



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,

A handwritten signature in black ink, appearing to read 'Mitchell J. Clemente', with a long horizontal flourish extending to the right.

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.

April 28, 2020

Mitchell Clemente
Nominating Committee Chair
ASPE

Dear Mitch,

This letter is to inform you and the Nominating Committee of my intention to run for ASPE Society Treasurer.

Attached is my statement of inclinations, application, and approval letter from my family. Since I am self-employed I do not need any approval from an employer. Please submit my application for a position on the Board of Directors, and I ask for the support of the Nominating Committee.

I look forward to hearing from you.

Regards,

A handwritten signature in black ink, appearing to read "Paul Freeman". The signature is fluid and cursive, with the first name "Paul" being more legible than the last name "Freeman".

Paul Freeman



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

Name: Paul Freeman Telephone (day): 631-648-0577
Telephone (evening): 631-312-6486 E-mail: freemaneng@optonline.net
Address: 19 Belwyn Lane City: South Setauket State: NY Zip: 11720
Company (Employer): Freeman Engineering, PLLC Title: Owner
Company (Employer) Product or Service: MEP Consulting Engineering ASPE Membership # 23508
Chapter Affiliation: Long Island
Preferred ASPE Society Board of Directors; if no preference please state "None": Treasurer

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.

Paul Freeman
Signature

4/28/2020
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.

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	Commack North		4	1984	High School
Technical School					
College or University	SUNY Stony Brook	Mechanical Engineering	4	1994	Bachelore of Engineering
Graduate Studies or Other	Dowling College	Business	2	2000	MBA

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: 5
- List States: New York Florida Massachusetts
Maryland Philadelphia

C. Other (Specify): _____

3. Professional Experience (Include Each Position)

Date		Employer	Title	Describe Duties/Responsibilities (e.g. design, codes, sales, etc.)
From	To			
2005	Present	Freeman Engineering	Owner	Consulting engineer providing design of mechanical, plumbing, fire protection and electrical systems for buildings, construction administration, code review
2005	2013	SUNY Stony Brook	Mechanical Engineer	Mechanical, plumbing and fire protection design and project management
2001	2005	Emtec Consulting Engineers	Mechanical Engineer	Mechanical, plumbing and fire protection, project management and code review
1998	2001	IJ White Systems	Project Manager	Design of spiral conveying systems for the food processing industry

(can continue on next page)

3. Professional Experience (continued)

Date		Employer	Title	Describe Duties/Responsibilities (e.g. design, codes, sales, etc.)
From	To			
1996	1998	Apollo HVAC	Project Engineer	Design and project management of HVAC systems
1994	1996	Harold Rosen Associates	Design Engineer	Mechanical, plumbing and fire protection, project management and code review

4. ASPE History

A. Please Provide:

a. Year Joined ASPE: 2002

b. Initial Membership Grade: Full

c. Current Membership Grade: Full

B. Society Activities:

a. Society (National) Offices Held

Date		Society (National) Office/Position	Position
From	To		

b. Society (National) Committees and Other Activities

Date		Name of Society (National) Committee/Working Group or Other Activity	Society (National) Position
From	To		
2012	2012	Nominating Committee	Region 1 representative
2013	2015	PEDH Volume 3 Edit	Chair
2016	2016	Ran for ASPE BOD - Treasurer	
2018	2018	Ran for ASPE BOD - Region 1 Director	

C. Chapter Activities:

a. Chapter Offices Held

Date		Name of Chapter	Chapter Office/Position
From	To		
2010	2013	Long Island	Founding President
2010	Present	Long Island	Treasurer
2013	2014	Long Island	VP Legislative
2014	2018	Long Island	VP Technical
2018	Present	Long Island	President

b. Chapter Committees and Other Activities

Date		Name of Chapter	Name of Chapter Committee or Other Activity
From	To		
2008	2010	Long Island	New Chapter Formation/Coordination with society
2011	Present	Long Island	Golf Outing Committee Chair
2013	2018	Long Island	Monte Carlo Night
2010	2013	Long Island	Newsletter creator and editor
2015	2015	Long Island	Region 1 President's Meeting Planning Committee

5. Membership and Activities in Other Societies or Associations

Society or Trade Association	Year Joined	Membership Grade	Committee/Activity	Date		Position
				From	To	
ASHRAE	2010	Full				

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

My entire career has been focused on engineering design until recently. Forming my own company in the engineering consulting industry has shifted that focus onto customer support, business management, client relations and completing design projects.

My interests include; Fire protection/sprinkler design, plumbing design for restaurants, HVAC innovation and New York and NYC building codes and energy codes

Continuing education in all areas of engineering is an important area of my career.

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

Since becoming a member of ASPE in 2002 I have always been interested in participating in a chapter. In 2010 my dream of attending a Long Island Chapter meeting was realized. Since then I have been involved with the chapter in every aspect. As a dedicated chapter and society member I continue to support our members and the operation of the society.

I am still interested in new chapter formation and sustainability. Of course, new membership and member retention is a continuing focus of mine along with the education of our members.

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

Honor or Award Received	Organization Received From	Date Received
Director's Award	ASPE	2012

9. Publications Authored

Number of Books/Manuals: _____ Number of Papers: _____ Number of Articles: ³_____

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

Title	Publisher or Publication	Date Published
"Additional Protection from Above", Fire protection systems for houses of worship	Plumbing Systems and Design Magazine	January 2005
"Faithful Plumbing Systems", Design of plumbing systems for religious facilities	Plumbing Systems and Design Magazine	January 2004
"Fire Suppression Systems for Specialized Applications"	Plumbing Systems and Design Magazine	May 2009

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
2017 - 2019: McDonalds renovations, ADA compliance, Northeast Region	70 locations to date, completed 2018 - 2020	MEP project management	MEP design for renovations
2014 - Present: Zwanger Pesiri Radiology	17 locations to date, ongoing	MEP project management	MEP design for radiological offices
2019-Present: Vital Farms - St Louis, MO	In progress	Plumbing design	Organic egg processing facility
2013, FedEx Distribution, MEP design for package distribution center, NYC	2016	HVAC, plumbing and fire sprinkler design	Wet and dry fire sprinkler design
2015, Westbrook Village, MEP design for multifamily condo building	2019	Plumbing design and MEP project management	Multifamily design in Town of Islip, NY

12. Civic, Charitable and Military Service

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?

As a member of ASPE for over 18 years, I have seen the ups and downs of this organization. I have seen the financial burdens and the "separation" of the chapters from the society. For years the members and chapters were disenfranchised with the operation of the society. This has changed for the better in recent years, as a society in whole, but I feel there is more work to do. My experience as Treasurer for the Long Island chapter has given me an appreciation for the organization of finances and the need for accurate and complete records. I feel that I have that experience and can use it to help the society. I want to help the society as much as I can and I feel that my knowledge is best suited for this position at this time. Also, it will help me bridge the road to other positions within the society.

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

I offer experience, knowledge, social connections, and forward thinking. I current own my own engineering consulting company and I can offer entrepreneurial experiences as well. I am the founding President of the Long Island chapter and the experience I gained from that will certainly help as a member of the Board of Directors.

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?

Continuing the successful programs such as member benefit, WOA and AYP. I believe we need to reach out to every member in some way and engage them. Help the members to educate their company as to the value of membership. Make every member feel important. Reaching younger members through educational practices and forming alliances with educational institutions is a good way to reach potential young members. We need to produce a product that is attractive to the young engineers. Providing exclusive offers to members that cannot be accessed for free is an important feature. We find at our monthly chapter meetings that the meeting with interesting presentation topics attract much more members than general presentations. Perhaps presentations geared towards younger engineers would draw more interest.

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?

Offering incentives to members might help, perhaps discounted memberships. Ask affiliates to donate products and award them as prizes for member involvement.

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?

Collaboration with High Schools across the country. Continue pursuing the Plumbing Professional Engineer License. Teaming up with other societies such as ASSE, ASHRAE, etc. for meetings, site visits, and shared assets.

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?

Enhance the member's only benefit. Create promotional events such as attending ASHRAE conference and offering discounted memberships for direct sign-ups. Offer multi-year discounts.

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?

The answer to this question is similar to 13C, 13E and 13F above. Entering more into High Schools and enhancing the member benefits.

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.

If we use the chapter level success as a model for the society, then we could implement "fund raising" activities. One of the most successful event at the chapter level is the golf outing. We could have a society golf outing at the conventions and symposiums. Sometimes the host chapter will have a golf outing, but if we make it a society event and sell tickets well in advance it might be a good source of funding. We could also take another example from local chapters and do 50/50 raffles and prize raffles at the conventions and symposiums. A 50/50 raffle during the convention delegates meeting could raise quite a bit of money. Also, getting the affiliate organizations to donate prizes for raffles during the delegates meeting could raise money as well as adding a fun element to the meetings.

One of the most successful fund raising activities on the community level is Chinese Auction. We could ask each chapter to create a basket of items that represent the area they serve, bring those baskets to the convention and symposiums, have members purchase tickets for the baskets, and give away the baskets at the close of the meetings.

It is one of the age old questions, how to ask people for money. If we make the event fun, we could receive more than expected.

The Long Island chapter ran a promotion to create playing cards with vendors logos on each card. We could do something similar and add a fun element to it. We could "sell" each number and picture card to a different chapter, but the delegates and members of that chapter must use their own money to "buy" the promotion on the cards. Each chapter that buys the cards, can create their own card, use a chapter logo, create a "superhero" for the card, or display a funny saying or quote related to plumbing. The chapters could promote this event at their chapter meetings and raise enough money to buy a number. The deck of cards would then be given out to each delegate or every registered attendee at the conventions.

13I. What should ASPE be doing for the membership that they are not currently doing?

More value for our members, assist members with renewals, communicate with all members, and society operation transparency. The members need to feel important and want as much value from their membership as possible. Many members struggle to pay for the renewals. We need to educate the members and their employers on the benefits and value of ASPE membership.

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

Paul Freeman

4/28/20

Name (print)

Date



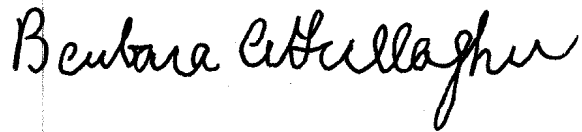
Signature

April 28, 2020

To Whom It May Concern,

I, Barbara Gallagher, along with my children support my husband, Paul Freeman with his decision to run for ASPE national Board of Directors. We fully understand that he is running for the position and are aware of the responsibilities that come with serving on the board.

Regards,

A handwritten signature in black ink that reads "Barbara Gallagher". The script is cursive and fluid, with the first name "Barbara" and last name "Gallagher" clearly legible.

Barbara Gallagher