

Meeting Minutes

2024-2025 Meeting No. 3 (December Board Meeting)

Date: December 3, 2024
Time: 5:30 PM
Location: Virtual

1. Call to Order (Palazzolo)
 - a. *Call to Order at 5:35 pm*
 - b. *Virtual attendees: Steve Matheny, Kevin Brown, Kim Klieber, Tavio Palazzolo, Paul Wakefield, Madison Carlson, Cole Villalobos,*
 - c. *Other attendees: Andre Brooks*
2. Approval of Agenda (Palazzolo)
 - a. *Change in location.*
 - i. *Motion to approve by Matheny, seconded by Klieber.*
 - ii. *Motion approved unanimously.*
3. Approval of Meeting Minutes
 - a. November 12, 2024
 - i. *Motion to approve by Brown, seconded by Carlson.*
 - ii. *Motion approved unanimously.*
4. Newsletter (Burkett)
 - a. *Bryce not on call*
5. Schedule/Calendar (Palazzolo)
 - a. *YMG planning student night in March at LTU.*
 - b. *Joint winter social, to be discussed later in meeting.*
6. Treasurer's Report (Brown)
 - a. November 2024 Treasurer's Report
 - i. *Motion to approve by Klieber, seconded by Brown.*
 - ii. *Motion approved unanimously.*
7. Committee Chairs
 - a. Member Services (Villalobos)
 - i. Chair Position update – *No updates*
 1. Continuing Education
 2. Diversity Committee
 3. YMG
 - ii. Website Update
 1. Potential migration to independent website – *Villalobos sent over cost for website. Cost can grow if additional features are included. Palazzolo said he would prefer to wait until we have constant contact off the books. Villalobos mentioned wanting to send to Brad Shepler for consideration at the state level. Possibly split over all Michigan branches. Villalobos to report back on Shepler's response.*
 2. *Villalobos sent over request for updated information to be sent to Ashley Lesser to be added to the website. Matheny to send Lesser meeting*

Meeting Minutes

*minutes from 2023 – 2024. As new information comes in, please send to Lesser. **Burkett to send news letters to Lesser.***

- iii. Annual Meeting – Carlson will get flyer to Villalobos for review. Reviewed proposal for HUB Novi as location. Discussed privacy of room. After event from 3pm to 5pm, includes 8 lanes of football bowling for 64 people. **Villalobos to confirm how pricing works if more or less people attend.** Palazzolo asked how much we will charge members. Estimated to be around \$100, however they also get CEU's. Villalobos is sending them the tax form. Budget is approved up to \$8,000. Per Palazzolo, anything above that will need board approval. Brown will write a check for deposit when the final amount is determined.
- b. Professional Activities (Klieber)
 - i. Chair Position update
 1. Student Night – Reserved space at LTU for March 20th (Thursday), holds 100 people. Presentation area in lobby for companies.
 2. History & Heritage – No updates.
 3. Central Business District – No updates.
 4. Project Management – No updates.
 5. Legislative Affairs – No updates.
 - c. Technical Activities (Carlson) – Carlson sent out test email that is planned to be sent thanking sponsors. Save the date for technical day during Engineer's Week will be sent to membership and YMG through normal communications.
 - i. Chair Position update
 1. Construction – No updates.
 2. Environmental – No updates.
 3. Geotechnical – No updates.
 4. Transportation – No updates.
 5. Structural – No updates.
8. Past President (Matheny)
 - a. Sponsorships – 9 sponsors to date.
9. Michigan Section News – No updates.
10. National News – No updates.
11. Programs/Events
 - a. ACI/ASCE Joint Holiday Gathering, December 7, Michigan Central. – 6 spots remaining. They are looking for help to sponsor. ASCE SEMI will be a platinum sponsor, cost is \$2,500. Brown to complete sponsorship.
 - b. ASCE Branch/YMG Joint Winter Social – Working with Sarah Barrett from YMG to schedule. Looking at 5-iron golf downtown in mid to late January. Expecting to be in the \$50 range. Villalobos mentioned potentially having the fowling portion of the annual meeting take the place of this event. Maria Corona will approach the board if that's an option they want to consider. Brown brought up a concern about cash flow. Plan for dues coming in as well as payments for events.
 - c. Technical workshop day – Save the date and list of potential people for speakers. See above. **Burkett to send out save the date.** Friday, February 21st from 8am to 3pm.
 - d. Other ideas – None at this time.
12. Action Items
 - a. Burkett to work through potential transition from Constant Contact to MailerLite

Meeting Minutes

- b. Palazzolo, Wakefield, and Matheny to evaluate the plausibility of a subcommittee to review potential bylaw changes.
- c. Palazzolo to correct authorized users on Chase account.
- d. Brown to begin discussions with YMG regarding hosting MRLC.
- e. Carlson to put together a flier and advertise in the new year for technical sessions.
- f. Brown to evaluate renting a van for MRLC.
- ~~g. Villalobos to research other website options and send email summarizing.~~
- h. Villalobos to send out save the date for Annual Meeting in late November/early December.
- ~~i. Palazzolo to forward email from Society level on bylaws.~~

13. Other Items to be Discussed

- a. Bylaw subcommittee – *No other updates*
- b. Regions 3, 6, 7 Multi-Region Leadership Conference in Cleveland, Ohio – February 27-March 1, 2025
 - i. Potential 2027 host (YMG is interested in planning) – *No attendees from branch level. Should be able to reimburse two people from YMG.*
- c. 2025 Legislative Fly-In, Washington DC – March 26-28, 2025 – *No attendees.*
- d. Monthly Board meeting timeframe/location – *Virtual for January, February consider AECOM in Novi.*
- e. Other Ideas

14. Adjourn

- a. *Motion to adjourn at 6:38pm by Klieber, seconded by Villalobos.*
- b. *Motion approved unanimously.*

Upcoming Meetings/Events:

December 7, 2024 at 6:00 PM	ACI/ASCE Joint Holiday Gathering, Michigan Central, Detroit
January 22, 2025 at 5:30 PM	Board Meeting – AECOM Novi
January 2025	Branch/YMG Joint Winter Social
February 4, 2025 at 7:15 AM	Board Meeting – Cancel
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
March 17–21, 2025	YMG Student Night, Lawrence Tech, Southfield
March 26–28, 2025	Legislative Fly-In, Washington, DC
*April 1, 2025 at 7:15 AM	Board Meeting
April 25, 2025	Annual Meeting, The HUB, Novi
*May 6, 2025 at 7:15 AM	Board Meeting
May 8, 2025 at 7:30 AM	Michigan Infrastructure Conference, East Lansing
May 2025	Construction Science Expo, Detroit
June 2025	End of Year Meeting (Date/Time/Location TBD)
June 19, 2025	Golf Outing, Greystone Golf Club, Washington Twp

*Date, time, and location subject to change

New Action Items

- a. **Villalobos to report back on Shepler’s response on a State website.**
- b. **Matheny to send Lesser meeting minutes from 2023 – 2024.**
- c. **Burkett to send news letters to Lesser.**

Meeting Minutes

- d. Villalobos to confirm how pricing works if more or less people attend and get updated invoice for Annual Meeting.**
- e. Burkett to send out save the date for Technical Day.**