



NDA Board Meeting
May 3, 2013
Caribe Royale, Orlando, Boca 5 Room
7:55 AM to 2:00 PM EDT

In Attendance:

Dan Dunn, Peggy McGee, Larry Gibel, Carlos Lemos, Mike Willey, Rob Caho, David Neibert, Frank Villella, Marcie Price and Karen Haycraft

WebEx: Jim Howe, Jackie Symons

Guest: George Long, Acker

Chapter Representation:

New England: Jay Boland

Tri State: Frank Villella

Dan Dunn called the meeting to order at 7:55 EDT.

A motion to accept the February board meeting minutes was made by Rob Caho, seconded by Mike Willey. Motion passed.

Treasurer's Report

Dan Dunn asked all to review the financials that were sent with the board packet.

Rob Caho called for a motion to approve the April financials as submitted. Larry Gibel seconded. Motion passed.

Administrator's Report

Marcie reviewed the administrator's report that was included with the board packet. She pointed out that the drop in membership is normal for this time of year and that NDA would recoup as the year progresses.

Two new members have joined as of April 15th. QSP Packers, LLC are a direct result of the NDA presence at Denver.

Safety & Training Material sales are detailed in the report. Some sales are a result of the online exams and also, employers are buying for distribution to their employees.

The two gage orders listed have been shipped complete. There are no outstanding DCDMA Gage orders at this time.

Drill Bits is at the printer now. The advertising dollars were enough to cover the cost of production.

Dan Dunn asked how the NDA advertising fees compared to other publications. George Long stated that NDA fees were very reasonable. Rob Caho mentioned that each state has their own magazines so there is a lot of competition for the advertiser's budgeted marketing dollars.

Dan suggested the use of links or pop up ads in the email issues for sponsor's added value. Marcie mentioned that pop up ads can be blocked and suggested adding logos and links to the newsletter. Dan prefers to keep the newsletter as a

source of information and Drill Bits issues should contain the advertising. Dan feels that the NDA presence at trade shows will increase the desirability of advertising in the Drill Bits publication.

Not everyone who takes the online exams scores high enough to receive the NDA certification. Dan Dunn suspects that most of the test takers are participating on the online testing to gain CEU's rather than NDA Certification.

Safety Award – Dan reminded everyone that June 30th is the deadline to apply for this award. This deadline was established to provide adequate review time prior to the October Convention. This award promotes drilling safety and highlights the goals of the association.

Quotes on NDA T-shirts were reviewed. It was agreed to keep the same safety green color as well as the same imprint on the shirts.

Rob Caho made a motion to order 500 T-shirts without pockets, leaving it up to the discretion of J & M on sizes, quality and to get the best price. Frank Villella seconded. Motion passed.

ACTION ITEM: J & M to order 500 t-shirts after reviewing quality and sizes needed.

The board looked at samples of NDA decals and asked that DCDMA be added back in to the logo on the certification decals. "National Drilling Association" should be on the left (instead of the right) and DCDMA should be back on the right side of the logo.

ACTION ITEM: J & M will amend the artwork for the certification decals per the board's instructions.

ACTION ITEM: Overall the board liked the design of all the logos but they would like J & M to see if all 6 of the certification logos can be printed on one sheet or one roll so that an order of 250 decals would include all six decals.

Mike Willey made a motion to allow J & M to order NDA and DCDMA logo decals in quantities of 250 each. David Neibert seconded. Motion passed.

ACTION ITEM: J & M will place an order for 250 NDA certification decals (preferably with all six decals per each sheet) and DCDMA logo decals.

Each board member was given a "Safety First" hard hat decal. The board would like J & M to make Chuck and Kelly and their names bigger on the next batch. It was suggested to split the words "Safety First" onto either side of Chuck and Kelly in order to make room for the bigger cartoon and names.

ACTION ITEM: J & M will amend the artwork for the Safety First hard hat decal as directed by the board.

Committee Reports:

Convention

Jackie reported that she has confirmation on all but 4 speakers: Larry Madrid, Mike Wightman, John Magnavita and Jim Hussin. She asked Carlos to request written confirmation from them as they have not been responding to her requests for confirmation.

ACTION ITEM: Carlos will request written confirmation and bios from the speakers who have not yet sent their confirmations.

Five exhibitors have signed up so far and hotel reservations are already coming in.

Rick Hutchings is golfing right now on one of the courses that we are considering for the golf outing. It is ½ mile from the hotel. The fee for this course would be \$79/player, all inclusive. Rentals would be \$20. There are 2 options for box lunches.

Jackie mentioned that CME is the only sponsor signed up so far. They will be doing a tee sponsorship and cocktail and break sponsorships. That prompted some board members to commit to sponsorships. Rob Caho said that Diedrich would do a \$1000 sponsorship. George Long said that Acker would also do a \$1000 sponsorship. Frank Vilella volunteered Hoffman Diamond for a break sponsorship.

Tim Connor is the guest speaker for the convention. The cost of the speaker was confirmed in January and the deposit was made to hold the date. Carlos has spoken to Tim and the motivational aspect of the presentation is key to the NDA group. The total speaker fee is \$1,500 + airfare + 1 night hotel stay.

Rob Caho reviewed the potential demo area at the Wyndham and his recommendation is not to include a demo at the upcoming convention. Dan would like J & M to let Dennis Duty know since Dennis volunteered to do a mud demo again this year.

ACTION ITEM: J & M will let Dennis know that NDA is not doing demos at this year's convention.

After much discussion about the type and cost of entertainment for the convention, the board decided to do a casino night again this year.

Mike Willey said the Mid-Atlantic chapter committed to a \$1,500 sponsorship for the convention and Peggy McGee agreed to sponsor the slot machines.

Rob Caho made a motion to do the casino night with a budget of \$1500 sponsored by the Mid-Atlantic chapter. Mike Willey seconded. Motion passed.

Jackie reported that Carlos contacted FAPG and they have agreed to advertise the convention to all their members.

Carlos reminded the board that tonight is the Meet and Greet. Rob expects it to be really well attended.

Carlos mentioned that he will be promoting the NDA convention at some conventions he is attending in Panama and Colombia.

ACTION ITEM: J & M will send Carlos 50 NDA convention invitations to hand out at the South American conferences that will be held in June and September. Carlos also announced that he will be bringing 3 drillers from Panama to the NDA convention.

Jackie reminded the board that Atlanta had been suggested for the 2014 convention and she asked if there could be a board meeting in Atlanta this summer. Peggy suggested having the meeting at an airport hotel so that the board could easily fly in and out. Rob then suggested having the 2014 convention in Ohio instead of Georgia as a show of support to

the Ohio Chapter. Rob noted that the NDA Convention should also be a means to boost/help a struggling chapter. Columbus was mentioned as an ideal location for the convention as it is also relatively close to Indiana and Kentucky plus a central location for Pennsylvania attendees also.

Carlos made a motion to have the 2014 Convention in Ohio pending the support of the Buckeye chapter. Frank Villella seconded the motion. Motion passed.

DCDMA

Frank Villella reported on the standardization of the NWT and HWT casings.

ACTION ITEM: Frank will e-mail the drawings to J & M to add to the Technical Manual.

The committee would now like to start work on the NV2 core barrel and continue working to change over to wireline to offer a complete system. The core barrel and wireline drawings are not yet available from the manufacturer.

Frank informed the board that he is not going to give Fordia a credit for the Technical Specifications CD that they purchased and then thought they already had. The old drawings they had were not updated and they weren't supposed to have copies of the drawings in the first place because they didn't purchase them.

Karen reported that there are no gages orders pending. She had spoken with Mike Rose about visiting Southern Gage. This is their busy time of year so he suggested that she visit them in May or June, when it's not so busy.

ACTION ITEM: Karen will contact Mike Rose again about visiting Southern Gage in May or June.

ACTION ITEM: After updating the manual with the new casing drawings from Frank Villella, J & M will advertise that a new edition of the DCDMA Technical Manual is now available.

Marcie asked if there were any updates for the Technical Specifications CD or if anything should be removed due to being outdated. Frank said that he doesn't have anyone willing to give him drawings right now. He also said that there is no reason to remove old drawings. There will always be old drawings in the manual.

MEMBERSHIP

Dan reminded the board about tonight's Meet and Greet and asked the board members to take this opportunity to grow membership and encourage the establishment of a Florida Chapter. There were 32 attendees at the Meet and Greet in Denver. QSP Packers, who Dan had met in Washington, attended the Denver Meet and Greet and have joined NDA.

There was some concern about going over budget on the alcohol at the Meet and Greet, so Marcie will ask the bartender to let her know when the tab is close to \$1500 so that she can check with Dan on whether to continue offering free drinks or not.

Dan will open the Meet and Greet with a 15-minute talk on NDA membership.

SAFETY

NDA now has 128 TST's and will continue to create new ones. Tom Connelly no longer has a Spanish translator so J & M will start forwarding TST's to Carlos for translation to Spanish as he has an administrator who can do that. J & M will send TST's 4 at a time, starting with the newest ones and working back from there. Carlos mentioned that the consciousness of safety is growing worldwide and labor laws have become stricter. Multinational company safety

requirements are a big part of trade and doing business in the open market. Dan noted that the big selling point of NDA is the safety training and safety material.

Dan, Tim, George and Rob reviewed the Safety Guide and didn't find much that needed updating. There was some discussion about the 100' foot distance from power lines listed in Section 11 but it was decided no changes should be made. David mentioned that safety labels on machines state 100' and the safety manual should be consistent. In the Individual Protective Equipment section, hearing protection is not listed except in the "when appropriate section". It was decided that hearing protection must be added as a bullet point in the required section. Under Hand Tools, the words "get rid of it" need to be changed to "replace." Hazardous waste levels will not be added as this is site specific and determined by OSHA, not NDA. Since there are still more than 3000 Safety Guides in inventory, the changes will be made to the electronic Safety Guide file but no new Guides will be printed until the old ones have been sold. Then add "Revised and the date."

CHAPTER UPDATES

Mid-Atlantic

Mike Willey reported that the chapter finalized their training meeting at their last meeting on April 10th. The training meeting will be held on May 24th. Attendees will earn 6 CEU's. The cost is \$25 for members and \$40 for non-members and includes lunch.

Dave Krahl sent a safety article to be published in Drill Bits.

At the April meeting, Tom Connelly asked members to look for new members. Elections will be in June and Tom Connelly and Tom Brown will both be stepping down from their board positions.

The chapter is looking at having an SSI session. They have 12 people interested already. They must have 20 in order to hold the class. The chapter is looking at June or July to hold the class and will work through the NDA national office to set it up. If NDA handles the training session, the meeting site selection, menu selection and certification is handled by NDA.

Larry mentioned that some people have held classes and then wanted NDA qualification for it. NDA needs to figure how to be paid for this. NDA adds \$40 per person to the fee NHI \$740 application fee in order to cover costs. Board consensus is that once exam grades of 80% or better are confirmed, NDA certification can be obtained if the recipient pays the \$40 fee in advance. It is best for people to go through NDA for the classes as NDA is much faster in getting test results back to the test takers, giving them the qualification they need much faster. NHI can take months to send the results. NDA is the certification agent for Maryland and Ohio.

New England

Jay Boland reported that there is nothing going on in New England right now. They had a meeting in March and talked about having a meeting in the summer. Jay has been talking with Massachusetts DEP and NDA is in a position to get in the door for certifications there. Paul Blain is leading the charge for required CE's covering a variety of study areas beginning in 2014. Hopefully this will happen next year.

Jay said that the National convention didn't really help with member much but needing CE's will help. Massachusetts will be requiring different types of training so they will need other certification agencies besides NGWA and this will be a boost for NDA involvement in the region.

Tri-State

Frank Vilella reported that Tri-State held their last meeting in December. There had been concern from some people about a new PennDOT stinger regulation. However, Frank checked with his members and they support the regulation. There are no issues and no CE requirements in the state to keep everyone together and motivated. Dan suggested using Safety Topics as a training component to unite the group.

Frank is trying to get someone to take over as president of the chapter. They will be having elections but no date has been scheduled yet. He said that it's gotten tougher to get people to meet but that CE's really help. He mentioned that he is thinking about having Dennis Duty give a presentation to the chapter.

Buckeye

Larry Gibel said he had nothing to report. He feels that until CE's are required, it will be difficult to get people to attend meetings.

Drill Bits

Dan suggested that he would like to see a LightHearted news article as a feature space in upcoming Drill Bits publications.

Drillers Certification

Larry Gibel informed the board that he has looked over the Geotechnical Drilling Practices exam that NDA would like to use as one of the on-line certification tests. The Technical manual is a good reference manual but not a good source of information for Geotechnical Certification. He feels that the entire exam needs to be re-written but the Driller's Manual can still be used as the reference for the exam. **ACTION ITEM** He has volunteered to re-write the exam to make it more of an intermediate level exam. The current exam is good for good for CEU but not for certification.

Marcie reported that she had recently e-mailed the edited version of the Drilling Methods and Procedures exam that Tom Ruda and Tom Connelly worked on. ***** **ACTION ITEM:** **Marcie is waiting for final approval before adding the exam to the on-line training on the NDA website.** *****

Tom Ruda worked on the Senior Driller Certification PowerPoint. Each committee member present was given a copy on a flash drive. A copy of the PowerPoint will be mailed to any committee member who was not in attendance at today's board meeting. The PowerPoint has pictures but no script. An outline was provided but there is not enough substance to present as a course. Dan pointed out that notes are needed for each slide so that any NDA member can present it. Larry mentioned that it is suggested that each slide be talked about for 1 minute. **ACTION ITEM:** Script for pictures on PowerPoint and more substance to outline

It is too soon to consider holding a Senior Driller course yet.

Insurance

Larry reported that Gallagher wants to work with NDA. There was some discussion as to what Gallagher wants from NDA and whether NDA should give the company special treatment. The recommendation of the board is to suggest that the agent join NDA and become involved at the committee level. A membership application should be presented. Jay offered to represent NDA in any face-to-face communications.

ACTION ITEM: Larry will write up a response to Gallagher and will forward it to Dan to review.

Sponsorships

The sponsorship packet was sent to committee for review. The intent of the packages was to encourage more sponsorship by offering various price levels. David mentioned that manufacturing is already spending sponsorship dollars and the packages force a selection with unwanted items in a higher price point.

The board recommendation is to create an a la carte menu of line item sponsorships.

The board decided not to do sponsorship packages. However, they would like to start offering e-blasts and possibly tower ads. **ACTION ITEM:** Need to determine a price **Driller's Manual**

Discussion on who will review the Driller's Manual was tabled. However, Marcie expressed concern about the Safety Guide section of the manual as it is an older version than the current Safety Guide. The board asked her to replace that section with the new version of the Safety Guide when the Manual is printed again. **ACTION ITEM:** Marcie will re-size a copy of the Safety Guide to fit the format of the Driller's Manual and replace the old version of the Safety Guide in the Manual with the new version so that the file will be ready for printing.

Scholarships

Student geologists are looking for scholarships and internships. NDA can't really offer scholarships right now. Carlos suggested offering CE online scholarships which would have no cost basis for NDA. This would promote NDA and professional development. Or maybe it could be called a "fellowship" for future NDA members. This way we would be promoting our own people—drillers. Dan said that we would need to work out criteria for awarding the fellowship/scholarship and asked J & M to send samples of applications if we have any. If developed and approved, Peggy would like to have this announced at the convention in October.

ACTION ITEM: J & M will send samples of any scholarship applications they may have.

Mobile Application

Board members received a summary of the mobile application survey that was sent to members. The board needs to decide what they want on the mobile app so that those items can be sent to Satish, who will be building the application for NDA at no charge in exchange for promoting on the NDA website. The cost to future updates (one time per year) will be \$45/hour. Peggy mentioned that some of the items listed in the survey are sold by NDA and should not be part of the app. The board also wanted anything that is available on the mobile app to be on the website as well.

Member Financial Performance Survey

Tabled

NDA Exhibit Opportunities

- a) June 3-7, 2013, ELKO Mining expo in Elko Nevada. Dan Dunn will attend this show and hand out NDA cards. He said that this show is not worth having a booth at. **ACTION ITEM:** J & M will send Dan a small stack of benefits cards, the convention invitations and membership brochures.
- b) September 9-13, 2013, Highway Geology Symposium, New Hampshire (Jay Boland will put NDA information out if he goes to this event. NDA doesn't need a booth.)
- c) September 9 – 14, 2013, AEG, Seattle, Washington. They have accepted a trade out with NDA. Peggy informed the board that this is a big show celebrating their 50th Anniversary. Engineering Geologists attend. J & M will

attend. **ACTION ITEM:** Dan cannot attend so Jackie will ask Warren and/or Dean to host the Meet and Greet with J&M's assistance. If J & M does not receive help, there will be no Meet and Greet.

d) Ohio Transportation Engineering Conference - This is an Ohio Department of Transportation Event October 22-23, 2013 - 2800 Attendees – **NDA decided not to attend this event.** Carlos recommended piggy backing in 2014 with the NDA Convention.

e) NW Mining Association Convention – December 2-6, 2013. NDA will share a booth with Frank Villella. Dan Dunn will man the NDA table and will need the display for this event.

f) NGWA Expo – December 3-6, 2013 in Nashville Tennessee. **NDA will not participate in this event.**

Next Board Meeting

Pre-convention Board Meeting - Very end of July or beginning of August, Atlanta, Georgia – Frank asked that it be on a Friday. We will use an airport hotel.

ACTION ITEM: J & M will work on a date and e-mail it to everyone.

Thursday, October 17, 2013, Orlando (NDA Convention)

December Board Meeting – Conference for ballot??

The meeting adjourned at 2:00 EDT