

# Meeting Minutes

2024-2025 Meeting No. 2 (November Board Meeting)

Date: November 12, 2024  
Time: 5:00 PM  
Location: FK Engineering  
30425 Stephenson Hwy.  
Madison Heights, MI 48071

1. Call to Order (Palazzolo)
  - a. *Call to Order at 5:06 pm*
  - b. *In person attendees: Tavio Palazzolo, Paul Wakefield, Madison Carlson, Bryce Burkett, Cole Villalobos*
  - c. *Virtual attendees: Steve Matheny, Kevin Brown, Kim Klieber*
  - d. *Other attendees: Brittany Pardy, Ashley Lesser, Grace Zalubas, Sarah Barrett, Andre Brooks*
2. Approval of Agenda (Palazzolo)
  - a. *Comments incorporated from C. Villalobos.*
    - i. *Motion to approve by Burkett, seconded by Villalobos.*
    - ii. *Motion approved unanimously.*
3. Approval of Meeting Minutes
  - a. October 14, 2024
    - i. *Motion to approve by Burkett, seconded by Klieber.*
    - ii. *Motion approved unanimously.*
4. Newsletter (Burkett)
  - a. *Working towards a winter newsletter in December.*
  - b. *Constant contact switch to MailerLite. Burkett started free account for MailerLite. He is working to upload member list. Expect to have everything switched over to MailerLite by next meeting. He is putting together templates for communications to membership.*
5. Schedule/Calendar (Palazzolo)
  - a. *Michigan infrastructure conference date has changed to May 8, 2025.*
6. Treasurer's Report (Brown)
  - a. October 2024 Treasurer's Report – *Business account was below \$2,000 and thus a \$15 fee. \$4,500 in sponsorships to date.*
    - i. *Motion to approve by Wakefield, seconded by Carlson.*
    - ii. *Motion approved unanimously.*
7. Committee Chairs
  - a. Member Services (Villalobos)
    - i. Chair Position update
      1. *Continuing Education – No update*
      2. *Diversity Committee – No update*
      3. *YMG – Entire board in place, budget was approved, working on scholarships.*

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- ii. New/Dropped Member Contact – *Awaiting dues to be due in December to get an accurate list. Review in January. C. Villalobos sent contacts to K. Klieber and M. Carlson for potential chairs.*
  - iii. Website Update
    - 1. New Board (including company/contact updates) – *C. Villalobos sent direction for sending new information to A. Lesser for adding to the website. A. Lesser working on uploading items already sent.*
    - 2. Annual Meeting – *November 15<sup>th</sup> committee meeting. Currently considering The HUB, Saphire Room. Room fee is \$700, event min is \$7000. April 18<sup>th</sup>, 25<sup>th</sup>, May 2<sup>nd</sup> are current dates being considered.*
      - a. *Motion to approve Annual Meeting April 25<sup>th</sup> at the HUB in Novi by Carlson, seconded by Wakefield.*
      - b. *Motion approved unanimously.*
      - c. *Planning to have a technical session from 11am to 4pm or 4pm to 9pm. Agreed to move forward with 11am to 4pm time slot. PDH's for the technical session would be provided. **Save the date will be sent out later this month/early December.** Possibly ASCE pins as a giveaway. Full invite/sign up late January/early February. Cost being evaluated. More info to come.*
      - d. *Looking for presenters.*
  - iv. ***C. Villalobos to research other website options and send email summarizing.***
- b. Professional Activities (Klieber)
  - i. Chair Position update
    - 1. Student Night – *LTU looking to host. S. Barrett coordinating. Trying to do something more interactive/mentoring instead of just a career fair: "Post Grad Outlook". Also want to keep companies involved. Possibly have companies go through some of their projects. More info to come.*
    - 2. History & Heritage – *No updates at the moment.*
    - 3. Central Business District – *S. Matheny discussed the gala with ACI. Currently over 40 people signed up. \$3,000 in sponsorships. ASCE contributed up to \$3,000. No explanation of what the sponsorship tier levels mean. S. Matheny said it's just a donation.*
    - 4. Project Management – *No update.*
    - 5. Legislative Affairs - *No update.*
- c. Technical Activities (Carlson)
  - i. Chair Position update – *Working on finding people to present during Engineer's Week. Need to get a flyer out before the end of the year. M. Carlson to set up a call to discuss with S. Matheny and K. Klieber.*
    - 1. Construction - *No update.*
    - 2. Environmental - *No update.*
    - 3. Geotechnical - *No update.*
    - 4. Transportation - *No update.*
    - 5. Structural - *No update.*
8. Past President (Matheny)
  - a. Sponsorships - *9 sponsors to date. Could send another letter for more sponsors. 12 would be beneficial for funding the technical day. Possibly advertise on mailers. Discussed posting logos on website. Discussed other branches website options. In order to use other website templates may need to hire a web designer or use other template service.*

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9. Michigan Section News
  - a. Calendar coordination – *Email from Section saying they want to coordinate event calendars. When an event is sent out, make sure to notify Section.*
  
10. National News – *No update.*
  
11. Programs/Events
  - a. ACI/ASCE Joint Holiday Gathering, December 7, Michigan Central
  - b. Technical day – *February 21<sup>st</sup> Meeting scheduled to determine planning for mailing and speakers.*
  - c. *Annual Meeting scheduled for April 25<sup>th</sup>.*
  - d. Other ideas
  
12. Action Items
  - a. ~~Palazzolo and~~ Burkett to work through potential transition from Constant Contact to MailerLite
  - b. Palazzolo, Wakefield, and Matheny to evaluate the plausibility of a subcommittee to review potential bylaw changes.
  - c. ~~Wakefield and Matheny to coordinate drafting the Annual Treasurer’s Report.~~
  - d. Palazzolo to correct authorized users on Chase account.
  - e. ~~Villalobos to contact Ashley Lesser to update website.~~
  - f. ~~Carlson to put together a flier and advertise in the new year.~~
  - g. ~~Villalobos to pull New/Dropped Member info from Nationals.~~
  - h. ~~Brown will email Maria Corona about reducing budget and possibly fundraising to make up the difference.~~
  - i. ~~Palazzolo to send email to commence discussion on updating bylaws.~~
  - j. Brown to begin discussions with YMG regarding hosting MRLC.
  - k. Carlson to put together a flier and advertise in the new year for technical sessions.
  
13. Other Items to be Discussed
  - a. Bylaw subcommittee
  - b. Regions 3, 6, 7 Multi-Region Leadership Conference in Cleveland, Ohio – February 27-March 1, 2025 – *4 people from YMG, evaluate getting larger vehicle.*
    - i. Potential 2027 host (YMG is interested in planning)
  - c. 2025 Legislative Fly-In, Washington DC – March 26-28, 2025 – *Possibly Cole.*
  - d. Monthly Board meeting timeframe/location
  - e. Other Ideas
  
14. Adjourn
  - a. *Motion to adjourn at 6:35pm by Brown, seconded by Burkett.*
  - b. *Motion approved unanimously.*

### Upcoming Meetings/Events:

**\*December 3, 2024 at 5:30pm**  
 December 7, 2024 at 6:00 PM  
 \*January 7, 2025 at 7:15 AM  
 \*February 4, 2025 at 7:15 AM  
 February 17–21, 2025  
 February 27–March 1, 2025

**Board Meeting @ FKE**  
 ACI/ASCE Joint Holiday Gathering, Michigan Central  
 Board Meeting  
 Board Meeting  
 Engineers Week  
 Regions 3, 6, 7 MRLC, Cleveland, OH

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\*March 4, 2025 at 7:15 AM

March 26–28, 2025

\*April 1, 2025 at 7:15 AM

**April 25, 2025 at TBD**

\*May 6, 2025 at 7:15 AM

May 7, 2025

May 2025

June 2025

June 19, 2025

Board Meeting

Legislative Fly-In, Washington, DC

Board Meeting

**Annual Meeting (The HUB Novi)**

Board Meeting

Michigan Infrastructure Conference, Lansing

Construction Science Expo, Detroit

End of Year Meeting (Date/Time/Location TBD)

Golf Outing, Greystone Golf Club, Washington Twp

\*Date, time, and location subject to change

### New Action Items

- a. **K. Brown to evaluate renting a van for MRLC.**
- b. **C. Villalobos to research other website options and send email summarizing.**
- c. **C. Villalobos - Save the date for Annual Meeting will be sent out later this month/early December.**
- d. **T. Palazzolo to forward email from Society level on bylaws.**