

# Meeting Minutes

2025-2026 Meeting No. 3 (December Board Meeting)

Date: December 1, 2025  
Time: 5:02 PM  
Location: FK Engineering (Teams)

1. Call to Order (Burkett)
  - a. 5:02 PM
  - b. Board member attendees (in-person): Burkett, Wakefield, Brown, Villalobos, Carlson, Donoghue, Palazzolo
  - c. Board member attendees (virtual): Klieber
  - d. Absent board members: none
  - e. Other attendees (virtual): Trevor Towery, Steve Matheny, MaryKate Kirksey
2. Approval of Agenda (Burkett)
  - a. Motion to approve by Villalobos, seconded by Klieber
  - b. Motion approved unanimously.
3. Approval of Meeting Minutes
  - a. November 3, 2025
  - b. Motion to approve by Donoghue, seconded by Villalobos
  - c. Motion approved unanimously.
4. Newsletter (Wakefield)
  - a. MailerLite Updates
    - i. Accounts are transferred to FKE account, domain needed to be verified internally, required company admin/IT
    - ii. Noted that Gmail is not an option
  - b. Email blast went out for webinar coming up
  - c. Newsletter coming soon
    - i. Reminder from sponsors to include on newsletters
    - ii. Reminder to provide information for newsletter (events, highlights, etc.)
  - d. Linked in page is in action and being used
    - i. Sponsorship thank you's posted
  - e. ASCE requested speaker at Renaissance HS, speaking by Paul
  - f. Investigate email domain through ASCE or getting new website domain.
5. Schedule/Calendar (Burkett)
  - a. CPT v SPT seminar added to schedule on December 8
  - b. Board meeting scheduled for January 5, will be virtual
  - c. Wild Lights at the Detroit Zoo, YMG event on December 15 from 6 to 9 PM
6. Treasurer's Report (Villalobos)
  - a. Revised October 2025 Treasurer's Report
    - i. Confirmed updates on October 2025 Treasurer's Report
  - b. November 2025 Treasurer's Report
    - i. Update date from November 1 to November 30, 2025, and include detailed transactions
    - ii. Motion to approve contingent on updates by Wakefield, seconded by Carlson
    - iii. Motion approved unanimously.

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- c. Tracking golf outing profits to rollover surplus*
  - 7. Committee Chairs
    - a. Member Services (Klieber)
      - i. Chair Position update
        - 1. Continuing Education
        - 2. Diversity Committee (Brooks)
          - a. Steve Matheny to call Andre Brooks*
        - 3. Annual Meeting
          - a. Looking for suggestions*
        - 4. YMG
        - 5. Website (Pardy)
          - a. ASCE National converting to new website platform in spring 2026*
          - b. YMG is updated with events and comments from reviews*
      - ii. Sponsorship Updates
        - 1. All paid and submitted*
        - 2. No new leads*
    - b. Professional Activities (Carlson)
      - i. Chair Position update
        - 1. Student Night
          - a. YMG confirmed March 31 at EMU*
          - b. Waiting for location, EMU to possibly sponsor food*
          - c. Advertise for students*
          - d. Make sure YMG reminds annual sponsors that this event is one of their benefits*
        - 2. History & Heritage
        - 3. Central Business District
        - 4. Project Management
        - 5. Legislative Affairs (Matheny)
    - c. Technical Activities (Donoghue)
      - i. Chair Position update
        - 1. Construction (Matheny)
        - 2. Environmental
        - 3. Geotechnical (Towery)
          - a. Webinar next week, December 8*
          - b. Need a biography for Nathan Zaporski – Towery to reach out*
        - 4. Transportation
          - a. Carrier & Gable willing to do tour/company visit and discussion on new technology*
          - b. January 3rd or 4th week*
        - 5. Structural
          - a. Still looking for a structural chair*
        - 6. Donoghue to work on technical presentation (February) advertisements*
8. Past President (Palazzolo)
  - a. No update*
9. Michigan Section News
  - a. No update*

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## 10. National News

- a. *No update*

## 11. Programs/Events

- a. Other ideas
- b. *End of 2026 or early 2027 for the tunnel project (FKE)*

## 12. Previous Action Items

- ~~a. Burkett and Wakefield to transfer MailerLite.~~
- b. Wakefield to send out fall newsletter
- ~~c. Villalobos/Palazzolo to follow up on sponsorships.~~
- d. Carlson to meet with Donoghue to coordinate technical session
- e. All Branch members to move all items to new Google Drive folder structure.
- ~~f. Burkett/Wakefield to investigate linking MailerLite to our Gmail account~~
- ~~g. Donoghue/Towery to finalize geotechnical webinar date~~
- ~~h. Klieber to send information to Pardy for website updates~~
- ~~i. Villalobos to update Chase account email addresses~~
- j. Brown to transfer PayPal account to Villalobos
- ~~k. Pardy to consider attending as branch representative at MRLC~~

## 13. New Action Items

- a. *Matheny to call Andre Brooks*
- b. *Donoghue to work on technical presentation advertisements*
- c. *Trevor to contact Nathan Geopier about bio*

## 14. Other Items to be Discussed

- a. Michigan Section Scholarships
  - i. Scholarship deadlines are the end of May
- b. Regions 3, 6, 7 Multi-Region Leadership Conference in Chicago, IL
  - i. Friday and Saturday, January 30-31, 2026
  - ii. Brittany Pardy attending
- ~~c. 2026 Legislative Fly In, Washington DC~~
  - ~~i. Matheny attending possibly~~

## 15. Adjourn

- a. *Adjourn at 5:45 PM*
- b. *Motion to adjourn by Donoghue, seconded by Wakefield*
- c. *All approved.*

### Upcoming Meetings/Events:

*December 8, 2025 at 12:00 PM	CPT vs. SPT Geotechnical Virtual Webinar
*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
February 27, 2026	ASCE SE Branch Technical Seminar
*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

## Meeting Minutes

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

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\*Subject to change

## December 2025:

- 1<sup>st</sup> - Board Meeting
- 8<sup>th</sup> - CPT vs. SPT Geotechnical Virtual Webinar
- 13<sup>th</sup> – YMG Christmas Volunteer Event\*
- 22<sup>nd</sup> – YMG Monthly Meeting

## January 2026:

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

## February 2026:

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

## March 2026:

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

## April 2026:

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

## May 2026:

- 4<sup>th</sup> - Board Meeting
- 7<sup>th</sup> – Michigan Infrastructure Conference
- 9<sup>th</sup> – Cumber Community Event\*
- 27<sup>th</sup> – YMG Monthly Meeting

## June 2026:

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

## July 2026:

- 31<sup>st</sup> – YMG Summer Social\*

## August 2026: