



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.

CHARLOTTE
PIPE AND FOUNDRY COMPANY

May 1, 2020

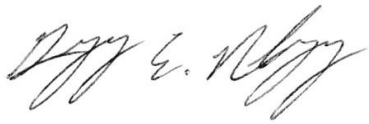
Mitchell J. Clemente, CPD, FASPE
Nominating Committee Chair
American Society of Plumbing Engineers
6400 Shafer Court, Suite 350
Rosemont, IL 60018

RE: Tom Sharp ASPE Board Candidacy

Dear Mr. Clemente,

I hereby attest that I fully understand the duties and responsibilities that Tom Sharp will be expected to undertake as a member of the ASPE Board of Directors. Charlotte Pipe and Foundry Company is willing to provide him with the time necessary, as long as it is understood that such time is based on his additional volunteer time outside his duties and responsibilities to Charlotte Pipe.

Regards,



Greg Nahrgang
Director, Field Technical Services and Product Development
Charlotte Pipe and Foundry Company



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

Name: Thomas Sharp Telephone (day): 704-609-9876
Telephone (evening): 704-609-9876 E-mail: tsharp@charlottepipe.com
Address: 2340 Branch Hill Lane City: Clover State: SC Zip: 29710
Company (Employer): Charlotte Pipe & Foundry Co. Title: Field Technical Representative
Company (Employer) Product or Service: Plumbing Piping System Manufacturer ASPE Membership # 37682
Chapter Affiliation: Charlotte, NC. Preferred ASPE Society Board of Directors; if no preference please state
"None": VP-Affiliate (Incumbent)

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.

Thomas Sharp

Signature

05/06/2020

Date

Note:

As a candidate for the Society Board of Directors, a copy of this completed form will be available to all ASPE members.

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	Osborn Senior HS	N/A	4	06/1987	HS Diploma
Technical School					
College or University	James Madison University	Business Marketing	4	12/18/1992	B.B.A.
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			
6/1993	10/2002	The Joyce Agency, Inc.	Outside Sales	Maintain and Grow Contractor and Distributor accounts for 15 Manufacturers plumbing product lines in multiple Locales for the Manufacturer's Rep Agency.
12/2002	5/2005	Anvil International Inc.	Regional Sales Mgr.	Effectively Manage, Wholesale Distribution, Contractor and Engineer Client accounts to achieve sales growth for a broad product mix of PVF products.
5/2005	12/2009	Charlotte Pipe & Foundry Company	Regional Sales Manager	Manage All Sales accounts for the Northeast United States territory (Upstate NY, New England States, New Jersey)
12/2009	Present	Charlotte Pipe & Foundry Company	Field Technical Representative	Manage Plumbing Engineer Accounts for 7 states in the SE U.S. Provide Education and strengthen relationships with all Rep Associates, Engineers and Contractors

(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: 2008 (Maintained Consecutively)
- b. Initial Membership Grade: Affiliate
- c. Current Membership Grade: Affiliate

B. Society Activities:

- a. Society (National) Offices Held

Date		Society (National) Office/Position	Position
From	To		
10/2018	Present	Society Board of Directors	VP - Affiliate

- b. Society (National) Committees and Other Activities

Date		Name of Society (National) Committee/Working Group or Other Activity	Society (National) Position
From	To		
2014	2018	Affiliate Advisory Committee	Committee Member Affiliate
2018	Present	Affiliate Advisory Committee	Committee Chair
2010	2018	Region 3 Affiliate Liaison	Regional Affiliate Liaison
2012	Present	Society Education CEU Provider	CEU Provider Program Instructor
2014	Present	Society Affiliate Patron Program	Program Participant

C. Chapter Activities:

a. Chapter Offices Held

Date		Name of Chapter	Chapter Office/Position
From	To		

b. Chapter Committees and Other Activities

Date		Name of Chapter	Name of Chapter Committee or Other Activity
From	To		
2011	2012	Charlotte NC	2012 Chapter Convention/EXPO Committee

5. Membership and Activities in Other Societies or Associations

Society or Trade Association	Year Joined	Membership Grade	Committee/Activity	Date		Position
				From	To	
FAPGMI	2014	Honorary	Advisory Board Member	2014	2018	Honorary Affiliate
APPA	2016	Member	Industry Member	2016	2017	Member
ASTM International	2010	Member	A04 Iron Castings	2010	2012	Committee Member

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

Piping system material selection, Specification prep, Codes and Standards review and public commentary,

CEU Instruction, Technical and Installation Instruction

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

Affiliate Advisory Committee, Education, Society Guidance/Direction, Marketing Messaging and Decision Making Membership

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

Honor or Award Received	Organization Received From	Date Received
Peter E. Warshaw Service Award	ASPE	2018
Victor L. Hines FTSR of the Year	Charlotte Pipe & Foundry Co.	2012
Presidents Club Award	Anvil International	2004

9. Publications Authored

Number of Books/Manuals: 0 Number of Papers: 0 Number of Articles: 0

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

Title	Publisher or Publication	Date Published

10. Patents, Registrations or Trademarks Owned

Number of Patents: 0 Number of Trademarks or Registrations: 0

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

12. Civic, Charitable and Military Service

Volunteer - Charlotte Rescue Mission

Volunteer - Wreaths Across America

Volunteer - Race for the Cure

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?

My experience with Affiliate activities at the Chapter, Regional and National levels on a continuous basis from 2012 to the present. I am running as an incumbent for VP Affiliate in order to further strengthen relationships with current Affiliates and effectively influence new participants to join ASPE Affiliate programs and initiatives.

What does and has made me stand out is my willingness to help any Chapter, Regional or Society level interest in promoting the benefits of both joining and supporting ASPE whether it be actively, voluntarily or financially.

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

This is currently perhaps the most challenging period in ASPE's history. Affiliate support is continuing despite a very challenging financial and staffing period for many. As a historically solid and continuous supporter of ASPE over many years, it's important to send a confident message to all affiliate's reinforcing the value of ASPE support and involvement during challenging times as much as ever. The Plumbing Industry is not only essential to the Nation but also very resilient and able to adapt and thrive in the face of challenging times. I will continue to serve by example to continue supporting Society at the Chapter, Region and National levels. Affiliate engagement with ASPE within the past 2 years has never been greater thanks in no small part to Board approved initiatives such as ASPE Connect and the exponential growth of CEU provider program. I will take it upon myself to ensure that these messages are delivered to both current and prospective ASPE Affiliates over the next 2 years in order to further solidify ASPE's strength position.

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?

Affiliate membership numbers are at an all time high and continue to be a vital segment of membership within Society. With that said, there is so much more the Affiliates can influence, especially with their personal access to prospective growth areas such as AYP, WOA and student members whom all are the basis for continual growth. Further engagement needs to be achieved to continue to get these groups of members interested and involved in ASPE. Affiliates are equipped to impact these segments and steps will be taken to ensure retaining and growing the rolls of these members.

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?

Much of this action plan is outlined above since the strength of ASPE is largely determined by the strength of its member rolls. Affiliate Sponsors are key to member engagement through their personal interaction with members and prospects both through their technical support as well as their educational initiatives.

In the future Affiliates should be much more involved in promoting the CPDT and CPD programs as well as student membership in trade schools as well as Colleges and Universities.

Facilities Engineering groups and Design Build Firms are other potential member growth areas that can be explored.

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?

Physical Plant Administrators, Design Build Contractors and Healthcare Facilities Groups can be contacted in the near term in order to expand opportunities for both membership and involvement to a broader base.

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?

There continues to be so much innovation through advancement in technologies regarding plumbing products and equipment. Continuing to reach out to new and innovative companies is going to be the best way to self promote ASPE's strength's in Education and cutting edge design development applications. ASPE connect has such a large potential to help Society get to another level of Industry and engagement and support not only in the U.S. but on a Global scale. More contact with potential Affiliates Internationally is a logical initiative to pursue in the future and there is no reason not to make that a part of it's long term strategy for growth.

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?

I'm aware of the decrease in average member age and this is a trend that should be continually focused upon and supported at all levels. ASPE's forward thinking changes involving AYP BOD involvement in recent years has been a successful undertaking. The established momentum needs to continue however and continue to evolve as well with new potential member groups tapped for their involvement. Areas within trade schools and Colleges/Universities in both design and practical installation of plumbing systems need more exposure. Continuing to broaden and increase the outreach to these segments should eventually help to further shrink the age gap.

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 will and should always be a fairly large supporter of an Industry organization such as ASPE because of the mutual benefit that is achieved by both Plumbing Design professionals and Industry manufacturers, standards organizations all working together every day. Capitalizing on its expanding Global footprint, innovative and engaging processes (Connect) and Chapters trending towards proposing more value to supporters with their fund raising events will help change the current level of affiliate dependence.

The strength of ASPE will continue to start and end with it's strength at the Chapter level.

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

As Society has become stronger financially in recent years it's important to effectively reinvest in new Chapter initiatives. Establishing incentive support levels for starting and maintaining a newly defined chapter (less than 5 years old) could be considered moving forward. This would give a newly established satellite and/or chapter a financial support base to aid in both establishing it in a locale and give it a better chance to succeed after the 5 year (break-in) period. There continues to be several areas that are considerable to establish new chapters while not taking away from a current established chapters member rolls.

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

Thomas Sharp

Name (print)

05/06/2020

Date

Thomas Sharp

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.