

# Meeting Minutes

## 2020-2021 Meeting No. 4 – December 2020

Date: Wednesday, December 2, 2020

Time: 7:15am

Location: Video Conference via Zoom Meetings

Link to Meeting: <https://us02web.zoom.us/j/83172792412?pwd=TkVPK3lEYkxwRlpQdldJdTNxem5JQT09>

Meeting ID: 831 7279 2412

Passcode: 775577

1. Call to Order (Kozak) – 7:19 AM

Present: Kozak, Sandahl, Droze, Palazzolo, Matheny, Burkett, Wakefield, Curtis  
Absent: None  
Other: Kevin Brown

2. Approval of Agenda (Kozak)

Motion by Matheny seconded by Curtis. Motion carried unanimously.

3. Approval of Meeting Minutes (Droze)

a. November 2020 Meeting Minutes

Motion by Matheny seconded by Sandahl. Motion carried unanimously.

**Action: Droze to send November meeting minutes to Lesser for posting to the website.**

4. Approval of Treasurer's Report (Matheny)

a. Approval of October 2020 & November 2020 Treasurer's Report

It was noted that the reports appeared accurate, but there were issues noted with the actual expense and receipts that need to be corrected. The reports were tabled for the meeting and will be reviewed at a future meeting.

**Action: Matheny to modify reports to change reporting of receipts and expenses.**

b. Approval of 2020-2021 Budget

It was discussed that the budgets would need to be modified to list "YMG" instead of "CYM."

The budget should also increase the annual meeting expense to \$15,000.

The budget was approved with corrections noted.

Motion by Curtis seconded by Burkett. Motion carried unanimously.

**Action: Matheny to modify budget to show YMG and update the Annual Meeting to \$15,000.**

c. 2020-2021 Annual Report

Droze submitted the annual report to the Michigan Section on 11/11/2020.

d. Star Chapter Website Management Proposal

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The group discussed that the service appeared helpful but Ashley Lesser has volunteered to run the website. It was also stated by Curtis that the amount of traffic to the website likely does not justify the cost.

5. Past President Update/Report (Curtis)
  - a. Review of 2019-2021 Annual Report – Submitted November 11, 2020
  
  - b. Bylaw Update – Kozak sent to Section (Shepler) on November 6, 2020
    - i. Approved by Section on November 24, 2020 (Both YMG and Branch)
    - ii. Kozak send Sandahl bylaws to send out to membership for review and approval (Target January 2021 Meeting adoption)

Kozak noted that the reports were sent to the Section and have been approved.

**Action: Sandhal to send out the updated bylaws to the membership for review and approval.**

Curtis reported that the life member letters have been sent out and that Awards for project of the year will be delivered.

Curtis also noted that a potential presentation was sent for FRP Composite Materials.

**Action: Wakefield to work with the presenter and inquire whether the webinar can be hosted live for the Membership.**

6. President-Elect (Sandahl)
  - a. Newsletter

Sandahl reported that a newsletter is being developed and will be submitted before Christmas.

**Action: Sandahl to send a December newsletter to membership.**

- b. Calendar Update

7. President (Kozak)
  - a. Virtual Platform for Meetings & Programs

8. Member Services Committee (Palazzolo)

Palazzolo indicated that an updated list of active members was obtained from the State Section.

**Action: Palazzolo to send Membership Database information to Sandahl.**

- a. Committee Chairs Update
  - b. Annual Meeting
  - c. CYM
    - i. Inventory of SE Michigan Historic Civil Engineering Landmarks
    - ii. Officer Vacancies
  - d. Upcoming Programs?

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No other updates.

9. Professional Activities Committee (Burkett)
  - a. Committee Chairs Update
    - i. Looking for Legislative Affairs Chair

Burkett stated that they are still looking for a chairperson.

- b. Upcoming Programs?
      - i. EJ Program: Wednesday, December 9, 2020

A flyer will be sent out for the EJ program on 12/9.

**Action: Sandahl to send out a flyer for the EJ program on 12/9.**

- ii. Storyteller Series – Kirk Steudle: Wednesday, January 20, 2021

**Action: Develop a flyer and plan to send after the Christmas Holiday.**

10. Technical Activities (Wakefield)
  - a. Committee Chairs Update
  - b. Upcoming Programs?
    - i. First Week of December 2020: Geotechnical (Zach Carr)

Waiting on a response from the Client on clearing the project for a presentation.

- ii. First/Second Week of January 2021: Construction (Danny Scola)
      - iii. First Week of February 2021: Structural (Owjan Hastroodi)
      - iv. First Week of March 2021: Environmental (Lara Syrocki)
      - v. First Week of April 2021: Transportation (Steve Werling)

11. Michigan Section News
  - a. Michigan Section Scholarships

No update.

12. National News

No update.

13. Other Items to be Discussed
  - a. Region 3, 6, 7 Multi-Region Leadership Conference in Denver, Colorado – July 22-24, 2021
  - b. 2021 Legislative Fly-In, Washington DC – Not yet announced
  - c. ASCE 2021 Convention in Chicago, IL – October 6-9, 2021

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## d. Other Ideas

### 14. Adjourn

Droze motioned to adjourn the meeting at 8:18 AM, seconded by Burkett. Motion approved unanimously.

THIS MEETING ACTION ITEMS

1. Action: Droze to send November meeting minutes to Lesser for posting to the website.
2. Action: Matheny to modify reports to change reporting of receipts and expenses.
3. Action: Matheny to modify budget to show YMG and update the Annual Meeting to \$15,000.
4. Action: Sandhal to send out the updated bylaws to the membership for review and approval.
5. Action: Wakefield to work with the presenter and inquire whether the webinar can be hosted live for the Membership.
6. Action: Sandahl to send a December newsletter to membership.
7. Action: Palazzolo to send Membership Database information to Sandahl.
8. Action: Sandahl to send out a flyer for the EJ program on 12/9.
9. Action: Develop a flyer for storyteller (Steudle) and plan to send after the Christmas Holiday.
10. Action: Brainstorm ideas about how ASCE Student Night can be hoisted virtually

PRIOR MEETING ACTION ITEMS

Action Items:

- ~~3. Action: Droze to update the budget for the November meeting.~~
- ~~4. Action: Droze to provide CYM budget information to Steve Matheny for updating reports.~~
- ~~5. Action: Provide report to Jeremy ASAP and Jeremy to upload by November 30, 2020.~~
- ~~6. Action: Steve Matheny to send information to the Board regarding Star Chapter web service for consideration.~~
- ~~7. Action: Crystal Kozak to send YMG bylaws to the Section.~~
- ~~8. Action: Crystal Kozak to send Branch bylaws to the Section. Upon approval from the Section, the bylaws will be sent to the membership for a vote~~
- ~~9. Action: James Cassel to send flyer for presentation. Date is set for November 17, 2020.~~
10. Action: Group is to review information for virtual platform services to develop support for a final decision.
- ~~11. Action: Bryce Burkett to research prize wheel.~~

Upcoming Meetings/Events:

- |   |  |
|---|--|
| January 6, 2021 at 7:15am –                                     | Video Conference Board Meeting via Zoom Meetings |
| February 3, 2021 at 7:15 am –                                   | Video Conference Board Meeting via Zoom Meetings |
| February 21 <sup>st</sup> through the 27 <sup>th</sup> , 2021 – | Engineers Week                                   |
| March 3, 2021 at 7:15am –                                       | Video Conference Board Meeting via Zoom Meetings |
| April 7, 2021 at 7:15 am –                                      | Video Conference Board Meeting via Zoom Meetings |

## Meeting Minutes

April 2021

Annual Meeting?

May 5, 2021 at 7:15am –

Video Conference Board Meeting via Zoom Meetings

June 2, 2021 at 7:15am –

Video Conference Board Meeting via Zoom Meetings

**Link to all Zoom Meetings listed above will be:**

**<https://us02web.zoom.us/j/83172792412?pwd=TkVPK3lEYkxwRlpQdldJdTNxem5JQT09>**

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