

# Meeting Minutes

2024-2025 Meeting No. 7 (May Board Meeting)

Date: May 6, 2025  
Time: 5:30 PM  
Location: OHM Advisors  
34000 Plymouth Rd.  
Livonia, MI 48150

1. Call to Order (Palazzolo)
  - a. *Call to Order at 5:43 pm*
  - b. *Board member attendees (in-person): Tavio Palazzolo, Paul Wakefield, Kevin Brown, Bryce Burkett, Kim Klieber, Cole Villalobos*
  - c. *Board member attendees (virtual): Steve Matheny*
  - d. *Absent board members: Madison Carlson*
  - e. *Other attendees (in-person): Audrey Stahrr (YMG community outreach (OHM))*
  - f. *Other attendees (virtual): Kathryn Crow (G2 Consulting, interested in being involved), Tyler Hesse (G2 Consulting, interested in being involved), Trevor Towery (Elastizell Corp., interested in being involved)*
2. Approval of Agenda (Palazzolo)
  - a. *Motion to approve by Wakefield, seconded by Klieber.*
  - b. *Motion approved unanimously.*
3. Approval of Meeting Minutes
  - a. *April 1, 2025*
  - b. *Motion to approve by Klieber, seconded by Brown.*
  - c. *Motion approved unanimously.*
4. Newsletter (Burkett)
  - a. *No updates*
5. Schedule/Calendar (Palazzolo)
  - a. *No update outside this agenda.*
6. Treasurer's Report (Brown)
  - a. *April 2025 Treasurer's Report – considering adding a line item for transfers from savings to checking accounts. Need to have \$2,000 in checking to avoid fees (fee is \$15 per occurrence and then monthly until resolved).*
    - i. *Motion to approve by Wakefield, seconded by Matheny.*
    - ii. *Motion approved unanimously.*
  - b. *Monthly report revisions – Brown went through revisions to Treasurer's report, including adding column for budget and annual tracking.*
  - c. *Open financial discussion*
    - i. *Brown concerned about \$20k deficit in budget.*
      1. *Discussion revolved around being prudent to minimize approved costs. Approved costs should be viewed as a "not to exceed" amount.*
      2. *Revisions to expected revenue will be completed to provide a more up to date budget.*
      3. *It is noted that the Clay Shoot event did go over the original budget amount.*

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4. *2025-2026 kickoff meeting will be in conjunction with the YMG group to discuss Branch and YMG budgeting. Discussion on “not to exceed” budget amounts, revising anticipated revenues to realistic numbers and providing some sort of cash flow for events that are currently offered entirely free.*
  5. *Board agreed that a goal of \$3,000 for Annual Sponsorships should be attainable.*
  6. *It is noted that \$2,000 must be in the Checking account to avoid fees.*
7. Committee Directors
- 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 recap
      1. *Positive feedback received from attendees of Annual Meeting.*
      2. *Revenue was created with this event*
      3. *Working professionals enjoyed the change of time/date from weekends to a weekday, during the work day. For future events, please keep in mind that students have a finals week and this year’s event did intersect with finals.*
  - b. Professional Activities (Klieber)
    - i. Chair Position update
      1. Student Night
      2. History & Heritage
      3. Central Business District
      4. Project Management
      5. Legislative Affairs
  - c. Technical Activities (Carlson) – *Not in attendance*
    - i. Chair Position update
      1. Construction
      2. Environmental
      3. Geotechnical
        - a. *Tyler, Trevor, and Kathryn in attendance and interested in handing Geotechnical committee*
      4. Transportation
      5. Structural
8. Past President (Matheny)
  - a. *Annual Clay Shoot is scheduled for October 2, 2025 from 1:00pm to 5:00pm*
9. Michigan Section News
  - a. Scholarship deadline
    - i. *Scholarship deadlines are the end of May 2025*
10. National News
  - a. *Ballots are open for President Elect and Membership Grades.*

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### 11. Programs/Events

### 12. Action Items

- a. Palazzolo, Wakefield, and Matheny to evaluate the plausibility of a subcommittee to review potential bylaw changes.
  - i. *Meeting to be scheduled*
- b. Palazzolo to correct authorized users on Chase account.
  - i. *October date to be chosen for all parties required to be in attendance.*
- c. Brown to forward email with information on Informz.
- d. Villalobos to report back on Shepler's response on a State website. – *No update*
- e. ~~Carlson to send seminar PDHs. Completed by Klieber~~
- f. Carlson to send Lesser seminar attendee list. *TBD, If Carlson can find list we would like to send that over to Lesser.*
- g. ~~Carlson to coordinate with Brown on seminar payment. Completed~~
- h. Burkett to login to LinkedIn and coordinate sponsorship forms and make public.
  - i. *Account was originally created to be private and it is not possible to change to a public access. Burkett to get private page removed (current owner is Drew Sandahl) and new publicly accessible page created for the Branch.*
- i. ~~Lesser to update M. Michalak on website. Revised to: Lesser to update the awards listings on the website.~~
- j. ~~Palazzolo to figure out how to make poster boards. Completed~~
- k. ~~Matheny to send address to Brown for seminar donation check. Completed~~
- l. ~~Matheny to send Villalobos the annual sponsorship logos. Completed, need to be uploaded onto Google Drive.~~
- m. *Restore Matheny's missing folder in Google Drive*
- n. *Villalobos reorganized folders in Drive to be split by office position, then year. Maintain this format for all future uploading.*
- o. *Palazzolo to discuss with Board Nomination (Holly Donoghue) the next steps, including voting and ballot timelines.*

### 13. Other Items to be Discussed

- a. Bylaw subcommittee
- b. Board member nominations
- c. Social media – LinkedIn
- d. 2025–2026 Kickoff meeting – potential YMG inclusion
  - i. *Board agrees YMG should be present*
  - ii. *Have an idea of dates for events/presentations (specifically for committees) for annual scheduling plan*
- e. Other Ideas

### 14. Adjourn at 6:49pm

- a. *Motion by Burkett*
- b. *Second by Brown*

### Upcoming Meetings/Events:

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

## **Meeting Minutes**

January 29–31, 2026  
February 16–20, 2026

Regions 3, 6, 7 MRLC, Chicago, IL  
Engineers Week