

Meeting Notes

2020-2021 Meeting No. 5 – January 2021

Date: Wednesday, January 6, 2021

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) Meeting Called to Order at 7:18AM

Board Attendees: Kozak, Curtis, Sandahl, Droze, Matheny, Palazzolo, Wakefield

Board Absentees: Burkett

Others: Ashley Lesser, Kevin Brown, James Cassel

2. Approval of Agenda (Kozak)

Motioned to approve by Matheny, Seconded Palazzolo

The motion approved unanimously

3. Approval of Meeting Minutes (Droze)
 - a. December 2020 Meeting Minutes

Motion to approve by Matheny and Seconded by Sandahl. Motion carried unanimously.

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

4. Approval of Treasurer's Report (Matheny)
 - a. Approval of October 2020, November 2020, and December 2020 Treasurer's Report

Droze motioned to approve the October Treasurer Report as amended (Changes to YMG name, adding account codes to Checking Account Expenses and Receipts and updates to budgets). Seconded by Palazzolo. The motion carried unanimously.

Wakfield motioned to approve the November Treasurer Report as amended (Changes to YMG name, updates to budgets). Seconded by Curtis. The motion carried unanimously.

Palazzolo motioned to approve the December Treasurer Report as amended (Changes to YMG, name updates to budgets). Seconded by Droze. The motion carried unanimously.

- b. Approval of 2020-2021 Budget

Sandahl motioned to approve the 2020-2021 Budget with the condition to modify the annual meeting receipts to \$15,000. Wakefield seconded. Motion carried unanimously.

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Sandahl noted that the word document on the Google Drive describing accounting procedures will need to be updated to include revised procedures proposed by Matheny. These modifications were proposed as follows:

- Modify the recording of actual receipts and expenses to be summarized by the month on the monthly report.
- Sum the expenses and receipts continuously within the 2020-2021 (current year) budget.
- Provide a copy of the budget sheet (with actual expense and receipts) at each monthly meeting along with the standard monthly report.

Action Item: Matheny to revise the operating procedures and post to Google Drive.

- c. 2020-2021 Annual Report
5. Past President Update/Report (Curtis)
 - a. Approval of Branch Bylaws
 - i. Oversight of Organization's Officers comment from Anthony Krolikowski

Sandahl discussed that the Branch has oversight by the Section as well as National. Within this oversight is the ability to submit concerns or issues which effectively provides "checks" which was at issue.

Droze motioned to approve the Branch Bylaws. Matheny seconded. The motion was approved unanimously.

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

Newsletter has gone out. There was one request received to have webinar costs covered.

A February Newsletter is planned to reflect the upcoming programs.

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

Kozak stated that thus far, most presenters have used their own platform.

Wakefield indicated that he has informed presenters to use their own platform and that FK Engineering software could be used if they did not have one available.

- b. Article for Michigan Engineering Newsletter

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Jacob Rushlow encouraged the Branch to submit an article to the Michigan Engineering Newsletter and provided a schedule when articles need to be submitted. These dates are now included in our monthly agendas.

Action: All Board Members to brainstorm ideas for Michigan Engineering newsletter.

8. Member Services Committee (Palazzolo)
 - a. Committee Chairs Update

Palazzolo indicated that Kamran Qadeer is looking into possible Diversity events.

- b. Annual Meeting
- c. CYM
 - i. Inventory of SE Michigan Historic Civil Engineering Landmarks
 - ii. Officer Vacancies

Kevin Brown reported that The Vice President position has been filled (Cole Villalobos)

- iii. Student Night

Brown stated that there are some ideas still in motion about hosting student night remotely.

- d. Upcoming Programs?

9. Professional Activities Committee (Burkett)
 - a. Committee Chairs Update
 - i. Looking for Legislative Affairs Chair
 - b. Upcoming Programs?
 - i. EJ Program: Wednesday, December 9, 2020
 - ii. Storyteller Series – Kirk Steudle: Wednesday, January 20, 2021

A flyer needs to be sent for this.

Action: Burkett to send Flyer to membership for 1/20/21 Speaker Series presentation.

- iii. AECOM Segment 3 I-75: February 17, 2021

Cassel stated that he is awaiting confirmation from AECOM on the event.

- iv. Jim Surhigh: March 2021
- v. HNTB (I-94) or Gordie Howe Bridge: April 2021??

10. Technical Activities (Wakefield)
 - a. Committee Chairs Update

Wakefield stated that all chairs are filled.

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- b. Upcoming Programs?
 - i. Geotechnical (Zach Carr) – Date?

Presentation has been drafted but needs Client Review before scheduling the event.

- ii. January 12, 2021: FRP Composites

An Invite is scheduled to be sent today for the 1/12 meeting.

- iii. First/Second Week of January 2021: Construction (Danny Scola)

In person site visit is proposed and the projects are secured with permission. The Team is looking into using a drone and the potential to live stream the event for those that cannot attend in person.

- iv. First Week of February 2021: Structural (Owjan Hastroodi)

An abstract and slides are submitted for the presentation.

- v. First Week of March 2021: Environmental (Lara Syrocki)

Program under development.

- vi. First Week of April 2021: Transportation (Steve Werling)

Program under development.

- 11. Michigan Section News
 - a. Michigan Section Scholarships

12. National News

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
- d. Other Ideas

14. Adjourn

Motion to adjourn by Matheny and seconded by Wakefield at 8:18 AM. The motion carried unanimously.

Action Items Review:

- 1. Action: Droze to send November meeting minutes to Lesser for posting to the website.
Done

Meeting Notes

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

New Action Items:

- Action: Droze to send December meeting minutes to Lesser for posting to the website.**
- Action: All Board Members to brainstorm ideas for Michigan Engineering newsletter.**
- Action: Burkett to send Flyer to membership for 1/20/21 Speaker Series presentation.**

Upcoming Meetings/Events:

- | | |
|---|--|
| January 12, 2021 – | Technical Activities Program: FRP Composites |
| January 12, 2021 – | Technical Activities Program: Construction?? |
| January 13, 2021 – | Articles due to ACEC for Michigan Engineering Newsletter |
| January 20, 2021 – | Professional Activities Program: Storyteller Series – Kirk Steudle |
| February 3, 2021 at 7:15 am – | Video Conference Board Meeting via Zoom Meetings |
| February 2021 – | Technical Activities Program: Structural |
| February 17, 2021 – | Professional Activities Program: AECOM Segment 3 I-75 |
| February 21 st through the 27 th , 2021 – | Engineers Week |
| March 3, 2021 at 7:15am – | Video Conference Board Meeting via Zoom Meetings |
| March 2021 – | Technical Activities Program: Environmental |
| March 17, 2021 – | Articles due to ACEC for Michigan Engineering Newsletter |
| March 2021 – | Professional Activities Program: Jim Surhigh |
| April 7, 2021 at 7:15 am – | Video Conference Board Meeting via Zoom Meetings |

Meeting Notes

April 2021 –

April 2021 –

April 2021

May 5, 2021 at 7:15am –

May 12, 2021 –

June 2, 2021 at 7:15am –

July 14, 2021 –

September 15, 2021 –

November 10, 2021 –

Technical Activities Program: Transportation

Professional Activities Program:

HNTB (I-94) or Gordie Howe Bridge???

Annual Meeting?

Video Conference Board Meeting via Zoom Meetings

Articles due to ACEC for Michigan Engineering Newsletter

Video Conference Board Meeting via Zoom Meetings

Articles due to ACEC for Michigan Engineering Newsletter

Articles due to ACEC for Michigan Engineering Newsletter

Articles due to ACEC for Michigan Engineering Newsletter

Link to all Zoom Meetings listed above will be:

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MINUTES APPROVED ON 2/3/2021