



Application Package for Candidates to the ASPE Society Board of Directors

American Society of Plumbing Engineers
6400 Shafer Court, Suite 350
Rosemont, IL 60018
(847)296-0002 • Fax: (847) 296-2963
aspe.org info@aspe.org

Dear ASPE Member,

This Candidates Application Package should be completed in its entirety by any member who has decided to run for a position on the ASPE Society Board of Directors. This package must be submitted to the ASPE office no later than the deadline noted below to be considered as a Candidate in accordance with the Bylaws.

In addition to this Application Package, every Candidate must confirm they are currently employed in the Plumbing industry and submit a letter or provide another form of correspondence indicating approval of both family and their employer to undertake the requirements of serving as a member to the Society Board of Directors. Every Candidate must also include a current photograph in accordance with Chapter 10.16 Nominating of the P&O Manual.

The description, composition, and responsibilities of the Nominating Committee is listed in Chapter 8 of the P&O Manual. A few key points from that Chapter are as noted below:

- The list of Candidates for the Board of Directors shall include the name of any member submitting their application for consideration who meets the requirements of the Society's Bylaws.
- The Committee shall interview all Candidates to determine if they are qualified to hold the Board position they are seeking. If the Committee does not feel the Candidate is qualified to hold the position they are interested in, the Committee may recommend that the Candidate consider running for a different position.
- Based on the information gathered during the interview process of each Candidate, the Committee shall prepare a slate that lists one recommended individual for each position, and this list shall be referred to as the "Recommended Slate of Officers". The Recommended Slate of Officers shall be the top-rated Candidate for each Board position as ranked by the Nominating Committee.

The next election of Board members will take place during the ASPE Biennial Business Meeting. The information provided by the Candidates in this Application Package, the letter or correspondence indicating family approval and if possible, similar correspondence relative to employer approval, and the Slate of Officers from the Nominating Committee, will help the members and Delegates make an informed decision when casting their vote during the election of the Society Board of Directors.

Thank you for your interest as a Candidate to the ASPE Board of Directors.

Sincerely,



Mitchell J. Clemente, CPD, FASPE
Nominating Committee Chair

Package must be submitted by May 8, 2020

NOTE: This Application Package will be presented to the members and Delegates exactly as submitted by the Candidate regardless of the accuracy, or legibility of the information provided. No changes or modifications of any kind will be permitted by anyone including the Candidate, Society office or the Nominating Committee once this Application Package has been submitted. It is recommended that all of the information submitted be hand written or printed legibly or typed to avoid any confusion or misunderstandings.

May 8, 2020

Nomination of Donald Keith for ASPE Region 1 Director

Dear Mitch and the Nominating Committee;

I wanted to send along a letter of support, as a firm, for the nomination and hopeful successful election of Donald Keith as Region 1 Director.

Donald has been a contributor over many years of involvement with ASPE. Donald has a wealth of knowledge and is able to apply that to his engineering projects and the supervisory requirements related to his position of Director of Plumbing and Fire Protection in the DC Office. We are very fortunate to have him as a part of the firm-wide Plumbing and Fire Protection Group.

We have discussed his involvement and intend to support him in this position and feel that it will also be a benefit to our company.

If there are any questions or you would like to have a discussion, please feel free to contact me.

Donald F. Rosen

Vice President

Firm Discipline Leader

Drosen@cannondesign.com

508.404.3856

Subject: FW: ASPE HEADSHOT
Date: Tuesday, May 12, 2020 at 11:49:50 AM Central Daylight Time
From: Clemente, Mitchell
To: Billy Smith, FASPE
Attachments: IMG_7019.PNG

Ok, now I just finished the email to you and now I see his wife's support email.

I think this about wraps it up for the "complete" application process for Mr. Keith.

HC

Mitchell Clemente, CPD, FASPE

Senior Mechanical Designer | Senior Associate
mcclemente@dlrgroup.com

DLR Group | Westlake Reed Leskosky

Architecture Engineering Planning Interiors
o: 216-522-1350 | d: 216-623-7826 | m: 440-476-1268
1422 Euclid Avenue, Suite 300 Cleveland, OH 44115
Find us at: dlrgroup.com | [Instagram](#) | [LinkedIn](#)

[Read our 2019 Environmental Stewardship Report](#)

From: Donald Keith <d.keithcl@yahoo.com>
Sent: Tuesday, May 12, 2020 12:07 PM
To: Clemente, Mitchell <mcclemente@DLRGROUP.com>
Subject: Fw: ASPE HEADSHOT

To the committee

My husband Donald Keith has my full support in his running for the office of Region 1 Director.

Sincerely Yours
Jackie Keith

[Sent from Yahoo Mail for iPhone](#)

Begin forwarded message:

On Monday, May 11, 2020, 2:56 PM, jacquelyn keith <jackielouise1958@yahoo.com> wrote:

Sent from my iPhone



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STATEMENT OF INCLINATIONS, INTERESTS AND AFFILIATIONS
(To Help Determine Potential Sources of Bias and Conflict of Interest)

Name: Donald Keith Telephone (day): 703 822 5066
 Telephone (evening): 301 302 1081 E- mail: dkeith@ cannondesign.com
 Address: 1560 Wilson Boulevard City: Arlington State: Va. Zip: 22209
Suite 200
 Company (Employer): Cannon Design Title: Senior Associate
 Company (Employer) Product or Service: A/E Consulting Firm ASPE Membership # 14924
 Chapter Affiliation: Washington D.C.
 Preferred ASPE Society Board of Directors; if no preference please state "None": Region 1 Director

The responsibility for completing and submitting this statement of inclinations, interests and Affiliations rests solely with the individual completing this Application Package. Please reference the next page for guidelines and definitions, and submit only the information that is relevant and merits disclosure regarding:

1. All ASPE policies with respect to interest categories and as related to any bias and conflict of interest.

Instructions:

- A. Please make sure to include a cover letter of interest to the Nominating Committee addressed to the Nominating Committee Chair.
- B. Include a letter or other correspondence from both your employer and family stating their approval and support of you pursuing this position. This letter or correspondence is a vital piece to your application and will demonstrate that your family and employer are fully aware of the responsibilities that comes along with serving on the Society Board of Directors, and that serving on the board will require you to be away from family and your place of employment for certain periods of time.
- C. Contact the Nominating Committee Chair if you have any questions regarding the completion of this form.
- D. When this form has been completed, sign, date and return it as shown below. Attach additional pages if necessary and retain a copy for your records.
- E. A statement of inclinations, interests and affiliations does not prevent candidacy to the Board of Directors but is for the purpose of notifying the members and the delegates of any bias or potential bias.
- F. If there is no information to be reported, write the word "NONE" in the space provided.

If the Candidate is elected and during your period of service on the Board, any changes in information reported on this form, or any new information relevant to the question of potential bias or conflict of interest should be promptly reported to the ASPE Board of Directors and the ASPE Executive Director/CEO.

1. ORGANIZATIONAL AFFILIATIONS.

Report relevant present and past business relationships (as an employee, owner, officer, director, consultant, member, etc.) and relevant remunerated or volunteer non-business relationships (e.g., professional organizations, trade associations, code organizations, lobbying groups, public interest or civic groups, and trade magazines). Include specific activities and committee involvements.

2. PUBLIC STATEMENTS AND POSITIONS.

List relevant articles, testimony, speeches, etc. by date, title and publication (if any) in which they appeared. Provide a brief description of relevant positions of any organizations or groups with which you are or have been closely identified or associated.

Donald Keith

Signature

05/08/2020

Date

GUIDELINES AND DEFINITIONS

Bias

The question of potential sources of bias ordinarily relates to views stated or positions taken that are largely intellectually motivated or that arise from the close identification or association of an individual with a particular point of view or the positions or perspectives of a particular group. Such potential sources of bias are not disqualifying for purposes of the Society Board of Directors. It is necessary, however, in order to ensure that the members and the Delegates are aware of potentially biasing backgrounds or professional or organizational perspectives.

Conflict of Interest

It is essential that the work of the ASPE Society Board of Directors not be compromised by any significant conflict of interest, or in some circumstances the significant appearance of conflict of interest, on the part of any member of the Board or anyone associated with the Board (e.g., consultants and staff). For this purpose, the term "conflict of interests" means any financial or other interest that conflicts with the service of an individual because it (1) could impair the individual's objectivity or (2) could create an unfair competitive advantage for any person or organization. The existence of a significant conflict of interest is important information to the membership and the delegates.

How conflicts of interest arise

1. The Society Board of Directors includes individuals with strong personal, financial, or professional interests in seeing that the Society recommend or produce a particular outcome.
2. An agency, a sponsor, or a private organization or company attempts either to influence the Society Board members or to skew the body of information reviewed by the Board of Directors.
3. The conflicts of interest or bias can arise concerning individual points of view especially on contentious issues. For the Board of Directors, nearly all of the people of relevant competence have backgrounds of connections and experience that constitute, or can be construed by others as constituting, potential sources of bias in one direction or another. It may, therefore, be difficult to find individuals with the pertinent knowledge who have not been involved previously with an issue that will come before the Board. Such situations are resolved by the membership and the delegates by selecting a carefully balanced consensus-forming body so that all points of view can be represented.

To avoid conflicts of interest

Adhere to ASPE policies and procedures. These policies and procedures include specific questions and assessments prior to the election of officers to the ASPE Society Board of Directors to bring possible conflicts of interest to the attention of the membership and the delegates. Two essential parts of this process are, prior to the election of officers, completion of a short statement of inclinations, interests and affiliations that lists professional connections and indicates any positions taken in relevant public statements, and any other interaction between the Candidates and Delegates during the biennial Convention.



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CANDIDATE APPLICATION FOR ASPE BOARD OF DIRECTORS

[Please Type or Print]

1. Education

Education Level	Name of Institution	Major/Course of Study	Years Completed	Date of Graduation	Degree Earned
High School	Mastbaum AVT	Architectural Drafting	3	1974	Diploma
Technical School	American Drafting Institute	Architectural Drafting	1	1975	Technical Arch Certificate
College or University	Community College of Philadelphia	Construction Tech.	2	1980	A.A.S. Degree
Graduate Studies or Other					

2. Certification and Registration

- A. Are you Certified In Plumbing Design (CPD)? Yes No
- B. Are you a Certified Plumbing Design Technician (CPDT)? Yes No
- C. Do you hold the Green Plumbing Design Certificate (GPD)? Yes No
- D. Are you a Registered Engineer? YES NO Number of States: _____
- List States: _____
- C. Other (Specify): _____

3. Professional Experience (Include Each Position)

Date		Employer	Title	Describe Duties/Responsibilities (e.g. design, codes, sales, etc.)
From	To			
09/2019	Present	Cannon Design	Senior Associate	Mentoring, Lead Plumbing Engineer
09/2019	09/2019	WSP Engr's	Sr. Plumbing Engineer	Plumbing Design
09/2019	09/2019	Allen & Shariff	Sr. Plumbing Engineer	Mentoring, Lead Plumbing Engineer
09/2019	09/2019	GES Engineers	Sr. Plumbing Engineer	Plumbing Design

(can continue on next page)

3. Professional Experience (continued)

Date		Employer	Title	Describe Duties/Responsibilities (e.g. design, codes, sales, etc.)
From	To			

4. ASPE History

A. Please Provide:

a. Year Joined ASPE: 1980

b. Initial Membership Grade:

c. Current Membership Grade: _____

B. Society Activities:

a. Society (National) Offices Held

Date		Society (National) Office/Position	Position
From	To		
1999	2005	National	Region 1 Chairman

b. Society (National) Committees and Other Activities

Date		Name of Society (National) Committee/Working Group or Other Activity	Society (National) Position
From	To		

C. Chapter Activities:

a. Chapter Offices Held

Date		Name of Chapter	Chapter Office/Position
From	To		
2018	2019	Washington D.C.	Administrative Secretary
2016	2018	Washington D.C.	Vice President
1996	1998	Washington D.C.	President
1993	1995	Washington D.C.	Vice President

b. Chapter Committees and Other Activities

Date		Name of Chapter	Name of Chapter Committee or Other Activity
From	To		

5. Membership and Activities in Other Societies or Associations

Society or Trade Association	Year Joined	Membership Grade	Committee/Activity	Date		Position
				From	To	

6. Technical Interest Areas (e.g., system design, equipment selection, specification preparation, codes, etc.)

My interest vary between Medical Systems, Rainwater collection, Laboratory and specialized designed systems. My specialized system include Cyclotron piping design, Oxygen Generation, etc.

7. General or Society Interest Areas (e.g., technical, education, legislative, membership, finances, AYP, WOA)

My General\Societal interest is technical and educational information received from the National level that pertains and informs the Societal level with the help of an experienced knowledgeable medium. Experience includes knowledge of think inside and outside the box to keep the Society relevant in Plumbing Design.

8. Honors and Awards [e.g., honors, awards (list ASPE's first)]

Honor or Award Received	Organization Received From	Date Received
ASPE Fellows (FASPE)	ASPE National	11/2010
Award of Appreciation	Chapter President	06/1997
Award of Appreciation	Chapter Vice President	06/1995
Award of Appreciation	WEB Site Creator	06/1997

9. Publications Authored

Number of Books/Manuals: _____ Number of Papers: _____ Number of Articles: 1

List up to five (5) significant publications. Attach additional list, if needed.

Title	Publisher or Publication	Date Published
Medical Systems	PS&D	2010

10. Patents, Registrations or Trademarks Owned

Number of Patents: _____ Number of Trademarks or Registrations: _____

Patent/Registration/Trademark Number	Describe Patent/Registration/Trademark	Date Issued

11. Projects

List up to five (5) significant projects. Attach additional list, if necessary.

Project Name or Description	Year Completed	Your Role in Project	Significance of Project
Medical/Surgery Unit in Afganistan	2016	Medical,Plumbing and Fire Protection design	USA - Military
Military Dormatory in Afganistan	2016	Medical,Plumbing and Fire Protection design	USA - Military
Old Dominion University Dental instruction and laboratory	Current not completed yet	Medical,Plumbing and Fire Protection design	Instructional and learning facility
Chesapeake Bay foundation	1999	Plumbing and Fire Protection design	First ever Platinum rated LEED Bldg.
National Institute of Health Domestic and Fire service throughout the Bethesda Campus	2015	Civil, Plumbing, and Fire Protection	UPdate of NIH Campus

12. Civic, Charitable and Military Service

Corona Virus National Engineering Team

13. Your answers to the following questions will help the members and delegates better understand each candidates position and goals as they make the best possible informed decision when electing officers to the Society Board of Directors. If you need additional space, use additional sheets of paper. Reminder, however, you fill in this form (e.g., hand written, printed, typed, etc.) is how it will be presented to the members and Delegates.

13A: Why are you running for this position on the Society Board of Directors, and what makes you stand out from all the other potential Candidates?

I'm running because I have an affinity with the American Society of Plumbing and of its continuation growth and purpose. I have over 40 years of experience in design and 30 years as an ASPE member in various tasks and positions to help other members both in Design and mentoring of ASPE members and officers. I have an out of the box mentality to solve problems and actual mentoring and practical knowledge to hold this position.

13B: What do you suggest we do immediately to better the Society, and what you would do personally to accomplish this goal?

ASPE has a matrix of allowing Chapters to exist independently of National Society. National produces information, direct sources to Chapters but not join chapters in specific issues that plague the Chapters. Chapters need members and to act as the door way to National. Not act as the appendage to the head of Central Intelligence. This is the job of the Region Director to place the individual Chapters as full partners with National. For the betterment of the Chapter National would Start to Speak in conjunction with the Chapters.

13C: Every position on the Society Board of Directors has an effect on membership. Regardless of which position you are running for; how do you plan on retaining and growing our membership base?

Membership is more than just the Plumbing Engineers or designers. The industry also has Manufactures, Wholesalers, Plumbers, both Master Plumbers, Journey men, Tradesmen and others close to our trade. Acknowledge these people. Make ASPE grow to include those not directly attached to our trade. Introduce our organization to those not so close to the Designers. Send letters to those and there boss and owners introduce ASPE beyond the norm.

13D: ASPE is a volunteer Society. How do you plan on getting our members more involved at the Chapter and Society levels to help advance our initiatives, and support our mission statement?

Introduce our members to the Power and whats in it for them. Allow them Pride and Accomplishment. Celebrate achievement acknowledge the members growth no matter how small, Officers to show there appreciation to the members that show ownership of their Chapter.

13E: What types of new programs/initiatives should ASPE be developing immediately in order to reach a larger market of potential new members and industry partners?

See 13 F & 13 C

13F: If elected, what specific short term ideas do you have to advance the Society, and what long term plans do you have for the future of ASPE?

Membership is more than just the Plumbing Engineers or designers. The industry also has Manufactures, Wholesalers, Plumbers, both Master Plumbers, Journey men, Tradesmen and others close to our trade. Acknowledge these people. Make ASPE grow to include those not directly attached to our trade. Introduce our organization to those not so close to the Designers. Send letters to those and there boss and owners introduce ASPE beyond the norm.

13G: Membership has increased over the past few years. With the introduction of the Women of ASPE (WOA) and ASPE Young Professionals (AYP), the Society is beginning to obtain a younger member base. What are your thoughts and ideas to increase membership to new record numbers? What are your ideas for recruiting and retaining both younger and previous members? What are your ideas for addressing the large age gap between younger and older members?

Women of ASPE seems to be working well the growth of Women of ASPE has lead to more leadership and ideas. However the AYP at least on the Chapter level as not been so successful. The young people have more of a Fun & Gun attitude. As a young person years ago I did not take ASPE seriously until I saw growth. What kept most young people in the membership was the ability to get the ASPE books/manuals which were provided on a 4 year cycle. Now we have computers, for information. Our draftsmen do not aspire to become designers as there are very little draftsmen these days. Drafting schools have basically disappeared. So those getting in the industry are college graduates that what to make enough money to party and pay those education loans. What I'm saying we've lost that low level crop that wants to grow. Those that are eager to start low and grow high. The Plumbing industry will start with interns but it takes plumber longer to reach the money or prestige of our Mechanical cousins, both monetarily and as being licensed as Professional Engineers. After internships we lose more than half of that market never to return. We must address this by our members in the field and address the P.E. licenses

13H. ASPE has continuously relied on the affiliate member organizations to support the Society. What are your ideas to change this and how can we get our members to help support the Society other than with dues.

Affiliates are the backbone of the Society Financially and will remain that way. Members rely on the affiliates for knowledge. Affiliates rely on membership to sell there products. This is a symbiotic relationship. To change this is to have employer pay to have their employees be a member. Sorry to say Employers are no longer gun-ho on the ASPE membership as it is an expense they can do without.

131. What should ASPE be doing for the membership that they are not currently doing?

ASPE Should be addressing the employers on the importance of ASPE. and Not leaving it solely on the individual chapters.

14. ATTESTMENT OF CANDIDATES

1. As a Candidate to the Society ASPE Board of Directors, I hereby grant the American Society of Plumbing Engineers (ASPE) the non-exclusive, royalty-free rights, including nonexclusive, royalty rights in copyright, to any contributions I make to documents or material I prepared for ASPE and I understand that I acquire no rights in publication of such documents in which my contribution or other similar analogous form is used. I hereby attest that I have the authority and I am empowered to grant this copyright release.
2. If elected as a member of the ASPE Society Board of Directors, I understand that expenses I may incur in my official capacity as an officer of the Society Board shall be reimbursed in accordance to the official Society travel policies and that all such expenditures require budget authorization and must be approved in advance by the Society President and/or Executive Director/CEO.
3. I hereby attest that all information provided in the Candidate Application for the ASPE Society Board of Directors and the Statement of Inclinations, Interest and Affiliations are true and accurate representations of my interests, affiliations and background and do not believe I have any conflict of interest that would affect my serving as an officer of, and member of the Board of, the American Society of Plumbing Engineers.

Please sign below and return to:

American Society of Plumbing Engineers
c/o Nominating Committee
6400 Shafer Court, Suite 350
Rosemont, IL 60018
(847)296-0002 • Fax: (847) 296-2963
aspe.org • info@aspe.org

Donald Keith

05/08/2020

Name (print)

Date

Donald Keith

Signature



SUPPLEMENT TO THE SOCIETY BOARD OF DIRECTOR CANDIDATE INTEREST FORM

PETITION TO INSURE PLACEMENT ON BALLOT

(Complete this section only if you are nominating a candidate from the floor, or if you have missed the deadline to submit the application package and are petitioning the committee for inclusion as a candidate.)

In accordance with the ASPE Bylaws:

The Nominating Committee shall be responsible for developing a recommended slate of officers for presentation to the membership and for election as officers by the delegates.

The Nominating Committee shall review the material for each Candidate, shall attest to the accuracy of the information provided, and shall prepare a summary biography for distribution to the membership and the delegates not later than sixty (60) days prior to the date of the election.

In accordance with the bylaws, the Nominating Committee has some latitude as to the slate of officers it may present to the delegates at the biennial ASPE Business Meeting. Based on the information in this Application and the interview process of each Candidate, the Committee shall prepare a slate that lists one recommended individual for each position, and this list will be referred to as the "Recommended Slate of Officers". The Recommended Slate of Officers shall be the top-rated Candidate for each Board position as ranked by the Nominating Committee.

As there is no continuity provision in the ASPE Bylaws, all ASPE board members must run for re-election every two years (with the President limited to two two-year terms) if another term is desired.

The nomination bylaw also states:

Nothing in this bylaw shall exclude additional candidates being nominated from the floor during the biennial Business Meeting or petitioning the committee for inclusion as a candidate. All nominations from the floor shall require a second and a positive vote to include the candidate of at least 25 delegates; written petitions for inclusion on the official candidate ballot shall require a minimum of fifty (50) full or associate member signatures.

In order to ensure that a candidate who submits their Board of Director Candidate Interest Form is added to the ballot that the Nominating Committee submits to the delegates, this Special Petition to Insure Placement on the Ballot should be filled in and submitted along with the candidates Statement of inclinations, Interests and Affiliations Form.

THIS PETITION REQUIRES THE PRINTED NAME AND SIGNATURE OF 50 FULL OR ASSOCIATE ASPE MEMBERS IN GOOD STANDING.

PETITION TO INSURE PLACEMENT ON BALLOT

Candidate Name: _____

Candidate ASPE Membership Number: _____

ASPE Membership Number	Printed ASPE Full/Associate Member Name	ASPE Member Signature	ASPE Office Validation
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PETITION TO INSURE PLACEMENT ON BALLOT

ASPE Membership Number	Printed ASPE Full/Associate Member Name	ASPE Member Signature	ASPE Office Validation
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