

Fall 2013

# NEWS

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This newsletter is published by the Minnesota Chief Engineers Guild.

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## A MESSAGE FROM THE PRESIDENT

Fellow Members:

I want to extend my thanks to all of you that attended the annual conference in September. I also want to thank all of the members of the conference planning and program committees. Without their hard work we wouldn't have had such a successful event. We had a great turnout, with terrific educational and networking opportunities. It is exciting to see that attendance at our events continues to be strong.

I am even more pleased with the fact that we reached our goal of \$10,000.00 in scholarship awards. This is an amazing achievement that we all should be proud of!

The calendar for our quarterly meetings has been set, and we are excited about another year of strong professional development opportunities. A certification program will also soon be announced, providing a whole new level of education for our members. It will be an exciting year, and I look forward to sharing it with you!

Best Regards,

Howard Berny  
President

## Upcoming Meeting Dates

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### Quarterly Meeting

December 3, 2012 MinnCor

### Quarterly Meeting

March 12, 2014 Golden Valley Country Club, Golden Valley

### Quarterly Meeting

June 11, 2014 Majestic Oaks Country Club, Ham Lake

### Dollars for Scholars Golf Classic

June 11, 2014 Majestic Oaks Country Club, Ham Lake

## Quarterly Meeting To Be Held December 3

The next Quarterly meeting will be held on December 3, 2013, at MinnCor offices on Energy Park Drive in St. Paul. The topic for this meeting will be energy, with information on design assistance and rebates. A more detailed agenda will be available soon, but registration is currently open. Quarterly meetings are at no charge for MnCEG members, but you must pre-register. Go to [www.mnceg.org](http://www.mnceg.org) for more information.



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### ***Congratulations!***

At the 2013 annual conference, recognition was given to the following members:

#### **Bill Montgomery, Engineer of the Year**

As Capital Resources Administrator, Bill coordinates capital projects, institution bonding, facility remodeling/renovation, and new institution planning. Bill has been a supporter of continued education and networking through the Guild.

#### **Low Voltage Contractors, Vendor of the Year**

Although a relatively new member, Jim Oelhafen from LVC has been a valuable partner of the Guild, energetic committee member, and continued supporter of events and our scholarship program.

## Annual Conference Brings Big Attendance

The 2013 Minnesota Chief Engineers Guild Annual Conference and Trade Show was held on September 4-6, with an extended agenda, and continued strong attendance. The conference kicked off with keynote speaker Michael Monroe Kiefer, who through an engaging and lively presentation, provided new ideas and tips to help members work more effectively, and less stressfully. Over the next three days, attendees experienced top-level breakouts, department sessions, and group discussions, all geared toward providing information, resources and networking to help in their jobs. There was also the annual trade show, where members saw the latest and greatest, and connected with our business members.

This year the popularity of our Dollars for Scholars fundraising event increased, making it a huge success.

Thanks to all who attended, exhibited and presented—and we hope to see you all in 2014!



*President Howard Berny Presents Awards to Bill Montgomery (left) and Jim Oelhafen (right)*



*TOP: Steve Udell, Past President; BOTTOM: MnCEG Board*

# MnCEG Scholarship Program

This year just under \$10,000 was awarded in scholarships as part of the Minnesota Chief Engineers Guild Scholarship Program. This program provides scholarships for individuals enrolled in post-secondary educational institutions. Scholarships applications are accepted during the summer, and awards are made each fall, with the official announcement made at the MnCEG Fall Conference. The Scholarship Program is funded through events and contributions. The primary fundraiser is the annual Dollars for Scholars Golf Tournament, held in June each year. Money is also raised at an event at the fall conference. All proceeds from both of these events go directly to scholarships. Contributions are also an important source of funding for the program. Every year the MnCEG Board contributes an amount from the general fund, based on fund balance. Individual contributions are greatly appreciated, and this year, contributions were received from:

**Hiller Commercial Floors**

**ScanAir**

**Bill Montgomery**

**Steve Udell**

Contributions are accepted throughout the year, and can be sent to the MnCEG office. Providing these scholarships is a primary goal for MnCEG, and a way for all members to “pay it forward.”

This year, four associate members sponsored the Games For Grades scholarship fundraiser at the annual conference:

**Uhl**

**Roofspec**

**Low Voltage Contractors**

**Burns & McDonnell**

On the final day of the annual conference, a drawing for a \$250 cash prize is held. This year that prize was won by Matt Sheppard of Minnesota State University & Technical College, Detroit Lakes. Matt generously donated the full cash prize back to the scholarship fund. We thank him for this amazing gift, along with our gratitude to all other members who support the scholarship program.

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## How To Get More Done At Work

Taken from "The Six Best Ways To Save Time At Work," by Siimon Reynolds, Forbes, August 27, 2013.

**1. Plan you day before you start.** Ambitious people love to just jump into their work as soon as they enter their office. Big mistake. According to the best selling time management author in history, Brian Tracy, one minute of planning at the start saves ten minutes of work later. So resist the urge to get stuck into your tasks – work out which tasks even need to be done before you begin.

**2. Do the most important task first.** Notice I did not suggest doing the most urgent task first. They are often not the same thing. As Stephen Covey famously identified, it can be the 'not urgent and important' tasks that lead to success, like planning, learning, skills development and building relationships.

**3. Delegate everything except your greatest strengths.** Most people have never sat down and identified what they're really good at. And even fewer spend most of their day doing those things. Yet in that simple technique lies the secret to extraordinary achievement. Take ten minutes now to work out your strengths and how you can delegate most of the rest. You can rarely get rid of everything you should, but can you delegate a lot more than you're doing?

**4. Rush the unimportant.** It's a nice concept to do everything superbly, but in today's lightning speed world it's just not practical. You can't do it all well. Pick what's not vital and rush it. If you don't you won't have the extra time needed to get the really valuable stuff done well.

**5. Compress your time.** Don't ever have an open amount of time to get a task done. Always challenge yourself to get it completed in a certain time period – preferably shorter than you think you can do it. You will be amazed at how much more quickly you'll finish jobs when you put yourself under a little pressure.

**6. Have a leaving time.** Everyone has a starting time, few have a leaving time. But when you know you have to leave the office at an exact time, your productivity throughout the day will rise. Think about it – when are you most productive? The day before you are going on vacation! Ever wondered why that is? It's the power of having a time when you know you simply must leave the office. But no need to wait for holidays, you can use this technique every work day – by having a firm leaving time.

Try this life changing experiment: For the next week do every one of these time management techniques each day and see how your efficiency improves



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