

# Meeting Agenda

2017-2018 Board Meeting No. 2

Date: October 4, 2017  
Location: Nello's, Royal Oak

Time: 7:15 AM

1. Call to Order **Carr (for Kelly)**
  - a. 7:19 am start
  - b. Present: Zach Carr, Jeremy Curtis, Crystal Kozak, Patrick Droze, Dana Temerowski
  - c. Absent: David Kelly, Drew Sandhal, Steve Matheny
  - d. Guests: None
2. Approval of Agenda **All**
  - a. *Motion to Approve Agenda by D. Temerowski, second by J. Curtis, passed by all.*
3. Approval of Meeting Minutes **Carr**
  - a. Approval of May 2017 Meeting No. 9 Minutes
    - i. *Motion to approve May 2017 meeting minutes by D. Temerowski, second by P. Droze, passed by all.*
  - b. Approval of September 11, 2017 Kick-off Meeting Minutes
    - i. *Motion to approve Kick-off meeting minutes, subject to comments provided by Z. Carr, by C. Kozak, second by D. Temerowski, passed by all.*
4. Approval of Treasurer's Report(s) **Kozak**
  - a. June 2017 Report
  - b. July 2017 Report
  - c. August 2017 Report
  - d. September 2017 Report
    - i. *Allotment for Section dues was very low last year, Jeremy will follow-up with Nancy Berson (ASCE Nation) to see what dues should be.*
    - ii. *There was a banking service fee of \$15 in June, Jeremy will follow up with Chase Bank to see why this fee was applied.*
    - iii. *The golf outing deposits and expenses were the primary activities in June and July, August had activities for the Construction and Central Business District Programs.*
    - iv. *Discussed how much the PayPal fees were costing the Branch in comparison to the convenience that it brings to the membership.*
    - v. *C. Kozak & J. Curtis have already transferred the information on the bank account for the 2017-18 year.*
    - vi. *Motion to approve June, July, Aug, & Sept Treasurer's Reports by D. Temerowski, second by P. Droze, passed by all.*

*Action: J. Curtis to follow-up with ASCE National Section dues.*

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*Action: J. Curtis to follow-up with Chase Bank on June service fee*

*Action: J. Curtis to determine the total fees paid to PayPal throughout the 2016-17 year*

e. PayPal vs. Venmo

- i. *C. Kozak looked into the fees for PayPal and determined that as a charitable organization we should only be paying 2.2%. Crystal also researched other payment methods such as Venmo and Google Wallet to see if there were cheaper alternatives. It was determined that PayPal was the best alternative at the moment.*

*Action: C. Kozak to switch the Branch PayPal account to reduce fees.*

f. Website Improvements Committee Chair Reports

g. J. Curtis - FY2016-17 report for review and submittal to ASCE Michigan Section

h. 2017-18 Budget

- i. *The allotment for Section dues was reduced based on the checks received in 2016-17, this will be revised, based on the conversation with Nancy Berson. The CYM budget had not yet been approved and therefore is the same as the previous year, Tovia stated that he would submit the CYM final budget once it is approved.*
- ii. ***Motion to approve 2017-18 budget, contingent on inclusion of CYM budget, by D. Temerowski, second by J. Curtis, passed by all.***

*Action: C. Kozak to finalize budget after receiving approved CYM budget.*

5. Member Services Committee

**Sandahl**

- i. Committee Chairs Update
- ii. Annual Meeting
- iii. Website
- iv. Scholarship

6. Professional Activities Committee

**Droze**

- i. Committee Chairs Update
  - 1. *Still need to follow up with all committee chairs*
- ii. Upcoming programs/events
  - 1. *Discussed possible programs: Ypsilanti Water Tower, GLWA Springwells Water Plant, Ann Arbor Water Treatment Plant*
- iii. Student Night

7. Technical Activities

**Matheny**

- i. Committee Chairs Update
  - 1. *Need to find a new Environmental Chair, although has a lead on one already*
- ii. Upcoming programs/events

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1. *Program scheduled for Oct 27 – Jason Ross to discuss investment in infrastructure. Need to get a program flyer out ASAP. Steve to talk with Labrina about the Detroit Zoo digester tour.*
8. CYM **Droze**
9. Past-President **Temerowski**
  - a. *D. Temerowski to send out By-laws to membership to review changes that included elimination of the Reception and Membership Committee.*
10. President-Elect **Carr**
  - a. Coordinate with Kelly for proper handoff
    - i. *D. Kelly and Z. Carr need to still meet*
  - b. Newsletter
  - c. Calendar
    - i. *Get all program dates to M. Nicolls to get on the website*
11. Michigan Section News **Carr (for Kelly)**
  - a. Review Recent Michigan Section Minutes
    - i. *Therese Kline is Michigan's new Region 3 Governor*
    - ii. *The National Infrastructure Report Card will be out soon, National to provide information before it is released.*
    - iii. *The Michigan Infrastructure Report Card will be out in February*
12. National News **Carr (for Kelly)**
  - a. 2017-2018 Presidents and Governor's Forum Summary
    - i. *Z. Carr felt the program was useful and would be good for all new Presidents to attend.*
    - ii. *Program said to pick one item for improvement and do it well.*
    - iii. *National ASCE has a Speaker's Bureau (Past National Presidents), possibly have one of these individuals speak at the 2020 Annual Meeting.*
    - iv. *1 million views of the Dream Big movie, plan to send a DVD to every high school in US*
13. Other Items to be Discussed **All**
  - a. Michigan Section Kick-Off Meeting???
  - b. Michigan Section Scholarships??? Need to make student groups aware of these through CYM liaisons.
  - c. Region 3, 6, 7 Leadership Conference, Omaha, NE – January 26-27, 2018
    - i. *D. Sandahl or S. Matheny would be good candidates to attend this meeting*
  - d. ASCE 2017 Convention, New Orleans, LA – Oct 8-11, 2017
    - i. *No one attending this meeting*
  - e. Other Ideas

## Meeting Agenda

14. Adjourn

Carr (for Kelly)

a. *Motion to adjourn at 8:20 AM by C. Kozak, second by D. Temerowski, passed by all.*

### Action Items:

*J. Curtis to follow-up with ASCE National Section dues.*

*J. Curtis to follow-up with Chase Bank on June service fee*

*J. Curtis to determine the total fees paid to PayPal throughout the 2016-17 year*

*C. Kozak to switch the Branch PayPal account to reduce fees.*

*C. Kozak to finalize budget after receiving approved CYM budget.*

*D. Temerowski to send out by-laws to membership for approval to remove Reception and Membership committee*

### Upcoming Meetings/Events:

November 1, 2017 - Board Meeting at Nello's Restaurant, Royal Oak, MI

December 6, 2017 - Board Meeting at Nello's Restaurant, Royal Oak, MI

January 3, 2018 – Board Meeting at Nello's Restaurant, Royal Oak, MI

February 7, 2018 at 7:15 am - Board Meeting at Nello's Restaurant, Royal Oak, MI

### **February?? – Engineers Week**

### **February??, 2018 – Annual Meeting w/ ???**

March 7, 2018 – Board Meeting at Nello's Restaurant, Royal Oak, MI

March 13-15, 2018 – Legislative Fly-in

March 21, 2018 – Michigan Lobby Day, Lansing, MI

April 4, 2018 - Board Meeting at Nello's Restaurant, Royal Oak, MI

May 2, 2018 – Board Meeting at Nello's Restaurant, Royal Oak, MI

### **June ???, 2018 – End of the Year Meeting at ???**