

Meeting Minutes

2024-2025 Kick-off Meeting

Date: Wednesday, September 18, 2024
Time: 5:00 P.M.
Location: OHM Advisors
34000 Plymouth Road
Livonia, MI 48150

1. Welcome (Palazzolo)
 - a. *Call to order 5:18pm*
2. Introductions (All)
 - a. *In Person Board Attendees: Tavio Palazzolo, Kevin Brown, Steve Matheny, Cole Villalobos, Madison Carlson, Bryce Burkett*
 - b. *Virtual Board Attendees: Paul Wakefield, Kim Klieber*
 - c. *Other Attendees: Ashley Lesser (virtual)*
3. Table of Organization (Palazzolo)
 - a. *Went through each board member's role and responsibilities.*
4. Board of Directors (Palazzolo)
 - a. *Board members' contact information is included in the kickoff package.*
5. Newsletter (Palazzolo/Burkett)
 - a. Transition from Constant Contact/Testing MailerLite
 - i. *Palazzolo and Burkett to work through potential transition.*
6. Schedule/Calendar (Palazzolo)
 - a. *Reviewed calendar of upcoming events.*
7. Secretary (Burkett/Wakefield)
 - a. *Evaluate the plausibility of a subcommittee to review potential bylaw changes.*
8. Budget (Wakefield/Brown)
 - a. Review and Approve Outstanding Treasurer Reports
 - i. *Motion to approve May, June, July, and August Treasurer's reports.*
 - ii. *Motioned by Burkett, seconded by Matheny.*
 - iii. *Motion approved unanimously.*
 - b. *FY 2023-2024 (10/1/23 – 9/30/24)*
 - c. Annual Report
 - i. *Wakefield and Matheny will coordinate drafting the Annual Report.*
9. Committee Chairs
 - a. Member Services (Brown/Villalobos) – *Brown and Villalobos will coordinate transition of responsibilities.*
 - i. *Continuing Education - Potentially make whoever runs the event responsible for distributing PDH certificates. Palazzolo indicated this is already how it's done.*
 - ii. *Diversity Committee - No current budget.*
 - iii. *Annual Meeting*

Meeting Minutes

- iv. YMG
 - v. Website – *Lesser will continue as website manager. The sponsorship page is up.*
 - vi. New/Dropped Member Contact
 - b. Professional Activities (Villalobos/Klieber)
 - i. Student Night – *M. Corona is working on this. Possibly not a career fair anymore and maybe move to fall instead of spring.*
 - ii. History & Heritage - *A. Brooks is working on this.*
 - iii. Central Business District
 - iv. Project Management
 - v. Legislative Affairs
 - c. Technical Activities (Klieber/Carlson) – *C. Villalobos suggested holding a meeting to describe expectations to committee chairs.*
 - i. Construction
 - ii. Environmental - *Lesser willing to assist.*
 - iii. Geotechnical - *Reach out to Wakefield for committee chair.*
 - iv. Transportation
 - v. Structural
10. Past President - *Matheny asked if we should let MI Section off the hook for the \$500 they said they would give us for the Future Cities event. Board agreed that we can let it go.*
11. Programs/Events
- a. Procedures for Setting Up a Program
 - i. Update from Paypal to Zelle? – *Ensure people pay the PayPal fee via the flyers.*
 - ii. *HRC/OHM may be able to help with flyers. Possibly offer them a sponsorship in return for their marketing services in making flyers.*
 - iii. *Lesser requested flyer info in text for updating the website and sending program info to her prior to the email blast to membership.*
 - b. Sponsorships
 - i. *Received HDR, OHM, and Logan Clay. S. Matheny said TEC may also be sending a check. Send another flyer out next week.*
 - c. Gordie Howe Bridge Tour – *Successful! Bus has reached capacity at 56 seats.*
 - i. *M. Carlson motioned to donate \$200 to event space, S. Matheny seconded, unanimously approved.*
 - d. Sporting Clay Shoot – *33 sign ups.*
 - e. Other Ideas
 - i. Joe Louis Greenway
 - ii. Uniroyal River Walk
 - i. Others? - *Looking for new ideas. Possibly Michigan Central Station.*
12. Other Items to be Discussed
- a. Michigan Section Scholarships - *Typically awarded around Memorial Day.*
 - b. ASCE Convention 2024, Tampa, Florida – Oct 6-9, 2024
 - Board Approved - \$1,500 per member attending (2 max.) - *Matheny and Palazzolo are attending.*
 - c. Regions 3, 6, 7 Multi-Region Leadership Conference in Cleveland, Ohio –

Meeting Minutes

February 27-March 1, 2025 - *Speak up if interested in the next few months.*

- d. 2025 Legislative Fly-In, Washington DC – Not yet announced - *Typically end of February/early March.*
- e. Bylaws update preview – *Palazzolo, Wakefield and Matheny will coordinate a committee to discuss.*
- f. Monthly Board meeting timeframe/location – *Monday October 14th at 5pm at Craft Brew City.*
- b. Other Ideas - *Possibly put together a technical workshop day.*

13. Adjourn

- a. *Motioned by P. Wakefield, seconded by K. Klieber. Approved unanimously at 6:51pm.*

Upcoming Meetings/Events:

September 20, 2024 at 8:30 AM	Construction Institute – Claims Avoidance Workshop at LTU
September 20, 2024 at 11 AM	Cornelius Henderson historical marker unveiling, Detroit
September 20, 2024 at 11 AM	Gordie Howe Bridge Tour, Detroit
September 24, 2024 at 9 AM	Section Annual Strategic Planning & Board Meeting, Lansing
September 27–28, 2024	Region 3 Assembly, Chicago, IL
*October 1, 2024 at 7:15 AM	Board Meeting
October 3, 2024 at 1:00 PM	3 rd Annual Sporting Clay Shoot, Detroit Gun Club
October 6–9, 2024	ASCE Convention, Tampa, FL
<i>October 14, 2024 at 5:00pm</i>	<i>Board Meeting, Craft Brew City (Farmington Hills)</i>
*November 5, 2024 at 7:15 AM	Board Meeting
*December 3, 2024 at 7:15 AM	Board Meeting
*January 7, 2025 at 7:15 AM	Board Meeting
*February 4, 2025 at 7:15 AM	Board Meeting
February 17–21, 2025	Engineers Week
February 27–March 1, 2025	Regions 3, 6, 7 MRLC, Cleveland, OH
*March 4, 2025 at 7:15 AM	Board Meeting
*April 1, 2025 at 7:15 AM	Board Meeting
April 2025?	Annual Meeting (Date/Time/Location TBD)
*May 6, 2025 at 7:15 AM	Board Meeting
June 2025	End of Year Meeting (Date/Time/Location TBD)
June 2025	Golf Outing, Greystone Golf Club, Washington Twp

*Date, time, and location subject to change

NEW ACTION ITEMS

1. *Palazzolo and Burkett to work through potential transition from Constant Contact to MailerLite*
2. *Palazzolo, Wakefield, and Matheny to evaluate the plausibility of a subcommittee to review potential bylaw changes.*
3. *Wakefield and Matheny to coordinate drafting the Annual Treasurer’s Report.*
4. *Villalobos to evaluate a technical workshop day.*
5. *Palazzolo to send bank transfer letter to Wakefield and Brown.*