

Meeting Minutes

2025-2026 Meeting No. 2 (November Board Meeting)

Date: November 3, 2025
Time: 5:00 PM
Location: Virtual (Microsoft Teams)

1. Call to Order (Burkett)
 - a. 5:03 PM
 - b. Board member attendees (virtual): Burkett, Palazzolo, Brown, Villalobos, Klieber, Carlson, Donoghue
 - c. Absent board members: Wakefield
 - d. Other attendees (virtual): Trevor Towery, Brittany Pardy, Steve Matheny, John Al Hachem, MaryKate Kirksey
2. Approval of Agenda (Burkett)
 - a. Motion to approve by Donoghue, seconded by Klieber
 - b. Motion approved unanimously.
3. Approval of Meeting Minutes
 - a. October 6, 2025
 - b. Motion to approve by Klieber, seconded by Palazzolo
 - c. Motion approved unanimously.
4. Newsletter (Wakefield)
 - a. Transition MailerLite from Burkett to Wakefield
 - i. Issues getting the account transferred from HDR domain to FKE domain. Burkett and Wakefield are still working to resolve this.
 - ii. **Burkett and Wakefield to investigate linking MailerLite to our Gmail account.**
 - b. Update member list
 - i. List was received, currently working on getting updated contact list applied after account is transferred.
5. Schedule/Calendar (Burkett)
 - a. Add webinar for late November or early December – **Donoghue/Towery to finalize webinar date**
6. Treasurer's Report (Villalobos)
 - a. October 2025 Treasurer's Report
 - i. Revised tracking spreadsheet
 - ii. Report to be updated with interest reflected
 - iii. Motion to approve by Carlson, seconded by Villalobos
 - iv. Motion approved unanimously.
 - b. 2025-2026 Budget
 - i. Drafted budget, board reviewed for approval
 - ii. Motion to approve by Klieber (email), seconded by Brown (email)
 - iii. Approved unanimously via email
 - c. Annual Report (Deadline of ~~November 30, 2025~~ October, 31, 2025)
 - i. Brown drafting report for review - done
 - ii. Actual deadline is October 31, it was sent to Section on time
 - d. YMG Budget

Meeting Minutes

- i. Review and Approval – *YMG to officially approve revised budget*
- ii. *YMG will send tracking reports to branch to confirm accuracy.*

7. Committee Chairs

- a. Member Services (Klieber)
 - i. Chair Position update
 1. Continuing Education
 2. Diversity Committee (Brooks) – *Klieber to check in*
 3. Annual Meeting – *date is set, budget is set*
 4. YMG
 - a. *YMG elections - All positions full*
 - b. *Reviewed and approved revised YMG bylaws by email.*
 - c. *YMG approved changes and will send it forward*
 5. Website (Pardy)
 - a. *Transition from Lesser - Pardy Now has website access*
 - b. *Klieber to send information to Pardy for website updates*
 - ii. Sponsorship Updates
 1. Ads/Logos/Payments
 - a. *Waiting for HDR to send ad*
 - b. *No word from ADS – Villalobos will contact again*
 - c. *In contact with Traffic Control Products for potential sponsorship*
 - d. *AECOM possibly sponsoring if it's approved in their budget*
 - e. *Kokosing sponsorship confirmed*
- b. Professional Activities (Carlson)
 - i. Chair Position update
 - ii. Had a meeting gauging things that went well and things to change for next year
 1. Student Night
 - a. *Carlson had a meeting with Kirksey and Pardy to recap last year's event, and will continue meeting about every 2 weeks*
 - b. *End of March (YMG), no official date yet*
 - c. *EMU or Wayne State (backup) to host*
 - d. *Looking to get room/food sponsored by the university*
 - e. *Looking for 50 companies to come and showcase*
 - f. *Get save the dates*
 2. History & Heritage
 3. Central Business District
 4. Project Management
 - a. *Clarify seminars would focus on techniques for management or showcase projects that demonstrated good project management*
 5. Legislative Affairs (Matheny)
- c. Technical Activities (Donoghue)
 - i. Chair Position update
 1. Construction (Matheny)
 2. Environmental
 3. Geotechnical (Towery)
 - a. *Webinar in November/December – if a December webinar falls through, look for a project to visit.*
 - b. *FKE Tunnel Project - potential*
 4. Transportation
 5. Structural
 6. *Feb 27 seminar*

Meeting Minutes

- a. *Have speakers for most subdisciplines except structural*
- b. *Possibly tie in project management presentation*
- c. *Plan location, food, etc, other event specifics in the next month*

8. Past President (Palazzolo)

- a. *No updates*

9. Michigan Section News

- a. *No updates*

10. National News

- a. *No updates*

11. Programs/Events

- a. Potential technical workshop day
 - i. Engineer's Week is February 23-27
- b. Other ideas

12. Previous Action Items

- ~~a. Correct authorized users on Chase account.~~
- 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. Brown to draft annual treasurer report for review.~~
- ~~e. Klieber to provide updated member list to Wakefield~~
- f. Wakefield to send out fall newsletter
- ~~g. Villalobos to draft 2025-2026 Branch budget~~
- ~~h. Pardy to coordinate with Lesser regarding website~~
- i. Villalobos/Palazzolo to follow up on sponsorships.
- j. Carlson to meet with Donoghue to coordinate technical session
- ~~k. Bryce to send webinar guideline to board~~
- ~~l. Wakefield to forward Don Carpenter's contact to Donoghue~~
- m. All Branch members to move all items to new Google Drive folder structure.

13. New Action Items

- a. *Burkett/Wakefield to investigate linking MailerLite to our Gmail account*
- b. *Donoghue/Towery to finalize geotechnical webinar date*
- c. *Klieber to send information to Pardy for website updates*
- d. *Villalobos to update Chase account email addresses*
- e. *Brown to transfer PayPal account to Villalobos*
- f. *Pardy to consider attending as branch representative at MRLC*

14. 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. Friday and Saturday, January 30-31, 2026

Meeting Minutes

- ii. Encouraged to designate the President-elect, Vice President, or Secretary/Treasurer as the delegate. If this is not possible, consider a Younger Member growing into a responsible position within the Section or Branch.
 - iii. Register by November 21, 2025
 - iv. *Parady checking into attending as branch representative*
 - d. 2026 Legislative Fly-In, Washington DC
 - i. Matheny attending possibly
 - ii. *Matheny will apply this week*
 - e. Geo-Institute Representative
 - i. *Burkett/Towery to contact representative*
15. Adjourn
- a. *Adjourn at 5:38 PM*
 - b. *Motion to adjourn by Villalobos, seconded by Klieber*
 - c. *All approved.*
16. Addendum
- a. *Next board meeting location TBD on December 1; Burkett to confirm and send out next meeting invitation*

Upcoming Meetings/Events:

*November 3, 2025 at 5:00 PM	Board Meeting (Virtual)
*December 1 2025 at 5:00 PM	Board Meeting <i>at TBD</i>
*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 23–27, 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

Meeting Minutes

***Subject to change**

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
- 25th – YMG Monthly Meeting
- 27th Technical Session?

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 – Cumber 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: