

Meeting Agenda

2024-2025 Meeting No. 4 (January Board Meeting)

Date: January 22, 2025
Time: 5:30 PM
Location: AECOM
39575 Lewis Dr.
Suite 400
Novi, MI 48377

Attendance: *Steve Matheny, Kevin Brown, Kim Klieber, Tavio Palazzolo, Bryce Burkett, Madison Carlson, Cole Villalobos, Kimberly Klieber (Virtual)*

Paul Wakefield not in attendance. Notes taken by Kimberly Klieber

1. Call to Order (Palazzolo) **5:46pm**
2. Approval of Agenda (Palazzolo) **Motion by Matheny; Second by Villalobos; All in favor - Approved**
3. Approval of Meeting Minutes **Motion by Villalobos; Burkett Second; All in favor - Approved**
 - a. December 3, 2024
4. Newsletter (Burkett) – **The newsletter has been created, great job Burkett!**
 - a. **Discussion about constant contact email member list being reduced to current “active” membership**
 - i. **Previous members haven’t been removed from contact list**
 - b. **Non-members are receiving “perks” of offerings coming to their inbox**
 - c. **Post all information on the website as well for access by non-members**
 - d. **Proposed to split lists into “active membership” and “historic membership”**
 - e. **Tabled discussion**
5. Schedule/Calendar (Palazzolo)
 - a. **Regions 3, 6, 7 Multi-Region Leadership Conference in Cleveland, Ohio – February 27-March 1, 2025 – Brown is attending on behalf of the Board. Five attendees from YMG.**
 - i. **Potential 2027 host (YMG is interested in planning)**
 - b. **Monthly Board meeting timeframe/location**
 - i. **March 11, 2025 at 5:30pm; OHM Advisors (34000 Plymouth Road, Livonia, MI 48150)**
6. Treasurer’s Report (Brown)
 - a. **December 2024 Treasurer’s Report**
 - i. **Brown reviewed report with Board, no questions**
 - ii. **Motion by Matheny and Second by Madison; All in favor – Approved**
 - iii. **Brown to look into “stop payment fee” on statement to determine where this is coming from.**
 - iv. **Brown to continue to contact PayPal regarding why account is frozen**
7. Committee Chairs

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- a. Member Services (Villalobos)
 - i. Chair Position update
 - 1. Continuing Education
 - 2. Diversity Committee
 - 3. YMG
 - ii. Website Update
 - 1. Potential migration to independent website
 - iii. Annual Meeting
 - 1. **Discussion on the pricing of the Annual Meeting Ticket (\$100) vs. Technical Seminar Ticket (\$50 Member /\$70 Non)**
 - 2. **Madison presented the idea of “early bird” pricing for annual meeting to offer some savings to members. \$75 early bird pricing for meeting, will go to \$100 for later sign ups. Early Bird pricing will conclude on March 14th (roughly a month after flyer dispersed)**
 - 3. **Payment methods discussed, offer PayPal as a last option with freeze happening. Check and Zelle preferred.**
 - iv. **Joint Meeting with YMG & Board**
 - 1. **Low attendance of Board members (3) vs. YMG (6) [1 other]**
 - 2. **Last day for sign up was today 1/22/2025**
 - 3. **We have a set fee for the venue**
- b. Professional Activities (Klieber) – **No updates to provide**
 - i. Chair Position update
 - 1. Student Night
 - 2. History & Heritage
 - 3. Central Business District
 - 4. Project Management
 - 5. Legislative Affairs
- c. Technical Activities (Carlson)
 - i. Annual Technical Seminar update
 - 1. **February 21, 2025**
 - 2. **Italian food for lunch (delivery is not determined at this time)**
 - 3. **\$50/member and \$70/non-member**
 - 4. **Coffee will be available all day**
 - 5. **Klieber to emcee the event**
 - 6. **Google Drive has all of our information for the event thus far**
 - 7. **Attendance goal of 50 people**
 - ii. Chair Position update – **No updates to provide**
 - 1. Construction
 - 2. Environmental
 - 3. Geotechnical
 - 4. Transportation
 - 5. Structural
- 8. Past President (Matheny) – **No updates to provide**
- 9. Michigan Section News
 - a. Annual Awards update
 - i. **Email sent out 1/22/2025 from Section, all submittals sent to Section originally for dissemination**

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- ii. **Two projects will be allowed to be submitted from the Branch for Section submittal**
- iii. **March 3, 2024 applications due**
- iv. **Burkett to send out email informing membership about award applications**

10. National News – **No updates**

11. Programs/Events

- a. ACI/ASCE Joint Holiday Gathering Recap
 - i. **70/80 folks in attendance; ¼ to 1/3 ASCE approximately**
- b. ASCE Branch/YMG Joint Winter Social
 - i. **Paid \$1,700 already**
 - ii. **\$830 Food and Beverage minimum**
 - iii. **Low attendance and RSVP on attendee amount to venue by 1/23/2025**
- c. Other ideas
 - i. **Pistons Joint Event went well!**
 - ii. **Increase consistency of events to hopefully increase membership participation**

12. Action Items

- ~~a. 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. **Initial emails sent, further discussion needed, ongoing.**
- c. Palazzolo to correct authorized users on Chase account. **Ongoing.**
- d. Brown to begin discussions with YMG regarding hosting MRLC. **Brown to follow up after initial discussions were had. YMG will need a presentation for this at 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. **No longer applies**~~
- ~~g. Villalobos to send out save the date for Annual Meeting in late November/early December.~~
- h. Villalobos to report back on Shepler's response on a State website. **No response from Shepler yet.**
- ~~i. Matheny to send Lesser meeting minutes from 2023 – 2024.~~
- ~~j. Burkett to send news letters to Lesser.~~
- ~~k. Villalobos to confirm how pricing works if more or less people attend and get updated invoice for Annual Meeting.~~
- ~~l. Burkett to send out save the date for Technical Day.~~
- m. **Brown to look into “stop payment fee” on statement to determine where this is coming from.**
- n. **Brown to continue to contact PayPal regarding why account is frozen**
- o. **Burkett to send out email informing membership about award applications**
- p. **Matheny to check in with Lansing-Jackson and Western Branches to discuss participation in those branches**
- q. **Palazzolo to email Wakefield regarding Scholarship overage being returned to Branch**
- r. **Palazzolo to discuss with Brown, Wakefield and Burkett to complete tasks for Chase account.**
- s. **Palazzolo to create written procedure on bank transitions for future use.**
- t. **Brown to create procedure for PayPal transitions for future use.**

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13. Other Items to be Discussed

- a. Bylaw subcommittee
- b. 2024 Scholarship award winner funds
 - i. **Update needed from Wakefield at next meeting**
 - ii. **Student Graduating and will have leftover scholarship monies, contacted from University on how to handle this.**
 - iii. **Motion made to receive remaining funds from the Scholarship (unused) back into the Account. Motion made by Matheny and Second by Burkett, all in favor – Passed**
- c. Chase Bank account update
 - i. **Palazzolo has discovered multiple issues with account. Palazzolo was the only authorized user on the account with a debit card at time of meeting. Business email is registered as Burkett but Burkett doesn't even have access. Previous officers have been removed from Bank access. Brown, Palazzolo and Burkett need to discuss further with Chase. A procedure needs to be written out on how to do bank transitions for future use to avoid issues. Treasurer will be sole signer.**
- d. PayPal account update
- e. Other Ideas

14. Adjourn 7:20 PM (Moted by Matheny, Second by Villalobos, All in Favor)

Upcoming Meetings/Events:

January 29, 2025 at 6:00 PM	Branch/YMG Joint Winter Social, Five Iron Golf, Detroit
February 17–21, 2025	Engineers Week
February 21, 2025 at 8:00 AM	Annual Technical Seminar, Mexicantown CDC, Detroit
February 27–March 1, 2025	Regions 3, 6, 7 MRLC, Cleveland, OH
March 11, 2025 at 5:30 PM	Board Meeting at OHM Advisors
March 20, 2025	YMG Student Night, Lawrence Tech, Southfield
March 26–28, 2025	Legislative Fly-In, Washington, DC
*April 7, 2025 at 5:30 PM	Board Meeting
April 25, 2025 at 11:00 AM	Annual Meeting, The HUB, Novi
*May 5, 2025 at 5:30 PM	Board Meeting
May 8, 2025 at 5:30 PM	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
October 8–11, 2025	2025 ASCE Convention, Seattle, WA

*Date, time, and location subject to change