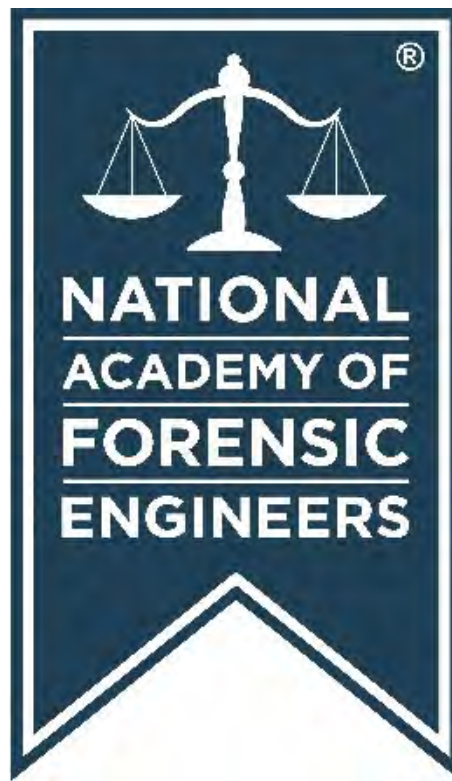


# The National Academy of Forensic Engineers

Summer Conference 2024

Ann Arbor, Michigan



## Board of Directors Book

July 19, 2024

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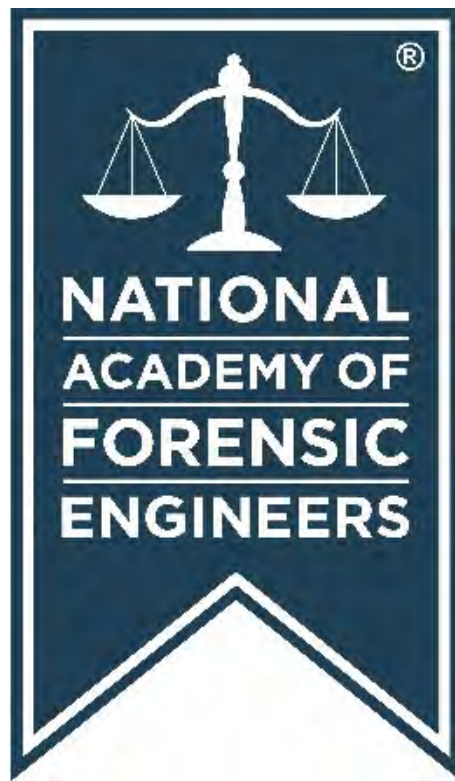
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# BOARD ORIENTATION





# NAFE Board of Directors Orientation

The Legal Responsibilities



# NAFE Mission – What we do

- Serving the public by advancing the ethical and professional practice of forensic engineering;
- Serving the jurisprudential system by certifying individuals having achieved expertise in forensic engineering;
- Serving Academy members and furthering the development of forensic engineers through education and the publication of peer-reviewed technical literature.

# Fundamental Legal Duties of Individual Board Member

Fundamental legal duties of each individual board member, which include:

- **Duty of Care** — Each board member has a legal responsibility to participate actively in making decisions on behalf of the organization and to exercise his or her best judgment while doing so.
- **Duty of Loyalty** — Each board member must put the interests of the organization before their personal and professional interests when acting on behalf of the organization in a decision-making capacity. The organization's needs come first.
- **Duty of Obedience** — Board members bear the legal responsibility of ensuring that the organization complies with the applicable federal, state, and local laws and adheres to its mission.
- Duty to avoid **Conflict of Interest**

# Article VIII – Board Duties and Powers

- Section 2. Duties and Powers

- The Board shall have the control and management of the affairs of the Academy and, in addition to the powers and authorities expressly conferred upon them through these Bylaws, may exercise all such powers and do all such acts and things as are by law provided and as are usually done by the Board of a membership corporation,

including

- the right to establish committees and approve committee appointments,
- to allot to those committees such duties and powers as the Board may deem proper,
- to select the recipients who will benefit from the purposes and objectives of the Academy,
- to set fees for application and admission,
- to determine dues and assessments.
- The Board shall have final responsibility and authority for member discipline.
- The Board is vested with the authority to appoint an Executive Director or Executive Secretary and other officials.
- The Board shall annually determine the size and composition of the Board within the structure established in the Articles of Incorporation and fill Board vacancies as necessary.

# Governance Primer

- Remember to review Governance Primer
- NAFE Governance Primer:
  - A Summary of Volunteer Leader Duties





# Your Board Experience

- Stay informed
- Be an engaged listener with an open mind
- Make decisions based on what is best for the association, not your personal preferences or interests
- Respect the Board's time
- Use common sense
- When in doubt ... ASK





# NAFE Governance Primer:

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## A Summary of Volunteer Leader Duties

### **NAFE BOARD OF DIRECTORS**

Association officers, directors, delegates, committee members, and others involved in an association’s governance are often uncertain of their roles and responsibilities. And for good reason — some rights and obligations are determined by law, others by the association’s articles of incorporation and bylaws, and still others by written policies and procedures or more informal arrangements.

The following brief is designed to clarify the delegation of duties; explain the fiduciary duties imposed by law on association officers, directors, and delegates; and suggest ways to protect volunteer leaders from personal liability.

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# Roles and Responsibilities

## NAFE Board of Directors

The NAFE Board of Directors (the “Board”) is the governing body of the NAFE (the “association”), responsible for the ultimate direction of the management of the organization’s affairs. The Board is responsible for policymaking, while employees (and to a certain extent, officers) are responsible for executing day-to-day management to implement Board-made policy. However, the ultimate legal responsibility for the actions (and inactions) of the association rests ultimately with the Board. The Board can act legally only by consensus (majority vote of a quorum in most cases) and only at a duly constituted and conducted meeting, or by unanimous written consent.

The Board may delegate authority to act on its behalf to others such as committees, but, in such cases, the Board is still legally responsible for any actions taken by the committees or persons to whom it delegates authority. An individual Board member has no individual management authority simply by virtue of being a member of the Board. However, the Board may delegate additional authority to a Board member, such as when it appoints Board members to committees. In a similar fashion, an officer has only the management authority specifically delegated in the bylaws or by the Board (although the delegated authority can be general and broad).

## Committees

Committees have no management authority except for that delegated to them by the bylaws or by the Board. Furthermore, under most state nonprofit corporation laws, certain functions may not be delegated by the Board to committees. For example, in many states, the Board may not delegate to committees the power to elect officers, fill vacancies on the Board or any of its committees, amend the bylaws, or approve a plan of merger or dissolution.

## Employees

Employees have no management authority except that specifically delegated to them in the bylaws or by the Board. For example, most associations’ bylaws delegate to the chief staff executive the responsibility for the day-to-day operations of the association’s office(s), including the responsibility to hire, train, supervise, coordinate, and terminate the professional staff of the association, as well as the responsibility for all staffing and salary administration within guidelines established by the Board.

## Members

Members have no management authority, as such authority is held by the Board. However, some state nonprofit corporation laws generally reserve to members the right to remove officers and directors and to amend the association’s articles of incorporation, among other rights. Under some associations’ bylaws, certain matters, such as the amendment of the bylaws or the election of officers and directors, must be submitted to the membership for a vote. However, most other matters generally are not submitted to the full membership, but rather are handled by the Board, one or more of its committees, or the officers or employees of the association.

## Legal Duties

### Fiduciary Duty

Those in positions of responsibility and authority in the governance structure of an association — both volunteers who serve without compensation and employed staff — have a fiduciary duty to the organization, including duties of care, loyalty, and obedience. In short, this means they are required to act reasonably, prudently, and in the best interests of the organization, to avoid negligence and fraud, and to avoid conflicts of interest. In the event that the fiduciary

duties of care, loyalty, or obedience are breached, the individual breaching the duty is potentially liable to the association for any damages caused to the association as a result of the breach. This fiduciary duty is a duty to the association as a whole; even those who serve only on a particular committee or task force owe the fiduciary obligation to the entire association.

## Duty of Care

This duty is very broad, requiring officers and directors to exercise ordinary and reasonable care in the performance of their duties as well as exhibit honesty and good faith. Officers and directors must act in a manner that they believe to be in the best interests of the association and with the same level of care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. The “business judgement rule” protects officers and directors from personal liability for actions made in poor judgment, as long as there is a reasonable basis to indicate that the action was undertaken with due care and in good faith. The duty of care also imposes an obligation to protect any confidential information obtained while serving the association.

## Duty of Loyalty

This is a duty of faithfulness to the association. This means that officers and directors must give undivided allegiance to the association when making decisions affecting the association.

In other words, officers, directors and delegates cannot put personal interests, even the interests of any specific constituency they were elected or appointed to represent, above the interests of the association.

Personal interests may include outside business, professional, or financial interests; interests arising from involvement in other organizations; and the interests of family members, among others.

Officers and directors should be careful to disclose even potential conflicts of interest to the Board of directors, and should recuse themselves from deliberation and voting on matters in which they have personal interests. For pervasive and continuing conflicts — such as a director of the association concurrently serving on the Board of a competing association — resignation from the individual’s association leadership post or from the outside conflicting responsibility may be required. Officers and directors can have business dealings with the association, but such transactions must be subject to considerable scrutiny. In such event, officers and directors must fully disclose any personal interests to the Board of directors, and the terms of any transaction must be fair to the association. In addition, state nonprofit corporation statutes frequently provide specific procedures for dealing with transactions in which officers or directors have conflicts of interest.

## Duty of Obedience

This duty requires officers and directors to act in accordance with the organization’s articles of incorporation, bylaws, and other governing documents, as well as all applicable laws and regulations.

## Conflict of Interest

Beyond the general legal duties, the importance of avoiding actual and perceived conflicts of interest is well grounded in law. If anything, recent changes in the wake of the WorldCom, Enron and the 2008 Lehman Brothers bankruptcy and ensuing financial market collapse have placed even stricter standards of scrutiny on conflict of interest obligations. The Sarbanes-Oxley financial reform bill put additional enforcement provisions and higher penalties in place for violations of these standards. The IRS has intensified compliance and enforcement actions and adopted a zero-tolerance attitude towards conflicts of interest through changes in the annual tax filings that not-for-profit organizations like NAFE and its state associations must make.

Most people understand the most obvious forms of conflict of interest: where direct financial benefits are involved. It doesn’t take a law degree to know that it would be wrong for a director of the association to participate in a board decision that would financially benefit him or her directly. For example, if the association were considering a major asset purchase and you owned an interest in one of the company’s competing for that sale, you have a clear conflict of interest.

But there are other, more subtle conflicts that can from time to time arise, and volunteer leaders have a legal duty as well as an ethical obligation to be sensitive to them.

## Duality of Interests

The reason this is such an issue is that none of us, as individuals, live lives so narrowly focused or categorically compartmentalized as to avoid constantly carrying a multiplicity of legitimate demands for our loyalty. We are, each of us, a bundle of different interests: we owe the same duty of loyalty not only to NAFE, but also potentially to other organizations in which we are involved. We have a duty of loyalty to our employer, to the community organizations we are involved in, to the church, school and civic boards we serve on. The list goes on and on. It would be unreasonable to expect any individual to divest him or herself of any outside interests other than NAFE before allowing them to serve and impossible for any of us to comply if such a demand were made of us.

The good news is that while we all must live in a constant state of duality of interests (simultaneous duties of loyalty to two or more organizations), it is a relatively rare event when those dualities of interest actually come into conflict. Your obligations to your employer will very seldom if ever come into conflict with your obligations as a volunteer to NAFE. Even less often will your obligations to a community or civic organization come in conflict with your obligations to NAFE.

But it can happen. So you need to be aware and highly sensitive to the possibility of some specific issue or topic or action suddenly implicating two legitimate interests that demand your loyalty. When that situation occurs, you have a duty to both organizations to immediately make leadership aware so that conflict can be appropriately addressed and resolved.

That point is important enough to restate:

- Legitimate dualities of interest exist for each of us ... obligations to more than one organization that may or may not ever create an actual conflict.
- A duality of interest becomes a conflict whenever a volunteer has a direct or indirect interest, financial or otherwise, in the outcome of a matter involving NAFE.
- Whenever that occurs, the volunteer has a legal and ethical obligation to both organizations to bring that actual or perceived conflict to light, so that it can be appropriately resolved.

Remember, having a conflict of interest is not evidence of some moral shortcoming or ethical failure on your part. However, failing to act promptly to make leadership aware of the conflict so it can be appropriately addressed is a serious violation of your legal and ethical duties.

## Remedies

When an actual or perceived conflict occurs, there are three remedies:

**Disclosure.** In a few cases, the conflict is so minor that simply disclosing it (and recording that disclosure in the official minutes) might be sufficient. For example, if the board was considering a large equipment purchase and you or your spouse owned a small amount of stock (a non-voting interest) in one of the company's competing for the sale, the board might very well determine that your financial interest is so small and your degree of control so slight that simply recording the disclosure in the minutes is enough.

**Recusal.** In a vast majority of cases, a conflict of interest is resolved by recusal --- or simply removing yourself from participating in any of the discussions or actions taken by the board or committee in a specific matter. Whenever the matter in which you have a conflict is discussed (including in any circulation of information in advance of the meeting), you are excused from the deliberations and leave the meeting.

**Resignation.** In a few, very rare cases, a conflict will arise that is so fundamental, you must make a choice. If you cannot, in good faith, serve the two masters simultaneously, you must resign from the service of one or the other. Again, such situations are rare, but there may be instances where one entity to whom you owe a duty of loyalty demands something from you that you cannot honor without violating your duty to another. For example, if you serve on one board that, for legitimate reasons, demands that certain proprietary information be kept confidential, but

withholding that information would be damaging to another organization on whose board you serve, you cannot simultaneously honor both demands.

## Who Decides?

One additional and very important point. The individual does not get to decide if a conflict exists or what an appropriate remedy would be. The board or other governing entity makes that call. Your duty, as an individual, is to fully and promptly disclose any actual or potential conflict and to abide by the collective decision of the board or committee as to its resolution.

Finally, it is important to remember that a board's action to cure a conflict of interest is not a reflection on your trustworthiness or character. It is not a question of whether you can be trusted to act in the best interests of the association ... the legal standard is whether a reasonable person, looking at the matter with no special or inside information, might reasonably find cause to doubt that the decision was made exclusively in the best interests of the association, uncolored by any outside or individual concerns, if you participated in it.

## Additional Considerations

### Corporate Opportunities Doctrine

The duty of loyalty specifically prohibits competition by an association officer or director with the association itself. While officers and directors generally may engage in the same "line of business" or areas of endeavor as the association, it must be done in good faith and without injury to the association. One form of competition that is not permitted, however, is appropriating "corporate opportunities." A corporate opportunity is a prospect, idea, or investment that is related to the association's activities or programs and that the individual knows, or should know, may be in the best interests of the association to accept or pursue. An association officer or director may take advantage of a corporate opportunity independently of the association only after it has been offered to, and rejected by, the association.

### Reliance on Experts

Unless an officer or director has knowledge that makes reliance unwarranted, an officer or director, in performing his or her duties for the organization, may rely on written or oral information, opinions, reports, or statements prepared or presented by: (i) officers or employees of the association whom the officer or director believes in good faith to be reliable and competent in the matters presented; (ii) legal counsel, public accountants, or other persons as to matters which the officer or director believes in good faith to be within the person's professional or expert competence; or (iii) in the case of reliance by directors, a committee of the Board on which the director does not serve if the director believes in good faith that the committee merits confidence.

### Willful Ignorance and Intentional Wrongdoing

Directors cannot remain willfully ignorant of the association's affairs. A director appointed as treasurer, for example, with limited knowledge of finance cannot simply rely on the representations and reports of staff or auditors that "all is well" with the association's finances. Moreover, officers and directors acting outside of or abusing their authority as officers and directors may be subject to personal liability arising from such actions. Furthermore, officers or directors who, in the course of the association's work, intentionally cause injury or damage to persons or property may be personally liable, even though the activity was carried out on the association's behalf.

## Reducing Personal Liability Risk

Association officers and directors can help minimize their risk of personal liability by doing the following:

1. Being thoroughly and completely prepared before making decisions;
2. Becoming actively involved in deliberations during Board meetings, commenting as appropriate, and making inquiries and asking questions where prudent and when such a need is indicated by the circumstances;
3. Making decisions deliberately and without undue haste or pressure;
4. Insisting that meeting minutes accurately reflect the vote counts (including dissenting votes and abstentions) on actions taken at meetings;
5. Requesting that legal consultation be sought on any matter that has unclear legal ramifications;
6. Requesting that the association's accountants assess and evaluate any matter that has significant financial ramifications;
7. Obtaining and carefully reviewing both audited and unaudited periodic financial reports of the association;
8. Attending the association's meetings and reading the association's publications carefully to keep fully apprised of the organization's policies and activities;
9. Reviewing from time to time the association's articles of incorporation, bylaws, and other governing documents; and
10. Avoiding completely any conflicts of interest in dealing with the association and fully disclosing any potential conflicts.

## Liability Protection

If preventive risk management fails, the liability of association officers and directors can be limited through indemnification by the association, insurance purchased by the association, and state volunteer protection laws.

## Apparent Authority

In the landmark 1982 case, **American Society of Mechanical Engineers v. Hydrolevel**, the U.S. Supreme Court determined that an association can be held liable for the actions of its officers, directors, and other volunteers (including actions that bind the association financially), even when the association does not know about, approve of, or benefit from those actions, as long as the volunteer reasonably appears to outsiders to be acting with the association's approval (i.e., with its "apparent authority"). The Supreme Court made clear that associations are to be held strictly liable for the activities of volunteers who have even the apparent authority of the association. Even if an association volunteer does not in fact have authority to act in a particular manner on the association's behalf, the law will nevertheless hold the association liable if third parties reasonably believe that the volunteer had such authority. The law thus requires an association to take reasonable steps to ensure that the scope of its agents' (e.g., officers, directors, and committee members') authority is clear to third parties, and that agents are not able to hold themselves out to third parties as having authority beyond that which has been vested in them by the association — for example, by regulating access to association letterhead stationery.

## Antitrust

Associations are subject to strict scrutiny under both federal and state antitrust laws. The Sherman Act, the principal federal antitrust statute, prohibits "contracts, combinations, or conspiracies ... in restraint of trade." By their very nature, associations are a "combination" of competitors, so one element of a possible antitrust violation is always present, and only some action by the association that unreasonably restrains trade needs to occur for there to be an antitrust violation. Consequently, associations are common targets of antitrust plaintiffs and prosecutors.

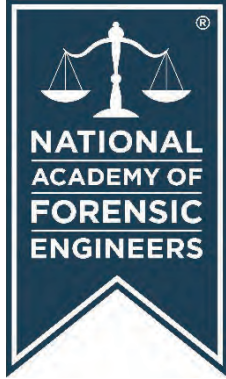
The consequences for violating the antitrust laws can be severe. A conviction can carry stiff fines for the association and its offending leaders, jail sentences for individuals who participated in the violation, and a court order dissolving the association or seriously curtailing its activities. The antitrust laws can be enforced against associations, association members, and the association's employees by both government agencies and private parties (such as competitors and consumers) through treble (triple) damage actions. As the Sherman Act is a criminal conspiracy statute, an executive who attends a meeting at which competitors engage in illegal discussions may be held criminally responsible, even if he or she says nothing at the meeting. The executive's attendance at the meeting may be sufficient to imply acquiescence in the discussion, making him or her liable to as great a penalty as those who actively participated in the illegal agreement.

Common antitrust claims against associations include price-fixing (any explicit or implicit understanding affecting the price of a member's product or service is prohibited, even if the understanding would benefit consumers), group boycotts / concerted refusals to deal, customer allocation or territorial division, bid-rigging, and illegal tying arrangements. Antitrust-sensitive areas of association activity include membership restrictions, standard setting, certification and self-regulation, statistical surveys, and information exchange programs, among others.

To avoid antitrust liability, associations should adopt a formal antitrust compliance program, and this policy should be distributed regularly to all association officers, directors, committee members, and employees. The policy should require, among other conditions, that all association meetings be regularly scheduled — with agendas prepared in advance and reviewed by legal counsel — and that members be prohibited from holding “rump” meetings. Above all else, members should be free to make business decisions based on the dictates of the market — not the dictates of the association. Any deviation from this general principle, such as adoption of a Code of Ethics that infringes on members' ability to make fully independent business decisions, should be approved by legal counsel.

*(1/5/21)*





**NAFE**

**Board of Directors**

**Key Rules of Order**

**and**

**Parliamentary Procedure Primer**

## **NAFE Board of Directors Key Rules of Order**

1. The presiding officer shall rule on all questions pertaining to the NAFE Bylaws, rules of order, and interpretations of parliamentary procedure.
2. Individuals who desire to address the NAFE Board of Directors shall approach a microphone and wait to be recognized by the presiding officer. When recognized, the speaker shall give his or her name and affiliation. Each speaker shall address comments to the presiding officer.
3. In all cases, the maker of a motion or resolution shall be entitled to speak first. The presiding officer will then ask for those who wish to speak in favor and then those who wish to speak against the motion or resolution to address the board in alternating fashion. This procedure will continue until there are no persons desiring to speak on one side of the question or the other, at which time debate will cease and the issue will be voted on. The presiding officer may impose a reasonable time limit per speaker if circumstances warrant. The presiding office may also rule a speaker's comments to be redundant to those of prior speaker(s) and ask the current speaker to be seated.
4. A Consent Agenda may be presented to the board members for adoption without debate. Upon request of a single member, any item may be removed from the Consent Agenda for separate consideration and action by the NAFE Board of Directors as an item on the Main Agenda.
5. An affirmative vote of two thirds of votes cast by the NAFE Board of Directors present and eligible shall be required to adopt amendments to the NAFE Bylaws.
6. Motions proposed by committees, task forces, and the NAFE Board of Directors prior to the start of the Board Meeting do not need a second. These motions will be included in the meeting agenda. A motion proposed by a member does require a second.
7. Should any member have an emergency that requires early departure from the NAFE Board of Directors meeting, the member shall notify the NAFE Secretary.

## NAFE Board of Directors Parliamentary Procedure Primer

*Parliamentary procedures are necessary for the efficient conduct of a meeting and, when used properly, can make the meeting more productive and enjoyable. Below are some general guidelines for using parliamentary procedure during a NAFE Board of Directors Meeting.*

### What is parliamentary procedure and where did it come from?

Parliamentary procedure is merely a set of rules for the conduct of meetings. These rules, when effectively used, allow everyone attending the meeting to be heard and to participate in the decision-making process. This also helps eliminate confusion.

Parliamentary procedures originated in the early English Parliaments and were brought to America with the first settlers. In 1876, Henry M. Robert published these procedures as a uniform manual on parliamentary law. *Robert's Rules of Order Newly Revised* is widely used today by most professional associations and is the basic handbook for presiding officers.

### Why is parliamentary procedure important?

Parliamentary procedure has become an essential tool in conducting meetings because:

- it allows for democratic rule, flexibility, protection of rights, and a fair hearing for all participants;
- it has been tested over the years and has proven successful; and
- it is adaptable to any organization

### How do we use parliamentary procedure?

Parliamentary procedure is used in a variety of ways in planning and conducting meetings, most notably by preparing and following a set agenda, by establishing a quorum (the number of members that must be present for business to be conducted legally), and by making motions.

### **Motions**

A motion is merely a proposal that the body takes a stand or takes action on some issue. Motions are presented, seconded, debated, and decided (by vote). There are four general types of motions: **main motions**, **subsidiary motions**, **privileged motions**, and **incidental motions**:

- **Main motions** introduce subjects to the body for its consideration. Main motions cannot be made while another motion is before the Board. Main motions yield to privileged, subsidiary, and incidental motions. An example of a main motion is, "I move that the NAFE Board of Directors approve the proposed NAFE Professional Policy..."
- **Subsidiary motions** are more commonly known as amendments. The purpose of a subsidiary motion is to change the main motion or affect how it is handled. The proposed amendment must relate to the subject as presented in the main motion. An example of a subsidiary motion is, "I move the proposed NAFE Professional Policy be amended by striking the word 'the' in the first sentence and replacing it with the word 'a' ...."

- **Privileged motions** are most urgent and pertain to special or important matters not related to pending business. An example of a privileged motion is, “I move the NAFE Board of Directors adjourn....”
- **Incidental motions** involve issues of procedure that arise out of other motions. Incidental motions must be considered before the other motion. An example of an incidental is, “I move to suspend the rules for the purpose of....”

For a motion to be considered “in order”, the motion must relate to the business at hand and be presented at the proper time. A motion must not be obstructive, frivolous or contrary to the NAFE Bylaws.

Most motions require a “second”, i.e., an affirmation by another voting member of the NAFE Board of Directors to consider the motion. This practice prevents the body from spending time on a question that interests only one member.

One particular type of a Subsidiary Motion is a Substitute Motion. When a member wishes to offer a complete alternative to a main motion, that member gets recognized by the presiding officer and states the alternate motion that must be seconded. At this point the Board effectively has “dual main motions” and must determine which of the two alternatives will be ultimately acted upon. During the debate amendments to either motion (secondary amendments) may be entertained. Once all such amendments have been adjudicated the Board votes to select the motion to be acted upon, i.e. either the original Main Motion or the Substitute Motion.

Consider this scenario: A body owns a barn that it wishes to repaint. A motion is made and seconded to repaint the barn red within 30 days. Another member, not liking that color and sensing that 30 days is too short an interval, moves to substitute that the barn be repainted blue within 90 days. Now the body has “dual main motions” motions to consider. A supporter of the original motion, recognizing that 30 days may be too short, moves an amendment to change “30 days” to “60 days.” This amendment is approved by the body, resulting in an amended Main Motion. A supporter of the Substitute Motion, recognizing that the amended Main Motion now makes it more appealing, moves an amendment to the Substitute Motion to reduce the interval from “90 days” to “60 days.” This amendment is also approved. Now the body must vote on whether to consider the amended Main Motion or the amended Substitute Motion. After that vote is decided the body then finishes debate on the successful alternative, and the body votes that motion up or down.

The right to free and open debate is provided on most motions; some privileged and incidental motions are not debatable.

Most motions require only a simple majority vote, but motions concerning the rights of the Board or its members generally require a 2/3 majority vote for adoption.

Some motions can be re-debated and re-voted to give members an opportunity to change their mind. The “motion to reconsider” must come from a member who voted for the prevailing side.

### *Methods of voting on motions*

There are five methods of voting to decide the outcome of motions: **by voice, by a show of voting signs, by roll call, by ballot, and by general consent.**

- **Voting by voice** is the most frequently used method at meetings. In this instance, the presiding officer asks those in favor to say “aye” and those opposed to say “no”. This method is used only for motions that require a majority vote. The presiding officer rules as to which side of the motion has received the greater number of votes. Any member may move for an exact count.
- **Voting by a show of voting signs** is accomplished by the board members raising their voting cards and tallying the sum of the weighted votes for both sides. This method is frequently used to clarify the results of a voice vote.
- **Voting by roll call** is conducted if a record of each member’s vote is needed. When voting by roll call, each member responds “yes” or “no” when his/her name is called. The weighted vote of each member is tallied to determine the result.
- **Voting by ballot** is used when secrecy is desired. In this type of voting, the members cast their votes on slips of paper or by computer. Again, the weighted votes of each voting member are tallied to determine the result.
- **Voting by general consent** is sometimes used when the motion is unlikely to be opposed. If someone objects to this method, the motion must be put to one of the types of vote described above.

In addition to the option of voting for or against an issue, a member may also abstain from voting (choose not to vote). When abstentions exist, the number of affirmative votes shall determine if a majority has been achieved to approve the proposed action.

A “motion to table” (lay on the table) is used to temporarily lay an issue aside to tend to a more urgent matter. The option to “take from the table” is always available to enable a body to reconsider the motion. This must occur before the adjournment of the current Board.

A “motion to postpone indefinitely” is a strategy to dispose of a motion without making a decision for or against. It is useful in the case of a badly chosen main motion for which either a “yes” or “no” vote would have undesirable consequences.

## Parliamentary Procedure Summary

1. A motion must be on the floor before a topic is discussed. If a member starts to discuss something, the presiding officer must interrupt to ask “Does someone want to make a motion?” A motion is then made.
2. The presiding officer restates the motion and asks, “Is there a second?” Someone will generally second, but if no one seconds the motion, there cannot be discussion on the motion and it dies for lack of a second.
3. The presiding officer asks, “Is there any discussion? Would the maker of the motion like to speak to the motion?”
4. Individuals are then recognized by the presiding officer and allowed to speak in alternating order for or against the motion. Discussion must all relate to the topic of the motion.
5. The presiding officer asks “Is there any further discussion?” If there is no further discussion, the presiding officer will state “Hearing none – the motion before the Board is as follows....”
6. The presiding officer then directs “All in favor of the motion say aye; all opposed to the motion say no.” The motion carries or the motion fails.
7. Amendments to the main motion should be made prior to voting on the main (original motion).
8. Substitute Motions shall be handled as follows:
  - Main Motion to paint the barn red, motion seconded, discussion of the motion;
  - Substitute Motion to paint the barn blue, substitute motion seconded, discussion of substitute motion;
  - Discuss and perfect Main Motion and Substitute Motion concurrently;
  - Vote to replace Substitute Motion for Main Motion;
  - Vote on surviving Motion.

# Parliamentary Procedure at a Glance

*The following is a handy table for use at NAFE Board of Directors Meetings*

<b>Parliamentary Procedure At A Glance</b>		<b>Here are some motions you might make, how to make them, and what to expect of the rules.</b>					
<i>To Do This:</i>	<i>You Say This:</i>	<i>May You Interrupt the Speaker?</i>	<i>Do You Need a Second?</i>	<i>Is It Debatable?</i>	<i>Can It Be Amended?</i>	<i>What Vote is Needed?</i>	<i>Can It Be Reconsidered?</i>
ADJOURN MEETING	“I move to adjourn.”	NO	YES	NO	NO	MAJORITY	NO
CALL AN INTERMISSION	“I move to recess for...”	NO	YES	NO <sup>1</sup>	YES	MAJORITY	NO
COMPLAIN ABOUT HEAT, NOISE, ETC.	“I rise to a question of privilege.”	YES	NO	NO	NO	NO VOTE	NO
TEMPORARILY SUSPEND CONSIDERATION OF AN ISSUE	“I move to lay the motion on the table.”	NO	YES	NO	NO	MAJORITY	NO <sup>2</sup>
END DEBATE AND AMENDMENTS	“I move the previous question.”	NO	YES	NO	NO	2/3	YES <sup>3</sup>
POSTPONE DISCUSSION FOR A CERTAIN TIME	“I move to postpone the discussion until...”	NO	YES	YES	YES	MAJORITY	YES
GIVE CLOSER STUDY OF SOMETHING	“I move to refer the matter to committee.”	NO	YES	YES	YES	MAJORITY	YES <sup>4</sup>
AMEND A MOTION	“I move to amend the motion by...”	NO	YES	YES <sup>5</sup>	YES	MAJORITY	YES
INTRODUCE BUSINESS	“I move that...”	NO	YES	YES	YES	MAJORITY	YES
<b><i>THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDENCE... BELOW, THERE IS NO ORDER...</i></b>							
PROTEST BREACH OF RULES OR CONDUCT	“I rise to a point of order.”	YES	NO	NO	NO	NO VOTE <sup>6</sup>	NO
VOTE ON A RULING OF THE CHAIR	“I appeal from the chair’s decision.”	YES	YES	YES	NO	MAJORITY	YES
SUSPEND RULES TEMPORARILY	“I move to suspend the rules so that...”	NO	YES	NO	NO	2/3	NO
AVOID CONSIDERING AN IMPROPER MATTER	“I object to consideration of this motion.”	YES	NO	NO	NO	2/3 <sup>7</sup>	YES <sup>2</sup>
VERIFY A VOICE VOITE BY HAVING MEMBERS STAND	“I call for a division,” or “Division!”	YES	NO	NO	NO	NO VOTE	NO
REQUEST INFORMATION	“Point of information...”	YES	NO	NO	NO	NO VOTE	NO
TAKE UP A MATTER PREVIOUSLY TABLED	“I move to take from the table...”	NO	YES	NO	NO	MAJORITY	NO
RECONSIDER A HASTY ACTION	“I move to reconsider the vote on...”	YES <sup>8</sup>	YES	YES <sup>9</sup>	NO	MAJORITY	NO

**NOTES:**

<sup>1</sup> Unless moved when no question is pending.

<sup>2</sup> Affirmative votes may not be reconsidered.

<sup>3</sup> Unless vote on question has begun.

<sup>4</sup> Unless the committee has already taken up the subject.

<sup>5</sup> Unless the motion to be amended is not debatable.

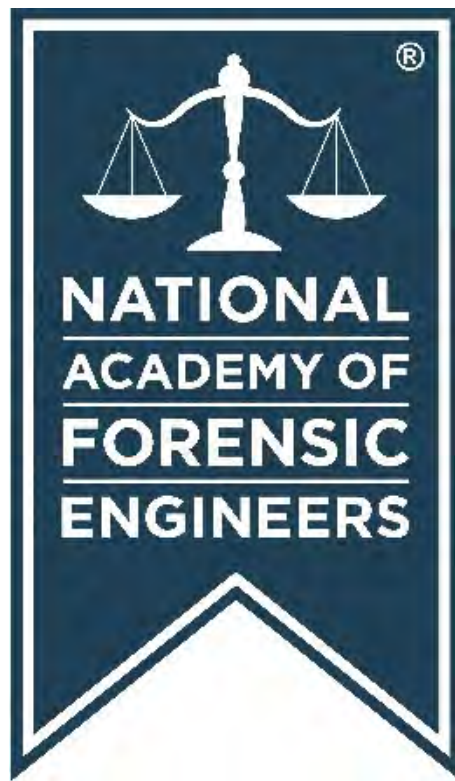
<sup>6</sup> Unless the chair submits to the Board for decision.

<sup>7</sup> A 2/3 vote in negative is needed to prevent consideration of the main motion.

<sup>8</sup> Only if the speaker has the floor but has not actually begun to speak.

<sup>9</sup> Unless the motion to be reconsidered is not debatable.

# MISSION STATEMENT





# The Mission and Objectives of The National Academy of Forensic Engineers NAFE

## Mission

- Serving the public by advancing the ethical and professional practice of forensic engineering;
- Serving the jurisprudential system by certifying individuals having achieved expertise in forensic engineering;
- Serving Academy members and furthering the development of forensic engineers through education and the publication of peer-reviewed technical literature.

## Objectives

The Objectives of NAFE are set forth in Article II of our Articles of Incorporation. These are:

- (a) To serve the public by advancing the skill and art of engineering analysis, investigation, consultation, and expert testimony in judicial and administrative proceedings which involve the use of engineering evidence, or the rendering of opinions based on engineering knowledge or judgment.
- (b) To establish criteria for and further the education of forensic engineers through formal studies, seminars, and publication of literature on the subject.
- (c) To engage in research and the publication of papers, books, and articles on the art and science of forensic engineering.
- (d) To elevate standards and the ethical concepts governing the practice of forensic engineering.
- (e) To cooperate with and assist other professions and organizations engaged in the administration of justice and resolution of disputes.
- (f) To certify individuals having acceptable experience in Forensic Engineering.

# MEETING AGENDA





1266 W Paces Ferry Rd NW # 141  
Atlanta, Georgia 30303

Tel: 703-684-2845  
Fax: 703-836-4875

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## **NAFE Board of Directors Meeting Agenda**

July 19, 2024 (Friday)

8:00 AM – 8:30 AM, Board Welcome and Orientation

8:30 AM – 12:00 PM, Board Meeting

12:00 PM – 1:00 PM, Lunch (on your own)

1:00 PM – 3:00 PM, ASTM Committee E58 on Forensic Engineering Meeting

- 1. BOARD WELCOME – Steve Pietropaolo, Board President, NAFE**
- 2. BOARD ORIENTATION – Amanda Hendley, Executive Director, NAFE**
- 3. CALL TO ORDER**
- 4. ROLL CALL AND CONFIRMATION OF VIRTUAL ATTENDANCE**
- 5. APPROVAL OF THE AGENDA**

### **6. CONSENT AGENDA**

#### 6.1 Minutes:

- 6.1.1 NAFE Board of Directors Meeting dated October 30, 2023
- 6.1.2 NAFE Board of Directors Meeting dated January 9, 2024
- 6.1.3 NAFE Membership Meeting dated January 19, 2024
- 6.1.4 NAFE Board of Directors Meetings dated June 17, 2024

#### 6.2 Committee Reports:

- 6.2.1 Admissions - Aitken
- 6.2.2 Bylaws and Articles of Incorporation – Gordon
- 6.2.3 Conference Coordinator - Couture
- 6.2.4 Continuing Professional Development – Leane
- 6.2.5 Contract Documents - Couture
- 6.2.6 Education - Alvi
- 6.2.7 Ethics - Sudler
- 6.2.8 Finance – Marking
- 6.2.9 Inspector of Elections and Audit - Kravitz
- 6.2.10 Insurance – Couture
- 6.2.11 Legislative - Aitken
- 6.2.12 Long Range Planning - Janson
- 6.2.13 Membership – Janson
- 6.2.14 NAFE1 – Peruzzi
- 6.2.15 Nominating – Leane
- 6.2.16 Public Relations – Rice
- 6.2.17 Publications and Technical Review - Kemper
- 6.2.18 IT Committee - Leshner



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#### 6.2.19 Discipline Specific

- 6.2.19.1 Accident Reconstruction - Railsback
- 6.2.19.2 Biomechanical and Biomedical - Lee
- 6.2.19.3 Civil-Structural - Storensund
- 6.2.19.4 Fire Investigation - Ilove
- 6.2.19.5 Marine – Certuse
- 6.2.19.6 Products Liability – Metzler

#### 6.3 MOTION TO APPROVE: Consent Agenda

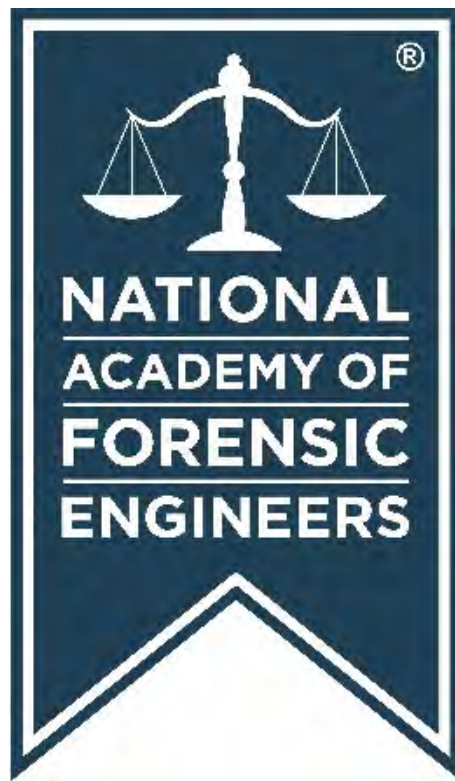
### **7. DISCUSSION ON ANY ITEMS REMOVED FROM CONSENT AGENDA BY BOARD MEMBERS**

### **8. MAIN AGENDA**

- 8.1 Officer Reports
  - 8.1.1 Executive Director – Hendley
  - 8.1.2 Secretary – Drebelbis
  - 8.1.3 Treasurer – Wiers
  - 8.1.4 President – Pietropaolo
  - 8.1.5 MOTION TO APPROVE: Officer Reports
- 8.2 Strategic Planning
  - 8.2.1 MOTION TO APPROVE: Final Strategic Planning Results – Leane
- 8.3 Job Board – Pietropaolo/Hendley
- 8.4 Membership
  - 8.4.1 MOTION TO DISCUSS: International Membership Proposal – Couture /Janson/Sudler
- 8.5 Admissions
  - 8.5.1 Reference Form Changes - Aitken
  - 8.5.2 MOTION TO APPROVE: NAFE Fellow membership application for Steve Pietropaolo - Aitken
- 8.6 Bylaws Committee Recommendation on Revisions (For Approval)- Gordon

### **9. ADJOURNMENT**

# PAST MEETING MINUTES





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## MINUTES OF BOARD OF DIRECTORS

### NAFE Board Meeting

Monday, October 30, 2023

10:00am-11:00am EDT

By video conference

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### Call to Order

Meeting called to order by Joe Leane, PE DFE (President) at 10:00 AM EST

A quorum of the Board was present.

Members in attendance:

Sam Sudler, P, DFE. (President)  
Joe Leane, PE, DFE (President Elect)  
Steve Pietropaolo, PE (Senior Vice President)  
Tonja Marking, PE  
Michael Aitken, PE, DFE (Vice President)  
Bruce Wiers, PE, DFE (Treasurer)  
James Drebelbis, AIA PE, DFE (Secretary)  
Liberty Janson, PE, DFE (Past President)  
Dan Couture, PE, DFE (Director at Large)  
Robert Peruzzi, PhD, PE, DFE (Director at Large)  
Monika Schultz (NSPE Executive Director)  
Susan M. Bowley, PhD  
Cara Graham

### Agenda Items

1. **Welcome Leane**

2. **Sponsorship**

Discussion:

- Concern about sponsors overtaking the conference.
- Different levels of support (booths vs no booths)
- Need to have a dedicated individual to solicit sponsors
- Potential sponsors: SEAK. Rosalie Hamilton

Vote: 8 in favor , 2 opposed, 1 abstention

3. **2 Winter 2024 Conference Update Couture Conference sponsorship program Leane**

President Award to Bruce Wiers for long service to Academy

4. **Strategic Planning Update Leane/Schulz Action Item to approve draft**

By Monika Schultz

Objective approval of the draft of Strategic Plan.

Discussion:

- 46% response for suggestions to draft
- Appear to be repetition of issues (Liberty)
- Changes being proposed seem to be a rewrite rather than tweaking
- Recommended smaller group to adjust the strategic plan

Recommendation: Redo the original document. Then board to revisit

5. **Exec Director Search Update Pietropaolo/Janson**

Discussion:

- Submittal deadline is 10/30/2023
- As of today, two submissions from interested parties have been received.
- Plan to interview top two candidates.
- Another submittal expected in the next few days
- Propose extend until Friday 11/3/2023.
- Steve P to perform reference checks.

Resolution: ED Candidate to be presented to Board at the Winter meeting.

6. **Summer 2024 Meeting Location Schulz**

Suggestions for Potential Locations: Use chat for suggestions to save time.

Suggestions by 11/6/2023 to host and panelists

7. **Financial Update Wiers**

Financial Reserves dropped after summer meeting.

50K income since September 2023 from membership and renewals.

Recommendation: To keep NAFE healthy need to increase income or decrease costs

8. **Nominating Committee Sudler**

Slate same except Ben Railsback to replace Robert Peruzzi as Director at Large.

9. **Adjourned at 11 AM EDT**

Respectfully Submitted,



James R. Drebelbis, AIA, PE  
NAFE Secretary



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**MINUTES OF BOARD OF DIRECTORS**  
**NAFE Board Meeting Tuesday, January 9, 2024**  
**3:00 pm EST By video**

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**Call to Order**

President Joe Leane called the meeting to order at 3:00 pm EST, January 9, 2024  
A quorum of the Board was present

**Members in attendance:**

Joe Leane, P.E., DFE (President)  
Steve Pietropaolo, MS, P.E., CFEI, DFE (President Elect)  
Michael Aitken, P.E., DFE, LEED AP, CxA (Senior Vice President)  
Tonja Koob Marking, PhD, P.E., DFE, D.WRE (Vice President)  
Bruce Wiers, P.E., DFE, CMRS, CFI CFEI, CVFI, CBIE (Treasurer)  
James R. Drebelbis, AIA, P.E., DFE (Secretary)  
Dan Couture, PEng, DFE (Director at Large)  
Robert Peruzzi, PhD, P.E., DFE (Director at Large)  
Liberty Janson, P.E., DFE (Past President)  
Sam Sudler, P.E., DFE (Past President)  
James Petersen, P.E., DFE (Past President)  
Amanda Hendley – Executive Director Candidate  
Monika Schultz (NSPE Executive Director)  
Carla Graham

**Discussion**

**New Executive Director.** Amanda Hendley of Association Catalyst LLC (AC) is the selected candidate to be the new NAFE Executive Director. The agreement is for a three (3) year period. NAFE agrees to pay AC a monthly fee of \$3,500 for a 50-hour retainer. Hours exceeding the 50-hour retainer will be billed at \$85 per hour. In-person representation is billed at \$100 per hour. AC will not exceed the 50-hour retainer by more than 5 hours in any month without advance written approval of NAFE. Either party may terminate this Agreement without cause with a sixty (60) day written notice. Amanda will increase her staff to accommodate NAFE's needs. Contract details require refinement. The board authorizes the President to sign the final contract. Motion to accept by Steve Pietropaolo, Second by Michael Aitken. Approval UNANIMOUS.

**Maritz Global Events.** Maritz Global is the 3<sup>rd</sup> party provides site source and selection services for selecting and negotiating of our Conference hotels. Their contract needs renewal. Motion to extend the 3-year contract by Steve Pietropaolo, Second by Michael Aitken. Approval UNANIMOUS

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**Summer Conference Location.** The identified location for the 2024 Summer Conference is Ann Arbor, MI to occur July 19-21. Room costs are \$189/night. Other locations such as Portland, ME and Minneapolis, MN were rejected because of cost. Motion to accept Ann Arbor, MI as the venue for the 2024 Summer Conference by Steve Pietropaolo, Second by Michael Aitken. Approval For 10, Abstention 1.

**Close**

**Update on the NAFE 2024 Winter Conference.** Attendance is strong 104 are expected at the Saturday presentations and 81 at the Sunday presentations. 20 first timers are signed up.

The meeting Closed by Joseph Leane, PE at 3:46 PM EST

Respectfully submitted,

James R. Drebelbis, AIA, P.E., DFE  
NAFE Secretary



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## MINUTES OF BOARD OF DIRECTORS 2024- WINTER MEETING

HELD at DAYTONA BEACH, FL on JANUARY 19, 2024

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### 1. INTRODUCTORY

#### **NAFE Board of Directors Meeting Schedule**

January 19, 2024 (Friday)

8:30 AM – 8:45 AM, Board Orientation

8:45 AM – 2:00 PM, Eastern Time

12:00 PM – 1:00 PM Lunch (on your own)

### 2. BOARD ORIENTATION – Monika Schulz, Executive Director NAFE

The NAFE Board of Directors is a Legal body that has responsibilities – Monika Schulz:

Fiduciary Duty to the organization duty care (be prepared for meeting, participate),  
loyalty (interests of NAFE), obedience (comply with law and recuse if conflict)

Service of the members is to the public, academy, and judicial system

Introduction of Amada Hendley, new Executive Director – Joe Leane, P.E.

Passing of Drew Peake, Feb 24th memorial service – Joe Leane, P.E.

### 3. CALL TO ORDER

Joe Leane, P.E. NAFE President called the meeting of the Board of Directors to Order in connection with the 2024 Winter Conference at 8:30 AM on January 19, 2024

### 4. ROLL CALL AND CONFIRMATION OF VIRTUAL ATTENDANCE

Board Members - Quorum present

Joseph Leane, PE, President

Steve Pietropaolo, PE, President-Elect

Michael Aitken, PE Senior Vice President

Tonja Koob Marking, PhD PE, Vice President

Bruce Wiers, PE, Treasurer

James R. Drebelbis, AIA, PE, Secretary  
Daniel Couture, Peng, Director at Large  
Robert Peruzzi, PhD, PE, Director at Large  
Samuel Sudler, PE Past President (2022)  
Liberty Janson, PE Past President (2021)  
James Petersen, PE Past President (2020)

Non-Board members attendees

Amanda Hendley Exec. Dir.  
Monika Schulz, Interim Exec Dir.  
Carla Graham  
Mike Stichter, PE  
Mitch Maifield, PE  
Bart Kemper, PE  
Ben Railsback, PE  
Gary Kilpatrick  
Curtis Falany, P.E.  
Marty Gordon, P.E.  
Mike Plick, m P.E  
Michael Leshner, PE

Virtual Attendees:

Ellen Parson  
Maureen Davis, P.E.  
Shaylyn Westmoreland  
Ebenezer Opoku Yeboah  
Kevin Houser, P.E.  
Michael Kravtiz, P.E.

## 5. APPROVAL OF THE AGENDA

Motion to approve the Consent agenda Michael Aitken, P.E. 2<sup>nd</sup> James Peterson, P.E.  
Unanimous The motion to approve the agenda Carried Unanimously

## 6. CONSENT AGENDA

The consent agenda consists of those items that, to conserve time, will not be discussed, have previously been discussed, or can be reviewed by the members in the Board of Directors Book for the 2024 Winter Conference. Consent Agenda items are:

- 6.1 Minutes:
- 6.2 NAFE Board of Directors Meetings dated July 14, 2023
- 6.3 NAFE Membership Meeting dated July 15, 2023
- 6.4 NAFE Board of Directors Meeting dated October 30, 2023
- 6.5 NAFE Board of Directors Meeting dated January 9, 2024
- 6.6 Committee Reports:
  - 6.6.1 Continuing Professional Development – Leane
  - 6.6.2 Education - Alvi
  - 6.6.3 Ethics - Sudler

- 6.6.4 Finance - Aitken
- 6.6.5 Inspector of Elections and Audit - Kravitz
- 6.6.6 Legislative - Aitken
- 6.6.7 Long Range Planning - Janson
- 6.6.8 Membership – Aitken
- 6.6.9 NAFE1 – Peruzzi
- 6.6.10 Public Relations – Peruzzi
- 6.6.11 Publications and Technical Review - Kemper
- 6.6.12 Discipline Specific
- 6.6.13 Accident Reconstruction - Railsback
- 6.6.14 Biomechanical and Biomedical - Lee
- 6.6.15 Civil-Structural - Storensund
- 6.6.16 Fire Investigation - Icové
- 6.6.17 Marine - Certuse
- 6.6.18 Products Liability – Metzler (Motion to approve Consent Agenda)

## 7. DISCUSSION OF ANY ITEMS REMOVED FROM CONSENT AGENDA

Several items were removed from the Consent Agenda for discussion by the Board.

Motion to discuss items removed from consent agenda by Daniel Couture, Peng, Second by Steve Pietropaolo, P.E. The motion Carried Unanimously

### 7.1 Admissions – Pietropaolo –

Need to gain more members Motion to accept the report of the Admissions Committee by Robert Peruzzi, PhD, P.E. , Second by Tonja Koob Marking, PhD, P.E. The motion Carried Unanimously.

### 7.2 Bylaws and Articles of Incorporation – Janson

Proposed removal of the words Executive Director *Emeritus* and Executive Secretary in by laws leaving in place the term Executive Director. Motion to accept the report of the Bylaws Committee by Tonja Koob Marking, PhD, P.E., Second by Steve Pietropaolo, P.E. The motion Carried Unanimously

### 7.3 Conference Coordinator – Couture.

Discussion regarding the survey results from the 2023 Summer Conference in Kansas City. We now have several years of survey data that can be used to compare responses.

Sponsorship. The objective of sponsorship is to increase revenues for the Academy. Sponsorship of conferences has not yet been implemented because the Academy is learning that the process is more complicated than originally imagined. For example, we may need to consider the issue of renting exhibit space for the sponsors and determining how NAFE can limit the influence of sponsor over the content of the conference.

Sunday practice programs is valuable for all members but especially

valuable for younger members while the Saturday technical programs are in the interest of all members.

Motion to accept the report of the Conference Coordinator by Michael Aitken, P.E., Second by Steve Pietropaolo, P.E. The motion Carried Unanimously

#### 7.4 Contract Documents – Couture

Contracts with clients. We had a presentation on contracts in the 2023 Summer conference. Years ago, Marvin Spector provided a one-page contract for FE services. One should enlist legal counsel when developing contracts. Motion to accept the report of the Contract Documents Committee by Steve Pietropaolo, P.E., Second by Michael Aitken, P.E., P.E. The motion Carried Unanimously

#### 7.5 Insurance – Couture

Discussion of coverage by Insurance Companies offering E&O Insurance. Motion to accept the report of the Insurance Committee by Robert Peruzzi, PhD, P.E., Second by Tonja Koob Marking, PhD, P.E. The motion Carried Unanimously

#### 7.6 Nominating – Sudler

Sameul Sudler presented the list of officers for 2025. Motion for acceptance of the nominations for office by Samuel Sudler, P.E., Second by James Peterson, P.E. The motion Carried Unanimously

#### 7.7 Journal Technical Review – Bart Kemper

Considering online seminars and books based on past papers. Motion to accept the report of the Journal Technical Review by Michael Aitken, P.E., Second by Tonja Koob Marking, PhD, P.E. The motion Carried Unanimously

#### 7.8 Website – Mitch Maifield.

Each director has a NAFE email which is updated following the induction of new officers. Help desk board lists a count of items organized by conversations, responses, and closed. Training scheduled for the website. One objective of the website is to gain new members.

Motion to accept the report of the Website Committee by Daniel Couture, Peng, Second by Robert Peruzzi, PhD, P.E. The motion Carried Unanimously.

## 8. MAIN AGENDA

### 8.1 Officer Reports

- 8.1.1 Executive Director – Schulz
- 8.1.2 Secretary – Drebelbis
- 8.1.3 Treasurer – Wiers

NAFE financial position was low but record winter conference helps the cash flow.

Early bird reduced fee will be retained.

8.1.4 Credit Card Payment Proposal (For Approval)

Accepting credit cards. Access to our credit cards is currently through Authorize.net. Credit Card are processed by TYS. TYS is increase the processing fee. NAFE charges no additional fee for using credit card. To reduce the cost of processing credit cards, a proposed change of processor from TYS to CMS. Motion to change the credit card processor from TYS to CMS by Michael Aitken, P.E., Second by Steve Piertropaolo, P.E. The motion Carried Unanimously

8.1.5 President – Leane

Motion to approve Officer Reports by Michael Aitken, P.E , Second by Robert Peruzzi, PhD, P.E. The motion Carried Unanimously

8.2 Bylaws Committee Recommendation on Revisions (For Approval)- Janson

Motion to Accept the revision to the Bylaws by Liberty Janson, P.E. Steve Piertropaolo, P.E. The motion Carried Unanimously

8.3 Strategic Planning Update (For Approval) – Monika Schulz

Developing a draft for approval then to members for input then final by summer conference Motion to approve the updated version of the Strategic Plan by Steve Piertropaolo, P.E., Second by Michael Aitken, P.E. 12 votes for the motion, 1 abstention.

8.4 Membership – the purpose is to cultivate new members and retain current members however the committee did not meet in 2023 but relied on the work of members to grow the Academy. – Aitken

Discussion:

Survey to be conducted at the end of the conference.

IEEE and ASCE have Forensic Sections but those organizations do not provide Diplomate and publication.

Members are encourage to make first timers and new members feel welcome.

Encourage members to engage and participate at committee level

Motion to accept the report of the Membership Committee by Joseph Leane, P.E. Second by Daniel Couture, Peng. The motion Carried Unanimously

8.5 Nominations – The focus of nominations is to cultivate new leaders to the Academy (For Discussion) – Motion to accept the report of the Nominating Committee by Samuel Sudler, P.E. Second by Joseph Leane, P.E. The motion Carried Unanimously

8.6 Summer 2024 NAFE Conference to be held in Ann Arbor, MI on July 19-21.

**9. ADJOURNMENT**

Motion to Adjourn by Michael Aitken, P.E.. Seconded James Peterson, P.E. The motion Carried Unanimously

The Meeting of the Board of Directors closed at 12:00 EST on January 19, 2024.

Respectfully Submitted,

James R. Drebelbis, AIA, P.E., DFE  
NAFE Secretary



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## MINUTES OF BOARD OF DIRECTORS INTERIM MEETING

Monday, June 17, 2024

9:00 am EST By video

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### Call to Order

President Steve Pietropaolo called the meeting to order at 900 AM EST, June 17 2024  
A quorum of the Board was present

### Members in attendance:

Joe Leane, P.E., DFE (President)  
Steve Pietropaolo, MS, P.E., CFEI, DFE (President Elect)  
Michael Aitken, P.E., DFE, LEED AP, CxA (Senior Vice President)  
Tonja Koob Marking, PhD, P.E., DFE, D.WRE (Vice President)  
Bruce Wiers, P.E., DFE, CMRS, CFI CFEI, CVFI, CBIE (Treasurer)  
James R. Drebelbis, AIA, P.E., DFE (Secretary)  
Dan Couture, PEng, DFE (Director at Large)  
Robert Peruzzi, PhD, P.E., DFE (Director at Large)  
Ben Railsback, P.E. DFE (Director at Large)  
Mike Leshner, P.E (Past President)  
Amanda Hendley (Executive Director)

### Discussion

#### 5.1 Upcoming board Meeting

Reports are underway for Strategic Planning, Public Relations, By Laws, NAFE1, CPD  
Nominating underway  
Reports are needed for Education and, Journal

#### 5.2 Job Board

The purpose of the job board, as related to NAFE, is for recruiters to located candidates when trying to fill forensic engineering positions. A similar job board is the IEEE Job Site which functions as a job aggregator. The association job boards are managed by a third party, for example, YourMembership. The arrangement with the aggregator is at no cost to NAFE, but with revenue sharing, with payment 60 days after a contract with an applicant is signed.

#### 5.3 Membership

Under consideration is opening NAFE to international members with the objective of building membership and expanding potential for Journal applications. The challenges are reaching potential members, defining membership in organizations equivalent to NSPE, and increasing membership without diluting the basis of NAFE. To open NAFE to international members will require a change to the Bylaws and may affect CESB certification. Sam Sudler will check with CESB concerning any actions required or



## Minutes of the NAFE Board of Directors Interim Meeting

constraints.

### **5.4 Admissions**

Admissions to NAFE membership are up to date. The objective is to simplify the application form and to emphasize that reference must come from either a NAFE member, a Judge or an Insurance Adjuster. It is acknowledged that it is hard for prospective members to know NAFE members. One possibility is to allow references from PE whose practice could qualify the reference for NAFE member. This expansion of the criteria has the potential for identifying additional potential members.

### **5.5 Strategic Planning**

During the Summer Board meeting additions to the plan and questions concerning the document will be addressed.

### **5.6 Conference Open Items**

Committee meetings will occur on Friday 1 pm to 3 pm

ASTM E58 Committee will meet during the NAFE conference weekend.

NAFE Winter Conference will be held January 15-19, 2025, in Santa Fe, NM at Dury Plaza Hotel.

NAFE Summer Conference will be held July 11-13, 2025, in Ottawa, Canada at the Marriott (Downtown)

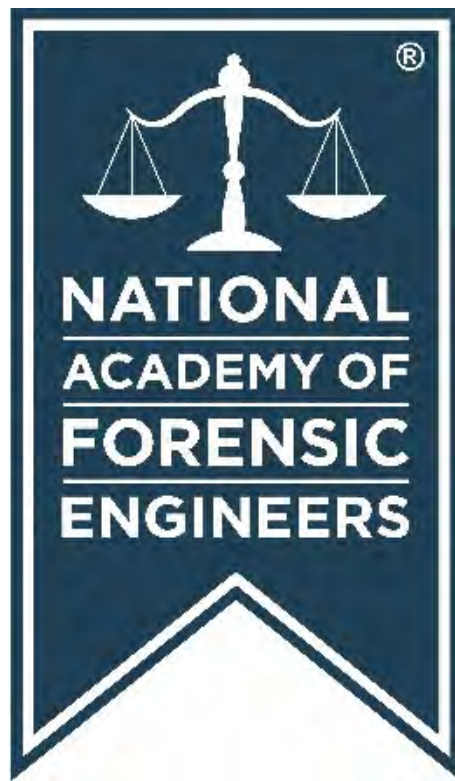
## **Close**

The meeting Closed at 9:00 am EST

Respectfully submitted,

James R. Drebelbis, AIA, P.E., DFE  
(SR 938) NAFE Secretary

# ADMISSIONS





July 4, 2024

National Academy of Forensic Engineers  
**Admission Committee Report**

The Admission Committee has not formally meet; however, through Amanda's hard work and diligence, admission applications have been processed and approved in a timely manner. Membership is growing. We need to thank Amanda, Joe Leane, Liberty Janson and Sam Sudler for their strong, diligent, efforts are processing applications and pushing membership number in 2024.

Amanda has been working on the online application and application process to clarify key requirements of required documentation and references. She has been working on developing a method of allowing non-member applicants that may not be acquainted with NAFE or NAFE members, to obtain the required references for application.

Membership as of January 1, 2024;

MEMBERSHIP TYPE	MEMBER COUNT
Affiliate	59
Student	1
Associate	38
Member	120
Senior	120
Fellow	56
International	2
<b>Grand Total</b>	<b>396</b>

As of July 4, 2024, the NAFE membership make-up is as follows;

MEMBERSHIP TYPE	MEMBER COUNT
Affiliate	69
Student	3
Associate	41
Member	127
Senior	123
Fellow	56
International	2
<b>Grand Total</b>	<b>421</b>

	1-Jan-24	4-Jul-24	
Membership Type	Member Count	Member Count	Difference
Affiliate	59	69	10
Student	1	3	2
Associate	38	41	3
Member	120	127	7
Senior	120	123	3
Fellow	56	56	0
International	2	2	0
	396	421	25
Increase			6.3%

In January 2024, President Pietropaolo requested that I as the incoming Admissions Chair, Amanda Hendley as our new Executive Director and her staff be looped in immediately on the process so that they can lend support and assist in managing the process and providing assistance on following up and contacting applicants. The procedure of reviewing applications and processing these applications has significantly been streamlined due to the efforts of Mitch Maifeld and his IT committee's work on bringing us up to speed of the admissions process and use of the CivCRM system. As committee chair, I want to thank Mitch and Amanda for their hard work.

Further, the entire committee should review the NAFE Member Structure Matrix below, so they completely understand the requirements for member grades.

Admittance:	Application	Application Fee	References (see note below)	E.I.T. (Engineering Intern) or PhD Engineering	Engineering License (US-PE or Canadian-PEng)	NSPE Membership	National / International Technical Society Membership	Years of Professional Experience (Min)	Years of Forensic experience (Min)	Forensic Engineer Cases Prepared (Min)	Court Room Testimony (Min)	Years as Member or Senior Member	NAFE Papers presented + active NAFE participation
<b>Board Certified Diplomate</b>													
Fellow	General	N/A	3 Fellows +1	N/A	Required	Required	Required	20	15	50	10	4	2
Senior Member		N/A	3	N/A	Required	Required	Required	12	5	10	5	N/A	N/A
Member		N/A	2	N/A	Required	Required	Required	5	2	2	2	N/A	N/A
<b>Non-Board Certified Diplomate</b>													
Associate Member	General	N/A	2	EIT, EI, PE, PEng, IA, AI, RA (AIA), LSIT or LS/PS	NSPE, AIA or NSPS	Required	Required	4	2	2	N/A	N/A	N/A
Affiliate	Affiliate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Student Affiliate		N/A	N/A	N/A	N/A	Required	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Notes: NAFE member references must be from members at, or above, the grade requested Upgrades only need additional references as required to fulfill requested grade requirements													

August 7-9, 2024, NSPE will be holding their annual conference in Raliegh, NC. I will be attending the conference as an NSPE member and as a NAFE representative. I will be attending the NSPE Leadership Summit on behalf of NAFE. I will be manning an exhibitor's booth at the conference for NAFE. NSPE will be providing the booth to NAFE at no charge. We will have NAFE information available to inform NSPE members of NAFE's vital mission to Forensic Engineering.

If you should have any concerns or questions, please do not hesitate to contact me.

Sincerely,

July 4, 2024

Page 3

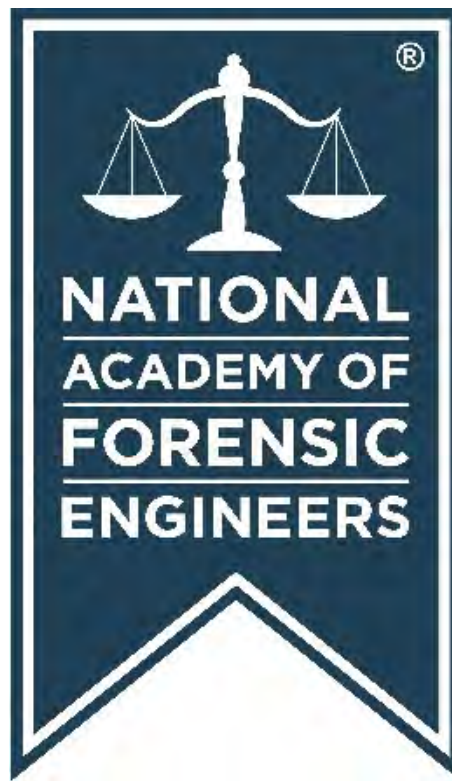
**MEA Consulting Engineers, Inc.**

Michael E. Aitken, P.E. F.NSPE, DFE, LEED AP O+M, CxA

Vice President

A handwritten signature in black ink, appearing to read "Michael E. Aitken". The signature is fluid and cursive, with a long horizontal stroke at the end.

# **BYLAWS & AOI**





**Rochester Institute of Technology**

College of Engineering Technology  
Department of Manufacturing &  
Mechanical Engineering Technology  
78 Lomb Memorial Drive  
Rochester, NY 14623-5604

June 10, 2024

Re: Bylaws Committee Report for January 2024 Board of Directors Meeting

Dear President Pietropaolo,

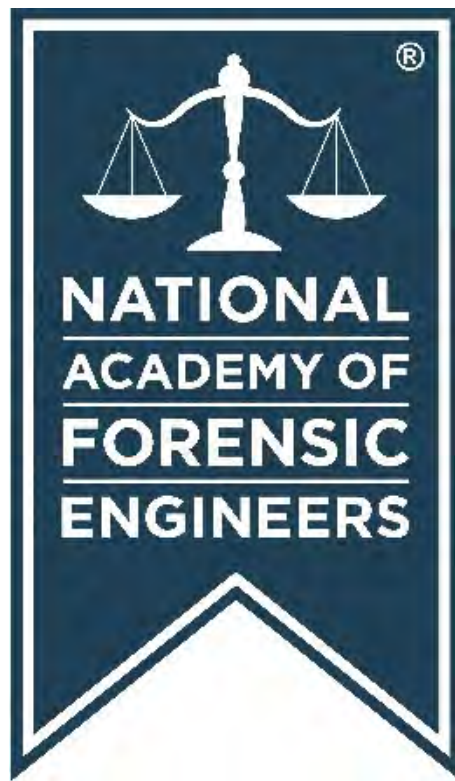
The By-Laws Committee has no activity to report for the period since the last NAFE Board of Directors meeting in January, 2024.

Respectfully submitted, Chair, By-Laws Committee,

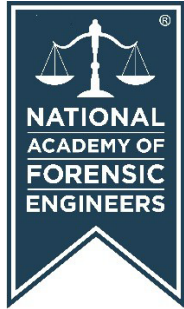
A handwritten signature in blue ink, appearing to read "M. E. Gordon, PE".

Prof. Martin E. Gordon, PE, DFE  
Professor and Director for External Academic Relations  
Vice-President of External Relations, American Society of Engineering Educators  
Northeast Regional Director, National Society of Professional Engineers  
Past-President, National Academy of Forensic Engineers

# CONFERENCE COORDINATOR







**1266 W Paces Ferry Rd NW # 141  
Atlanta, Georgia 30303**

Tel: 703-684-2845  
Fax: 703-836-4875

[WWW.NAFE.ORG](http://WWW.NAFE.ORG)

July 9, 2024

To: NAFE Board of Directors  
From: Daniel P Couture, P.Eng., DFE, FEC  
Re: Conference Oversight Chair Report

Recap: NAFE Winter Conference 2024 – Daytona Beach, Florida

Daytona Beach was selected as the January 2024 Conference location prior to the Summer 2023 conference in Kansas City. A target of 65 registrants was set for both Saturday and Sunday and the conference daily fee was kept at \$650 with discounts for early bird registrations and first-time attendees.

The Winter Conference was a resounding success with more than 105 registrants for Saturday and 84 registrants for the Sunday sessions. Highlights to the event included a tour of Embry-Riddle Aeronautical University, a well-attended Awards Banquet to celebrate Bruce Wiers, recipient of the President's Distinguished Service Award, and more than 15 hours of professional education including a session on the 2003 Columbia Re-Entry Incident.

The Daytona Beach Conference allowed the Academy to re-establish a sound financial footing, after the difficult period induced by the pandemic.

We had learned from our member surveys after Kansas City that the content drives the attendance, and both the Technical Committee and the Education Committee re-doubled their efforts to attract presentations with the highest interest potential. Our post-conference survey feedback indicated more 'satisfieds' and 'very satisfieds', which matched with comments gleaned during the breaks between sessions. It was heartening to see that attendees would 'highly recommend' attendance at a NAFE Conference to their colleagues. Word-of-mouth promotion is critical to the success of a small community, as belies an engineering field that relies on close personal relationships and trust.

The key going forward will be to focus on the content and its delivery, developing experience presenting to an educated audience while providing opportunities for members to get refreshed on topics. These elements form part of the mission of the Academy, and the results from Daytona demonstrated that we are on the right track. Multi-disciplinary tracks are important – these open access to cross-pollination of ideas and techniques between branches of forensic practice, which strengthens our community.

As always, attendees advised us on ways to incrementally improve the conference, by ensuring that

there was time for discussion during breaks. We are constrained by time pressure to complete the full presentations on Saturday to allow for the critique by the audience, a key sequence in the peer-review process of the NAFE Journal. There were many lively questions brought forward, and some will undoubtedly be incorporated into the articles by authors.

Promotional efforts on LinkedIn and by the Conference Coordinator on the CiviCRM mailing tool did gather the attention of prospective attendees, and these will continue to be fine-tuned with assistance from our new Executive Director.

#### This Event: NAFE Summer Conference 2024 – Ann Arbor, Michigan

Our events continue to trend positive and at the time of this report we have 65 Saturday registrants and 51 Sunday registrants. This compares to 53 and 47 registrants in Summer 2023 in Kansas City. Although we understand the importance of having a local ‘pundit’ to assist with the conference planning, in particular for providing guidance on fun and interesting activities, setting this up will have to wait for next time.

The Technical Committee continued with a multi-topic track from a broad range of disciplines. With the Education Committee, we selected the theme of Risk to members, in all its dimensions, for the Sunday sessions. We have a Fellows Appreciation Dinner on Friday, to let our First-Timers meet our exceptional leaders in a friendly setting.

Fortuitously we will arrive in town at the same time as the “Ann Arbor Art Fair – Three Fair One Event”, so accompanying spouses will certainly have something to see during the day.

#### Up Next: NAFE Winter Conference 2025 and NAFE Summer 2025

I have worked with the Executive Director and Board President to establish the requirements and recommendations for the future conferences, and I am pleased to report that locations and venues have been selected for our events.

The membership will reconvene January 17 – 19 in Santa Fe, New Mexico. The venue, Drury Plaza Hotel, is located in the heart of historic downtown Santa Fe and features modern, spacious rooms with endless views of the Santa Fe skies.

For NAFE Summer Conference in July 2025, we will trek northward into Canada to beautiful Ottawa, Ontario. Centrally located, the Ottawa Marriott is the tallest hotel in the heart of the Nations Capital. Our group will be served delightful meals in a beautiful summit space with panoramic views of Parliament, the Gatineau Hills and the Rideau Canal and River.

#### Sponsorship of Conferences

At the October 2023 Board meeting, the topic of sponsorships was proposed for further investigation, but as of the date of writing, the parameters have not been set. Advancing to have sponsors is an important step toward maintaining viability of the Academy, and professional rather than volunteer support would be preferable.

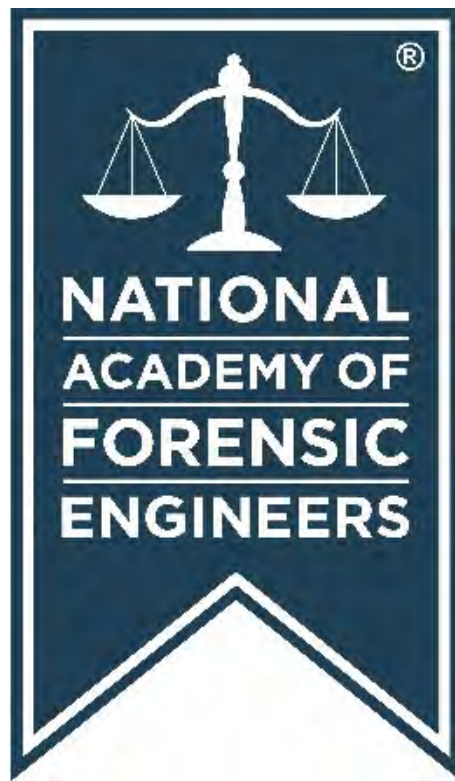
Sincerely,

### **NATIONAL ACADEMY OF FORENSIC ENGINEERS**

Daniel P Couture, P.Eng., DFE, FEC

Vice President, Committee Chair

# **CONTINUING PROFESSIONAL DEVELOPMENT**





1420 King Street  
Alexandria, VA 22314-2794

Tel: 703-684-2845  
Fax: 703-836-4875

[WWW.NAFE.ORG](http://WWW.NAFE.ORG)

July 1, 2024

### Memorandum

To: NAFE Board of Directors

From: Joseph Leane, PE, CPD Committee Chair

Re: CPD Committee Report

The NAFE CPD procedures are described in Appendix 2 of the Bylaws. That Appendix requires a Member, a Senior Member, or a Fellow maintain a minimum CPD balance of 100 credits, and an Associate Member maintain a minimum CPD balance of 50 credits, from the previous five years (Items 3 and 4). On or before January 7 of each year, each Associate Member, Member, Senior Member and Fellow shall submit a tally listing the CPD credits earned during the previous year. This task is performed via the NAFE online CPD submission form. **The Appendix further states members (all the above membership grades) who do not meet the CPD requirements for more than 6 months (and are not excepted) shall be automatically severed from membership status and certification previously attained.** However, they may transfer to a non-member, non-certified status (Item 5). Members that are not in compliance with the CPD requirements are identified as *not current*.

Members received several email notices instructing them to submit the CPD credits prior to the January 7 deadline. In addition, a reminder notice was sent to the noncompliant members in June encouraging them to submit CPDs. As of today, there are 33 members whose CPD status is *not current*, see Table 1.

I recommend a board discussion to confirm the intention to sever the membership and decertify those on the list below.

Please contact me with any comments or questions. Thank you.

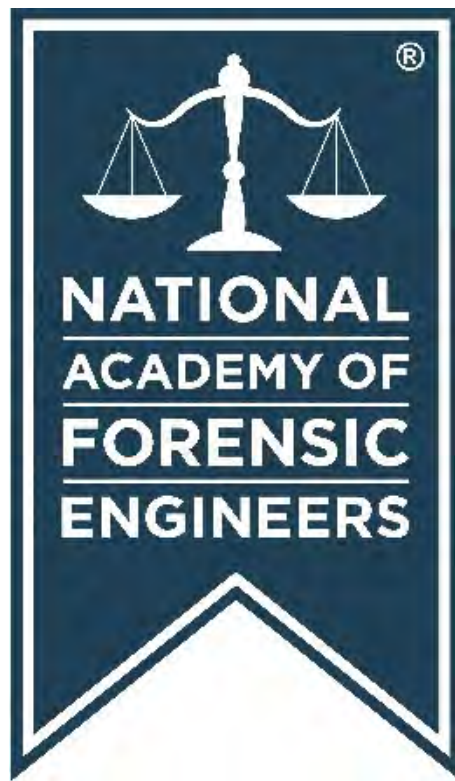
Joseph Leane, P.E., D.F.E.  
CPD Committee Chair



**Table 1. List of members with not current status as of June 27, 2024.**

Contact Name	Membership Type	Member Number	Compliant	CPDs	Life	Period Required	Period Total	Need
Armstrong, Robert	Senior	242	No	Yes	No	100	73	49
Beg, Himad	Member	1037	No	Yes	No	100	48	52
Bell, H Clark	Senior	552	No	Yes	No	100	21	100
Bell, John	Senior	678	No	Yes	No	100	58	100
Dyer, James	Associate	1014	No	Yes	No	50	39	11
Elamad, John	Senior	784	No	Yes	No	100	31	100
Felicella, Donald	Fellow	101	No	Yes	Yes	100	0	100
Ferrese, Frank	Member	1231	No	Yes	No	100	60	40
Fusco, Jr., Alfred A.	Member	59	No	Yes	No	100	0	100
Gerow, Warren	Member	952	No	Yes	No	100	0	100
Goldblatt, Leonard	Senior	588	No	Yes	Yes	100	60	70
Gordon, Michael	Associate	1261	No	Yes	No	50	13	37
Grainger, Scott	Senior	669	No	Yes	No	100	0	100
Imperatore, John	Associate	990	No	Yes	No	50	0	50
Janowsky, William	Member	872	No	Yes	No	100	32	100
Jeffreys, Roger	Senior	842	No	Yes	Yes	100	72	52
Kamen, Paul	Member	731	No	Yes	No	100	60	100
Knysh, Andrew	Senior	491	No	Yes	No	100	0	100
Longseth, Robbie	Member	928	No	Yes	No	100	37	100
Maifeld, Mitch	Member	437	No	Yes	No	100	18	82
Murray, Robert	Associate	999	No	Yes	No	50	15	35
Oliphant, Wesley	Member	1216	No	Yes	No	100	70	30
Overbeck, Carolyn	Associate	1096	No	Yes	No	50	3	47
Patenaude, Raymond	Member	279	No	Yes	No	100	84	16
Pond, Brett	Associate	1180	No	Yes	No	50	31	19
robinson, james	Senior	741	No	Yes	No	100	76	24
Schachter, Joel	Senior	1010	No	Yes	No	100	89	29
Shepherd, Brad	Fellow	640	No	Yes	No	100	57	63
Sidhu, Balwinder Singh	Associate	1198	No	Yes	No	50	2	48
Thibodeau, James	Senior	869	No	Yes	No	100	70	51
wasson, kenneth	Member	587	No	Yes	Yes	100	80	60
Wentz, Edward	Member	563	No	Yes	Yes	100	0	100
Wexler, Neil	Senior	985	No	Yes	No	100	0	100

# CONTRACT DOCUMENTS





1420 King Street  
Alexandria, VA 22314-2794  
Tel: 703-684-2845  
Fax: 703-836-4875 [WWW.NAFE.ORG](http://WWW.NAFE.ORG)

July 8, 2024

Memorandum

Dear Mr President,

Further to your recent request, the Contracts Committee is pleased to provide an update on its activities.

During the 2024 Winter Conference in Daytona Beach, there was discussion from the floor about the archive of 'contracts' at the Academy. Some of these were drawn up forty years ago to assist members with establishing professional retainers that would protect their interests when dealing with clients, including those who are difficult to manage.

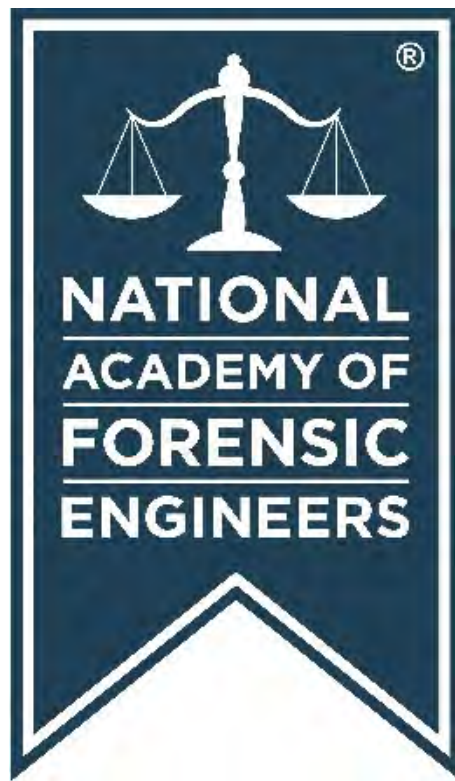
It was the intention of the Contracts Committee to locate and conduct a cull of these historical documents, and after triage, to bring them up to the level of current practice requirements, since times have changed and the provision of services to the legal and insurance industries is evolving.

The work has not yet begun, but we look forward to beginning the tasks, once they are enumerated, such that the Academy will have a clean, precise, timely and useful resources for its members.

Respectfully,

Daniel P Couture, P.Eng., DFE, FEC  
951S  
Chair, Contracts Committee

# EDUCATION







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[WWW.NAFE.ORG](http://WWW.NAFE.ORG)

July 10, 2024

To: To NAFE Board of Directors  
From: Zohaib A. Alvi, M.Eng., P.E., ENV-SP, DFE  
Re: Education Committee Report

The 2024 Summer Conference Educational Program came together with immense help from Dan Couture and Amanda Hendley. The program includes six total presentations, all focused around a risk management theme. One of the scheduled presentations is focused on ethics, and fits into the overall theme. Based on my conversations with the presenters, and a review of their abstracts and some of the presentations, the scheduled sessions should prove to be educational and exciting.

Although I will be unable to attend the Summer 2024 conference, I will remain available throughout that weekend via phone, email, or videocall, should you need my assistance. I am looking forward to the feedback from this conference so I can improve on future offerings.

Sincerely,

**NATIONAL ACADEMY OF FORENSIC ENGINEERS**

Zohaib A. Alvi, M.Eng., P.E., ENV-SP, DFE

Education Chair

# ETHICS





1420 King Street  
Alexandria, VA 22314-2794

Tel: 703-684-2845  
Fax: 703-836-4875 [WWW.NAFE.ORG](http://WWW.NAFE.ORG)

**Sudler, Samuel** <[ssudler@sealimited.com](mailto:ssudler@sealimited.com)>  
To: "amanda@nafe.org" <[amanda@nafe.org](mailto:amanda@nafe.org)>

Fri, Jun 28, 2024 at 10:57 AM

Good Morning Amanda,

I hope you are doing well. I wanted you to know there is nothing to report from the Ethics Committee because there were no Ethical cases brought to us by Members. I believe that is the only committee report I owe, but if not please let me know.

Best Regards,

Sam

**Samuel G. Sudler III** P.E., IntPE, DFE, C.F.E.I., C.V.F.I.  



Senior Electrical Engineer  
Board Certified Diplomate in Forensic Engineering

795 Cromwell Park Drive, Suite N

**Know.** [Glen Burnie, Maryland 21061](#)

**O. 800.635.9507 M. 410.952.6699**

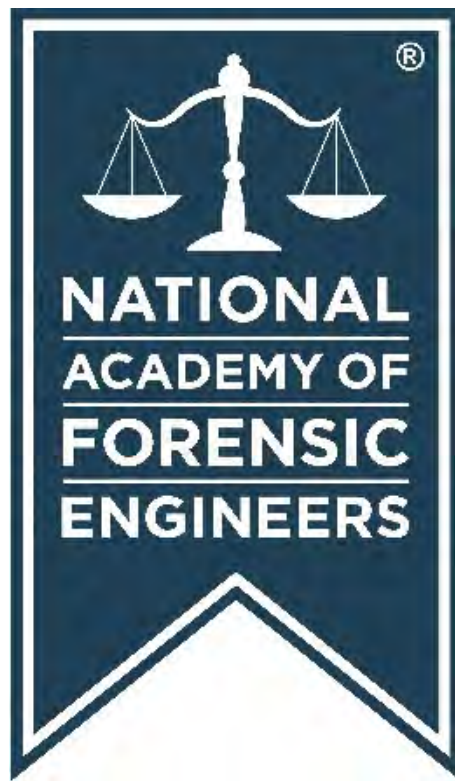


ANNIVERSARY

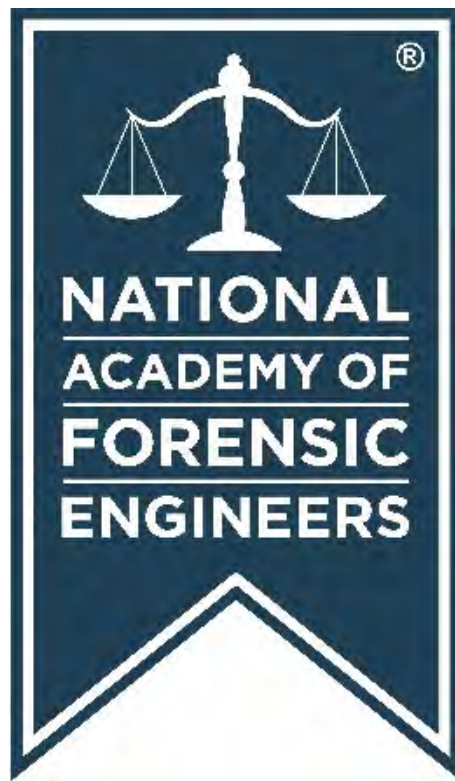
1970 - 2020

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# FINANCE



# **INSPECTOR OF ELECTIONS and AUDIT**





*Engineering Applied To Jurisprudence*

**MICHAEL KRAVITZ, PE, DFE CONSULTING ENGINEER**  
484 West 43rd Street, Suite 32S, New York, NY 10036 Tel: 917.885.9000

P.O. Box 1179, Margaretville, NY 12455 Tel: 917.885.9000

---

Website: <http://www.forensic-civilengineer.com>

Cell: 917.885.9000

Email: [mckravitz@gmail.com](mailto:mckravitz@gmail.com)

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June 25, 2024

Ms. Amanda Hendley  
Executive Director  
National Academy of Forensic Engineers  
1266 W Paces Ferry Road #141  
Atlanta, GA 30327-2794

Re: Request for Inspector of Elections and Audit – Kravitz

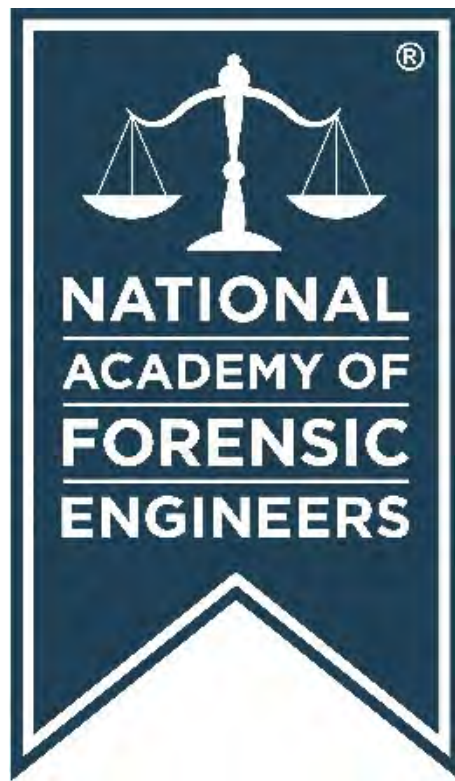
Dear Ms. Hendley:

There has been no activity for either the Audit Committee or the Inspection of Elections.

Sincerely,

Michael Kravitz, PE, DFE

# INSURANCE





1420 King Street  
Alexandria, VA 22314-2794  
Tel: 703-684-2845  
Fax: 703-836-4875 [WWW.NAFE.ORG](http://WWW.NAFE.ORG)

July 8, 2024

Memorandum

Dear Mr. President,

Further to your recent request, the Insurance Committee is pleased to provide a brief update on its activities.

During the 2024 Winter Conference in Daytona Beach, there was discussion from the floor regarding the provision of liability insurance for forensic engineers.

It was the intention of the Insurance Committee to investigate the current methods and opportunities for obtaining and keeping cost-effective Errors & Omissions and Liability insurance coverage for Academy Members' practices.

The goal was to author a summary document, made available electronically on the NAFE Website, to bring practitioners more knowledge about how to approach this part of the business.

This will be a benefit to our members, since times have changed and the provision of services to the legal and insurance industries is rapidly evolving.

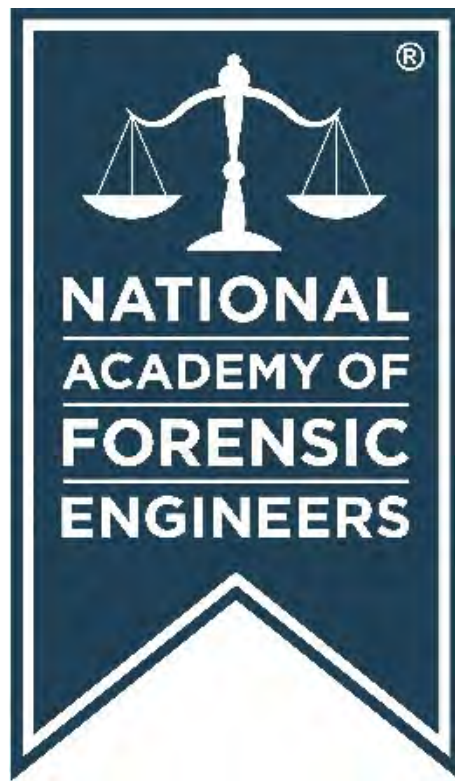
Unfortunately, the Insurance Committee's work has not yet begun, but we look forward to beginning the tasks, once they are enumerated, such that the Academy will have a clean, precise, timely and useful resource for its members.

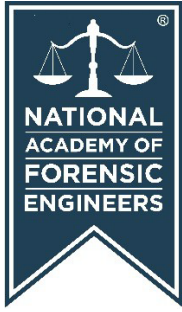
Respectfully,

Daniel P Couture, P.Eng., DFE, FEC



# LEGISLATIVE





**1266 W Paces Ferry Rd NW # 141**

**Atlanta, Georgia 30303**

Tel: 703-684-2845

Fax: 703-836-4875

[WWW.NAFE.ORG](http://WWW.NAFE.ORG)

July 9, 2023

Dear National Academy of Forensic Engineers,

**Legislative Committee**

The legislative committee has not met and has no activities at this time

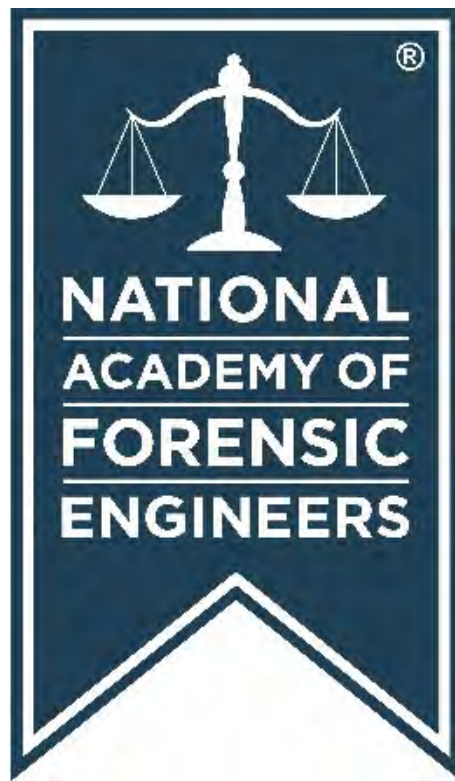
If you should have any concerns or questions, please do not hesitate to contact me.

Sincerely,

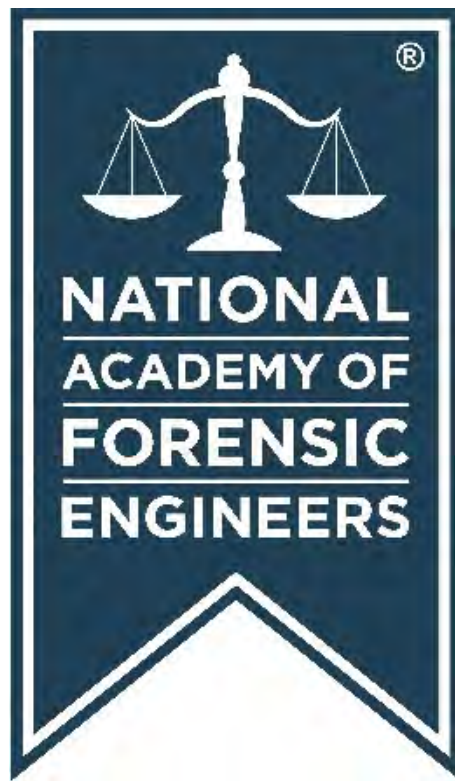
Michael E. Aitken, P.E. F.NSPE, DFE, LEED AP O+M, CxA

**MEA Consulting Engineers, Inc.**

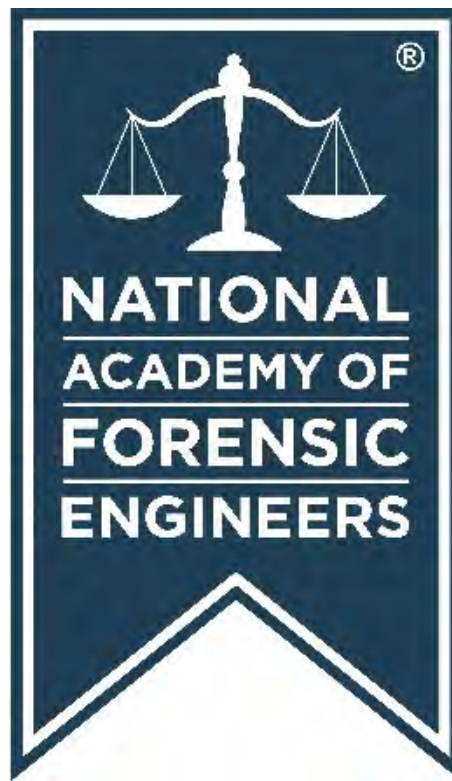
# LONG RANGE PLANNING



# MEMBERSHIP



# NAFE1



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## Request for Board Committee Reports [First Request]

---

**Robert Peruzzi** <peruzzi@rperuzzi.com>

Sun, Jun 2, 2024 at 5:10 PM

To: Steve Pietropaolo <steve@lgiforensic.com>, "amanda@nafe.org" <amanda@nafe.org>

Cc: Michael Aitken <mea@meacei.com>, "tonja.k.marking@gaeaconsultants.com" <tonja.k.marking@gaeaconsultants.com>, RICHARD RICE <mutual@bellsouth.net>, Liberty Janson <libertyjanson@gmail.com>, Joseph Leane <leane@hkleng.com>, Martin Gordon <megite@rit.edu>, "mckravitz@gmail.com" <mckravitz@gmail.com>, Rune Storesund <rune@storesundconsulting.com>, Mike Leshner <mike@leshner.com>, "ssudler@sealimited.com" <ssudler@sealimited.com>, "robin@sabelengineering.com" <robin@sabelengineering.com>, Daniel Couture <daniel.couture@arconforensics.com>

Amanda,

Regarding the NAFE1 Committee, there is nothing to report. All is well, and no discussion time is needed.

Cheers,

Bob P.

**Robert O. Peruzzi, PhD, PE,  
DFE**

*Electronics Consultant, Expert Witness*

*Board Certified in Forensic Engineering*

**R. Peruzzi Consulting, Inc.**

[www.RPeruzzi.com](http://www.RPeruzzi.com)

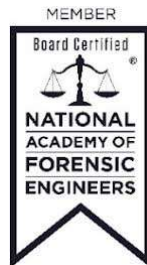
[www.LinkedIn.com/in/Peruzzi](http://www.LinkedIn.com/in/Peruzzi)

-

(610) 462-3939

719 Fourth Avenue

Bethlehem, PA 18018

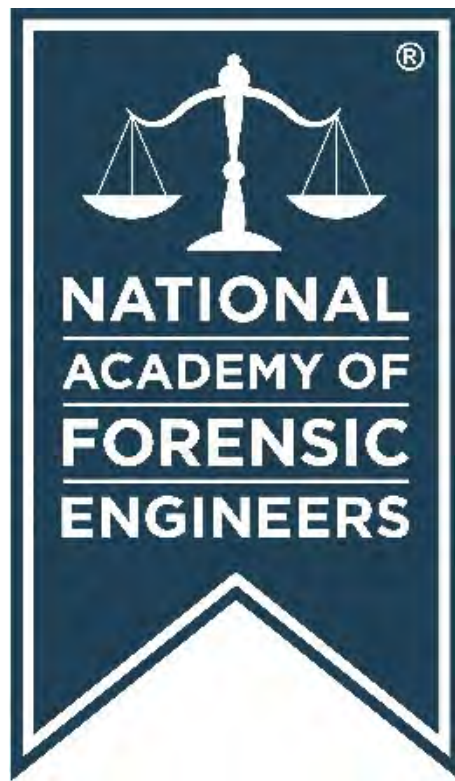


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# NOMINATING





1420 King Street  
Alexandria, VA 22314-2794

Tel: 703-684-2845  
Fax: 703-836-4875

[WWW.NAFE.ORG](http://WWW.NAFE.ORG)

May 20, 2024

To: Steve Pietropaolo, P.E., D.F.E (President)  
From: Joseph Leane, PE, DFE, Sam Sudler, PE DFE, Liberty L. Janson, PE DFE

#### Nominating Committee Report May 20, 2024

The Nominating Committee communicated via telephone conversations and emails and reached out to active and eligible Senior Members and Fellows to request their continued service to the Academy.

As discussed in the Mark Levin Membership Report and Board Meetings in the last 5 years, the survival of the Academy will rely not just on membership growth, but engagement and retention of active, motivated leaders in the organization. Finding these motivated leaders will have to begin with those Senior Members who are motivated and the newly elevated Senior Members that are seen as potential leaders of the Academy.

The Nominating Committee submits the following slate of nominees to be officers and directors for the 2025 administrative year:

President-Elect:	Tonja Koob Marking, PE DFE (NAFE 1152S)
Senior Vice President:	Daniel Couture, PE DFE (NAFE 951S)
Vice President:	Benjamin Railsback, PE DFE (NAFE 713F)
Directors-at-Large:	To Be Determined

Treasurer:	Bruce Wiers, PE DFE (NAFE 755S)
Secretary:	Shawn Ray, PE DFE (NAFE 970S)

President (by accession from 2024 President Elect): Michael Aitken, PE DFE (NAFE 1110S)

Past Presidents:	Steven Pietropaolo PE DFE (NAFE 769S)
	Joseph Leane, PE DFE (NAFE 524F)
	Sam Sudler, PE DFE (NAFE 886S)

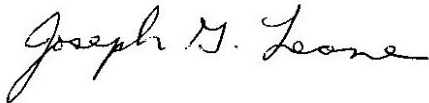


The report of the Nominating Committee shall be made to the members at least sixty days prior to the midyear semiannual meeting of the Board. Additional nominations to be added to the slate submitted for vote of the members may be made by petition of at least ten voting members. Such petition should be submitted to the secretary of the Academy at least ten days prior to the semiannual meeting of the Academy. The Secretary shall certify to that meeting the election to office of the unopposed nominees.

The Board shall include at least one and no more than two Director-at-Large. A Director-at-Large shall be nominated annually by petition only. The petition process is the same as the “additional nominations” described above.

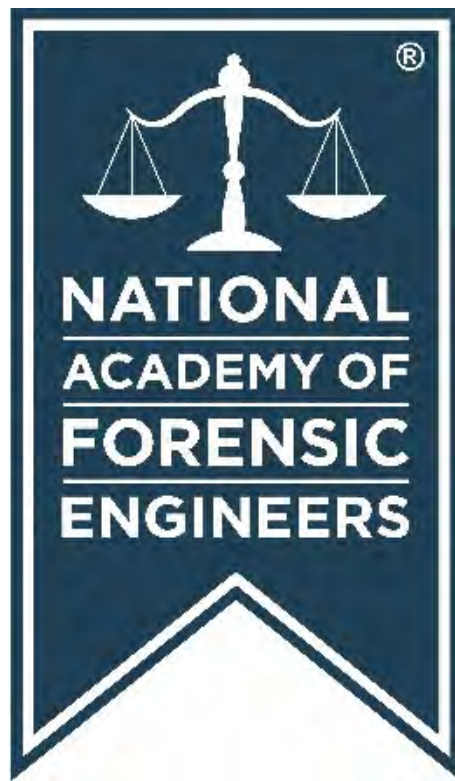
Sincerely,

**NATIONAL ACADEMY OF FORENSIC ENGINEERS**

A handwritten signature in cursive script that reads "Joseph G. Leane".

Joseph G. Leane, P.E., D.F.E.  
Nominations Committee Chair

# **PUBLIC RELATIONS**





1266 W Paces Ferry Rd NW  
Atlanta, GA 30327

Tel: 404-268-0802  
Fax: 404-841-6327

[WWW.NAFE.ORG](http://WWW.NAFE.ORG)

June 6, 2024

To: Steve Pietropaolo, PE (President)  
From: Richard A. Rice, PE SE CBO (Chair, Public Relations Committee)  
Re: Public Relations Committee Report

From the NAFE bylaws regarding the function of the various committees, we have the following regarding the Public Relations committee:

*(c) The Committee shall strive to promote other efforts to bring the Academy to the attention of those who may utilize the services offered by Academy members, as well as to other interested parties and organizations.*

To gain attention to NAFE from all sectors of our profession, several bylaw committee members, other NAFE members, and our Executive Director Amanda Hendley have been promoting NAFE on LinkedIn. The LinkedIn analytics for the NAFE page for the past year have shown increases in the amount of attention NAFE is getting.

- 1686 page views (with 748 unique visitors) in the past 12 months.
- A total of 1057 followers of the NAFE LinkedIn page. There are 256 new followers of the NAFE LinkedIn page in the past 12 months.

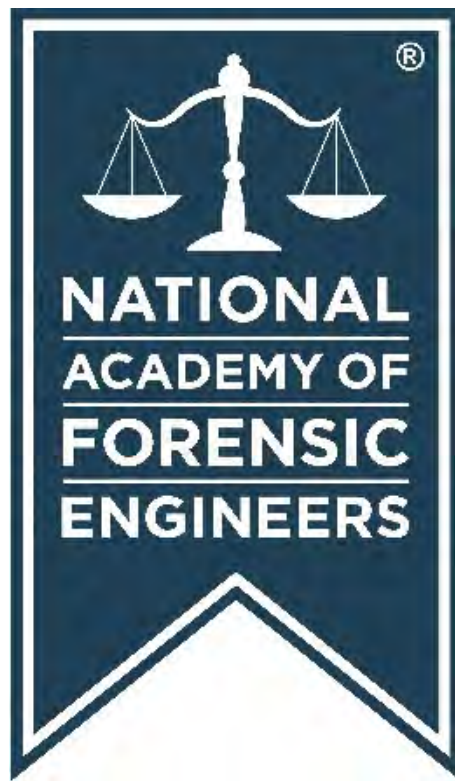
Over the past year, there appears to be an uptick of inquiries from attorneys directly to the NAFE membership about forensic engineering assignments. Many inquiries go directly to the Executive Director who submits them to the NAFE membership via NAFE1.

The Public Relations committee will continue to suggest that all members of NAFE promote NAFE through LinkedIn or other means to continue the growth of our academy.

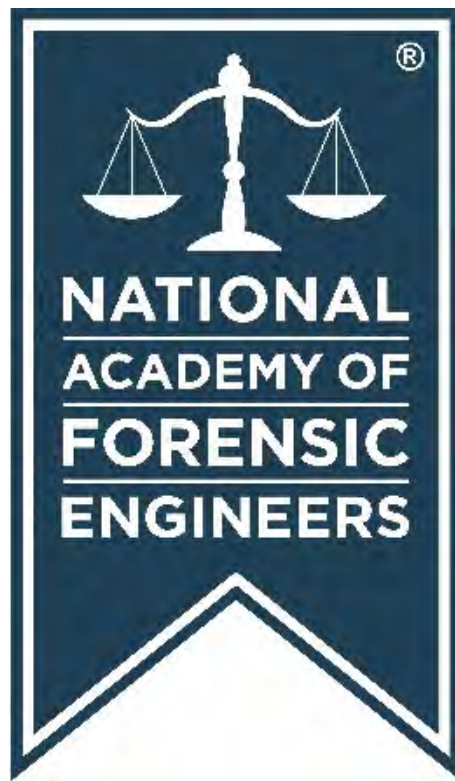
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Richard A. Rice, PE SE CBO, Public Relations Committee  
CC: Amanda Hendley, Executive Director

# **PUBLICATIONS & TECHNICAL REVIEW**



# IT COMMITTEE





1420 King Street  
Alexandria, VA 22314-2794

Tel: 703-684-2823

<https://nafe.org>

Date: July 19, 2024  
Subject: IT Committee Report

## Current Status

Our virtual private server (VPS) called euler is running a server operating system called CentOS v7.9. It is the open-source edition of what RedHat sells and is very widely used. Recently, IBM bought RedHat and as any activist investor would do: is now charging for a free product. A fortunate feature of open-source software is that anyone can pick it up and run with it. Rocky Linux and AlmaLinux are the subsequent choices used by hosting providers. I have been talking with our own hosting provider, InMotion Hosting and their Systems Team is ready for the switch. I let them know we are not: our big conference is coming up this summer. This will be a delicate and risky move – sort of like buying a new car: it's the same type of vehicle, but things are in slightly different places. There will be some significant downtime; we haven't had more than a few minutes down since Mitch started this server in the pandemic.

See the last page of this report for a graphic representation of our complete IT infrastructure and each of its components.

## WWW Site

Our nafe.org site is built on a content management system (CMS) called Drupal. Members all have login accounts and non-members can create login accounts on this CMS to access some content not available to the general public such as registration for conferences and application for membership. Dues-payers have more permissions and can access even more information than that such as a member directory search and our bylaws. These members can also update their personal information profile, enter CPDs, and renew their membership. Most of these functions are provided using a back-end constituent relationship management system (CRM) called CiviCRM. It provides extensive capabilities for working with contact information, handling memberships, processing mailings, managing events with registrations, working case files for member applications, and accounting for all monetary transactions.

## Email

There is no additional cost for unlimited email boxes as mail server software is included with our VPS. Positional accounts such as [treasurer@nafe.org](mailto:treasurer@nafe.org) and [president@nafe.org](mailto:president@nafe.org) have mailboxes on euler which can be accessed via webmail interface or via email client. Most of these also



have forwards to the position-holder's personal email address for that user's convenience. These change every January meeting when the officers shift. If you are on the Board but have not yet used your nafe.org email address while conducting NAFE business, let us know when we can help you set it up.

## Help Desk

Customer service software called FreeScout runs three email mailboxes for: [help@nafe.org](mailto:help@nafe.org) to assist members, correspondence about each conference via [conference@nafe.org](mailto:conference@nafe.org) and for interested parties (like "pre-sales") to "Discuss with a Member" on [discuss@nafe.org](mailto:discuss@nafe.org).

Our new Wallboard shows which of our Leadership team has outstanding issues with our constituents (see right for stats from the last 12 months, as of 13 June 2024). Active issues mean the constituent is waiting for us to respond; Pending issues mean we are waiting for the constituent to respond. Using a help system was intended to keep us from dropping the ball when helping our constituents; we aren't there yet. <https://help.nafe.org/wallboards>

Our "help desk" of all three of the above mailboxes handled 607 conversations with 232 different constituents in the last 12 months – about 2 per day. Unfortunately, 66% of issues take over 2 days to resolve, with an average over all issues of 46 days until resolution – down by 1/3 since January! We consider good constituent service to look more like an average of 1 day to resolution. Find these metrics in the FreeScout menu under "Reports".

## NAFE1 Email Discussion List

GNU Mailman v2 comes free with our server management software and currently handles several dozen messages per month.

By Leader			
	18	62	509
	Active	Pending	Closed
User	Active	Pending	Closed
Steve Pietropaolo	4	1	2
Ben Railsback	4	2	3
Liberty Janson	3	0	0
Unassigned	2	0	121
Jim Drebelbis	2	0	0
Mitch Maifeld	1	4	133
Bart Kemper	1	1	0
Michael Aitken	1	1	3
Mitch Maifeld	0	1	7
Joe Leane	0	15	11
Daniel Couture	0	8	24
Bruce Wiers	0	2	2
Mike Leshner	0	1	11
Mike Stichter	0	0	10
Carla Graham	0	20	143
Amanda Hendley	0	6	39

Date: Last 365 days



After some confusion about who is posting to NAFE1 and even some Reply-All responses, we have developed a banner to use when an engagement opportunity arrives. Opportunities should be posted primarily by our ED, but for speed by anyone who sees it in FreeScout should send it along. The early bird gets the worm and it may mean getting the job if one of our members is quicker to respond than otherwise. We have stored it in FreeScout's Knowledge Base in the category NAFE1 which is available to logged-in users only.

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This external opportunity is being shared with the NAFE1 list. Please use the listed contact information for followup, questions, and/or comments.

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The email address to use for NAFE1 is: [nafe1@nafe.org](mailto:nafe1@nafe.org) Current moderators are Michael Stichter, Rune Storesund and Bob Peruzzi.

## Journal

The NAFE Journal staff will expand upon Journal stats in their own report, but from a server perspective over the last 12 months our Open Journal Systems (OJS) handled in the range of 2200-6400 article views each month as of June 2024.

Since starting sales of articles on OJS in November of 2020, we have sold 87 PDFs to non-members (or members who did not/could not take advantage of them being free) at \$25 each with 14 of those since the last conference (winter 2024).

## Groupware

Our groupware solution called Nextcloud is available to our leaders at <https://cloud.nafe.org>. Most organizations use team collaboration software such as this and we have put our meeting minutes, bylaws, branding, contracts, and video recordings there. Every committee has its own shared folder as does every conference. Users also have their own personal folders which can be private, can be shared to other users individually, or can be set up as drop links such as for submission of presentations.





## Online Advertising

Our regular Google Ads campaign has a budget of \$50/month, shown at right. We pay for clicks, but not impressions. We have complimentary ads about our conferences: a “Smart”-type ad campaign bidding at \$3/day and a “Performance Max”-type experimental campaign bidding at \$5.60/day. Our top three clicked search terms continue to be “forensic engineering”, “national academy of forensic engineers”, and “nafe”.

National Academy | Forensic  
Engineers

Ad <http://nafe.org>

Advance Your Forensic Engineering Practice.  
Visit Our Website For More Details!

## Education

To facilitate NAFE’s expansion into online education, we have <https://education.nafe.org> which runs software called Moodle, a learning management system (LMS). There, we host one free seminar and four paid seminars which cost \$35 each, all delivered from our YouTube channel. If we may use one of your presentations for additional content, please contact the education chair at [education@nafe.org](mailto:education@nafe.org).

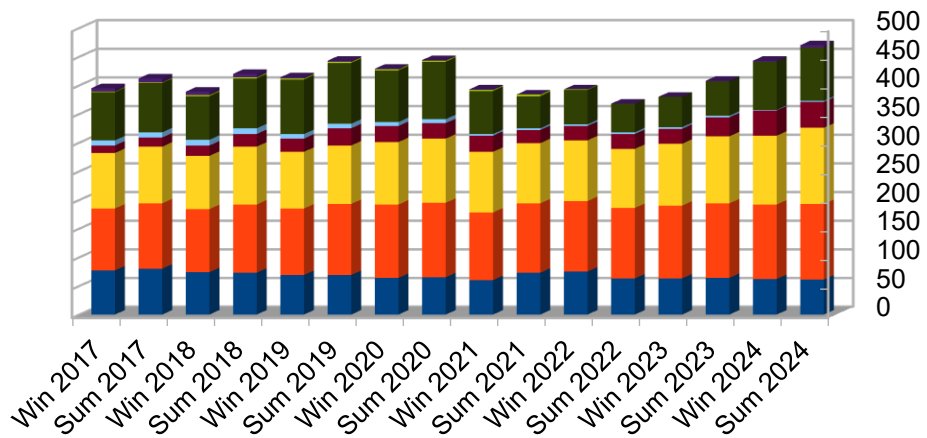
## Database

From a low two years ago in summer 2022, several member grades have grown substantially. Seniors have grown 7%, Members have grown 29%, Associates 73%, Affiliates 86%, and Students have **quadrupled** to 4! Even with new applications coming in weekly, our Executive Director has driven down the application backlog from 50 down to 41.



### NAFE Membership

- Students
- Honorary
- Affiliates
- International
- Associate
- Members
- Senior
- Fellows



	July 2024	Jan 2024	July 2023	Jan 2023	July 2022	Jan 2022	July 2021	Jan 2021	July 2020	Jan 2020	July 2019	Jan 2019	Jul 2018
Fellows	61	62	64	63	63	75	73	60	65	64	69	69	73
Senior	132	130	130	127	123	123	121	118	130	128	124	116	119
Members	133	120	117	108	103	106	105	106	112	109	102	99	101
Associate	45	44	33	26	26	25	23	28	27	28	30	23	22
International	2	1	3	3	3	3	3	3	7	7	8	8	10
Affiliates	93	84	60	53	50	60	56	75	100	90	106	95	87
Honorary	0	0	0	0	0	1	3	2	2	2	2	2	2
Students	4	2	1	0	0	0	0	2	2	1	2	2	6
Life Status	45	43	42	37	26	32	48	30	36	36	32	33	38
<b>Total</b>	<b>470</b>	<b>443</b>	<b>408</b>	<b>380</b>	<b>368</b>	<b>393</b>	<b>385</b>	<b>424</b>	<b>481</b>	<b>465</b>	<b>475</b>	<b>446</b>	<b>458</b>

n.b.; The Total just above does not double-count the number in the Life Status row as those members are counted within their base member grade.



## Future Work

Building on the work of the last years as outlined above, the IT Committee is exploring these paths forward into the future:

- Ongoing Maintenance
  - managing disk space
  - upgrade software packages
  - monitor backups and server uptime
  - stakeholder support, training, education, and outreach
- Constituent Relationship Management (CRM) operations for current and prospective members with CiviCRM
  - member directory search by tags: geography/discipline/subject and profiles/connections for referral/networking using SearchKit and FormBuilder
  - CPDs restructured on dashboard and SearchKit results
  - Continue to streamline membership application workflow
  - Membership application reference letters submit via Webform
- Content Management System (CMS) improvements
  - Drupal 9/10 upgrade
  - Drupal theme and style upgrades by Stichter
- Extend and support journal management system (Open Journal Systems)
  - join LDAP for usernames/passwords
  - updates
- Single Sign-On: retain authorization for all member functions (Journal, NAFE1, etc.)
  - OpenLDAP with phpLDAPadmin on identity.nafe.org using keycloak
  - gravatar.com for individual photos

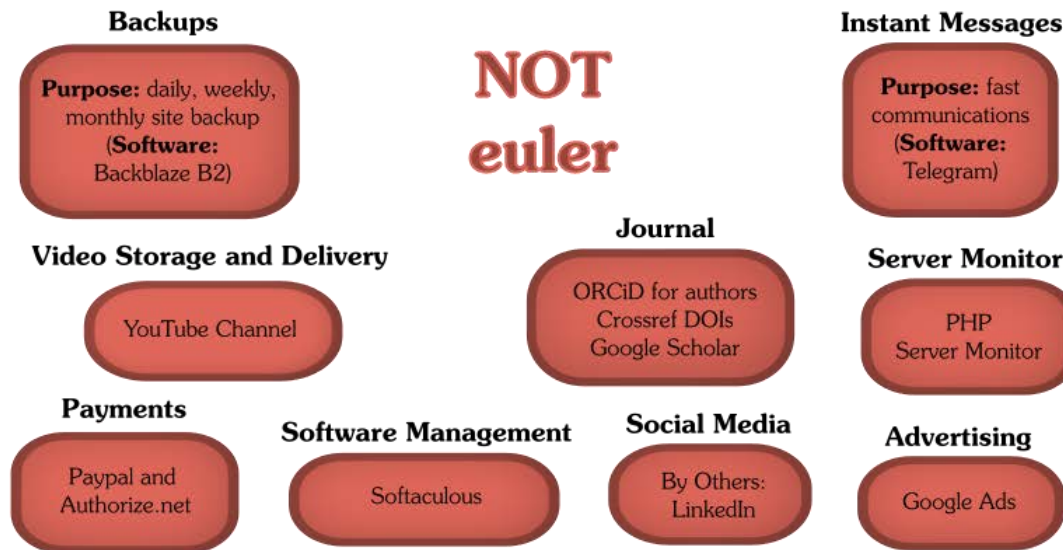
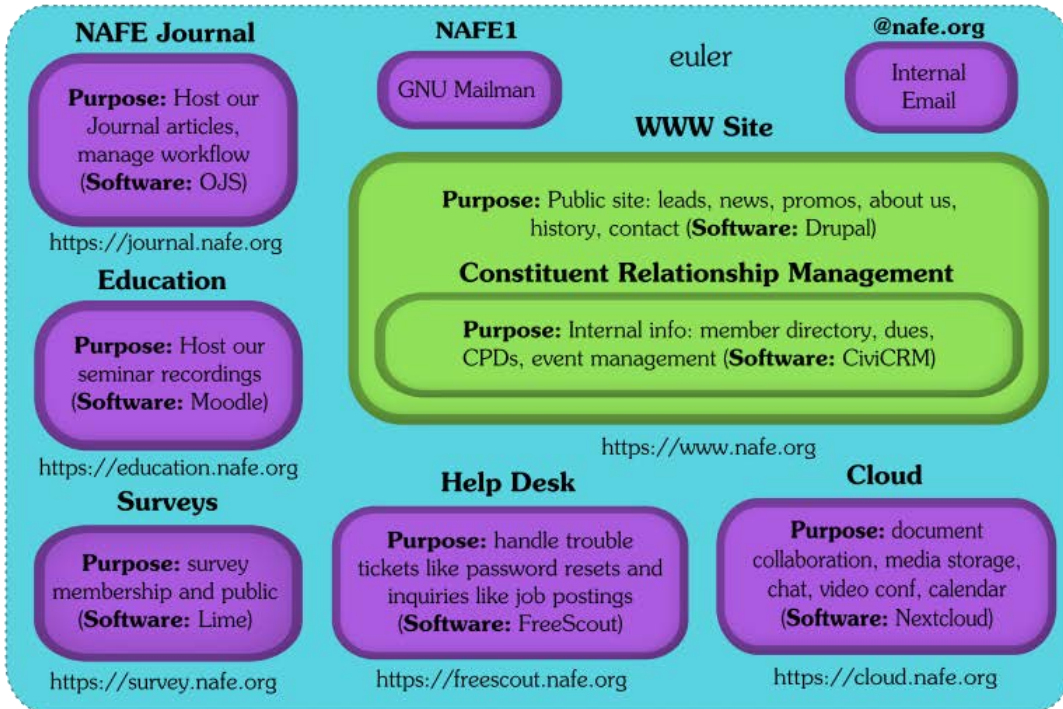
Respectfully submitted,

Michael D. Leshner, PE  
Dr. Michael Stichter, PE  
Mitch Maifeld, PE  
Rune Storesund, PE  
Liberty Janson, PE

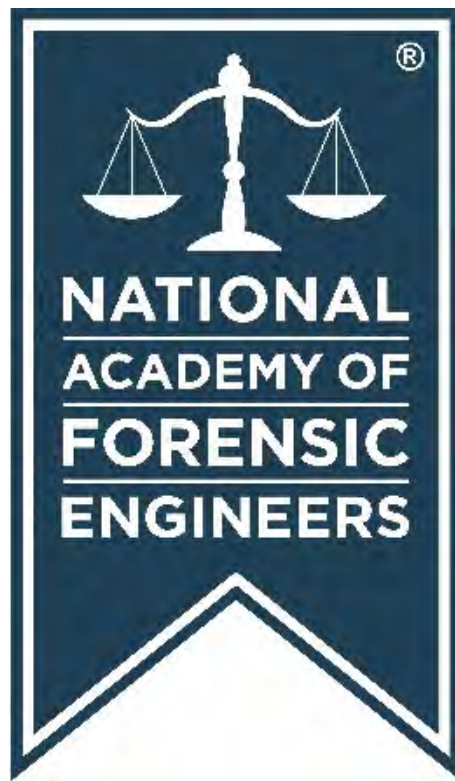


# Virtual Private Server "euler"

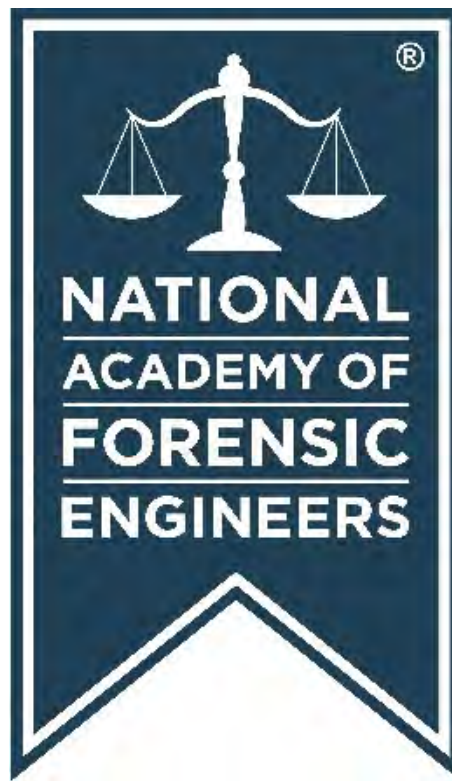
The server is blue and each box is a function where: purple is substantially complete, green is in-progress and red is by others/outside of scope.



# DISCIPLINE SPECIFIC



# EXECUTIVE DIRECTOR'S REPORT





1266 W Paces Ferry Rd NW # 141  
Atlanta, Georgia 30303

Tel: 703-684-2845  
Fax: 703-836-4875

[WWW.NAFE.ORG](http://WWW.NAFE.ORG)

To: Board of Directors  
From: Amanda Hendley, Executive Director

### **Six-Month Partnership Progress Report**

Over the first six months of our partnership, I have been collaborating with NAFE leadership to advance the organization and its initiatives. Key activities during this period included:

1. Transitioning from the NSPE team
2. Wrapping up the Winter 2023 NAFE Conference
3. Serving members through NAFE communication channels
4. Collaborating with Daniel Couture, NAFE Conference Liaison, to launch and execute the Summer 2024 Conference
5. Site selection and contracting for the Winter and Summer 2025 NAFE Conferences
6. Finalizing the strategic planning process with leadership
7. Working on the admissions process with leadership
8. Enhancing marketing communications and social media presence
9. Assisting volunteer leaders with technology support
10. Conducting ongoing leadership meetings

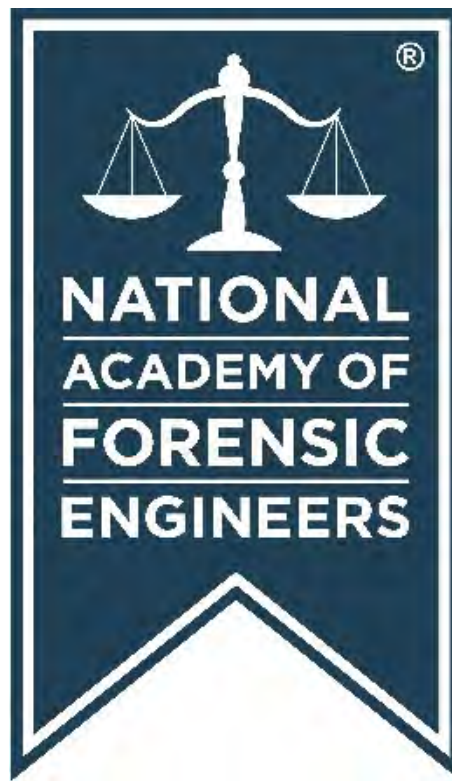
### **Upcoming Activities for the Next Six Months**

Plans for the next six months of 2024 include:

- Coordinating and launching the Winter 2025 Conference
- Final review and approval of new revenue-generating activities
- Continuing to support member communications and leadership in furthering the organization

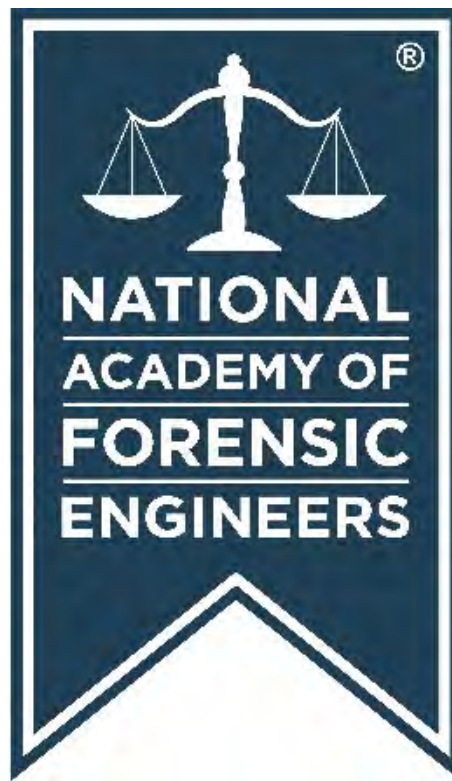
Thank you,  
Amanda Hendley  
Executive Director  
[amanda@nafe.org](mailto:amanda@nafe.org)

# SECRETARY'S REPORT





# TRESURER'S REPORT





1420 King Street  
Alexandria, VA 22314-2794

Tel: 703-684-2845  
Fax: 703-836-4875

[WWW.NAFE.ORG](http://WWW.NAFE.ORG)

**June 28, 2024**

**To:** NAFE BOD

**From:** Bruce Wiers, NAFE Treasurer [bwiers@nederveld.com](mailto:bwiers@nederveld.com)

**Subject:** NAFE financial report Summary YTD June 28, 2024

We are off to a good start for 2024. Due to the changes with our Executive Director and associated fees and conference successes, our financial outlook is healthier. Our last payment to NSPE for January conference related expenses was paid, otherwise our net income would have been around \$15,000. This good as we receive most of our income in the second half of the year through membership renewals and larger winter conference attendance fees.

Please review these reports and let me know if you have any questions.

Thank-you,  
Bruce

# Management Report

National Academy of Forensic Engineers

For the period ended June 28, 2024

Prepared on

**June 28, 2024**

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# Balance Sheet Comparison Current Year-Last SUMMER

As of June 28, 2024

	As of Jun 28, 2024	As of Jun 28, 2023 (PY)	As of Dec 31, 2023 (PP)	Total
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Bank Accounts</b>				
1st Bank Checking	0.00	0.00		0.00
Chase Checking	90,952.50	67,881.01		112,932.64
Chase Savings	55,070.25	85,060.93		30,066.48
PayPal	1,485.00	5,588.59		996.65
<b>Total Bank Accounts</b>	<b>147,507.75</b>	<b>158,530.53</b>		<b>143,995.77</b>
<b>Accounts Receivable</b>				
Accounts Receivable	0.00	0.00		0.00
<b>Total Accounts Receivable</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>
<b>Other Current Assets</b>				
Undeposited Funds	0.00	2,380.00		0.00
<b>Total Other Current Assets</b>	<b>0.00</b>	<b>2,380.00</b>		<b>0.00</b>
<b>Total Current Assets</b>	<b>147,507.75</b>	<b>160,910.53</b>		<b>143,995.77</b>
<b>Fixed Assets</b>				
Property & Equipment, Computers	0.00	0.00		0.00
<b>Total Fixed Assets</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>
<b>TOTAL ASSETS</b>	<b>\$147,507.75</b>	<b>\$160,910.53</b>		<b>\$143,995.77</b>
<b>LIABILITIES AND EQUITY</b>				
<b>Liabilities</b>				
<b>Total Liabilities</b>				
<b>Equity</b>				
Opening Bal Equity	0.00	0.00		0.00
Unrestricted Net Assets	143,995.77	162,554.84		143,995.77
Net Income	3,511.98	-1,644.31		
<b>Total Equity</b>	<b>147,507.75</b>	<b>160,910.53</b>		<b>143,995.77</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$147,507.75</b>	<b>\$160,910.53</b>		<b>\$143,995.77</b>

# Profit and Loss Comparison Current Year-Prior SUMMER

January 1 - June 28, 2024

	Jan 1 - Jun 28, 2024	Jan 1 - Jun 28, 2023 (PY)	Jan - Dec 2023 (PP)	Total
<b>INCOME</b>				
Application Fees				256.25
Interest Income (Dividends)		7.92		13.47
Membership Dues	22,331.25	25,037.50		108,400.00
Miscellaneous Income				
Misc Income	3.77			
Seminar Income #	81,590.00	65,102.50		173,235.00
<b>Total Miscellaneous Income</b>	<b>81,593.77</b>	<b>65,102.50</b>		<b>173,235.00</b>
Publication Sales	538.35	425.08		858.14
<b>Total Income</b>	<b>104,463.37</b>	<b>90,573.00</b>		<b>282,762.86</b>
<b>GROSS PROFIT</b>	<b>104,463.37</b>	<b>90,573.00</b>		<b>282,762.86</b>
<b>EXPENSES</b>				
Dues and Subscriptions	645.00	590.00		590.00
Education/Seminars	1,072.29			
Honorarium (Education Seminars)				28,594.61
Office & Phone Exp (EdChm)		191.45		416.20
Office Supplies (EdChm)	943.95			76.92
Rooms				2,934.10
Travel Exp	850.00			
<b>Total Education/Seminars</b>	<b>2,866.24</b>	<b>191.45</b>		<b>32,021.83</b>
Executive Director				
Contract Fee	25,696.85	21,800.00		101,733.34
Lodging & Meals (ExecDir)		221.70		221.70
Miscellaneous Expense	168.21	1,406.59		1,465.47
Travel (ExecDir)	11,241.34	3,647.75		8,248.68
<b>Total Executive Director</b>	<b>37,106.40</b>	<b>27,076.04</b>		<b>111,669.19</b>
Headquarters Exp				
Office Exp (H/Q)				
Postage & Shipping (H/Q)	0.63			1,724.09
<b>Total Office Exp (H/Q)</b>	<b>0.63</b>			<b>1,724.09</b>
<b>Total Headquarters Exp</b>	<b>0.63</b>			<b>1,724.09</b>
Journals				
Editing (Journals)	12,805.00	15,275.00		32,775.00
<b>Total Journals</b>	<b>12,805.00</b>	<b>15,275.00</b>		<b>32,775.00</b>
Other Expenses				
Advertising				790.12

	<b>Total</b>		
	<b>Jan 1 - Jun 28, 2024</b>	<b>Jan 1 - Jun 28, 2023 (PY)</b>	<b>Jan - Dec 2023 (PP)</b>
Bank Charge	9,644.59	8,703.94	20,311.57
CESB, Annual Dues		5,300.00	10,600.00
Computer Software, Maint	49.99		560.74
Insurance	2,695.00	2,514.00	2,514.00
Miscellaneous Exp	25.00		224.00
Prof Services, Accout & Legal		300.00	1,325.00
<b>Total Other Expenses</b>	<b>12,414.58</b>	<b>16,817.94</b>	<b>36,325.43</b>
Seminar Exp #			
Meals			
Meals, Bkfst, Exp	10,026.37	5,509.93	9,127.94
Meals, BLun, Exp	5,598.94	5,564.05	12,552.98
Meals, Din, Exp #	7,108.79	2,166.11	11,468.19
<b>Total Meals</b>	<b>22,734.10</b>	<b>13,240.09</b>	<b>33,149.11</b>
Meeting Room, AV Equip	5,547.62	16,672.35	43,950.04
Print Handout Mtls, Handbooks	1,737.97		
Refreshments, AM & PM	5,093.85	2,354.44	8,050.49
Stipend, Registration Asst			1,000.00
<b>Total Seminar Exp #</b>	<b>35,113.54</b>	<b>32,266.88</b>	<b>86,149.64</b>
Treasurer, Office Exp			
Postage & Shipping (Treas)			66.75
<b>Total Treasurer, Office Exp</b>			<b>66.75</b>
Unapplied Cash Bill Payment Expense	0.00		
<b>Total Expenses</b>	<b>100,951.39</b>	<b>92,217.31</b>	<b>301,321.93</b>
<b>NET OPERATING INCOME</b>	<b>3,511.98</b>	<b>-1,644.31</b>	<b>-18,559.07</b>
<b>NET INCOME</b>	<b>\$3,511.98</b>	<b>\$ -1,644.31</b>	<b>\$ -18,559.07</b>

# Sales by Product/Service Summary

January 1 - June 28, 2024

				<b>Total</b>
	<b>Quantity</b>	<b>Amount</b>	<b>% of Sales</b>	<b>Avg Price</b>
Affiliate	31.00	4,650.00	4.45 %	150.00
Associate Member	17.25	3,881.25	3.71 %	225.00
Fellow	2.00	700.00	0.67 %	350.00
Journal Sales	21.00	565.00	0.54 %	26.9047619
Life Member	2.00	200.00	0.19 %	100.00
Member	30.00	7,500.00	7.18 %	250.00
NAFE Regular Seminar	11.00	13,240.00	12.67 %	1,203.6363636
NAFE Summer Seminar	50.00	49,300.00	47.18 %	986.00
NAFE Winter Seminar	27.00	19,050.00	18.23 %	705.5555556
Senior	18.00	5,400.00	5.17 %	300.00
<b>TOTAL</b>		<b>\$104,486.25</b>	<b>100.00 %</b>	



# Expenses by Vendor Summary

January 1 - June 28, 2024

	<b>Total</b>
Advanced Express	1,737.97
Association Catalyst LLC	24,465.45
Authnet Gateway	103.30
BTM Coaches, Inc	0.00
Cayan/Global Pay	9,515.64
CNA Insurance	366.00
Crossref	15.00
Ellen Parson	12,549.99
InterCity Agency, Inc.	2,329.00
Nederveld	960.00
NSPE	13,193.91
PayPal	26.65
Small Wonders-Gifts Inc.	391.62
The Shores Resort & Spa	34,447.86
Not Specified	25.65
<b>TOTAL</b>	<b>\$100,128.04</b>

# Transaction List by Vendor

January 1 - June 28, 2024

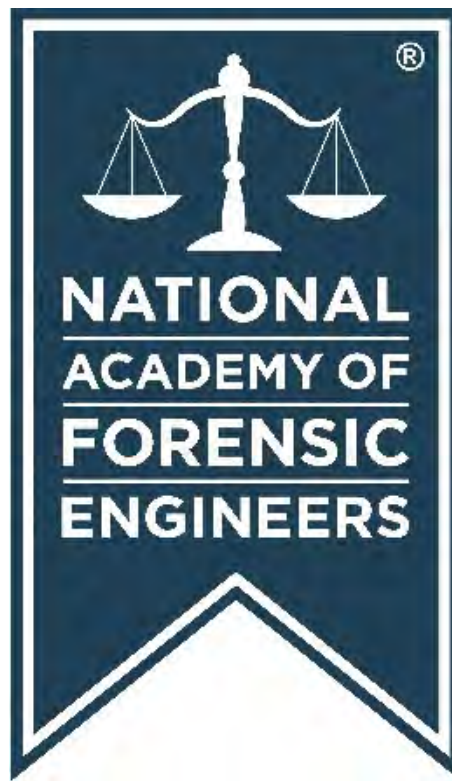
Date	Transaction Type	Num	Posting	Memo/Description	Account	Amount
<b>Advanced Express</b>						
02/21/2024	Bill	109436	Yes		Accounts Payable	1,737.97
02/29/2024	Bill Payment (Check)	2024	Yes		Chase Checking	-1,737.97
<b>Association Catalyst LLC</b>						
01/20/2024	Bill	INV-000050	Yes		Accounts Payable	9,876.26
02/09/2024	Bill Payment (Check)	ACH	Yes		Chase Checking	-9,876.26
02/29/2024	Bill	INV-000055	Yes		Accounts Payable	3,920.98
03/11/2024	Bill Payment (Check)	2025	Yes		Chase Checking	-3,920.98
03/27/2024	Bill	INV-000062	Yes		Accounts Payable	3,639.62
04/08/2024	Bill Payment (Check)	2030	Yes		Chase Checking	-3,639.62
04/15/2024	Bill	INV-000066	Yes		Accounts Payable	3,500.00
04/17/2024	Bill Payment (Check)	ACH	Yes		Chase Checking	-3,500.00
05/01/2024	Bill	INV-000063	Yes		Accounts Payable	28.59
05/13/2024	Expense	ACH	Yes		Chase Checking	-3,500.00
05/14/2024	Bill Payment (Check)	2033	Yes		Chase Checking	-28.59
<b>Authnet Gateway</b>						

Date	Transaction Type	Num	Posting	Memo/Description	Account	Amount
01/02/2024	Expense	ACH	Yes		Chase Checking	-26.40
02/02/2024	Expense	ACH	Yes		Chase Checking	-25.85
03/04/2024	Expense	ACH	Yes		Chase Checking	-25.60
04/02/2024	Expense	ACH	Yes		Chase Checking	-25.45
<b>BTM Coaches, Inc</b>						
01/16/2024	Bill Payment (Check)	2018	Yes		Chase Checking	-850.00
01/19/2024	Bill	16020	Yes		Accounts Payable	850.00
<b>Cayan/Global Pay</b>						
01/02/2024	Expense	ACH	Yes		Chase Checking	-5,177.51
02/02/2024	Expense	ACH	Yes		Chase Checking	-2,022.36
03/01/2024	Expense	ACH	Yes		Chase Checking	-906.63
04/01/2024	Expense	ACH	Yes		Chase Checking	-525.49
05/02/2024	Expense	ACH	Yes		Chase Checking	-883.65
<b>CNA Insurance</b>						
01/16/2024	Bill Payment (Check)	2016	Yes		Chase Checking	-366.00
<b>Crossref</b>						

Date	Transaction Type	Num	Posting	Memo/Description	Account	Amount
01/16/2024	Bill Payment (Check)	2017	Yes		Chase Checking	-15.00
<b>Ellen Parson</b>						
02/09/2024	Check	2021	Yes	February 2024	Chase Checking	-2,500.00
03/11/2024	Check	2026	Yes	March 2024	Chase Checking	-2,500.00
04/08/2024	Check	2028	Yes	April 2024	Chase Checking	-2,500.00
04/14/2024	Bill	PlagScan	Yes	Plag Scan Credit Reimbursement	Accounts Payable	49.99
05/06/2024	Bill Payment (Check)	2031	Yes		Chase Checking	-49.99
05/14/2024	Check	2032	Yes	May 2024	Chase Checking	-2,500.00
06/14/2024	Check	2035	Yes	June 2024	Chase Checking	-2,500.00
<b>InterCity Agency, Inc.</b>						
01/23/2024	Bill	114521	Yes	Inv. 114521; Policy No. PHSD1845169	Accounts Payable	2,329.00
02/13/2024	Bill Payment (Check)	2022	Yes		Chase Checking	-2,329.00
<b>Nederveld</b>						
06/14/2024	Bill	6.14.24	Yes		Accounts Payable	960.00
06/14/2024	Bill Payment (Check)	2034	Yes		Chase Checking	-960.00

Date	Transaction Type	Num	Posting	Memo/Description	Account	Amount
<b>NSPE</b>						
02/29/2024	Bill	NAFE-2024-Exp	Yes		Accounts Payable	1,918.04
02/29/2024	Bill	NAFE-2024-Svcs	Yes		Accounts Payable	11,275.87
04/08/2024	Bill Payment (Check)	2029	Yes		Chase Checking	-13,193.91
<b>PayPal</b>						
01/31/2024	Expense		Yes	Fees for January 2024	PayPal	-3.42
02/29/2024	Expense		Yes	Fees for February 2024	PayPal	-7.74
03/31/2024	Expense		Yes	Fees for March 2024	PayPal	-1.54
04/30/2024	Expense		Yes	Fees for April 2024	PayPal	-8.51
05/31/2024	Expense		Yes	Fees for May 2024	PayPal	-5.44
<b>Small Wonders-Gifts Inc.</b>						
01/16/2024	Bill	INV35344	Yes		Accounts Payable	391.62
02/09/2024	Bill Payment (Check)	2020	Yes		Chase Checking	-391.62
<b>The Shores Resort &amp; Spa</b>						
01/25/2024	Bill	2024 Winter Meet NAFE	Yes		Accounts Payable	34,447.86
02/21/2024	Bill Payment (Check)	2023	Yes		Chase Checking	-34,447.86

# PRESIDENT'S REPORT





1420 King Street  
Alexandria, VA 22314-2794

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[WWW.NAFE.ORG](http://WWW.NAFE.ORG)

July 8, 2024

## Memorandum

To: NAFE Board of Directors

From: Steve Pietropaolo, MS, PE, CFEI, DFE

Re: President Report

Thank you all for your service to the NAFE Board of Directors. The 2024 Board was sworn at the 2024 winter conference and began our work building on the progress of past boards. I extend special thanks to our 2023 President Joe Leane and the Board of Directors. Joe has made my transition to President smooth, and he provided me great counsel and guidance along the way.

### **NAFE 2024 Winter Conference**

The NAFE 2024 winter conference was held in January at The Shores Resort in Daytona, Florida. Saturday was filled with technical presentations by our members on methodologies, tools and case studies related to a variety of forensic engineering practice subjects. Sunday presentations included sessions on successfully engaging the media minefield, building a practice with the insurance industry, a primer on policy papers, and a very special insider's look at the Columbia incident. With 109 registrants, it was also exceptionally attended.

### **Committee work**

NAFE is a volunteer organization and accordingly our service commitment is achieved by volunteer dedication through the critical work our committees perform. On behalf of the Board, I sincerely thank the members generously giving their time working on committees as chairs and members. I specifically need to call out the hard work of our journal and conference committees for all their hard work making this event happen. In addition, the very important membership committee is diligently working on approving new members in a timely fashion to increase our ranks.

### **2024 Summer Conference**

The NAFE 2024 summer conference is being held July 19 through 21 at the Sheraton Ann Arbor. Our Saturday agenda includes sessions on failure analysis, roadway geometry, reporting, and generative AI. Our Sunday theme is risk and will include sessions on managing cost, fraud, and ethics.



### **Strategic planning**

Last year, NAFE embarked on a strategic planning process to define our vision for the future and develop a roadmap to get there, to assure we are best serving our membership. Last month we received feedback from the membership on this strategic plan and we will have this finalized soon. This project is important, and we have put a lot of effort into learning how we can best serve our members.

### **International Membership**

There has long been interest from international forensic engineers in our organization. We have accepted several international engineers as affiliates to date. I am pleased to see the progress that is being made to formalize a program that will enable engineers the world over to join our organization for the advancement of their careers and the practice. Several of our board members are working together to review the feasibility of a formal international membership program. This process will require bylaws changes, board approval, and authorization from our certifying bodies. However, if we succeed, I believe that this will only strengthen our standing as the premier forensic engineering organization.

### **Executive Director (ED)**

Earlier this year we successfully transitioned from our interim administrative support through NSPE to our new Executive Director, Amanda Hendley, who is managing the organization through her firm Association Catalyst. Amanda has made my term thus far as President an enjoyable one. She is very committed to her role as ED and has grasped our technology and procedures in short order. I want to thank Amanda for all her support.

### **2025 Winter Conference**

The planning for our winter January 2025 conference is well underway. We will be meeting on January 17-19, 2025, at the Drury Plaza Hotel in Santa Fe, New Mexico. Returning attendee registration will be open at our Summer 2024 Conference.

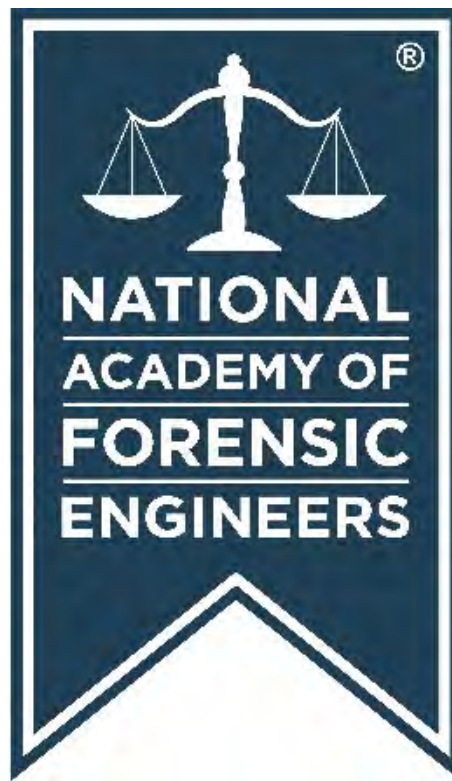
### **2025 Summer Conference**

We have also selected a location for our summer 2025 conference, and I am pleased to report that we will be meeting in Ottawa Ontario July 11-13, 2025.

Steve Pietropaolo, MS, PE, CFEI, DFE  
2025 NAFE President



# STRATEGIC PLANNING UPDATE



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**Agenda Item Number:**

**Title: NAFE Strategic Plan Final Approval**

---

**Issue Statement**

The NAFE Board of Directors along with key stakeholders have finalized a strategic plan for the organization. This draft has received preliminary approval from the Board of Directors and feedback was solicited from the membership. approved by the Board of Directors will move to the next stage of the process which includes collecting member input.

---

**Background**

NAFE convened in summer 2023 a strategic planning session to build a framework for long range goals for the organization. The session included board members as well as key stakeholders. NAFE also contracted with a strategic plan facilitator with expertise working with engineering membership associations.

The purpose of a strategic plan is to ensure that the board approved strategies and objectives are used consistently each year as plans are developed to move the organization toward the agreed upon objectives.

The strategic plan process includes the following steps prior to final approval:

- 1) Draft plan to be approved by the Board of Directors
- 2) Draft plan to be distributed to members for input
- 3) The Board of Directors will review member input and develop final plan
- ➔ 4) Final plan for approval by the board
- 5) Once the long range strategic plan is approved, it is operationalized with benchmarks and activities

---

**Nature of Action Required:**

MOVED: That the NAFE Board of Director approves the final version of the NAFE strategic plan.

# NAFE Vision

The National Academy of Forensic Engineers and its members are committed to:

- Serving the public by advancing the ethical and professional practice of forensic engineering.
- Serving the jurisprudential system by certifying individuals having achieved expertise in forensic engineering.
- Serving Academy members and furthering the development of forensic engineers through education and the publication of peer-reviewed technical literature.

# NAFE Mindsets

## Who do we serve?

We primarily serve forensic engineers past, present, and future and secondarily serve the public through our work with the legal and insurance community, including providing a certification for Forensic Engineers

## What helps us prepare?

We facilitate

- member interaction,
- networking, and
- education,
- certification

while harnessing our internal expertise to provide knowledge, skills, and experiences that forensic engineers need to help them face emerging realities.

## How do we improve lives?

We relieve stress through

- fellowship,
- mentorship,
- discussions, and
- professional support and help to increase knowledge, gain access to quality information, and save valuable time.

## Why do we engage?

We have a duty to serve, uphold the highest standards, and improve engineering safety for society through establishing qualifications and elevating the industry by assisting triers of fact. We also improve the quality of the jurisprudence system with education and certification.

## Where are we going?

A future where we are **the home of forensic engineering**, and our public visibility ensures societal understanding of the crucial nature of the work that we do on their behalf.

# NAFE Strategic Focus Areas

## **Pillar One: Collaborate for the thrill of curiosity**

We will build a network of diverse multi-disciplinary engineers to exchange insightful ideas, address unique challenges, and engage in creative conflict.

*Objectives:*

- Leverage a multichannel approach to build and share knowledge.
- Create an equitable community with a strong regional framework.
- Provide a forum for the best and brightest to contribute to solving our greatest challenges.

## **Pillar Two: Foster opportunities for learning, networking, and professional engagements**

We will welcome new members, offer helpful personal and professional resources, advance the profession of forensic engineering, and employ consistently-ethical practices.

*Objectives:*

- Provide resources for entrepreneurs including best business development practices.
- Broaden the scope of member engagement and interactive participation.
- Partner with the wider engineering community for the betterment of all.

## **Pillar Three: Integrate practical knowledge beyond technical skills for present and future forensic engineers.**

We will serve as an academy, preparing and certifying individuals who can demonstrate a high degree of expertise in forensic engineering.

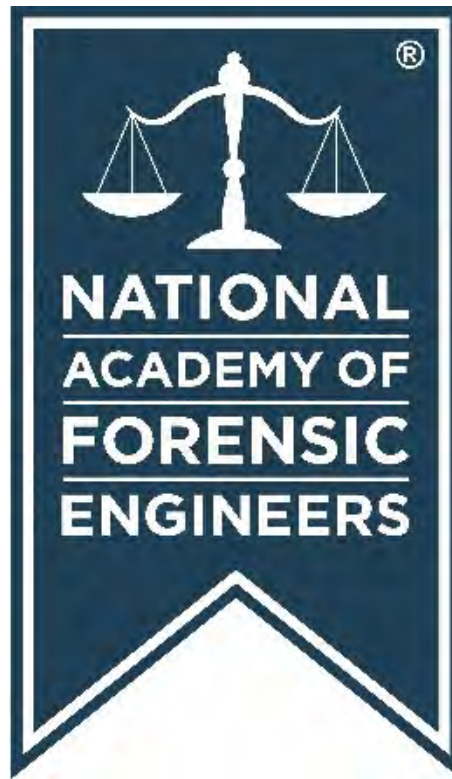
*Objectives:*

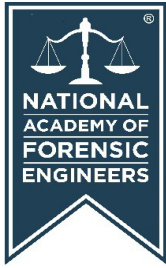
- Optimize our certification program for maximum effectiveness.
- Ensure our content is multi-disciplinary and includes a focus on soft skills.
- Expand our education delivery ecosystem to include more on-demand curricula, virtual assemblies and in-person convocations.
- Advance forensic engineering through education and the publication of peer-reviewed technical literature.

## Responses

- Total Responses: 43 (Membership Verified)
- Results
  - Vision: Approved 91% Approved with No Edits
  - Mindsets: Approved 70% Approved with No Edits
  - Strategic Focus Areas 77% Approved with No Edits

# **JOB BOARD**





1266 W Paces Ferry Rd NW # 141

Atlanta, Georgia 30303

Tel: 703-684-2845

Fax: 703-836-4875

[WWW.NAFE.ORG](http://WWW.NAFE.ORG)

July 9, 2023

Dear National Academy of Forensic Engineers,

Having worked previously with them, I believe that the incorporation of a third-party job board from Community Brands/Your Membership will be a benefit to NAFE. Below are answers to questions that you may have.

- How will this compete with opportunities posted on NAFE1?
  - NAFE1 would continue to be a source for engagement opportunities for NAFE1 members. This job board is geared towards full-time roles and as a place for forensic engineers and employers to connect.
- What is the time commitment of volunteers or staff?
  - After the initial set up and linking the job board to our website, the time commitment will likely be less than 1 hour per month.
- What other similar organizations are using a job board from this company?
  - <https://jobs.ieee.org/>, <https://careers.swe.org/>, <https://careers.nsbe.org/>, <https://careercenter.shpe.org/>, <https://jobs.americanbar.org/>
- Are there expenses?
  - Community Brands / Your Membership has agreed to waive any set up costs on their end.
- What kind of revenue can we expect?
  - For jobs that are purchased by our customers, we receive 60% of sales. For sales from Community Brands/Your Membership, we receive 20%.
  - The job board must charge a minimum of \$199.00 USD per posting which would result in \$119.40 in revenue per job posting. We have received at least one inquiry from a recruiter who places forensic engineers in Full Time Permanent positions and would utilize a job board if we offered one.
- What kind of contract will we be subject to?
  - The general contract is a 3 year contract renewable at the same terms or cancellable with 90 days' notice at the end of the term.

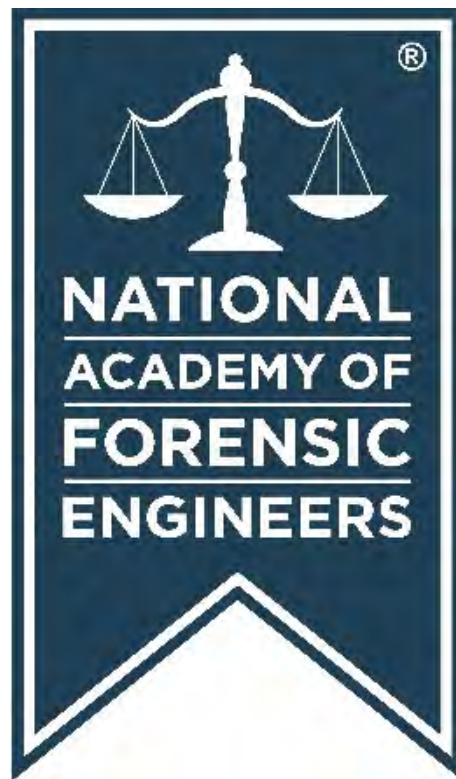
I am happy to organize a detailed demonstration of the job board. I believe this will be a great opportunity for NAFE that will serve as a benefit to members while providing a passive revenue stream.

Best,

Amanda Hendley  
Executive Director



**MEMBERSHIP**  
**CULTIVATE NEW**  
**MEMBERS**



## Discussion Points for the Board Meeting of July 19, 2024 (DP Couture)

### The Goal

We want to build our membership with qualified candidates. We can increase the pool of potential Associates and Members, without reducing the stringent requirements for admission to the Academy, and make the path for full Membership straightforward, if:

- 1) We recognize the International PE (IntPE) designation from country-level entities around the world, as having equivalency to a PE for the Admissions process;
- 2) We allow for the Admissions criteria to include “*membership in an equivalent engineering national or provincial advocacy body*”, and these organizations would be listed in a Table including bodies that issue the IntPE, to be updated as required by the Bylaw Committee after vetting

### The Background

#### **International Applications**

Some Board members might recall the visit to the 2017 New Orleans Conference of Ian Kavanagh of Ireland, who took several long flights to attend our meeting. He came back again in 2021, but abandoned his quest to become a Member. In April, I asked Ian by email to provide some feedback with respect to making membership appealing and valuable to forensic engineers from the European Union. To summarize, NAFE membership would fill a void since the EU does not have anything equivalent; the qualifying process and certification would be welcomed; the opportunities to have training and knowledge-sharing is appealing. Ian suggests that some of the other engineering advocacy bodies of the EU are at least equivalent to NSPE.

Prominent Fellows of the Academy (Sam Sudler, Bart Kemper, and others) hold the IntPE (International PE) designation along with their multiple state licences. The IntPE designation is given by organizations such as The Institution of Engineering and Technology (<https://www.theiet.org/career/professional-registration/international-professional-registration/international-professional-engineer>) that verify the experience requirements of professional engineers.

The IntPE could be incorporated into our admissions criteria, and in discussions with Sam Sudler, he affirmed that this will not affect our approved CESB profile, since our independent applicant evaluation system still applies. No extra work is required by the Admissions committee as part of the scrutiny of an applicants’ package. An applicant must meet all the other criteria (years of experience, cases prepared, court appearances, technical society membership, etc.). We understand that once accepted by the local Board, the IntPE goes onto the IRPE (International Registry of Professional Engineers) list, which is online and can confirm the designation. The list is tied into NCEES <https://account.ncees.org/irpe/>

Recently, we had correspondence with a Chartered Engineer, from Trinidad and Tobago, who practices in forensic engineering. If he had an IntPE designation, it would be a way to bring in his knowledge to the Academy, and for a transfer of Academy experience to the Caribbean. We have had enquiries from the Philippines and Asia along the same line.

For a Canadian, the IntPE is issued by Engineers Canada (<https://engineerscanada.ca/services/mobility-register>), and requires some compilation of references and experience before it is issued to a current holder of a PEng in any Canadian province. However, a Canadian P.Eng. is currently accepted as part of the Admissions criteria.

### **Canadian P.Eng. Applications**

Over the past few years, since the introduction and acceptance of the P.Eng. credential from Canadian provinces as a part of the Admission criteria, we have noted that there are still a few speed bumps in the path of Canadian members. We currently have about thirty Members from Canada, many in the government sector.

The NSPE membership criteria is sometimes unexpected, and it can become a barrier for those in the Public Service (Ministry of Labour, Ontario, for example, who cannot get approval for the membership costs, which in Canadian dollars is steep. A work-around is possible if the Ministry becomes an Enterprise Member, it allows for coordination of the membership expense Source: <https://www.nspe.org/resources/enterprise-membership> I have discussed this point with the Deputy (Faisal Khan, an Academy Member) at MOL, and I believe NSPE has also reached out to MOL.

For forensic engineers in private practice in Canada, this NSPE membership does not seem to be restrictive, but it does essentially double the annual dues, to about \$1000 Canadian (\$650 USD). It is difficult to explain to those signing off on why you need two sets of dues for one organization.

An alternative to NSPE membership, which may be better suited to Canadians, in particular Ontarians, is NAFE recognition of a membership in the Ontario Society of Professional Engineers in the checklist as an alternative for prospective applicants. I have had discussions with Sandro Perruzzo, the CEO of OSPE, and Monica Schulz of NSPE, from which we realized that the fundamental goals of NSPE and OPSE overlap, because OSPE is an advocacy body, not a licensing board (a separate organization in Ontario: PEO, Professional Engineers Ontario).

As such, it is part of this proposal that if “*membership in an equivalent national or provincial engineering advocacy body*” was used, for Canadian members, it may open the gate a little more to encourage applications from qualified forensic engineers. OSPE membership has different levels – Professional level is \$225 Cdn per year, and the holder at Professional Grade must be a P.Eng. Members from other provinces without advocacy bodies (only BC and Quebec currently have them) would be able to go through OSPE.

### **The Impact on the Academy**

The business case for the Academy is the **increase of revenue** from these international memberships, without debasing the value of belonging for current Members. We have not put a dollar value on it, but could study the potential by projecting American numbers. There will be **no burden** in administration requirements or additional workload to the Admissions Committee, if the criteria are clearly set down, verification of IntPE status is easy to confirm on-line, and better the verification of experience and training has already been done by professional engineering boards.

We will **increase the profile** of the Diplomate Forensic Engineer (DFE) credential, and it will receive more recognition as the numbers build outside North America. Recognition of the Academy’s volunteers will follow, and the reach of the NAFE Journal will extend farther into the forensic world.

These prospective International Members need and want to have **training opportunities**, and will be a natural fit to the online Distance Learning initiative that the Academy has in the works. Broadening the platform matches the mission of the Academy.

### **Motion Proposal**

To open the International Pathway to membership to qualified applicants, we move that:

- the inclusion of the International PE (IntPE) designation be accepted in the criteria for admission to the Academy as full Member;
- Membership in an equivalent National or Provincial engineering advocacy body such as OSPE be accepted as equivalent to NSPE membership for Canadian Members and applicants; and
- these amendments be referred to the By-Law Committee for study and development of appropriate wording, with the goal of a receiving a recommendation from that Committee on necessary changes to wording prior the Winter 2025 Conference, for approval and implementation thereafter.

**Daniel P. Couture, M.Sc.(Eng.), P.Eng., ing., DFE, FEC**  
**Vice President Senior Member 951**  
**Designated Consulting Engineer**  
**Metallurgical, Materials and Mechanical Disciplines**

SENIOR MEMBER



[daniel.couture@arconforensics.com](mailto:daniel.couture@arconforensics.com)

# ADMISSIONS





July 4, 2024

National Academy of Forensic Engineers  
**Admission Committee Report**

The Admission Committee has not formally meet; however, through Amanda's hard work and diligence, admission applications have been processed and approved in a timely manner. Membership is growing. We need to thank Amanda, Joe Leane, Liberty Janson and Sam Sudler for their strong, diligent, efforts are processing applications and pushing membership number in 2024.

Amanda has been working on the online application and application process to clarify key requirements of required documentation and references. She has been working on developing a method of allowing non-member applicants that may not be acquainted with NAFE or NAFE members, to obtain the required references for application.

Membership as of January 1, 2024;

MEMBERSHIP TYPE	MEMBER COUNT
Affiliate	59
Student	1
Associate	38
Member	120
Senior	120
Fellow	56
International	2
<b>Grand Total</b>	<b>396</b>

As of July 4, 2024, the NAFE membership make-up is as follows;

MEMBERSHIP TYPE	MEMBER COUNT
Affiliate	69
Student	3
Associate	41
Member	127
Senior	123
Fellow	56
International	2
<b>Grand Total</b>	<b>421</b>

	1-Jan-24	4-Jul-24	
Membership Type	Member Count	Member Count	Difference
Affiliate	59	69	10
Student	1	3	2
Associate	38	41	3
Member	120	127	7
Senior	120	123	3
Fellow	56	56	0
International	2	2	0
	396	421	25
Increase			6.3%

In January 2024, President Pietropaolo requested that I as the incoming Admissions Chair, Amanda Hendley as our new Executive Director and her staff be looped in immediately on the process so that they can lend support and assist in managing the process and providing assistance on following up and contacting applicants. The procedure of reviewing applications and processing these applications has significantly been streamlined due to the efforts of Mitch Maifeld and his IT committee's work on bringing us up to speed of the admissions process and use of the CivCRM system. As committee chair, I want to thank Mitch and Amanda for their hard work.

Further, the entire committee should review the NAFE Member Structure Matrix below, so they completely understand the requirements for member grades.

Admittance:	Application	Application Fee	References (see note below)	E.I.T. (Engineering Intern) or PhD Engineering	Engineering License (US-PE or Canadian-PEng)	NSPE Membership	National / International Technical Society Membership	Years of Professional Experience (Min)	Years of Forensic experience (Min)	Forensic Engineer Cases Prepared (Min)	Court Room Testimony (Min)	Years as Member or Senior Member	NAFE Papers presented + active NAFE participation
<b>Board Certified Diplomate</b>													
Fellow	General	N/A	3 Fellows +1	N/A	Required	Required	Required	20	15	50	10	4	2
Senior Member		N/A	3	N/A	Required	Required	Required	12	5	10	5	N/A	N/A
Member		N/A	2	N/A	Required	Required	Required	5	2	2	2	N/A	N/A
<b>Non-Board Certified Diplomate</b>													
Associate Member	General	N/A	2	EIT, EI, PE, PEng, IA, AI, RA (AIA), LSIT or LS/PS	NSPE, AIA or NSPS	Required	Required	4	2	2	N/A	N/A	N/A
Affiliate	Affiliate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Student Affiliate		N/A	N/A	N/A	Required	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Notes: NAFE member references must be from members at, or above, the grade requested Upgrades only need additional references as required to fulfill requested grade requirements													

August 7-9, 2024, NSPE will be holding their annual conference in Raliegh, NC. I will be attending the conference as an NSPE member and as a NAFE representative. I will be attending the NSPE Leadership Summit on behalf of NAFE. I will be manning an exhibitor’s booth at the conference for NAFE. NSPE will be providing the booth to NAFE at no charge. We will have NAFE information available to inform NSPE members of NAFE’s vital mission to Forensic Engineering.

If you should have any concerns or questions, please do not hesitate to contact me.

Sincerely,

July 4, 2024

Page 3

**MEA Consulting Engineers, Inc.**

Michael E. Aitken, P.E. F.NSPE, DFE, LEED AP O+M, CxA

Vice President

A handwritten signature in black ink, appearing to read "Michael E. Aitken". The signature is fluid and cursive, with a long horizontal stroke at the end.





# National Academy of Forensic Engineers

Chartered Affinity Group of National Society of Professional Engineers  
Charter Member of the Council of Engineering and Scientific Specialty Boards

Reference for:

Your Name:

Your Business Profession and Title:

Your Email:

Your Phone Number:

Indicate your qualifications for giving this reference:

A. Attorney

a. State of license and certificate number

B. Judge

C. General Adjuster

c. State of license and certificate number

D. NAFE Member

d. Membership Grade

E. Licensed Professional Engineer

a. Complete for Yourself

Years of Professional Experience	Years of Forensic Experience	Number of Cases Prepared	Number of Courtroom Testimonies
----------------------------------	------------------------------	--------------------------	---------------------------------

F. Supervisor of Applicant

What is your relationship to the Applicant's forensic engineering practice?

Relationship Dates:

From

To

Upon completion, please save and email this reference form to [EXECUTIVE@NAFE.ORG](mailto:EXECUTIVE@NAFE.ORG) or print and mail to National Academy of Forensic Engineers at 1266 W. Paces Ferry Road #141, Atlanta, GA 30327.



# National Academy of Forensic Engineers

Chartered Affinity Group of National Society of Professional Engineers  
Charter Member of the Council of Engineering and Scientific Specialty Boards

Based on your direct knowledge of the applicant's forensic engineering practice, comment on the applicant's:

- A. Integrity and moral character
  
  
  
- B. Professional ethics
  
  
  
- C. Professional conduct
  
  
  
- D. Forensic engineering judgement

In your judgement, do you consider the applicant is qualified for recognition as a forensic engineer?

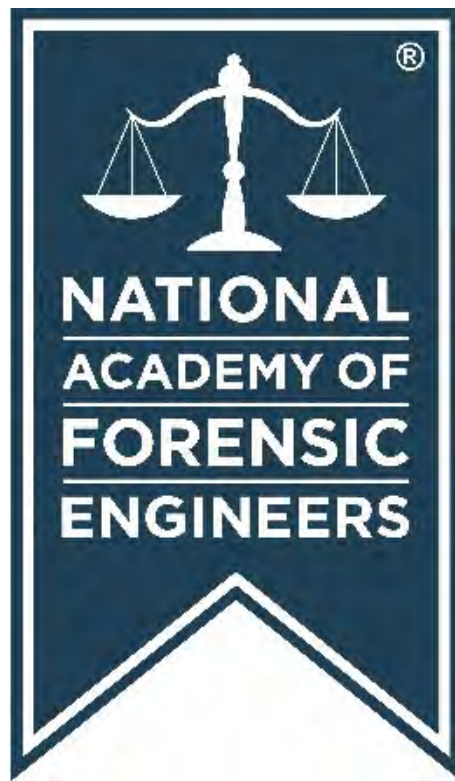
Do you know of any instance where the applicant was guilty of unethical or illegal conduct?  
If yes, state the circumstances:

I hereby attest to the accuracy and truthfulness of the information provided on this reference form. My endorsement is based on my professional relationship with the applicant, during which I have directly observed their skills, competencies, and ethical standards in the field of forensic engineering. I affirm that I have known the applicant and they have demonstrated qualities and expertise that, in my opinion, make them a suitable candidate for membership at the National Academy of Forensic Engineers. I understand that this attestation is a serious and significant statement, made for the consideration of the National Academy of Forensic Engineers in evaluating the candidate. I am aware that providing false information could result in disciplinary actions against me and affect the applicant's consideration.

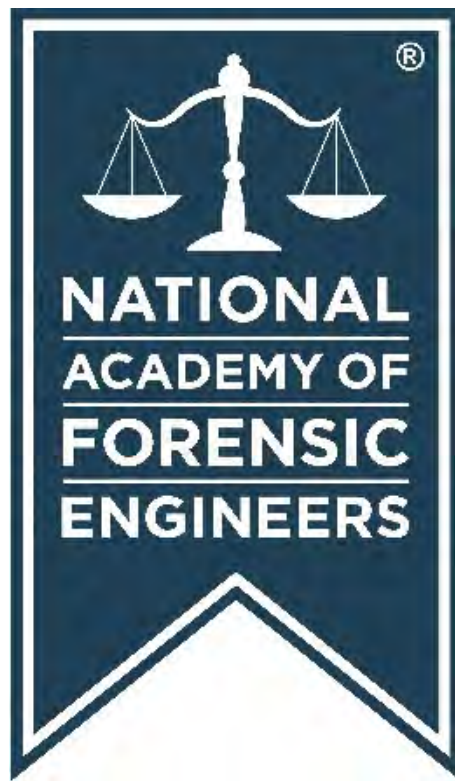
Signature

Upon completion, please save and email this reference form to [EXECUTIVE@NAFE.ORG](mailto:EXECUTIVE@NAFE.ORG) or print and mail to National Academy of Forensic Engineers at 1266 W. Paces Ferry Road #141, Atlanta, GA 30327.

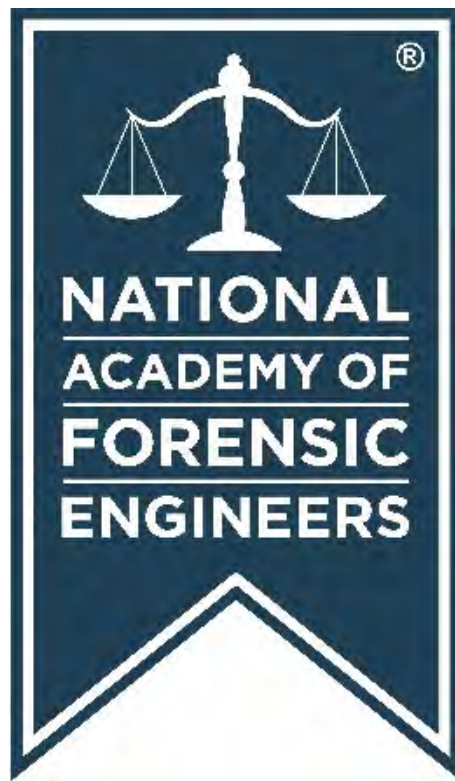
# BYLAWS



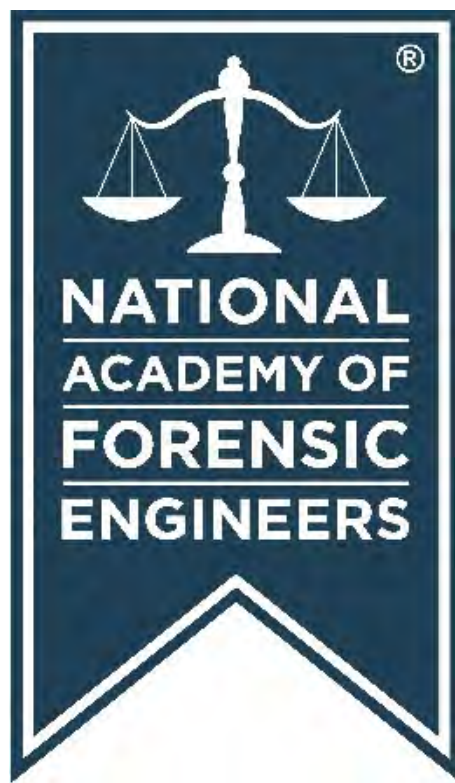
# OLD BUSINESS

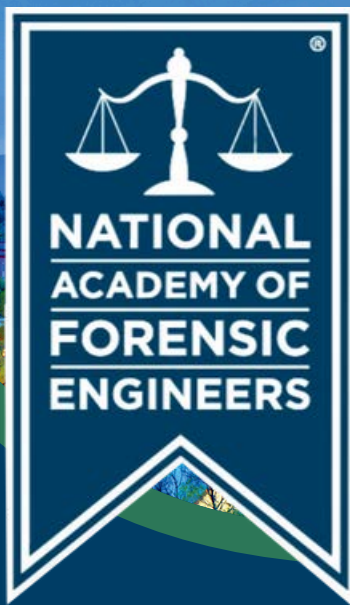


# **NEW BUSINESS**



# ANNOUNCEMENTS





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*in Santa Fe, New Mexico*



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JANUARY  
17-19, 2025



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