



# 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](http://aspe.org) [info@aspe.org](mailto: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.



DLR Group

Westlake  
Reed  
Leskosky

Architecture Engineering Planning Interiors

1422 Euclid Avenue, Suite 300  
Cleveland, OH 44115

May 5, 2020

Mr. Mitch Clemente, CPD, FASPE  
Nominating Committee Chair  
American Society of Plumbing Engineers  
6400 Shafer Ct., Suite 350  
Rosemont, IL 60018-4914

Re: Jim Zebrowski ASPE Board Candidacy

Dear Mitch:

This is to inform you and the Nominating Committee of my intention to run for Vice President Education of ASPE for the 2020 - 2022 term. I fully understand the requirements of the office, the time required from my family and my employer and have their complete support.

Attached is my application, signed statement of inclinations, and letters of support. Please submit my application to the Nominating Committee.

If there is anything else that you or the Committee needs, please do not hesitate to contact me. Thanks for the consideration.

Sincerely,  
DLR Group | Westlake Reed Leskosky

James T. Zebrowski, PE, CPD, FASPE  
Senior Plumbing/Fire Protection Engineer



Westlake  
Reed  
Leskosky

Architecture Engineering Planning Interiors

1422 Euclid Avenue, Suite 300  
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May 5, 2020

Mr. Mitch Clemente, CPD, FASPE  
Nominating Committee Chair  
American Society of Plumbing Engineers  
6400 Shafer Ct., Suite 350  
Rosemont, IL 60018-4914

Re: Jim Zebrowski ASPE Board Candidacy

Dear Mr. Clemente:

I hereby attest that I understand the duties and responsibilities that Jim Zebrowski will be expected to undertake as a member of the ASPE Board of Directors for the 2020 – 2022 term. DLR Group 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 DLR Group.

In addition, I agree that Jim shall be permitted the necessary time off, subject to agreement between employer and employee, as to the type of time and/or leave required, or that shall be permitted so that he may perform the duties and responsibilities of an ASPE Board member to the best of his ability. Furthermore, I understand that DLR Group shall not be required or expected to provide any direct expense reimbursement for this employee when he is conducting the business of the Society.

Sincerely,  
DLR Group | Westlake Reed Leskosky

A handwritten signature in blue ink, appearing to read "Jason Majerus".

Jason Majerus, PE, CEM  
Senior Engineering Leader/Principal



Architecture Engineering Planning Interiors

1422 Euclid Avenue, Suite 300  
Cleveland, OH 44115

May 5, 2020

Mr. Mitch Clemente, CPD, FASPE  
Nominating Committee Chair  
American Society of Plumbing Engineers  
6400 Shafer Ct., Suite 350  
Rosemont, IL 60018-4914

Re: Jim Zebrowski ASPE Board Candidacy

Dear Mitch:

This is to inform you that I have the full support of my wife, Terry, in seeking the Vice President Education position on the American Society of Plumbing Engineers Board of Directors for the 2020 – 2022 term. In addition, I have the full backing of my employer, DLR Group.

Sincerely,  
DLR Group | Westlake Reed Leskosky

James T. Zebrowski, PE, CPD, FASPE  
Senior Plumbing/Fire Protection Engineer

Agnes T. (Terry) Zebrowski





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Rosemont, IL 60018  
(847)296-0002 | [aspe.org](http://aspe.org) | [info@aspe.org](mailto:info@aspe.org)

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

Name: James T. Zebrowski Telephone (day): 404-538-2097  
Telephone (evening): 404-538-2097 E-mail: pir850@bellsouth.net  
Address: 280 Palmetto Dr Unit 9270 City: Ellijay State: GA Zip: 30540  
Company (Employer): DLR Group Title: Plumbing/Fire Protection Engineer  
Company (Employer) Product or Service: Architecture/Engineering ASPE Membership # 10317  
Chapter Affiliation: Atlanta  
Preferred ASPE Society Board of Directors; if no preference please state "None": Vice President Education

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](mailto: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.

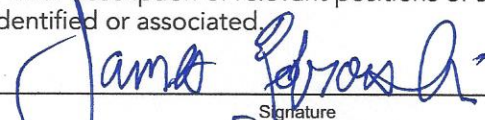
If the Candidate is elected and during your period of service on the Board, any changes in information reported on this form, or any new information relevant to the question of potential bias or conflict of interest should be promptly reported to the ASPE Board of Directors and the ASPE Executive Director/CEO.

### 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

5/7/20  
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.





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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			

(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: \_\_\_\_\_

b. Initial Membership Grade:

c. Current Membership Grade: \_\_\_\_\_

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		

### C. Chapter Activities:

a. Chapter Offices Held

Date		Name of Chapter	Chapter Office/Position
From	To		
7/98	6/99	Atlanta	Vice President Technical
7/97	12/97	Capital Region NY	President
7/96	6/97	Capital Region NY	Vice President Technical
7/95	6/96	Capital Region NY	Vice President Legislative
7/94	6/95	Capital Region NY	Vice President Technical

b. Chapter Committees and Other Activities

Date		Name of Chapter	Name of Chapter Committee or Other Activity
From	To		
6/2008	3/2009	Atlanta	Chapter 40th Anniversary Planning Committee
7/2001	6/2003	Atlanta	Georgia Engineering Foundation E-Week Committee
6/2000	6/2001	Atlanta	Region 3 Presidents 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	

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

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

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

Honor or Award Received	Organization Received From	Date Received

**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

**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

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?

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





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?

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.

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



## 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  
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James Zebrowski

Name (print)

5/7/20

Date

Signature

