

Meeting Minutes

2024-2025 Meeting No. 6 (April Board Meeting)

Date: April 1, 2025
Time: 5:30 PM
Location: FK Engineering
30425 Stephenson Hwy.
Madison Heights, MI 48071

1. Call to Order (Palazzolo)
 - a. *Call to Order at 5:40 pm*
 - b. *In-person attendees: Tavio Palazzolo, Paul Wakefield,
Virtual attendees: Steve Matheny, Kim Klieber, Kevin Brown, Cole Villalobos
Absent board members: Bryce Burkett, Madison Carlson*
2. Approval of Agenda (Palazzolo)
 - a. *Motion to approve by Brown, seconded by Klieber.*
 - b. *Motion approved unanimously.*
3. Approval of Meeting Minutes
 - a. March 11, 2025
 - i. *Motion to approve by Brown, seconded by Klieber.*
 - ii. *Motion approved unanimously.*
4. Newsletter (Burkett)
 - a. *Newsletter was sent out on March 28th. All links are working. A reminder for branch nominations was sent out. Early bird registration for the annual meeting has closed.*
5. Schedule/Calendar (Palazzolo)
 - a. *No update outside this agenda.*
6. Treasurer's Report (Brown)
 - a. March 2025 Treasurer's Report
 - i. *Motion to approve by Klieber, seconded by Wakefield.*
 - ii. *Motion approved unanimously.*
7. Committee Directors
 - a. Member Services (Villalobos)
 - i. Chair Position update
 1. *Continuing Education – No updates*
 2. *Diversity Committee – No updates*
 3. *YMG – No updates*
 - ii. Website Update
 1. *Potential migration to independent website - No updates*
 - iii. Annual Meeting – *50/50 raffle will be held at meeting. Palazzolo to look at banner for annual meeting regarding type of stand/holder Agenda for meeting is expected soon. Matheny to send Villalobos the annual sponsorship logos by the end of the week. Award submissions close on Friday. Poster boards and plaques for winners need to be ordered/created. Brown has pins. OHM made posters last year. Palazzolo to ask Patrick Droze how to make them. Currently at 29 people signed up.*

Meeting Minutes

- b. Professional Activities (Klieber)
 - i. Chair Position update
 - 1. Student Night – *Went well with the new format. 8 companies, lots of students. Several walk ins. Biggest turnout in a long time.*
 - 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) – *PDH credits have not been sent out yet. Klieber did all of OHM's. Klieber to reach out and ask Carlson if she needs help getting them out. Brown needs address to send donation check (\$500). Matheny to send to Brown.*
 - 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) – *No updates.*
- 9. Michigan Section News
 - a. Awards – *Section level nominations have been submitted. Branch extension closing on Friday.*
- 10. National News – *No updates*
- 11. Programs/Events – *No updates*
- 12. Action Items
 - a. Palazzolo, Wakefield, and Matheny to evaluate the plausibility of a subcommittee to review potential bylaw changes.
 - b. Palazzolo to correct authorized users on Chase account.
 - c. Brown to forward email with information on Informz.
 - d. Villalobos to report back on Shepler's response on a State website.
 - e. ~~Matheny to send Lesser meeting minutes from 2023–2024.~~
 - f. Carlson to send seminar PDHs.
 - g. Carlson to send Lesser seminar attendee list.
 - h. Carlson to coordinate with Brown on seminar payment.
 - i. ~~Burkett to send email on Branch Board nomination.~~
 - j. ~~Burkett to send early bird email reminder for annual meeting.~~
 - k. Burkett to login to LinkedIn and coordinate sponsorship forms and make public.
 - l. Lesser to update M. Michalak on website.
 - m. ~~Burkett to look into the Second Avenue Bridge project to present at Annual Meeting.~~
- 13. Other Items to be Discussed
 - a. Bylaw subcommittee – *In process.*
 - b. Board member nominations – *No responses to date. Board members to put out feelers for new board member.*
 - c. Social media – LinkedIn – *In process.*
 - d. 2025–2026 Kickoff meeting – *Potentially include YMG in kickoff meeting. Feedback indicated it would be better if there was better collaboration so that things happen in*

Meeting Minutes

complementary timeframes. Will revisit next meeting. Villalobos to ask Maria Corona her thoughts on combining kickoff meeting.

- e. *Other Ideas – Brown to present overhaul of treasurer’s report for next year. Make sure categories from section spreadsheet are on the treasurer's report spreadsheet.*

14. Adjourn

- a. *Motion to adjourn at 6:16 pm by Brown, seconded by Klieber.*
- b. *Motion approved unanimously.*

Upcoming Meetings/Events:

April 25, 2025 at 11:00 AM	Annual Meeting, The HUB, Novi
May 6, 2025 at 5:30 PM	Board Meeting, OHM Advisors, Livonia
May 8, 2025 at 7:30 AM	Michigan Infrastructure Conference, East Lansing
May 13, 2025 at 9:00 AM	Construction Science Expo, Detroit
June 3, 2025 at 5:30 PM	End of Year Meeting, Black Label Tavern, Livonia
June 19, 2025	Golf Outing, Greystone Golf Club, Washington Twp
October 8–11, 2025	2025 ASCE Convention, Seattle, WA
January 29–31, 2026	Regions 3, 6, 7 MRLC, Chicago, IL
February 16–20, 2026	Engineers Week

New Action Items

- a. **Palazzolo to figure out how to make poster boards.**
- b. **Matheny to send address to Brown for donation check.**
- c. **Matheny to send Villalobos the annual sponsorship logos.**