

Meeting Minutes

2025-2026 Meeting No. 1 (October Board Meeting)

Date: October 6, 2025
Time: 5:00 PM
Location: OHM Advisors
34000 Plymouth Rd.
Livonia, MI 48150

1. Call to Order (Burkett)
 - a. *Call to Order at 5:11 pm*
 - b. *Board member attendees (in-person): Burkett, Wakefield, Palazzolo, Brown, Klieber, Villalobos*
 - c. *Board member attendees (virtual): Carlson, Donoghue*
 - d. *Absent board members: none*
 - e. *Other attendees (in-person): Trevor Towery, Brittany Pardy, Steve Matheny*
 - f. *Other attendees (virtual): MaryKate Kirksey*
2. Approval of Agenda (Burkett)
 - a. *Motion to approve by Klieber, seconded by Wakefield*
 - b. *Motion approved unanimously.*
3. Installation of 2025-2026 Board of Directors (Palazzolo)
 - a. *Administered by Palazzolo*
 - i. Bryce Burkett, PE, President
 - ii. Paul Wakefield, PE, President-Elect
 - iii. Kevin Brown, PE, Secretary
 - iv. Cole Villalobos, PE, Treasurer
 - v. Kim Klieber, EIT, Member Services
 - vi. Madison Carlson, EIT, Professional Activities
 - vii. Holly Donoghue, PE, Technical Activities
 - b. *Board is officially installed*
4. Approval of Meeting Minutes
 - a. September 16, 2025
 - i. *Motion to approve by Brown, seconded by Palazzolo*
 - ii. *Motion approved unanimously.*
5. Newsletter (Wakefield)
 - a. Transition MailerLite from Burkett to Wakefield
 - i. *Newsletter not sent yet, will be made through MailerLite*
 1. *Will include upcoming events, Clay Shoot update, call for volunteers on committees, call for presentations*
 2. *Include ads and logos*
 3. *Plan on a fall newsletter*
 - ii. *Burkett to transfer credentials to Wakefield*
 - iii. *Need updated member list – Klieber to provide to Wakefield*
 - iv. *Wakefield to send out fall newsletter*
6. Schedule/Calendar (Burkett) – *See tentative event calendar*
 - a. *Coordinate YMG and branch events to avoid overlap and multiple events in the same week.*

Meeting Minutes

- ii. *Venue we used previously was in Detroit*
- iii. *Carlson to meet with Donoghue to coordinate technical session*
- c. Other ideas
 - i. *Bryce to send webinar guideline to board*
 - ii. *Committees should hopefully have more than 1 than just the chair for event planning.*
 - iii. *Tour for construction and Geotechnical, dates TBD*
 - iv. *Mentor "TED" talks – idea with senior leadership to present on career, however board saw no PDH could be offered*
 - v. *Webinar charges – consider \$10-15 per person, free event every once and a while*
 - vi. *Send out requests for presentations in newsletter*
 - vii. *Should annual meeting incorporate the joint meeting and eliminate joint social? Check with YMG*
 - viii. *Suggested Tech session in summer*
 - ix. *Don Carpenter – Ethics seminar – Wakefield to forward contact to Donoghue*

13. Previous Action Items

- a. Palazzolo, Burkett, Wakefield, Brown and Villalobos to meet at Chase to resolve authorized users on Chase Account.
 - i. October 8th at noon for all parties required to be in attendance.
 - ii. Authorized users on the account to be President, President-Elect, Secretary, and Treasurer. The people who hold those positions are as follows:
 1. Terry Bryce Burkett - President
 2. Paul Jacob Wakefield – President–Elect
 3. Kevin David Brown – Secretary
 4. Cole Guadalupe Villalobos – Treasurer
 - iii. Secretary is to be authorizing representative
 - iv. Treasurer is to be the account signer and needs website access and to get all notifications.
- b. Burkett and Wakefield to transfer MailerLite.
- c. Burkett to transfer LinkedIn manager.
 - i. Ella Smith to support.
 - ii. D. Sandahl to delete old page.
- ~~d. Villalobos to Share Google Drive with Donoghue.~~
- ~~e. Klieber to confirm Lesser will stay on as webmaster and ask to update website with new schedule~~
 - i. Position filled in by Pardy
- ~~f. Zalubas to send budget to Villalobos and then Villalobos to schedule a budget meeting.~~
- g. Brown to draft annual treasurer report for review.
- ~~h. Palazzolo to add bank transfer procedure to Google Drive~~

14. New Action Items

- a. *Klieber to provide updated member list to Wakefield*
- b. *Wakefield to send out fall newsletter*
- c. *Villalobos to draft 25-26 Branch budget*
- d. *Pardy to coordinate with Lesser regarding website*
- e. *Villalobos/Palazzolo to follow up on sponsorships.*
- f. *Carlson to meet with Donoghue to coordinate technical session*
- g. *Bryce to send webinar guideline to board*
- h. *Wakefield to forward Don Carpenter's contact to Donoghue*
- i. *All Branch members to move all items to new Google Drive folder structure.*

Meeting Minutes

15. Other Items to be Discussed

- a. Michigan Section Scholarships
 - i. Scholarship deadlines are the end of May
- b. ASCE Convention 2025, Seattle, Washington – Oct 8-11, 2025
 - i. Board Approved - \$1,500 per member attending (2 max.)
- c. Regions 3, 6, 7 Multi-Region Leadership Conference in Chicago, IL
 - i. January 29-31, 2026
- d. 2026 Legislative Fly-In, Washington DC
 - i. Matheny attending possibly
- e. Geo-Institute Representative
 - i. *Local person to cover this area – Towery volunteered*

16. Adjourn

- a. *Adjourn at 6:23 PM*
- b. *Motion to adjourn by Klieber, seconded by Wakefield*
- c. *All approved.*

17. Addendum

- a. *Board decided to hold the next meeting on November 3 at FKE office*

Upcoming Meetings/Events:

October 2, 2025 at 1:00 PM	4 th Annual Sporting Clay Shoot, Detroit Gun Club
*October 6, 2025 at 5:00 PM	Board Meeting at OHM Livonia
October 8-11, 2025	ASCE Convention, Seattle, WA
*November 3, 2025 at 5:00 PM	Board Meeting <i>at FKE</i>
*December 1 2025 at 5:00 PM	Board Meeting
*January 5, 2026 at 5:00 PM	Board Meeting
January 29-31, 2026	Regions 3, 6, 7 MRLC, Chicago, IL
*February 2, 2026 at 5:00 PM	Board Meeting
February 16–20, 2026	Engineers Week
*March 2, 2026 at 5:00 PM	Board Meeting
*April 6, 2026 at 5:00 PM	Board Meeting
April 2026?	Annual Meeting (Date/Time/Location TBD)
*May 4, 2026 at 5:00 PM	Board Meeting
June 2026	End of Year Meeting (Date/Time/Location TBD)
June 2026	Golf Outing, Greystone Golf Club, Washington Twp
June 28-July 1, 2026	ICTD Conference, Detroit, MI
August 1-5, 2026	UESI Pipelines 2026 Conference, Detroit, MI

*Date, time, and location subject to change

ASCE SE MI TENTATIVE CALENDAR

***Subject to change**

September 2025:

- 18th @ 9 AM - Section Annual Strategic Planning & Board Meeting, Lansing

October 2025:

- Clay Shoot
- 6th Board Meeting
- 8th-11th - ASCE Convention, Seattle, WA
- 18th – YMG Community Event*

Meeting Minutes

- 29th – YMG Monthly Meeting

November 2025:

- 3rd - Board Meeting
- 6th – YMG Fall Social Event*
- Technical Session? May be too late for in person; possibly virtual late November - Donoghue to follow up
- 19th – YMG Monthly Meeting

December 2025:

- 1st - Board Meeting
- 13th – YMG Christmas Volunteer Event*
- 22nd – YMG Monthly Meeting

January 2026:

- 5th - Board Meeting
- 21st – YMG Monthly Meeting
- 29th - 31st - Regions 3, 6, 7 MRLC & CRYMC, Chicago, IL

February 2026:

- 2nd - Board Meeting
- 3rd – ASCE, ITE, APWA Joint Pistons Game
- 16–20 - Engineers Week
- 27th Technical Session
- 25th – YMG Monthly Meeting

March 2026:

- 2nd - Board Meeting
- 7th – ACEC 61st Awards Gala
- 18th – 20th - 2026 ASCE Legislative Fly In
- 25th – YMG Monthly Meeting
- 31st – Student Night*

April 2026:

- 6th - Board Meeting
- 9th - 11th - 2026 Student Symposium Host: Youngstown State University
 - [Home - Eastern Great Lakes](#)
- 11th – YMG Spring Community Event - Maker Girl Mania*
- 17th Annual Meeting?
- 29th – YMG Monthly Meeting

May 2026:

- 4th - Board Meeting
- 7th – Michigan Infrastructure Conference
- 9th – Summer Community Event*
- 27th – YMG Monthly Meeting

June 2026:

- End of Year Meeting (Date/Time/Location TBD)
- 18th Golf Outing, Greystone Golf Club, Washington Twp
- June 28-July 1, 2026 ASCE TD&I Annual Event, Detroit, MI

July 2026:

- 31st – YMG Summer Social*

August 2026:

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