



**NATIONAL DRILLING CONTRACTORS ASSOCIATION**

3008 Millwood Avenue, Columbia, South Carolina 29205

June 5, 1995

**Memo to: NDA Board**

**From: MaryAnn Eubanks**

We believe it is important for the new board to understand what Eubanks and Associates does and how our fees are set, therefore we are enclosing a description of jobs our staff performs for NDA. The last two years, JEE has worked hard to bring about the formation of NDA. There is still much to be done to complete the merger. JEE is excited about the new association and looks forward to the challenges that lie ahead. We foresee that we will need to become more involved in helping revitalize chapters and organize new ones. Even though the groups have merged, many of the same projects will generally continue (meetings, publications, chapters, gages, testing, etc.) and new ones will be added. We foresee more work, rather than less.

As you will note in the attached information, the management fee covers all of our time, salaries, payroll taxes, health insurance, retirement, taxes, rent, utilities, equipment and maintenance. All out-of-pocket expenses such as travel, printing, postage, phone, etc. are billed monthly, with complete back-up justification.

We are always open to suggestions as to how we may better serve you. The following suggestions are offered for ways you may assist us:

1. A strong membership committee needs to be appointed to work diligently with us to help us build the membership. This is the road to success. JEE has ideas as to how to accomplish the promotion of NDA.
2. The Chapter committee, with our help, must strengthen the active chapters and offer them support, must rebuild the inactive chapters, and must organize new ones, one area at a time. Programs need to be introduced for chapters. The section of the Bylaws, Article IX-Local Chapters and Their Organization needs to be clearly spelled out to the chapters.
3. The publications committee must acquire good articles for and from the membership. A strong active involvement on this committee will pay off in success for

NDA. Member communication will be the key. This committee also should provide us names and support to build the advertising.

4. The Driller's certification exam needs to be offered more often with a rotating schedule. Promotional materials should be developed to explain the certification program.

5. The Legislative/Governmental Affairs committee should direct headquarters to promote a campaign to educate the states about the exam and to work to acquire acceptance of the exam by states.

6. The Safety Committee should help us continue to promote the sale of the Safety Manuals and update them as needed. Safety should be kept in the forefront of industry importance.

7. The DCDMA committee needs to continue to promote the gage program.

We enjoy our affiliation with the NDCA, DCDMA, and IDF and appreciate the opportunity to have served you these past twelve years. We know the business, we like the people, and we feel that the feeling is mutual. We plan to do everything possible to help you as you go through this transition period and will do our best to make the NDA a strong association. Let us know any time of ways that we may help. Together, we will continue to brainstorm to develop creative ways to make the new association grow and become the strong voice for the industry it should be.

Sincerely,

A handwritten signature in cursive script, reading "MaryAnn Eubanks". The signature is written in dark ink and is positioned above the printed name.

MaryAnn Eubanks

## **J. EDGAR EUBANKS AND ASSOCIATES INVOLVEMENT WITH**

### *National Drilling Association*

#### Administrative Job Descriptions

##### **MaryAnn Eubanks**

Executive Secretary for NDA. Overall responsibility for day to day administration of NDA which includes answering phone calls of numerous industry questions; talking to members; keeping of all records including minutes, financial records, list of members' names and addresses. Acquires hotel and is primary hotel contact instrumental in planning meeting space, Audio Visual needs, food and beverage, etc and attends and coordinates Board and membership meetings and any exhibits such as table-tops in Cincinnati. Calls Board members regarding room reservations. Takes and prepares minutes. Prepares agendas. Prepares program agendas. Works with the president, the program chair, committee chairs and other board members. Answers questions on testing; sets up testing; administers test. Works with Chapters (supplies labels or sends out letters on request); works with reorganizing inactive and organizing new chapters. Answers gage questions; places gage orders with Southern Gage; notifies members of need for recertification; places recertification orders with Southern Gage; prepares gage lease information for Drill Bits; keeps records of gages. Works on projects such as acquiring O&D insurance, filling out insurance application, contacting insurance companies for bids. Extensive work on merger plan from beginning to completion now requiring frequent contact with attorney. Prepares budget. Works with Board on decisions regarding when to print or reprint directory, Safety Manual, Technical Manual, Drillers' Study Guide, etc. (Approximately 40-50 hours per month)

##### **Nancy Cooper -**

Works with Publications and Communications. Coordination, maintenance and development of Chapter Chatter and Drill Bits, as well as any directories, brochures, programs, convention and trade show publications. Works with members in obtaining articles. Does all layout and design of publications. Does some typesetting, proofreading when needed. Schedules press checks. Gets bids for printing. Oversees publication budgets. Checks printer bills. Coordinates with printer and works to maintain publication schedule. Takes directions from Board of Directors. Works closely with Jean Waldrup in advertising sales and follow-up. Attends Board Meetings. Promotes membership growth through exhibit booths and trade shows. Represents association when required at related industry events. Designs association promotional materials. Assists with development and implication of association goals. Coordinator for long range plan for publications. Works with various committees as required for association growth. Gives certification test. Aids MaryAnn in convention planning, facility and catering arrangements, pre-registration materials, on site registration, speakers and entertainment. (Approximately 25-35 hours per month)

**Donna Pleicones**

Responsible for keeping financial records for association, paying bills, reconciling bank statements, preparing monthly financial reports. Handles any banking business necessary, orders supplies when needed, transfers credit card receipts monthly to association, sends treasurer copies of paid bills and backing for monthly reports. Works with auditors on filing tax returns and preparation for audits. Works with Mary Ann on consolidating the three associations financial records into one association opening and closing bank accounts as needed, preparation of budgets, etc. Responsible for backing up all data for association on computer disk daily. (Approximately 10 hours per month)

**Andrella Brunson**

Computer Data Management Services for NDCA membership. Posts dues and other monthly charges. Runs reports for NDCA. Answers questions on membership and refers to membership chair or proper individuals. Talks to potential members and forward information to clerical assistant to send potential member packet. Answers questions and takes messages related to meetings. Does nametags for meetings and programs. Updates Drill Bits mailing list. Prints dues statements. Answers phones regarding contractors throughout the country. Works with computer programmer on related NDCA computer matters. (Approximately 10 hours per month)

**Colleen Williams**

Telephone support personnel for NDCA. Checks messages and answers incoming calls daily. Computer editing and documentation when necessary. Create signs for conventions and meetings when appropriate. Grades Drillers Certification Exams including creating a new Procedure Manual for grading exams. This requires marking each test and calculating percentages, tracking and assigning certification numbers. Issuing Certificate of Achievement Cards. Creates certificates, notifies candidates by letter of failure or achievement, and sending certification packets to candidates who have passed exam. Sets up teleconference calls. (Approximately 8-10 hours per month).

**Pat Horn**

Opens and distributes incoming mail. Assigns invoice numbers and sends invoice for registrations, etc. Post receivables for dues, merchandise, registration, etc. Input all checks into computer. Total and prints out deposit, make bank deposit. prints monthly totals. Receives all registration and stamps paid on all member invoice. Sets up convention book, showing all attendees and keeps an up-to-date attendees list to be taken to the convention. Proofs all registrations in the computer before nametags are printed. Prints out convention reports, attendees list etc. Set up membership dues book, this includes all members of the association with address, contact person, phone fax, and date of dues paid, and updates as necessary. Handles incoming and outgoing calls relating to orders, dues, registration and other receivables. Check for increase in dues prior to printing. Makes sure that dues are sent out in a timely fashion, and that second dues notices are sent out. Invoice all advertising and print labels for mailing. Post invoices paid, and send second notices to those not paid

each month. Gather all back up for telephone, copier, fax sheets, envelopes, and postage bills, total all sheets, make two copies of all backup to send to client. Type all invoices for monthly services. Gets approval for all charges. Sends copies of the charge to customer. Input charge into the computer. Do monthly totals. (Approximately 10 hours per month).

**Jean Waldrup**

Proofs all material prior to final printing. This includes Drill Bits Magazine, Chapter Chatter, membership directories, minutes, etc. Contacts Chapter presidents for chapter information. Keeps inventory, orders and oversees all printing of office items i.e. name tags, stationary, invoices, certificates, stickers, convention registration info and handbooks. Responsible for ordering plaques and other supplies. Orders all inner office labels. Prepares convention packets for meetings. Solicits and is office contact for Drill Bits advertising, and NDCA directory advertising. Office contact for Chapter Chatter information and publication orders (Safety Guide, Drillers Handbooks, Technical Manuals etc.) (Approximately 10 hours per month, 15 when publishing Drill Bits)

**Joy English**

Hand labels all mailings going out to membership such as flyers letters etc. Applies necessary postage. Fills all publication orders and does all UPS shipping of Safety Guides, Technical Manuals, Drillers Handbooks, Standards etc. (Approximately 6 hours per month)

**Mary Fant**

Organize and place materials in reading file book. Make address changes on computer that are sent in, or when the post office returns mail. (Drill Bits and Membership Directory). Re-mail anything that can be re-mailed with new address. Assist in stuffing envelopes for various mailings. Assist with posting paid invoices to the computer. Assists in proofing directories. (Approximately 6 hours per month)

Overall a total of approximately 150 hours per month, on the average, and more so during periods immediately before and after meetings, are spent by the staff on NDA activities. At this time, the DCDMA and NDCA are paying a \$32,000 fee combined. Members are reminded that this fee is not just a salary. The fee includes salaries, benefits, staff insurance, rent, payroll taxes, office equipment, janitorial services, utilities, etc., etc.

Other expenses incurred by NDA are for out-of-pocket expenses. Printing, copies, travel, telephone, 800 number and FAX use, etc. are all billed on a monthly basis. All expenses and disbursements are sent to the President, President-elect and Treasurer each month for their information and review.

Hopefully, this gives you more insight into our NDA headquarters and we look forward to a positive and productive working relationship between the National Drilling Association and J. Edgar Eubanks & Associates for a long time in the future.

**J. EDGAR EUBANKS & ASSOCIATES**  
**ASSOCIATION MANAGEMENT SERVICES, INC.**

For twenty-four years, J. Edgar Eubanks & Associates has brought professional management techniques to the association field.

We are a specialized business enterprise engaged in providing, on a contract basis, the time and talent required to manage the affairs of non-competing trade and professional associations.

Our office in Columbia, South Carolina, is the office of record for client associations, and provides office furniture, and equipment at a cost much less than would be incurred in a larger city.

We offer access to complete services which provide not only all the needed physical requirements, i.e. fully equipped and furnished offices, conference room, local and 800 telephone service, FAX machine, mailing address, etc., but also our highly competent and experienced staff. We are responsible for payroll, employee benefits, taxes, insurance, replacement of personnel, and all other office operations. The management fee pays for: Administrative Directors, bookkeepers, secretaries, writers, meeting planners, communicators, editors, printers...a full and complete association staff for much less than the cost of hiring one Executive Director.

We are excellent financial managers and all employees are bonded. Our fiscal management and strict attention to detail has helped other associations have the financial flexibility to fund new programs with accumulated reserves and without the necessity for assessments.

In essence, we provide a complete full-time staff serving you. All meetings and trade shows are arranged from start to finish smoothly with a minimum of effort on your part. We work with your committees to carry out their ideas and programs.

The Basic Services provided by J. Edgar Eubanks & Associates include:

- Furnishing a fully staffed and equipped office
- Collecting dues
- Financial Planning
- Bookkeeping and financial record keeping
- Soliciting new members and associate members
- Preparing meeting notices
- Publishing and editing publications
- Mailing timely legislative bulletins
- Planning and executing meetings, conventions and trade shows
- Taking, printing, proofing and distributing minutes
- Preparing, printing and proofing membership rosters
- Working with committees
- Assisting in development of PR program, if desired
- Developing group insurance programs, if desired
- Developing continuing education programs
- Developing Board liability insurance

Our company is a strong, dedicated and effective group of professionals who are motivated by the many opportunities presented by our client associations. We take pride in performing our tasks for these groups in a manner which is beneficial in every way to our clients and professionally satisfying to us.

We are the size and capacity to handle the needs of your association but are not so large that the association is *"just another client"*.

Our firm has an eye on the future. We want to help you identify opportunities and help motivate the members of the association to develop these opportunities into realities.

We feel our clientele must be accepted carefully, with an eye to avoiding conflicts of interest.

Our company is reliable, ethical and staffed by people with high standards. We are people you can be proud to know and to work with.

Above all, our company wants to work with your association. We earnestly want to serve you well and we are committed to learning about the industry, its problems and its opportunities.

The management fee for our services is computed based on the needs of the association and amount of time required to meet these needs and is paid monthly. It includes salaries, payroll taxes, health insurance, retirement, rent, taxes, insurance, utilities and equipment and maintenance. All out-of-pocket expenses such as travel, printing, postage, phone, etc. are billed monthly, with complete back-up justification. A ninety-day written notice is to be given by either party for cancellation.

Our staff plans to evaluate, realign duties and upgrade equipment on a regular basis. By purchasing additional computer equipment, we are continuing to upgrade office equipment and add staff to improve efficiency and operations. We have retained an office management and computer consultant to help us study our needs and advise us as to how we can best use state-of-the-art-technology.

If there are any questions unanswered in this letter, we would like the opportunity to answer them. We would like very much to continue to be the management team for your association.

MaryAnn S. Eubanks, President

J. Edgar Eubanks & Associates  
Association Management Services, Inc.

**J. Edgar Eubanks & Associates**  
**Association Management Services**  
3008 Millwood Avenue, Columbia, South Carolina 29205  
(800) 445-8629 or (803) 252-5646 Fax: (803) 765-0860

Providing full management services for:	Since:
Academy of Dispensing Audiologists President, Ken Smith, 913-384-5880	1988
Columbia Sales & Marketing Executives Association President, Charles Rampey, 803-741-1052	1993
Flying Scot Sailing Association President, Dave Jacobsen, 203-287-4524	1978
National Association of Bankruptcy Trustees President, Saul Eisen, 216-241-6774	1985
National Association of Decorative Fabric Distributors President, Bryan Kettring, 502-637-1466	1984
National Drilling Association President, John Sedlock, 304-344-0821	1983
South Carolina Association of Convenience Stores President, Richard Little, 803-464-9577	1976
South Carolina Defense Trial Attorneys' Association President, Michael B.T. Wilkes, 803-573-8500	1985
South Carolina Speech-Language-Hearing Association President, Cynthia James, 803-429-1735	1988

**Other References:**

Mr. Buddy Leaphart, CPA  
C.C. McGregor & Co. (803) 256-3533

Mr. James L. Zeigler, Senior Vice President City Executive  
Southern National Bank (803) 748-7102

Mr. Bill Walkup, Long Range Planning Consultant  
(803) 776-6589

Mr. Mike Witte, Computer Consultant  
(803) 781-1717



## Facilities and Equipment

**Office:** J. Edgar Eubanks & Associates occupies a 2,200 square foot office building located at 3008 Millwood Avenue in Columbia, South Carolina.

**Including:** Conference Room  
Executive Offices  
Reception Rooms  
Work Rooms  
Storage Rooms  
General Office Area

**Equipment:** Ricoh 5520 Copier  
Cannon FAX-L775 Plain Paper Fax  
Norelco Dictaphone System  
AT&T Memory Call Answering System  
Local Area Network Computer System with seven work stations:  
IBM AT Personal Computer  
3 - 80386 Personal Computers  
2 - 80486 Personal Computers  
6.0 Wordperfect  
Desqview Desktop Publishing System  
Quicken 5.0  
Gem Draw 2.0  
Word Perfect Office  
Relational Database Management System  
110 megabytes of computer disk storage  
HP Laserjet IIP Printer  
2 - HP Laserjet IIIP Printers  
Diablo High Speed Printer  
Brother M-1309 Dot Matrix Printer  
Amstrad DMP-3000 Dot Matrix Printer  
Star Micronics SR 15 Printer  
3.5 & 5.25 inch Computer Floppy Drives  
RKO5J Hard Disc Unit  
2400 Baud Modem  
Olivetti ET 121 Typewriter  
Olivetti ETV 300 Word Processor  
Panasonic Portable Word Processor  
5 IBM Selectric Typewriters  
1 IBM Correcting Selectric Typewriter  
Omni Text Scanner  
Pitney-Bowes Digital Electronic Postage Scale  
Pitney-Bowes Model 5600 Decimal Postage Meter  
Michael Folder  
3 Texas Instruments Calculators  
Bell and Howell 16mm Sound Movie Projector  
Paper Cutter  
Headliner

# Memorandum of Understanding between J. Edgar Eubanks and The National Drilling Association

Post-it® Fax Note 7671		Date 6/15	# of pages 1
To John Sedlock	From Mary Ann		
Co./Dept.	Co. NDA		
Phone #	Phone # 800 445 8629		
Fax # 304 342 4711	Fax # 803 765 0860		

J. Edgar Eubanks and Associates will continue to

1. Furnishing a fully staffed and equipped office
2. Invoicing and collecting dues
3. Financial planning including preparing budget, investments, working with CPA on audits
4. Bookkeeping and financial record keeping
5. Make deposits, pay bills, and prepare monthly financial statement
6. Soliciting new members and associate members
7. Maintain membership and mailing lists on computer
8. Preparing membership reports
9. Preparing meeting notices
10. Preparing other correspondence required by association
11. Publishing, proofing and editing publications
12. Taking orders and mailing Safety Manuals, Technical Manuals, Study Guides, and other publications
13. Taking, printing, proofing and distributing minutes
14. Preparing, printing and proofing membership rosters
15. Soliciting advertising for directory and "Drill Bits"
16. Working with committees
17. Assisting in supporting, revitalizing, and organizing chapters
18. Preparing, printing and proofing of manuals
19. Administering the gage program
20. Administering and grading the Driller Exam and awarding certificates
21. Negotiating and acquiring, with Board approval, hotels for meetings
22. Planning all functions, with committee help, for educational programs and/or conventions
23. Assisting the convention committee with selecting a theme for convention
24. Contacting speakers and handling needs for educational sessions and convention
25. Contacting sponsors and assigning sponsorships
26. Developing and printing registration forms for educational sessions and convention
27. Mailing brochure and/or registrations for educational sessions and convention
28. Collecting all registration and sponsorship fees
29. Making nametags and signs, convention programs
30. Shipping convention materials to site (banners, handouts, etc.)
31. Attending all educational sessions and conventions to staff registration desk, work with hotel on food, beverage, audio-visual equipment, room reservations, etc.
32. Working with the Board and Executive Committee on other association related activities

For the fee of \$32,000.00, J. Edgar Eubanks and Associates will continue to provide the time and staff to perform the above services. Any out of pocket expenses such as phone, fax, postage, copies, printing, computer input and supplies will be billed separately on a monthly basis.

## TERMINATION OF AGREEMENT

At any time, the National Drilling Association does not wish to continue using the services of J. Edgar Eubanks and Associates, a ninety (90) day written notice and payment of any outstanding expenses is required. Likewise, at any time J. Edgar Eubanks and Associates desires to discontinue service to NDA, a ninety (90) day written notice to the President and Board and payment of all outstanding expenses is required. It is agreed that both parties will terminate the agreement with an orderly transition of responsibilities and transfer of information will be made with the appropriate designated representative. *If either party decides to give notice, recommendations for future management & a frank critique be given as to why notice was given with grounds for negotiating to be established.*

John R. Sedlock  
The National Drilling Association: 6/19/95  
Date

Mary Ann Eubanks  
J. Edgar Eubanks and Associates 6/15/95  
Date

**Drill Bits Report**  
**June 8, 1995**  
**Nancy H. Cooper**

**Past**

**Drill Bits** was published in 1983 as a 28 page Black and white Newsletter. At that time it was published by the National Drilling Federation. In October of 1985, at the NDF meeting in Atlanta, it was decided to upgrade **Drill Bits** to a magazine. A table of contents was added and a simple color drawing was added to the cover. The Summer issue of 1986 even carried a "Miss Drill Bits". The magazine was off and running! Going into 1987, **Drill Bits** was upgraded again to a four color magazine. A three person review Committees was established to select articles for publication. By 1988 Drill Bits was being produced under a new name, the International Drilling Federation. This new Federation's sole purpose was the publication of **Drill Bits** and the management of a Trade Show. Revenues from the Trade Show supported **Drill Bits**. But the Board met only once a year and it became difficult for **Drill Bits** to have a real direction. In 1990, a Hoc Committee was established to look into the publication. The committee consisting of Mike Tiani, *IDF*; Will Acker, *DCDMA*; John Sedlock, *NDCA* and Nancy Cooper, *Staff* met in Pittsburgh and developed a long range plan to increase advertising and move **Drill Bits** towards become more industry focused and less association focused. The entire plan was based on increasing circulation from approx. 5000 to a circulation of 20,000. Advertising rates were scheduled to increase to accomplish this feat. The plan was set to take place in May of 1991. A glossy new cover was added to introduce the upscale plan. Things were looking good for **Drill Bits**. Unfortunately, the industry was not. As the industry experienced troubled times, the association experienced the same. Advertisers dropped as companies dissolved. Timing was not good for ad increases. The plan was shelved.

**Present**

The focus towards a merger began in 1992. Among the many reasons, it was cited that the publication needed full time supervision for growth. During the last two years, **Drill Bits** has been produced three times a year. Monies needed to be borrowed in order to finance the publication. Articles were hard to come by and advertisers difficult to obtain. Most all solicitation of articles and advertising has been done by the staff. Articles primarily have come from manufacturers. No funds were allotted for develop of materials necessary for the success of a magazine. Three issues of **Drill Bits** were published in 1994. Expenses were \$32,175.43 with income from advertising at \$21,774.00. The association spent \$10,401.43 to publish the magazine. or \$3467.15 per issue. In 1993, three issues of Drill Bits were published at a cost to the association of \$3344.75 or 1114.91 per issue. Increase in paper cost and postage affected the magazine. 5000 issues are printed with approx. 4800 being mailed free of charge to members and many non members. Mailing cost run about \$1200.00 per issue. (Number of pages affect the postage rates) The magazine goes Bulk rate which is the cheapest way to go, but requires up to three weeks (sometimes more) to be delivered. The mailing list is in serious need of an update. Deadlines have not been met and decisions by the IDF board not to publish issues have been made. **Chapter Chatter** was started to address communications among chapters. It has been sent to the Chapter President's for distribution and been well received.

**Future**

Having watched, **Drill Bit's** growth and decline, it is my recommendation that more emphasis be placed on developing a stronger **Chapter Chatter** Newsletter, rather than to continue the expensive process of publishing **Drill Bits**. **Chapter Chatter** should continue to have chapter reports but needs to also include one how to article, and one tough job article and one business related article. Advertisers should be restricted to \$200 Business card ads (8 to a page=\$1600 ads per page). Goals should be four full pages of ads (= \$6400) at \$2400 (\$200) per year for a 12 time advertiser or

\$1500 (\$250 per ad) for a 6 time (every other month). A different chapter should be responsible for each issue. Highlights of various members should be included. Chapter Presidents would be given deadlines and possible themes to work with well in advance. Staff would work with the committee and the sponsoring chapter to assure that articles are obtained and deadlines kept.

I feel **Drill Bits** should continue as a twice a year journal that members would receive and non-members would purchase for \$20.00 each. These would be keep-sake journals with information and reference materials. Advertisements would sell for full (\$1000) and half pages (\$750) color ads with all advertisers appearing in the back of the journal under categories. The journal would be published every six months. In addition, a convention newspaper tabloid should be published with advertisers buying space to promote their companies products and services. A classified and used product section should appear in this tabloid and should be published two months before the convention. All speakers should be set by for the convention four months out and this should highlighted in the tabloid.

With the merger, the Association publication's finally can have the focus and direction they have lacked. NDA has the challenge of addressing several serious issues and the opportunity to develop a beneficial tool for industry communication. The staff at JEE is ready and willing to play what ever part the NDA Publication Committee deems necessary.

*Fax sent 6/15*

MaryAnne Eubanks  
Eubanks Assoc.  
3008 Millwood Ave.  
Columbia, SC 29205

June 1, 1995

Dear Mary Anne,

I spoke with John Sedlock, who is out on job sites right now, and he asked me to get in touch with you and present some requests for information we would like ready in time for our board meeting on the 9th. As we are starting anew with the merger, it seems like a good time to get our priorities in order and move to create a viable organization. With this in mind we need to know exactly what kind of help we can expect to get from Eubanks Assocs.

Eubanks Assocs.

1. Could you give us a "job description" for Eubanks Assocs. listing just what you do for us.
2. As far as personnel goes, what do we get? Is it in terms of hours? Do we get the equivalent of one person full time?
3. A comprehensive financial report of the money that will be paid to Eubanks Associates. It seems as though we pay for all the expenses separately. What does the management fee cover?
4. The budget - What do all the expenses in the budget consist of? Could you give a breakdown of each expense item? Why won't our costs be lowered as a result of the merger?
5. When members of NDA call Eubanks, who should they be dealing with? Mary Anne or Nancy, or both? If either one, what are their individual responsibilities so we will know whom will be better able to help us?
6. What do you see as the role of Eubanks Assocs. to our organization? In your work with other organizations, have you been able to assist them in ways that would also be beneficial to us? What additional things would you like to do?
7. How do you see your role in attracting new members?

148 Pioneer Drive  
Leominster, MA 01453-3474  
(508) 840-0391

5 Monson Place  
Milford, NH 03055  
(603) 672-2135





SOIL  
Exploration  
CORP.

8. How many members do we have? How does this figure compare historically?

Drill Bits is a large part of our budget. We would like to know more about it.

1. How many copies are published?
2. What are the costs? Ad to issue profit ratio? Have you looked into ways to cut the costs through different printing options, etc.?
3. What are the revenues?
4. What is being done to get advertisers? Whose responsibility is it to get the advertising?
5. Where do the articles come from? What percentage is from members? Where do you get the rest? Do you know what members would like to see in this publication?
6. What are the dates on which the publication should go out? Are these deadlines met? Why or why not? What are your ideas to fix this?
7. Has anything been done to see if Drill Bits is worth publishing? How many issues are published? Who does it go to? What percentage are drilling companies? engineering concerns?

#### On Chapter Chatter

1. Is it worthwhile? Have you spoken to membership to determine its' usefulness?

#### Liability Insurance

1. Please get competitive costs for officers and director's liability insurance by the June 9th meeting.
2. What insurance company will it be placed with and do you know their reputation? Have you checked with CNA (they insure a lot of drilling companies)?

Rather a lengthy list of questions, but if we have the answers our meeting should be more productive.

Very truly yours,

  
Marilou Bonetti

148 Pioneer Drive  
Leominster, MA 01453-3474  
(508) 840-0391

5 Monson Place  
Milford, NH 03055  
(603) 672-2135

# NDA

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National Drilling Association  
3008 Millwood Avenue  
Columbia, SC 29205  
800-445-8629  
Fax 803-765-0860

PRESIDENT  
John R. Sedlock  
The H.C. Nutting Company  
(304) 344-0821

VICE PRESIDENT  
Marilou Bonetti  
Soil Exploration Corporation  
(508) 840-0391

SECRETARY/TREASURER  
Paul D. McAdams  
Alliance Environmental  
(513) 829-3433

PAST PRESIDENT  
G. Michael Tiani  
Terra Testing, Incorporated  
(412) 746-9100

June 26, 1995

Memo to: NDA Committees

From: MaryAnn Eubanks

Enclosed is a list of the NDA committees, chairs, and liaisons which the Board appointed at the June 8 Board meeting in Pittsburgh. The committees are a very important segment of the new association. John Sedlock, President, has requested that each committee send a report by the liaison to headquarters monthly or when activity requires on the progress the committee has made.

The Membership Committee met following the Board meeting and began their planning. They plan to meet by Conference Call on Thursday, June 29 at 11:00 AM EST.

Any committee needing a conference call set up may contact me and we will work with you.

The next Board meeting will be a Conference Call on Wednesday, July 26, at 11:00 AM EST. Each committee should have met by then and have a report for the liaison to give at the Board Conference Call.

I look forward to hearing from you. Please let us know of anything that we can do to help with your committee. We appreciate your willingness to serve and believe with your hard work the association will accomplish great things.

*Standards Accepted  
Worldwide  
Since 1929*



The Drilling  
Equipment  
Manufacturers  
Committee

*Dedicated to education, development, and promotion of the subsurface exploration industry.*

## NDA COMMITTEES

### MEMBERSHIP/CHAPTERS

*Board Liaison* - Rob Caho

*Chair* - Alan Garrard

Terry Robinson	Toney Drilling Supplies	Orlando, FL
John Kilman	Kilman Brothers	Atlanta, GA
Pat Reuteman	Giles Eng	Waukesha, WI
Tom Miller	GEFCO	St. Louis, MO
Joe Jennings	Hoffman	Atlanta, GA
Alan Garrard	Southern Company Services	Atlanta GA

### EDUCATION/CERTIFICATION

*Board Liaison* - Tom Lambert

*Chair* - Dale Toney

Ben Fox	Fox Drilling	Itasca, IL
Don Wiswell	Maine Test Borings	Brewer, ME
Dale Toney	Toney Drilling Supplier	Miami, FL
Gary Durham	Durham Enterprises	Stone Mountain, GA
Anders Oden	Craelius	Sweden
Peter Canning	Geologic	Hopkinton, MA

### LEGISLATIVE/GOVERNMENTAL AFFAIRS

*Board Liaison* - Helen McGlashan

*Chair* - Dale Elliott

Marilou Bonetti	Soil Exploration Corp.	Leominster, MA
Helen McGlashan	Con-Tec, Inc.	Concord, NH
Dale Elliott	Mateco	Grand Rapids, MI
Tom Sturges	Pennsylvania Drilling	McKees Rocks, PA
Jeff Caudill	Rhodes & Associates	Lexington, KY

### PLANNING

*Board Liaison* - Jim Lange

*Chair* - Bob Prueher

Jim Lange	Diedrich Drill, Inc	LaPorte, IN
Bob Prueher	WTD Environmental Drilling	Schofield, WI
Mike Ellingworth	Parratt-Wolff, Inc	East Syracuse, NY
Eric Lomax	ATEC Associates, Inc.	Indianapolis, IN
Al Belasco	Belasco Drilling Services	Columbus, OH
John Walker	Mobile/Foremost	Indianapolis, IN



## PUBLICATIONS (DRILL BITS, CHAPTER CHATTER)

*Board Liaison* - Paul McAdams

*Chair* - Leroy Hetager

Tom Lambert  
Paul McAdams  
Bill Hampton  
Leroy Hetager  
Mike Tiani

Lambert Drilling Co.  
Alliance Environmental  
Hoffman Diamond Products  
L. G. Hetager Drilling, Inc.  
Terra Testing, Inc.

Bridgeville, PA  
Fairfield, OH  
Punxsutawney, PA  
Punxsutawney, PA  
Washington, PA

## SAFETY

*Board Liaison* - Mike Tiani

*Chair* - Frank Henderson

Richard Gotch  
Frank Henderson  
Steve Preli  
Harley Corbin  
Bill Mott  
Don Fuller  
Leroy Hetager

CME  
SM&E  
New England Boring  
American Drilling  
W. Mott Contractors  
Fuller Mossbarger Scott & May  
L.G. Hetager Drilling Inc.

St. Louis, MO  
Plymouth, MI  
Glastonbury, CT  
Melvindale, MS  
Huntington, WV  
Lexington, KY  
Punxsutawney, PA

## DCDMA

*Board Liaison* - Jim Lange

*Chair* -

Jim Lange  
EVRs from all DCDMA companies

Diedrich Drill, Inc.

LaPorte, IN

## STATISTICS

National Drilling Association  
Committee Job Descriptions and Activities  
June, 1995

MEMBERSHIP/ CHAPTERS

*Purpose:* Increase membership of the association and chapters

*Goals:* Double the membership by the end of 1996  
Have 500 members by 1998, and 1000 by 2000  
Maintain and keep active the 10 current chapters  
Add at least one new chapter per year

Job Description

Staff to work on developing a membership brochure and a new banner. These will be approved by the membership committee and should be ready for the Jubilee in Myrtle Beach in August. This committee is to decide on criteria for Life Memberships.

EDUCATION/ CERTIFICATION

*Purpose:* To seek acceptance in all states and to promote the certification exams

*Goals:* Increase acceptance in at least two states by the end of 1996  
Increase acceptance in two more states by 1998 and in ten by 2000  
Schedule the exam at trade shows or meetings at least four times a year  
Promote the membership's desire to be certified

Job Description

This committee needs to set dates for at least 3 testings. They also need to update and revise the Study Guide and exam. Nancy Cooper will look into changing the covers of the Study Guide and will take it to the committee for approval.

LEGISLATIVE/ GOVERNMENTAL AFFAIRS

*Purpose:* Seek and promote legislation and to appear before governmental departments and agencies and other bodies in regard to matters for the good of the industry

*Goals:* Serve as an information center for all legislation relating to

the drilling industry.

Provide Assistance and contacts for networking to chapters dealing with legislative issues.

### Job Description

This committee needs to work closely with the certification committee to attain acceptance.

### PLANNING

*Purpose:* Map out a long range plan and a short term plan for the association

*Goals:* Set up the meetings for the next two years  
Determine any new committees that may be needed

### Job Description

Cross-interest among the committees requires this committee to set up a plan to coordinate these efforts. This committee should set the meetings for two to three years in advance. The chair should be appointed and this committee should begin to work on speakers, etc. Future meetings may be tied in with Haz-Mat. Contracts were referred to this committee. Perks to offer members were referred to this committee.

### PUBLICATIONS (DRILL BITS, CHAPTER CHATTER, ETC.)

*Purpose:* To set guidelines, obtain articles, promote advertising and offer advice

*Goals:* Acquire articles from the membership  
Increase advertising  
Two issues per year of Drill Bits and Chapter Chatter, Bi-Monthly  
Increase mailing list

### Job Description

Proceed with publishing this issue of Drill Bits. Chapter Chatter may be included in Drill Bits each time. Chapters to send in member and potential member lists to headquarters. Chapter Chatter should be sent to potential members every third month. Continue to work with Chapter Chatter until given further direction. Handle logo contest. Lapel Pins, decals & stickers were referred to this committee.

## **SAFETY**

*Purpose:* Promote safety in the industry

*Goals:* Increase sales of Safety Guide  
Have articles in Drill Bits and Chapter Chatter on safety  
Have at least one program a year on safety  
Incentives for safety programs in companies  
Revise/update Safety Guide to keep it current

### **Job Description**

Safety needs to be in the forefront of the Association's promotions. Each new member will receive one copy of the Safety Manual. The cost of the Safety Manual needs to be looked at with an eye to increasing the cost to members up to \$3, or \$3.50.

## **DCDMA**

*Purpose:* Review, develop, maintain, and publish standards for rotary exploration drills and/or equipment and masonry drills and/or accessories

*Goals:* Promote world wide acceptance of standards  
Increase the number of leased gages

### **Job Description**

This committee is the custodian of the DCDMA standards and gages. Lange plans to approach someone to chair the DCDMA committee. Suggested names were Gene Anderson, Dick Swayne and Bruce Wood.

## **STATISTICS**

The committee decided this committee should not be activated until later.

MAE/cw

## NATIONAL DRILLING ASSOCIATION

### Committee List

1995 - 1996

#### Membership Committee

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Bergerson-Caswell  
5115 Industrial Street  
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Fax: 317-784-5661

### Publications (Drill Bits, Chapter Chatter)

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### Safety

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Bill Mott  
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Scott & May  
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**NATIONAL DRILLING ASSOCIATION  
1995 - 1996 OFFICERS & CHAPTER PRESIDENTS**

<b>President</b>	<b>John R. Sedlock The H.C. Nutting Company 912 Morris St. Charleston WV 25301 Phone: 304-344-0821 Fax: 304-342-4711</b>
<b>Vice President</b>	<b>Marilou Bonetti Soil Exploration Corporation 148 Pioneer Drive Leominster MA 01453 Phone: 508-840-0391 Fax: 508-537-9918</b>
<b>Secretary/Treasurer</b>	<b>Paul D. McAdams Alliance Environmental Inc. 4097 Crest Manor Drive Hamilton OH 45011 Phone: 513-829-3433 Fax: 513-829-3404</b>
<b>Past President</b>	<b>G. Michael Tiani Terra Testing, Inc. 260 Meadowlands Boulevard Washington PA 15301 Phone: 412-746-9100 Fax: 412-746-1497</b>
<b>Appalachian Chapter</b>	<b>Paul D. McAdams Alliance Environmental Inc. 4097 Crest Manor Drive Hamilton OH 45011 Phone: 513-829-3433 Fax: 513-829-3404</b>
<b>Atlanta Chapter</b>	<b>R. Alan Garrard Southern Company Services, Inc. P.O. Box 4545 5673 Old Dixie Highway Suite 155 Forest Park GA 30050 Phone: 404-608-5870 Fax: 404-363-4839</b>
<b>Buckeye Chapter</b>	<b>Bryan Adams Tol Test, Inc. PO Box 2186, 1915 North 12th St. Toledo OH 43603 Phone: 419-241-0131 Fax: 419-321-6265</b>
<b>Buckeye Chapter - Board Member</b>	<b>H. Alan Belasco Belasco Drilling Services, Inc. 6919 American Parkway Columbus OH 43068 Phone: 614-252-2511 Fax: 614-252-2526</b>



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# NDA

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800-445-8629  
Fax 803-765-0860

#### PRESIDENT

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#### VICE PRESIDENT

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*Standards Accepted  
Worldwide  
Since 1929*



The Drilling  
Equipment  
Manufacturers  
Committee

February 16, 1996

Memo to: NDA Board and Committees

From: Marilou Bonetti

On February 6, at the NDA Conference Call Board meeting, John Sedlock resigned as president of NDA citing business and personal reasons. We are very grateful to him for his service to the National Drilling Contractors Association and to the National Drilling Association. We wish him the very best.

In accordance with NDA bylaws, I became president on John's resignation. Also in accordance with bylaws, new officers will be appointed by the nominating committee to fill other vacancies created by this transition.

We have many important decisions to make at our next meeting. The schedule is attached. Even though the committees are slated to meet on Mother's Day, we hope that you will be able to attend. The meeting was set in conjunction with the National Ground Water Association which meets at the Sahara Hotel on May 14-16. We were able to get meeting space at Bally's and a good room rate. Board meetings will take place during the day with evenings free to enjoy Las Vegas. Our meeting was set to run prior to the National Ground Water Association which meets at the Sahara Hotel on May 14 - 16. Anyone wishing to stay for the Water Well convention would need to move to the Sahara, or elsewhere, as Bally's is only able to hold rooms for us until Tuesday.

Please make every effort to attend. In order for our association to become a strong one to represent our interests, we must take an active role. It is a very true saying that you get out of something what you put into it. I appreciate your willingness to serve the NDA and I believe that together we can make it a great association. I look forward to serving as your president.

*Dedicated to education, development, and promotion of the subsurface exploration industry.*

## NDA BOARD AND COMMITTEES

### LAS VEGAS SCHEDULE

May 12 and 13, 1996

#### SUNDAY, MAY 12, 1996

9:00 A.M. - 4:00 P.M.

NDA Committee Meetings

EVENING FREE

ENJOY LAS VEGAS

#### MONDAY, MAY 13, 1996

8:00 A.M.

Driller's Certification Testing

9:00 A.M. - 4:00 P.M.

Board Meeting

EVENING FREE

ENJOY LAS VEGAS

We have reserved 30 rooms at Bally's, 3645 Las Vegas Blvd, South, Las Vegas, Nevada, 89109-4307; Phone 702-739-4111. The room rate is \$95 per night, per room, single or double occupancy, plus 8% county room tax. The National Ground Water Association will be meeting at the Sahara Hotel May 14 - 16. Bally's does not have any rooms available for May 14 - 16. Anyone wanting to stay for the NGWA meeting would need to make other arrangements.

Please fax headquarters 1-803-765-0860 a reply below so that plans can be made as to how many to expect.

NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

☐ YES, I PLAN TO ATTEND THE COMMITTEE AND/OR BOARD MEETINGS

☐ NO, I WILL BE UNABLE TO ATTEND THE COMMITTEE AND/OR BOARD MEETINGS

☐ YES, I PLAN TO STAY FOR THE NGWA MEETING

# NDA

National Drilling Association  
3008 Millwood Avenue  
Columbia, SC 29205  
800-445-8629  
Fax 803-765-0860

## PRESIDENT

John R. Sedlock  
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Since 1929*



The Drilling  
Equipment  
Manufacturers  
Committee

February 15, 1996

Mr. John Sedlock  
The H.C. Nutting Company  
912 Morris Street  
Charleston, WV 25301

Dear John:

I want to thank you both professionally and personally for all of your service to the drilling associations. It has been a pleasure to know you and to work with you. Nancy and I will miss you. You took on a big job at a crucial time and I admire you for that.

I am sorry that things have been tough for you business wise. It is not easy to do a job when you don't have the cooperation of those you work with. I know that you worked for NDA under very difficult conditions due to no support from your company. We do wish you and Brenda the very best and hope whatever decision you make will be the right ones.

If we can ever be of any help, please don't hesitate to call. Also, we hope you will keep in touch and keep us posted on how things are going for you. If things change and you can become active again in NDA, we would welcome that. Many good wishes!!

Sincerely,

MaryAnn Eubanks

*Dedicated to education, development, and promotion of the subsurface exploration industry.*

**NATIONAL DRILLING ASSOCIATION  
1996 - 1997 OFFICERS & CHAPTER PRESIDENTS**

**President**

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**Standards Accepted  
Worldwide  
Since 1929**



The Drilling  
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It is with great pleasure that I congratulate each of you for being elected as officers and directors of the National Drilling Association. I look forward to working with you as we embark on our mission to serve our members. Our challenge will be to lead this association down a new path where others may not have traveled. We need to focus on local chapters by supporting existing ones and helping to form new ones. Membership growth should be important to us, and finding ways to attract new members should be a top priority. By us coming together as a team, working hard, and doing only what is good for the association and its members, we should have plenty of successes to celebrate over the next couple of years.

I look forward to our conference call in January. Please take the time to think of any questions that you might like to ask during this first very important meeting. An agenda for the meeting will be sent to each of you prior to our conference call. It is very important that all of our future meetings are productive. It is important as well that we can each be candid and open with our comments relating to any issue. We must have a forum where we can debate issues and express individual opinions while carrying out the important business of the association.

In closing, my first priority is to earn the trust of our members, its officers and directors. I hope to do this by being honest, hard working, with all my energy spent on what is good for the association. I cannot wait to get started and hope that each of you feel the same.

Sincerely,

Alan Garrard

*Dedicated to education, development, and promotion of the subsurface exploration industry.*

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**The Drilling  
Equipment  
Manufacturers  
Committee**

**MEMO**

To: National Drilling Association Board and Committee Members

From: R. Alan Garrard

I am sure by now, that it has become obvious my income is not generated with the pen. Trying to put in words what I intend to communicate is very much a challenge for me. It's like trying to talk without my Georgia accent, something I quit trying to do long ago. So, in my simple but hopefully somewhat articulate style, I felt it time to pass on some of my thoughts and impressions.

We are at the end of our first two months, and I'll be the first to admit that it has certainly been an experience. There were a few times that I thought about checking myself in, to a home for the overwhelmed, but with the support and guidance of directors and members, that thought was quickly dismissed. It has become very apparent that the importance of our association and the members it represents, is at the heart and soul of the majority of our membership. I won't name names, but discussions I have had with several members have been a moving experience, especially those members who talked to me about the history of our association, why it started, and those that sacrificed time and money to make it happen. I have had many discussions pointing out the need for a forum where professionals can share knowledge and experience, promote safety, and learn. Some discussions have reminded me of when I used to sit on my Granddaddy's knee, and listened to the stories he would tell. Stories about true-life experiences, sharing memories of hard times and good times. What I am trying to say is, there are those among us that believe from the heart all this association should stand for, and what it means to those in the industry it represents. They remember when there was not an association, and because of that, they will not accept anything less than full commitment and dedication from the Board Members. I've got to tell you, if you think I have been charged up and excited, I wish you could see me now.

A very important meeting is scheduled next month in Kansas. I've been making calls to all committee chairs, and hopefully they have been contacting their committee members. A lot has taken place over the last two months, and a lot more needs to be done. We all share the responsibility of displaying what we have accomplished this year at our annual meeting. I am adamant that we will be prepared, and that we will showcase a new National Drilling Association. The credit will go to each of you, and I promise that those who work hard to make it happen will be recognized. That is why I am urging each of you, that if at all possible, you need to plan to attend the meeting in Kansas. Each committee should have a representative present, and it is the committee chair's responsibility to make that happen. Each committee should be prepared to discuss in detail what they are working on, and what their goals and objectives are for this year as well as next year. The Advisory Committee should allow at least two hours to meet with me sometime after the board meeting (does not have to be on that same day) to critique our performance. I cannot express how important this meeting is.

*Dedicated to education, development, and promotion of the subsurface exploration industry.*



Everyone, I am sure, is aware of all the negative issues we are currently addressing, but I am not sure that everyone is aware of all the positive things we are working on. Believe me, the positive are way ahead of the negative, and by attending this meeting you will leave with the same sense of excitement about this association that I and several other members share. Let me be clear on one point, I take the blame and personal responsibility for all that does not meet our member's expectations, while giving you the credit for all that does. You can depend on me to support you, and if needed, provide encouragement. Each of you is empowered to make the decisions necessary to accomplish your goals. I wish each of you the best, and all I expect in return is your best. A long time ago, I played high school football. There was a sign that hung from the practice field goal post that read "Results Not Excuses". Each of us had to walk under that sign every day we practiced.

In closing, I look forward to our meeting. My plans are to arrive Saturday afternoon, and I invite anyone that will be arriving on Saturday to look me up. The lounge would probably be a good place to start. Some of my best ideas have come after a good drink of single malt scotch. For those that don't partake of spirits, there is nothing wrong with a good cup of coffee while discussing the important business of the association (or just any subject we might want to talk about). Also, I have been known to try and hit a golf ball on occasion... if anyone would like to try and schedule a tee time Sunday, please let me know. I am trying to decide if I should take my clubs or not. I can be reached using the following:

Office Phone Number	404-608-5870
Pager	800-205-2029
Home Phone Number	770-552-8925
Fax	404-363-4829
E-Mail	<a href="mailto:R.A.Garrard@scsnet.com">R.A.Garrard@scsnet.com</a> <a href="mailto:Rgarr56976@aol.com">Rgarr56976@aol.com</a>

If you call my office (404-608-5870) and leave a message, it will page me after you hang up. I will return your call as soon as possible.

Should we have enough to play golf (and that would be one member and myself), I will explain the rules as we go. Let me hear from you as soon as possible.

By the time we meet, we will be at the end of our first three months. This meeting could not have been scheduled at a better time! See you there!



R. Alan Garrard

**Subject: "Hello" Is Anybody There?**

**Date:** Mon, 3 May 1999 08:48:48 -0500

**From:** "Garrard, R. Alan" <ragarrar@southernco.com>

**To:** "board@nda4u.com" <board@nda4u.com>

What a beautiful morning it is in the great state of Georgia. I have had my pot of coffee, cleared most of the paperwork from my desk, and found myself thinking of you. To date I have received feedback from MaryAnn, Nancy, and David Neibert. I must assume that everyone else is on vacation, or just too busy at work. I am sitting here with a smile on my face, so please do not think this memo is intended to scold anyone. It is just that I want us to use this tool that we are paying for to improve our communication process. As officers and board members, we must communicate with each other.

This year started off with several, what some would say [and did] were major issues. All related to mistakes, errors, and you know the rest. Communication was at an all time record high! I received e-mails, phone calls, faxes, letters by regular mail, and at times heard people screaming at me from across state lines. What has happened to that energy and excitement? Are we an organization that only gets fired up on negative issues? Why can we not show that same energy and excitement relating to the issues we are currently charged with? It would give someone the impression that we focus and work hard to point out all that needs to be fixed, but shy away from the work it takes to fix it. Now again, I am smiling, but I do want to get your attention. This website is a valuable tool, not just to us, but to the entire membership. To educate our membership in it's use, we must be educated. To get them interested, we must be interested. It is our duty and responsibility to lead this organization by meeting or exceeding our memberships expectations. In order to achieve this mission, we must communicate.

Now, with all that said, could I please ask to hear from each of you. Not by phone, but e-mail. Not by fax, but e-mail. Not by hollering at me across state lines, but e-mail. Yes, the time has come.

Thinking Of You

Alan

**Subject: Notes & Comments****Date: Fri, 25 Jun 1999 09:58:52 EDT****From: RGarr56976@aol.com****To: board@nda4u.com**

Good morning NDA!!!! I may jump around some, but the following should bring everyone up to date:

- Bob Dickinson and I arrived in Columbia, SC Monday night. We spent a good deal of time talking about Drill Bits as well as the association in general. What has been decided is to have three issues of Drill Bits each year. This will be spring, summer, and fall. The mailing list is still under discussion, but our next issue which will go out in mid July, will be mailed to a list of 5500 - 6000. This number comes from a new mailing list from the information we received which now has been merged and purged. It includes our member list, as well as potential member list. A card will be attached which needs to be returned should this company or person wish to continue receiving our magazine. So you know where I stand, I want to keep our magazine in print. To do so, it is very important that we focus our attention and effort on how to make this work. Please think about this and be prepared at our annual meeting to discuss in more detail.
- All day Tuesday, Bob and Nancy Cooper worked on the upcoming Drill Bits issue. MaryAnn and I worked on the agenda for our annual meeting and other association issues. Everyone in the office worked with and supported our efforts. For one whole day, Eubanks and Associates entire staff worked for the NDA. After dinner, Bob and Nancy continued working until late that night.
- Wednesday morning we finalized the agenda for our annual meeting, and at 11:00am we had our board meeting conference call.

The minutes of our board meeting, which you will be receiving, will cover the topics discussed. One issue needs addressed as soon as possible, and that is where we will conduct our annual meeting next year. I mentioned Salt Lake City (and I could tell that that excited everyone) but as long as it is held "out west" I am open for suggestions. This needs to be decided as soon as possible, and I would say no later than the end of July. I will schedule a July, Planning Committee conference call. All Planning Committee members need to be working on narrowing down a proposed location.

I discussed with MaryAnn that I am putting together a team of individuals that will be charged with performing an in depth look at our association. Where we are, where we want to be in five years, and the steps we will need to take in order to get there. They will be charged with developing specific goals and objectives, as well as the implementation of the overall plan. I will be responsible for forming the team, defining their responsibility, but will not participate in their mission. This will give them a free hand to develop and submit a report to me for my review and consideration.

In closing, I just want everyone to know that overall I am very pleased with what has taken place so far this year. A special thanks should be given to Bob Dickinson, Roger Morse, David Neibert, Tom Lambert, and Joe Jennings. These people have worked extremely hard, and I am in their debt. A personal thanks goes to MaryAnn and her staff for all the hard work they are doing. I am more excited about our future now than I have ever been. It is coming together and we are picking up speed. Mistakes will happen, that's life, but I always heard that if you do not make any mistakes then you are not doing anything. Let's learn from them, keep moving forward, and make our members proud of the association that they belong to.

R. Alan Garrard

**Subject: News From The Field**

**Date:** Tue, 27 Jul 1999 09:37:36 EDT

**From:** RGarr56976@aol.com

**To:** board@nda4u.com

It is hard to believe that our annual meeting is just around the corner. Everyone has worked very hard, and I am very excited about the program that we have put together. Registration material should be arriving soon, and I hope that everyone has a chance to attend. We completed the process of merging and purging our mailing list, and now have a new mailing list that consist of 11,000. During our conference call I estimated that this list would be around 6000, but after all the information that we received was compiled and merged it came to the total of 11,000. Based on this, as well as the time spent on the process, I made the decision to mail "Drill Bits" out to our new mailing list of 11,000. This will be the largest that we have ever mailed, and it will go over our budget, but I hope that you will agree with my decision. This will be a topic at our board meeting, and we can discuss in detail what we want to do with our November issue as well as future issues.

Membership dues are almost at our budget, and several calls have been received relating to our government membership of \$25. I know that the Georgia DOT is in the process of joining, and they currently plan to send someone to our annual meeting. They are very interested in our certification program, and plan to test some of their people in the future. Roger Morse is working very hard on developing and implementing a training school for drillers. He will have a lot to talk about at our annual meeting, and I think everyone will be surprised just how far along he is with this process. I have formed a Presidential Task Force which is charged with performing a complete review of our organization. This will include an in-depth look at where we are now, where we want to be in five years, and the steps necessary to get us there. A business plan will be developed, and it will be our mission to meet it's goals and objectives. To do so, we must have a board made up of committed and dedicated individuals. We expect this of our drill crews when they go out in the field, and I was always taught that you lead by example. So please join with me and lets face the challenges ahead together.

**Subject: NDA 2000****Date: Sat, 18 Sep 1999 09:41:41 EDT****From: RGarr56976@aol.com****To: mahampton@worldnet.att.net****CC: mcrews@jee.com, kkd@terratestinginc.com**

While sitting here on this beautiful cool Saturday morning, enjoying my coffee and the peace and quite, I think about what we have accomplished this year. If we go back to the beginning, the mistakes that were made with the directory presented a problem, and to some that is all that they still remember. At the time, I felt other matters were of more importance, and because of me we really never addressed this issue. During that first three to four month period, we were also faced with a faction of our membership that stood poised to point out at any time any mistake or problem. I saw more wasted energy spent on negative issues than on working to find solutions or provide support where we needed it. This year I have learned that if you want to get the boards attention and immediate response, all you need to do is to mention Mack & Parker or suggest Oceola, Iowa as the location of our next annual meeting.

What we have accomplished does not need to be overlooked. We hired an editor for our magazine, and the last issue was excellent. Our education committee is working hard on developing a training school, and I can't wait to hear the status of this at our annual meeting. Our safety committee and the DCDMA is working hard on standard safety labels, and we will hear the status of this at our annual meeting. We have new members that have joined this year, and there is interest in some areas of forming new chapters. We worked very hard to develop our new mailing list and data base. This is an ongoing process, but we are on the right track. For the first time, our president met with our management firm on a regular basis to conduct business, follow up on issues, and address concerns. We formed a task force to develop and implement a three year business plan. We have sent out mailers on a regular basis to the membership on how to register on our web site. We have worked very hard on our web site, and although there is still room for improvement, it is serving a purpose and has a great potential in the future. What we really need to ask ourselves is...have we given ourselves enough time. It is no doubt that we are headed in the right direction, the only question may be the speed in which we are going. What is expected? A new coach that takes over a team with a 0 and 14 record is expected to do what? Now, I am not saying that we have a 0 and 14 record, but I am saying that we finally had a 7 and 7 record, and indications are that next year we will have a winning season. I think we just need some time, and that it is very important we communicate this to our membership. The positive far outweighs the negative, and time will only add more positive to our scoreboard.

I want to thank both of you for your support and patience. The mistakes I made this year, and especially the big one I started out with when we elected new officers and board members, has made me realize just how important each of you are to this organization. I am in your debt, and hope to one day give back to you some of what you have given to me.

Thanks,

Alan

**Subject: Special Announcement**

**Date:** Wed, 24 Nov 1999 11:00:50 EST

**From:** RGarr56976@aol.com

**To:** kkd@terratestinginc.com, abelasco@belascodrilling.com, soilexco@ziplink.net, jlarge@kleinfelder.com, ne.boring.contractor@snet.net, heberdon@primenet.com, neibert@cmeco.com, TLBINC@erols.com, whit-nws@worldnet.att.net, rmorse@boartlongyear.com, REPLOP@lrkimball.com

**CC:** mcrews@jee.com, mahampton@worldnet.att.net, aimee@jee.com

It is with great pleasure and excitement that I have the opportunity to announce Aimee Hiers as the new Executive Director for the National Drilling Association. She brings to the table a vast amount of experience and knowledge, as well as an overwhelming amount of energy. Coupled with her desire and commitment to meet or exceed our expectations, Aimee will certainly be a positive asset to our organization.

It is now up to each of us to work with Aimee and provide direction and instruction. The Planning Committee is developing a job description which is very important to this process. In working with Eubanks and Associates this year, it has been evident that clearly defined responsibilities have never been communicated. This is not a negative comment, it serves only to point out the work we need to do in this area. We, as officers and directors, need to understand and commit to the responsibilities that come with our positions. Committee chairs need to understand the importance of their positions, and how vital they are to the association.

This year has been great! We started off the year with our drill rig running off the road a few times, getting stuck, and breaking down...came close to throwing in the towel a few times...thought about selling out and starting up a produce stand in Ocoee...but just about that time the road began to smooth out. From out of the blue a sense of excitement grew, everyone joined in, and we generated momentum. That excitement and momentum is continuing, and I can honestly say that we are now on the way to achieving our goals. One goal being that we are an organization run by drilling contractors, representing drilling contractors, who promote Safety and Education.

I am proud to be a member of the National Drilling Association. To be among the best of the best in this industry is an honor. It is something that I never take for granted. I welcome Aimee Heirs, and as a professional in her field I know that the NDA will continue to grow and serve it's members.

R. Alan Garrard  
President  
National Drilling Association

alme

---

**From:** Jee at Jee <jee@jee.com>  
**To:** <mcrews@jee.com>; Aimee Hiers <aimee@jee.com>  
**Sent:** Thursday, December 09, 1999 8:53 AM  
**Subject:** Fw: Attn: MaryAnn Crews

----- Original Message -----

**From:** Jim Lange  
**To:** Eubanks & Assoc  
**Cc:** Alan Garrard  
**Sent:** Wednesday, December 08, 1999 12:00 PM  
**Subject:** Attn: MaryAnn Crews

Just a reminder - Kathy Lenard, Eric Dolezal and Bill Crimmins have not as yet received their *Drill Bits* magazine.

It was probably just bad luck (or poor editing) but not one picture from the NDA annual show in St. Louis included Diedrich products or personnel. However, it was a great picture of the Eubanks' personnel. So much for our annual dues .....

**Jim Lange**

12/9/99

**Subject: RE: Jim Lange's Note**

**Date:** Fri, 10 Dec 1999 11:09:17 -0600

**From:** "Garrard, R. Alan" <ragarrar@southernco.com>

**To:** "Kathy K. Deutsch" <KKD@terrateestinginc.com>

**CC:** 'Crews MaryAnn' <mcrews@jee.com>, 'Crews Savannah' <mahampton@worldnet.att.net>, "Hiers, Aimee" <aimee@jee.com>

Thanks Mike,

I will cool down over the weekend and respond Monday. Your comments are appreciated, and your support of this association is invaluable.

Alan

> -----Original Message-----

> From: Kathy K. Deutsch [SMTP:KKD@terrateestinginc.com]

> Sent: Friday, December 10, 1999 12:03 PM

> To: 'ragarrar@southernco.com'; 'mcrews@jee.com'

> Subject: Jim Lange's Note

>

> Alan, This is how I would answer Lange's e-mail. I have not sent this  
> to

> him. Please feel free to use this if you'd like.

>

> TO: Jim Lange:

>

> As you well know, there are many people who work very hard to make  
> these annual meetings a success, as well as NDA as a whole, for that  
> matter

> and this is the first time I've heard someone complain about something so  
> petty as not having their picture in the Drill Bits. Worth noting is that  
> there are at least 55 other people who are not pictured in the magazine.  
> None of them were left out intentionally either. Pictures are randomly  
> taken and are not driven by who does or does not pay dues. the rig  
> pictures


> shown, I'm sure, are only to represent that there were, in fact, rigs on  
> display and they are at such a distance from the camera that it would be  
> quite a stretch to call them ads. We sincerely appreciate Diedrich's  
> support

> of NDA through advertising in Drill Bits and attendance at shows, but NDA  
> also provides the forum for your benefit. So let's understand that we are  
> all in this for the good of NDA, which helps all members and I don't think  
> (and, as a past board Member, I'm sure you'll agree) it's fair to attack  
> our

> management or expect them to be obligated to get everyone's picture in  
> Drill Bits.

>

> Thanks, Mike Tiani

 Part 1.2

Type: application/ms-tnef  
Encoding: base64