in their equipment documentation manuals. They have already translated the manual into Spanish. The company is not a member and the concern was that NDA typically requires payment for how many safety manuals are reprinted (if not purchased from NDA) and are billed annually for them. The company has sent the translated manual in a word document to the J&M office.

A motion was made by Jim Howe that NDA request Exploration Drill Masters to become a manufacturer member in order to use our Spanish version of NDA Safety Manual as part of their literature. It was seconded by Rob Caho, motion passed.

ACTION ITEM: J&M is to ask if Carlos could review the translated Spanish Safety Manual for accuracy.

Promo Products

Jackie reported that NDA is running quite low on a few items.

Logo Hard Hat Decals

1. Reorder current decals - it was decided that we do not need the decals to be reflective material.
2. Decal for each online test that is passed.
 - a. Drilling Safety Certification
 - b. Monitor Well Construction certification
 - c. Groundwater Knowledge Certification
 - d. Geotechnical Drilling Practices Certification
 - e. Drilling Methods and Procedures Certification
 - f. Master Driller Certification
3. DCDMA Decal - they would like the decal to look like what is inside the red hard hat is on the DCDMA manual. It was suggested to order 500 of these.
4. A round Chuck and Kelly decal with www.nda4u.com on it that would be used as a giveaway at shows.

Logo NDA T-Shirts

ACTION ITEM: J & M to get quotes on NDA T-shirts with pockets and without pockets.

ACTION ITEM: It was suggested that J&M look into www.customink.com where you can design your own promo items.

ACTION ITEM: Becky is to work on designs for the above and to obtain quotes before the next board meeting in May. The board will approve the quotes via e-mail.

Convention:

Jackie informed the board that planning for the convention is going well. Jackie asked the board to consider where they may want to hold the 2014 convention. It's not too early to think about this. Some suggestions were: Charleston, South Carolina; Savannah or Atlanta, Georgia and Gatlinburg or Chattanooga, Tennessee. We will discuss further at the May board meeting. **ACTION ITEM:** J&M to compose an email that will be sent to the list of potential members from Rob Caho. We also have currently about 406 listings in the database that are located in Florida.

Rob Caho and Jackie reported on the convention committee recent meeting. NDA is going to be holding a Meet and Greet during the FGWA convention (May 2-4) immediately following the FGWA reception on Friday, May 3 from 7:30 to 9:30 PM – Rob mentioned that at events he has been attending they have been playing bingo and vendors bring gifts for the prizes.

A tentative agenda was distributed to those in attendance. The group decided against having an Augerfest as well as a Saturday afternoon BBQ. To cut down on costs as the food prices are higher in Orlando, we will offer continental breakfasts and offer smaller breaks. At this point there will not be any outside demos. However, presentations will run into Saturday morning.

ACTION ITEM: Jackie will check into having a luau (with hula dancers, flame throwers, give everyone a lei, etc.) at the presidents dinner instead of a casino.

The board discussed the current fee for exhibitors and attendees for the convention. A motion was made by Rob Caho that fees for the 2014 convention for exhibitor booths for non-members would cover the difference of what it would cost to become a member. Exhibitor Fees will be \$500 member/\$825 for non-members; Registration fees for attendees will be \$300 member/\$625 for non-members; and ~~that~~ day passes will be increased for 2013 to \$150 per day. Jim Howe seconded. Motion passed.

Scholarships

Rob Caho brought up the idea of NDA offering scholarships that would be industry related. A live auction could be conducted to earn funds for that purpose at the convention. **TABLED**

DCDMA

Frank Vilella reported that he has finished the drawing for casings. He will send the drawing to J&M and they will email the update for those who still have binders to print out, and also mention that you can go to the NDA website and purchase the latest edition which is now on a flash drive.

Mobile App

The board would like to look into purchasing an app that would be password protected so that only members would have access. The member would need to purchase the app at possibly \$2.99

Possible tabs for the application would be:

- About Us
- Mission Statement
- Membership Information
- Member benefits
- Membership list – Map with where member offices are located
- Chapter news
- Convention information

- Photos from convention – exhibits
- Drilling Safety Guide
- TST Tailgate Safety Tips
- DCDMA Technical Manual
- Message button

ACTION ITEM: J&M will poll our members to see if they would like NDA publications and applications to be on a mobile app for when members are on the field.

ACTION ITEM: J&M will research what the cost would be to set up the app and to maintain.

Frank mentioned that he feels in order to take DCDMA to the next level NDA needs to get into wire line. He has spoken with a contact at Atlas Copco regarding getting wireline drawings from them for the NDA Technical Specifications CD. His contact was very interested. Frank will be seeing the head of Atlas Copco next week and will bring this up to him then. If anyone knows of another wireline manufacturer, please let Frank know. He may have to go to Canada for drawings. Frank will also speak to Fordia about holding off on the refund of their purchase of the Technical Specifications CD and receiving a newly revised CD with the new wireline drawings instead.

Karen Haycraft (J&M employee) who handles NDA gage orders requested to visit Glastonbury Southern Gage in Erin, TN for an onsite visit and training session. She feels it would be very helpful to her to meet the people at GSC, to see the process of how parts are manufactured, calibrated or certified. This would make it easier to understand the products, ask the right questions, and explain the timing of the manufacturing process. She would drive and mileage would be approximately 553 miles plus a one night hotel stay of approximately \$70. A motion was made by Frank Villella to allow Karen to visit Glastonbury to become more knowledgeable and to do a site visit. Jim Howe seconded, motion passed.

Membership

The board received a copy of the recent non-member survey as well as a list of non-renewals. Dan Dunn didn't feel we received the information that he was hoping to hear.

Safety

Dan Dunn reported that he is continuing to produce TST's and that they are currently sent out to all new members and emailed to all members. The Safety Committee is in need of more ideas as well as people to write them up.

The DOT DVD is going nowhere. Dan has no time to work on this and he hopes that someone else from the Safety Committee can look at the DVD to see if we can move forward.

Dan mentioned that we also need a Safety is the Issue article for the next *Drill Bits*. Tom Connelly advised Marcie that he may have an article about a battery explosion that would work for Safety is the Issue.

Dan reminded the board that NDA has implemented the Safety Award program and information is on the website and it was also sent out to the members. The application is a one page introduction and the second page is the application, which is just fill-in-the-blank. Applicants also need to include their OSHA 300A. Dan asked everyone on the board to participate. The applications are strictly confidential. Two companies have submitted applications so far.

Chapter Reports

Buckeye Chapter

Larry Gibel reported that he recently spoke to Brian Walker, who is on the board, and he said that they are not doing much right now. Brian is hoping to set up a meeting in the spring.

Northwest Chapter

Warren reported that he has heard nothing new.

Tri State

Frank Villella reported that their last meeting was in December, when Bob Eger retired. They will have another meeting in April. There is a conflict over a stinger bit with an auger and also barge work rules, Publication 222.

New England Chapter

Rob Caho reported that on March 15 the NE chapter will have a board meeting the morning of the New England Water Well convention.

Mid Atlantic Chapter

Tom Connelly has a meeting planned for May 17 with training and April 10 will be their next meeting. They will go over new regulations for environmental. They currently have 18 current members.

Potential Rocky Mountain Chapter

Tom Shenosky and Dan Dunn are working on forming a Rocky Mountain Chapter. There seems to be quite a bit of interest in forming a chapter from when Dan attending the Northwest Mining show in Spokane, Washington in December. Those in attendance asked what NDA has to offer new chapters and we have put together the following list:

1. Networking
2. Access to safety material
3. Access to customer client, rig manufacturers
4. Convention, meet with distributors and manufacturers
5. Education/training

Unfinished Business

Drillers Certification

We have three who are qualified to take the test but the board doesn't feel that we are ready. The board had wanted to have a synopsis and photos by now to put into a Power Point but unfortunately we haven't received anything.

A motion was made by Rob Caho, seconded by Larry, that the committee review the last two courses and have those two tests put on line. Then we will have all five tests on line. There will not be a master certification course for 2013 but by 2014 we can decide if we want to hold a master certification course. Approved

ACTION ITEM: J&M to send the final two tests to Larry Gibel, Tom Ruda, Dan Dunn and Tom Connelly
Larry will look over the geo tech exam and forward it. Tom Connelly is taking the other course to review.

Health and Safety Plans

Dan Dunn wants to make it clear that we are not talking about a safety plan but templates that our members can use as a guideline if they need to produce this document. Dan Dunn's Power Point is already online. Rob Caho and Steve Parisano supplied the office with templates. **ACTION ITEM:** J&M will remove any reference to company specifics and post the templates on line. We will let members know that these are available through an article in the NDA Newsletter.

Insurance

Larry Gibel reported that Capitol Bauer has been bought out by Gallagher Insurance and they are very interested in working with NDA. They will commit to a minimum of \$5,000 in advertising per year, purchase a table at our annual

convention, purchase sponsorships and make presentations at all our programs. They would also provide information for TST's. They have 50 offices across the U.S. and 400 construction companies across the USA already insured with them. They carry general, auto, etc. and they are a broker and committed to any industry they get into. They are the national leader for construction insurance. They have 1500 construction clients active in 15-20 trade associations. Lenny Rexrode's company uses them. Some of their other clients are the City of San Jose, Core Construction, Great Lakes Dredging, Malcolm Drilling, Station Casinos and Walt Disney.

ACTION ITEM Larry Gibel will send a link and a Power Point from Gallagher to the board and will schedule him to attend a board meeting.

ACTION ITEM: J&M to send out an email with a couple of dates (March 7th or 8th were suggested) to hold a conference call that Gallagher could make his presentation so the board can discuss further at the May board meeting.

Member Financial Performance Survey

Paul Hale from Hetager had contacted Dan Dunn about NDA conducting a financial performance survey and Jim Howe had forwarded the office a sample that they have used. **ACTION ITEM:** J&M designed a draft and Jim Howe will review and suggest changes. The board would like to see added - What are your standard terms for billing and what do you receive, average project size, What is your average Direct labor cost for a 2-man crew, and what is your rig utilization - based on a 40 hour week?

ACTON ITEM: J&M to send an email to the board asking what questions they would like asked in a survey. (No questions can involve what you charge for your services.)

The data will be presented at the annual convention.

NDA EXHIBIT OPPORTUNITIES

- September 9-13, 2013, Highway Geology Symposium, New Hampshire **ACTION ITEM:** Ask Jay Boland if he is going to be exhibiting and if he would put NDA information out.
- Ohio Transportation Engineering Conference - This is an Ohio Department of Transportation Event October 22-23, 2013 - 2800 Attendees – Columbus **NDA will exhibit here** – **ACTION ITEM:** Jackie to check on trade
- NW Mining Association Convention – December 2-6, 2013. NDA will share a booth with Frank Villella. Dan Dunn will man the NDA table.
- NGWA Expo – December 3-5, 2013 in Nashville Tennessee. **ACTION ITEM:** Jackie to check on trade

Next board meeting May 3

Meeting adjourned at 1:15 MST