



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
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 list at least 2 recommended individuals 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 or Candidates 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.

ASPE RESUME
Jason McDonald, CPD
#CH16781

| | |
|-----------|---|
| 2000 | ASPE Chicago, representative for Plumbing and Piping Industry of Northern Illinois (PPINI) Millennium Party (Make-A-Wish benefit) |
| 2000 | Earned CPD |
| 2001 | ASPE Chicago, representative for PPINI Day at the Races (Make-A-Wish Benefit) |
| 2001-2003 | ASPE Chicago, Corresponding Secretary |
| 2002 | ASPE Chicago, ASPE Convention Delegate |
| 2003 | ASPE Chicago, representative for PPINI Another Day at the Races (Make-A-Wish Benefit) |
| 2003-2005 | ASPE Chicago, Vice President Technical |
| 2004 | ASPE Chicago, ASPE Convention Delegate |
| 2005-2007 | ASPE Chicago, President |
| 2005 | ASPE Chicago, Host Committee Co-Chair for 2005 ASPE Technical Symposium |
| 2005 | ASPE Chicago, started ASPE Chicago Toys for Tots drive (has been done annually since) |
| 2006 | ASPE Chicago, representative for PPINI Reach for the Stars (Make-A-Wish Benefit) |
| 2006 | ASPE Chicago, CPD Review class coordinator |
| 2006 | ASPE Chicago, ASPE Convention Delegate |
| 2006 | ASPE Certificate of Appreciation for host chapter work on the 2005 ASPE Technical Symposium |
| 2007 | ASPE Chicago, CPD Review class coordinator |
| 2007 | ASPE Chicago, representative for PPINI Task Force |
| 2007-2009 | ASPE Chicago, Newsletter Editor |
| 2007 | ASPE Chicago, Ride to the Rock (Leukemia Research Foundation benefit) committee [run by Ken Wentink] |
| 2007-2008 | ASPE Plumbing Engineering Design Handbook, Volume 4, rewrite committee coordinator; did rewrite of Chapter 6 Hangers and Supports |
| 2008 | ASPE Chicago, CPD Review class coordinator |
| 2008 | ASPE Special Award of Achievement for work on the Plumbing Engineering Design Handbook, Volume 4 rewrite |
| 2008 | ASPE Chicago, ASPE Convention Delegate |
| 2008 | ASPE Chicago Ride to the Rock (Leukemia Research Foundation benefit) Chair [ran this with Ken Wentink's family after his passing] |
| 2009 | ASPE Chicago, CPD Review class coordinator |
| 2009-2011 | ASPE Chicago, President |

ASPE RESUME
Jason McDonald, CPD
#CH16781

| | |
|--------------|--|
| 2009 | ASPE Chicago Ride to the Rock (Leukemia Research Foundation benefit) Chair [ran this with Ken Wentink's family] |
| 2010 | ASPE Chicago, CPD Review class coordinator |
| 2010 | ASPE Chicago, started ASPE Chicago Jobs Program for companies hiring and ASPE Chicago members looking for employment |
| 2010 | ASPE Chicago, ASPE Convention Delegate |
| 2011 | ASPE Chicago, CPD Review class coordinator |
| 2011-2012 | ASPE Chicago, Newsletter Editor |
| 2012 | Evansville ASPE Satellite Chapter, assisted with Satellite creation |
| 2012-2013 | Evansville ASPE Satellite Chapter, consulted and attended Board meetings |
| 2013-2014 | Evansville ASPE, Secretary |
| 2013-2021 | Evansville ASPE, ran Evansville ASPE LinkedIn group |
| 2014 | Evansville ASPE, ASPE-JATC Product Show committee |
| 2015-2017 | ASPE Membership Committee, member |
| 2016 | ASPE Chicago, ASPE Convention Delegate (alternate) |
| 2017-2018 | ASPE Chicago, Product Show Committee, member |
| 2017-2019 | ASPE Membership Committee, Chair |
| 2017-2019 | ASPE Long Range Planning Committee, Member (Marketing ASPE to Millennials subcommittee with Bill Grayzar) |
| 2018 | ASPE Award of Merit for Membership Committee Chair work |
| 2019 | ASPE Chicago, co-presented ASPE Education Committee K-5 program at daycare STEM event |
| 2019 | ASPE Chicago, co-presented at Waters School (Chicago) STEAM Week to three 5 th grade science classes – included some of ASPE Education Committee K-5 program and 6-12 program |
| 2019 | ASPE Award of Excellence for Membership Committee Chair work |
| 2019 | Wrote and co-presented “Professional Communication and Relationships for Plumbing Engineers” at ASPE Technical Symposium |
| 2019-2020 | ASPE Membership Committee, Chair |
| 2020-present | Society Vice President, Membership |

JASON S.A. McDONALD, CPD

[LinkedIn Profile](#) • (847) 530-4019 • JasonSAMcDonald@gmail.com • Naperville, IL

HIGHLIGHTS

- Project Manager with more than twenty-five years' experience in mechanical consulting engineering
- Worked my way up from CAD operator to designer, project engineer, and ultimately project manager
- Primary duties include medical gas, plumbing, and fire protection systems design, specification, and project management
- Nearly three years in mechanical construction working as an estimator and project manager for a mechanical contractor; duties included piping and plumbing estimation, budgeting, and project management

WORK EXPERIENCE

Project Manager

August 2014 – present

Grumman/Butkus Associates, Evanston, IL

July 2005 – November 2011

- Similar design work as Project Engineer position below
- Project proposals, fee calculations, personnel scheduling
- Clients include Argonne National Laboratories, Elmhurst Memorial Hospital, Ingalls Memorial Hospital, Alexian Brothers Medical Center, Condell Medical Center, AbbVie and many others in the AMITA and Advocate Aurora health systems
- Although a team player, often required to work unsupervised and without a team
- Worked on revising company master plumbing and medical gas specifications

Project Manager/Estimator

November 2011 - August 2014

Peyronnin Construction Company, Evansville, IN

- Responsibilities included mechanical estimating (plumbing and piping), job budgeting, job cost review, purchasing of equipment and materials, water conservation audits, and project management
- Had to find a delicate balance between estimating and project management
- Major project sites included Prime Foods in Boonville, IN, Old Princeton High School in Princeton, IN and Vincennes University in Vincennes, IN
- Required me to communicate both professionally and effectively with both project design team, our field foremen/ superintendents, and clients

Project Engineer

November 1996 – July 2005

Grumman/Butkus Associates, Evanston, IL

- Medical gas, plumbing and fire protection design for healthcare, laboratories, hotels, higher education
- Renovation and remodeling work with some new construction on hotel, laboratory, higher education, and healthcare projects.
- Many projects required the ability to work with teams both in-house and with other firms.
- Major project work with Fresenius Medical Care, Rush University Medical Center, Advocate Lutheran General Hospital

CAD Manager

2000 - 2006

Grumman/Butkus Associates, Evanston, IL

- Added role to regular project work
- Major accomplishments include implementation of standards, training presentations and creation of the "CAD Cartel"

Project Engineer

October 1991 – November 1996

WCW Engineers, Wood Dale, IL

- Started as CAD operator and advanced to designer and then project engineer
- Small firm (5 engineers) required the ability to complete many aspects of a project myself including client relations, design, and CAD

- HVAC and plumbing design and associated calculations for a variety of projects including retail, restaurant, and coin laundry
- Quick turnarounds with short deadlines were the norm
- Major clients included Boston Market, Spin Cycle Coin Laundry, Blockbuster Video, Marshall Field's (now Macy's)

LEADERSHIP AND PROFESSIONAL SERVICE

American Society of Plumbing Engineers (ASPE)

- Society Vice President, Membership September 2020 - present
- *Chair*, Membership Committee January 2017 – September 2020
- *Member*, Membership Committee March 2015 – present
- *Member*, Long Range Planning Committee May 2016 - present
- Evansville Satellite Chapter
 - Assisted Chapter creation 2012
 - Secretary June 2013 – June 2014
- Chicago Regional Chapter
 - President June 2009 – June 2011
 - Vice President, Technical June 2005 – June 2007
 - Newsletter Editor June 2003 – June 2005
 - June 2011 – May 2012
 - June 2007 – May 2009
 - Ambassador Program Coordinator June 2019 – September 2020

Mechanical Contractors Association of Indiana, Southern Indiana Region (MCA)

- *Member*, Commercial Plumbing Committee November 2012 – August 2014

CERTIFICATIONS AND COMPUTER SKILLS

- Certified in Plumbing Design, 2000 – present
- Microsoft Office including Excel, Word, PowerPoint, Publisher, and Outlook
- AutoCAD versions 2 through current
- Revit versions 2017-2021
- FastPIPE versions 11 and 12 mechanical estimating software
- Adobe Photoshop Lightroom versions 2 through 4

PERSONAL INTERESTS AND ACTIVITIES

- Photography, charity work (Toys for Tots), auto racing, golf, football
- Team photographer, Owensboro Rage 2013
- Team photographer, Evansville Rage 2012
- Team photographer, Chicago Steel Hockey Team 2010-2011

EDUCATION

Bachelor of Science in Aerospace Engineering
Illinois Institute of Technology, Chicago, IL

May 1991

April 9, 2022

ASPE Nominating Committee:

It is with great honor to announce my intentions of running for ASPE Vice President Membership again. The past year-plus as Society VPM has taught me a lot and I feel that I have a lot left to do. I believe that we have a good thing going with communication with Chapter VPMs and there is still much work to do.

I am happy to say that being able to serve Society in this capacity has been rewarding and I hope to be able to continue that into a second term. As I said when I made my declaration in 2020, I want to continue to help make ASPE better and stronger and I want to help make ASPE a place where someone wants to join and wants to STAY. I continue to believe that strong Chapters = strong ASPE.

I humbly request a place on the ballot for the 2022 ASPE Society Board of Directors elections.

Respectfully,

A handwritten signature in black ink that reads "Jason S.A. McDonald". The signature is written in a cursive, flowing style.

Jason S.A. McDonald, CPD
ASPE Vice President, Membership

May 7, 2022

ASPE Nominating Committee,

My husband, Jason McDonald, has my full support in running for ASPE Vice President Membership again. I am aware and accept that this means there are times where he will have to be out of town or otherwise away from home for periods of time to fulfill his duties should he be reelected.

Sincerely,

A handwritten signature in blue ink that reads "Laura McDonald". The signature is written in a cursive style with a large, stylized "L" and "M".

Dr. Laura M. McDonald

May 4, 2022

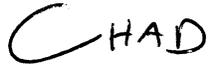
ASPE Nominating Committee

Re: Jason McDonald

Dear ASPE Nominating Committee:

Jason McDonald, a Grumman|Butkus Associates employee, has the company's full support in running for ASPE Vice President Membership again. I am aware and accept that this means there are times when he will have to be out of town or otherwise away from the office for periods of time to fulfill his duties should he be reelected.

Sincerely,

 CHAD

T. Chad Luning, P.E., LEED AP O+M
President



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

Name: _____ Telephone (day): _____

Telephone (evening): _____ E-mail: _____

Address: _____ City: _____ State: _____ Zip: _____

Company (Employer): _____ Title: _____

Company (Employer) Product or Service: _____ ASPE Membership # _____

Chapter Affiliation: _____

Preferred ASPE Society Board of Directors; if no preference please state "None": _____

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 to bsmith@aspe.org. 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.



Signature

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 | | | | | |
| Technical School | | | | | |
| College or University | | | | | |
| 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 | | | |
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3. Professional Experience (continued)

| Date | | Employer | Title | Describe Duties/Responsibilities (e.g. design, codes, sales, etc.) |
|------|----|----------|-------|---|
| From | To | | | |
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4. ASPE History

A. Please Provide:

a. Year Joined ASPE: _____

b. Initial Membership Grade:

c. Current Membership Grade: _____

B. Society Activities:

a. Society (National) Offices Held

| Date | | Society (National) Office/Position | Position |
|------|----|------------------------------------|----------|
| From | To | | |
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b. Society (National) Committees and Other Activities

| Date | | Name of Society (National) Committee/ Working Group or Other Activity | Society (National) Position |
|------|----|--|-----------------------------|
| From | To | | |
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C. Chapter Activities:

a. Chapter Offices Held

| Date | | Name of Chapter | Chapter Office/Position |
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b. Chapter Committees and Other Activities

| Date | | Name of Chapter | Name of Chapter Committee or Other Activity |
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7. General or Society Interest Areas (e.g., technical, education, legislative, membership, finances, AYP, WOA)

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

| Honor or Award Received | Organization Received From | Date Received |
|-------------------------|----------------------------|---------------|
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9. Publications Authored

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

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

| Title | Publisher or Publication | Date Published |
|-------|--------------------------|----------------|
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10. Patents, Registrations or Trademarks Owned

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

| Patent/Registration/Trademark Number | Describe Patent/Registration/Trademark | Date Issued |
|--------------------------------------|--|-------------|
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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 |
|-----------------------------|----------------|----------------------|-------------------------|
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12. Civic, Charitable and Military Service

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 • aspe.org • info@aspe.org

Name (print)

Date



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 will 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 at least 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 or Candidates 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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