

Meeting Minutes

2025-2026 Meeting No. 5 (February Board Meeting)

Date: February 2, 2026
Time: 5:00 PM
Location: OHM Livonia and Teams

1. Call to Order (Burkett)
 - a. 5:07 PM
 - b. Board member attendees (in-person): Burkett, Wakefield, Brown, Villalobos, Donoghue, Palazzolo
 - c. Board member attendees (virtual): Klieber, Carlson
 - d. Absent board members: none
 - e. Other attendees (in-person): Brittany Pardy
 - f. Other attendees (virtual): Sarah Barrett, Audrey Stahrr
2. Approval of Agenda (Burkett)
 - a. Motion to approve by Donoghue, seconded by Villalobos
 - b. Motion approved unanimously.
3. Approval of Meeting Minutes
 - a. January 5, 2026
 - i. Motion to approve by Klieber, seconded by Palazzolo
 - ii. Motion approved unanimously.
4. Newsletter (Wakefield)
 - a. Winter Newsletter sent 1/7
 - b. Spring Newsletter
 - i. Aiming for April to submit
5. Schedule/Calendar (Burkett)
 - a. No updates
6. Treasurer's Report (Villalobos)
 - a. January 2026 Treasurer's Report
 - i. Update report date
 - ii. Motion to approve by Brown, seconded by Wakefield, contingent on update
 - iii. Motion approved unanimously.
7. Committee Chairs
 - a. Member Services (Klieber)
 - i. Chair Position update
 1. Continuing Education
 2. Diversity Committee
 - a. Andre confirmed as lead
 3. Annual Meeting
 - a. Reviewing Schoolcraft College event proposal, food prices are reasonable
 - b. After social mingling at Craft Grill (Schoolcraft)
 4. YMG

Meeting Agenda

- a. Discuss developing “Partner of the Year”, “Student Chapter of the Year” awards (Barrett)
 - i. *Looking to honor people like UDM Professor Lynch*
 - ii. *Student chapter of the year, or possibly student member of the year*
 - iii. *Presented at annual meeting*
 - iv. *YMG nominates and picks winners*
 - v. *Sarah Barrett and YMG to get qualifications list for new award category*
5. Website (Pardy)
 - a. ASCE National converting to new platform in early 2026
 - i. *Pilot program, will be able to pick from a template*
- b. Professional Activities (Carlson)
 - i. Chair Position update
 1. Student Night
 - a. March 31 at EMU (YMG)
 - i. *Updated food menu*
 - ii. *Student government vote tomorrow to cover food*
 - iii. *Issue will be parking, perhaps paying for a lot or tickets*
 - iv. *Room fee is free*
 - v. *Expenses are \$1,000 pre-approved*
 - b. Remind annual sponsors this is a free benefit
 2. History & Heritage
 3. Central Business District
 4. Project Management
 5. Legislative Affairs (Matheny)
 - a. *No update*
 - i. Chair Position update
 1. February Technical Session
 - a. *All set, just need to figure out food order*
 2. Construction (Matheny)
 - a. Kokosing Design-Build presentation
 - b. WRRF tour late March?
 - i. *Advertise at student night*
 - ii. *Want students to attend*
 3. Environmental
 4. Geotechnical (Towery)
 - a. *Another upcoming presentation possible, TBD*
 5. Transportation
 - a. Carrier & Gable Tour follow-up
 - b. *Good event, 8 people attended, good presentation and questions*
 6. Structural
8. Past President (Palazzolo)
 - a. *No update*
9. Michigan Section News
 - a. Brad Shepler provided MI Engineering newsletter dates if the branch wants anything included:

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Articles due to ACEC 2 weeks before (Email to kvanzee@acecmi.org)	Newsletter Published (typically last Weds bimonthly)
January 28	February 11 (Weds after Partnering Workshop)
March 11	March 25
May 13	May 27
July 15	July 29
September 16	September 30
November 18	December 2 (week late due to Thanksgiving)

10. National News

- a. *No update*

11. Programs/Events

- a. Clay shoot moved to September 22, 2026

12. Previous Action Items

- ~~a. Wakefield to send out fall newsletter~~
- b. All Branch members to move all items to new Google Drive folder structure.
- ~~c. Donoghue to work on technical presentation advertisements~~
- ~~d. Donoghue to follow up declining ITS sponsor~~
- ~~e. Wakefield to send another email for the Carrier and Gable Tour~~
- ~~f. Brown to get 4th quarter check to Villalobos~~
- ~~g. Villalobos to update treasurer contact with Cindy Schmitz~~
- h. Villalobos to send letter to section for funding (\$500) additional funding to help with
- ~~i. annual meeting~~
- ~~j. Donoghue to send Technical Session flyer to Wakefield for distribution.~~
- ~~k. Donoghue to double check Technical Session room capacity~~
- l. Geo institute – Burkett and Towery to follow up
- ~~m. Burkett to coordinate with Steve Matheny regarding scheduling on Clay Shoot for 2026~~

13. New Action Items

- a. *Wakefield to start working on Spring newsletter*
- b. *Sarah Barrett and YMG to get qualifications list for new award category*
- c. *Carlson to work with YMG to finalize student night*
- d. *Donoghue to finalize Tech Session*

14. Other Items to be Discussed

- a. Adjust March 2 meeting? Cole cannot attend
- b. Michigan Section Scholarships
 - i. Scholarship deadlines are the end of May
- c. Regions 3, 6, 7 Multi-Region Leadership Conference in Chicago, IL
 - i. Brittany follow-up?
 1. *Big representation*
 2. *New program for emails: Informz*
 3. *Technical institutes in our region?*
 4. *Thrive stripe*
 5. *Collaborative*
 6. *Road show for NOAH ATLAS 15*
 7. *Sponsorship links and institutes*
 8. *Sent receipts for reimbursement*
- d. *Non-state section awards*
 - i. *Media awards should be advertised*

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- ii. *No fee for branch level awards*
- iii. *Why do State Section Awards require payment?*

15. Adjourn

- a. *Adjourn at 6:15 PM*
- b. *Motion to adjourn by Villalobos, seconded by Wakefield*
- c. *All approved.*

Meeting Agenda

Upcoming Meetings/Events:

*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 17, 2026	Annual Meeting (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 Agenda

*Subject to change

February 2026:

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

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 – Cummer 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: