

Meeting Agenda

2019-2020 Meeting No. 6

Date: March 4, 2020
Time: 7:15 A.M.
Location: Nello's (Royal Oak)

Board Member Present: Zachary Carr, Jeremy Curtis, Drew Sandahl, Tavio Palazzolo, Patrick Droze, Crystal Kozak

Absent: Steve Matheny (excused), Bryce Burkett (excused)

Guest: Kevin Brown

1. Call to Order (Curtis)
 - a. 7:29 AM
2. Approval of Agenda (Curtis)
 - a. Motion to approve by Carr. Second by Droze. Motion passed 6-0.
3. Approval of Meeting Minutes (Sandahl)
 - a. February Meeting Minutes. Motion to approve by Carr. Second by Palazzolo. Motion Passed 6-0.
4. Approval of Treasurer's Report (Droze)
 - a. January Treasurer's Report. Motion by Kozak to approve and second by Carr. Motion passed 6-0.
 - b. February Treasurer's Report. Motion by to approve Kozak and second by Carr. Motion passed 6-0.
 - c. MRLC Expenditures.
 - i. Current projections are that there will be an approximately \$20,000 surplus.
 - ii. Parking for students has been distributed at this time.
 - iii. Waiting for universities to provide request for student reimbursements.
5. Member Services Committee (Matheny) – Absent
 - a. Committee Chairs Update
 - b. Upcoming Programs
 - c. Annual Meeting
 - i. April 25th at Fox Hills
 - ii. Award Forms were sent out.
 - iii. Plaques to be ordered after awards are determined.
 - iv. Curtis to reach out to the Jackson/Lansing branch to confirm that they will evaluate the awards.
 - v. Evaluate adding an award for journalist for following years.
 - vi. Also need to evaluate providing awards to municipal engineers/directors.
6. Professional Activities Committee (Palazzolo)
 - a. Committee Chairs Update – Jim Surhigh will serve as Project Management Chair.
 - b. Upcoming Programs –
 - c. Jason Stoops still interested in Legislative chair.

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- d. March 17th is the Civil Engineering legislative day in Lansing. This requires a personal donation to the CE PAC.
7. Technical Activities (Burkett)
 - a. Upcoming Programs
 - i. Numerical analysis program interest. Need to decide a location. The Geo-Institute will fund.
8. CYM (Matheny)
 - a. Vacant Positions
 - b. Whirlyball planned for March 25th.
 - c. Greening of Detroit May 9th.
9. Past President (Carr)
10. President-Elect (Kozak)
 - a. Newsletter
 - i. Third letter went out.
 - ii. Next letter to go out in April.
 - b. Calendar
 - i. Kozak to update calendar as necessary.
11. Michigan Section News
 - a. Received Life Member information. Curtis to contact members about attendance at Annual Meeting.
 - b. Jacob Rushlow requested assistance from the Branch for a March 24 presentation at LTU to discuss careers in civil engineering. Curtis and Burkett volunteered to present.
12. National News
13. Other Items to be Discussed
 - a. 2020 Legislative Fly-In, Washington DC – March 2020
 - i. Matheny to attend.
 - b. Board of Director Elections
 - i. Curtis to check with Rebecca Wolters to see if see is interested to join the Board.
 - c. Revise and update By-Laws
 - i. The By-Laws that are currently posted are dated 2014. Therefore, an update is required.

Kozak motion to adjourn and Carr second. Motion passed 6-0. Adjournment at 8:24 AM.

Upcoming Meetings/Events

April 1, 2020 at 7:15 am – Board Meeting at Nello’s Restaurant, Royal Oak, MI
April 25, 2020 - Annual Meeting at Fox Hills
May 6, 2020 at 7:15am – Board Meeting at Nello’s Restaurant, Royal Oak, MI
June ???, 2020 – End of the Year Meeting at ???

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Existing Action Items

- Directors to check in with Committee Chairs to determine if they are interested in staying involved or if the chair is vacant. **Ongoing**
- Curtis to add PayPal process into “Procedures for Setting Up a Program” guidelines. **Complete**
- Kozak to review calendar. **Ongoing.**
- Droze to evaluate submission requirements for awards. **Ongoing**
- Sandahl to send minutes to Nichols. **Ongoing**
- Matheny to provide Kozak with flyer for Tokyo Rope program. **Ongoing**
- February newsletter to be sent. **Complete**
- **ACI-ASCE joint meeting. Ongoing.**

Current Action Items

1. Kozak to send another e-mail regarding scholarships.
2. Curtis to reach out to Jackson/Lansing Branch for award evaluations.
3. Carr to determine where the Dream Big videos that the Board purchased are located.
4. Carr to deliver plaque to RCL Construction.
5. Kozak to send April newsletter.