

Meeting Notes

2020-2021 Meeting No. 3 – November 2020

Date: Wednesday, November 4, 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) – 7:17 AM

Present: Kozak, Sandahl, Droze, Palazzolo, Matheny, Burkett, Wakefield, Curtis (late)

Absent: None

Other: James Cassel, Kevin Brown

2. Approval of Agenda (Kozak)

Motion by Palazzolo seconded by Sandahl. Motion carried unanimously.

3. Approval of Meeting Minutes (Droze)

a. October 2020 Meeting Minutes

Motion by Burkett, Seconded by Wakefield. Motion carried unanimously.

4. Approval of Treasurer's Report (Matheny)

a. Approval of October 2020 Treasurer's Report

Approval of the October report has been tabled due to uncertainty with the reimbursement for the 2020 golf outing.

b. Approval of 2020-2021 Budget

Action: Droze to provide CYM budget information to Steve Matheny for updating reports.

c. 2020-2021 Annual Report

Droze reported that he did not yet submit the annual report to Jeremy.

Action: Provide report to Jeremy ASAP so that the report can be uploaded by November 30, 2020.

d. Star Chapter Website Management Proposal

Steve Matheny attended a webinar for management the ASCE SE Website. A starter fee if \$2000 is required for the conversion followed by an annual fee.

Action: Steve Matheny to send information to the Board regarding Star Chapter web service for consideration.

Meeting Notes

5. Past President Update/Report (Curtis)
 - a. Review of 2019-2021 Annual Report
 - b. Bylaw Update
 - i. Approval of CYM/YMG Bylaw Revision

Approved by Sandahl and seconded by Matheny. Motion carried unanimously.

Action: Crystal Kozak to send YMG bylaws to the Section.

- ii. Approval of Southeastern MI Branch Bylaw Revision due to CYM/YMG Bylaw Revision
 1. If approved, Kozak will send both the Branch and YMG Bylaws to the Section for review and approval (30 day notice for adoption).

Board approves, then to Michigan Section, then to Membership for 30 days followed by a final vote.

Approved by Curtis and seconded by Sandahl. Motion carried unanimously.

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.

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

Drew Sandahl still waiting on information for the newsletter.

Action: James Cassel to send flyer for presentation. Date is set for November 17, 2020.

- b. Calendar Update

7. President (Kozak)
 - a. Virtual Program Workshop

The group provided updates out outreach for the storyteller series:

Crystal Kozak mentioned that she had positive conversations with Roy Rose James Cassel stated that Kirk Steudle was interested in the story teller conversations. Paul Wakefield stated that Fritz Klinger was receptive to the idea, but is looking for additional information.

The Board discussed that additional information should be developed with respect to length and content for the Storyteller series

- b. ASCE Webinars – Reimbursement for Members

Drew Sandahl discussed that a webinar reimbursement could inadvertently favor certain disciplines based on the timing of sessions.

It was generally discussed that providing reimbursement would be worthwhile and advertising within the newsletter.

Meeting Notes

It was proposed that a free webinar would be given away at the November 17, 2020 meeting to an attendee (door prize).

Motion by Droze seconded by Sandahl to allocate \$2,000 within the 2020-2021 budget for webinar reimbursement.

c. Swag

Crystal Kozak presented a discussion about possible gifts to provide to speakers. The board felt that gifts for speakers would be appropriate.

8. Member Services Committee (Palazzolo)

i. Committee Chairs Update

Tavio Palazzolo stated that he is set with Chairs and confirmed that Kamran Qadeer stated that he is still interested in helping.

ii. Annual Meeting

Annual meeting is still undecided based on current COVID concerns.

iii. CYM

1. Inventory of SE Michigan Historic Civil Engineering Landmarks

It was stated that CYM has visited 1 of the 4 sites. (Detroit-Windsor Tunnel)

2. Officer Vacancies

One chair has been filled. A few new faces at the recent meeting. It was stated that Board should continue to work with younger staff to encourage involvement.

3. Name Change from CYM to YMG

a. CYM Bylaw Review

iv. Upcoming Programs?

9. Professional Activities Committee (Burkett)

i. Committee Chairs Update

Bryce Burkett reported that Jason Stoops is not able to fill the role for Legislative Affairs chairperson. A meeting was held between James Cassel and Jim Surghigh to search for additional program opportunities.

Bryce Burkett to look into auction wheel for webinar gift per Crystal's direction.

ii. Upcoming Programs?

November 17 EJ Program.

Meeting Notes

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

Paul Wakefield stated that all chairs are interested to maintain their positions. Chairs are still developing ideas. It was stated that there was hope to get programs started this month.

Drew Sandahl stated that OCWRC has information on the Pontiac Treatment Plant and can likely work with Jim Nash to get a meeting scheduled.

- ii. Upcoming Programs?

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

A matrix of platform costs was presented to the group for consideration.

Action: Group is to review information for virtual platform services to develop support for a final decision.

14. Adjourn

Motion Wakefield seconded by Matheny to Adjourn the meeting at 8:30 AM.

PRIOR MEETING

Action Items:

1. Action: Droze and Matheny to transfer accounts. (COMPLETE)
2. Action: Droze to update the budget for the November meeting.
3. Action: Droze to submit the annual report to Jeremy (Due November 30, 2020)
- ~~4. Action: Kozak to send out a zoom invitation for the committee workshop.~~
5. Action: Matheny to obtain a cost estimate for a Zoom plan. (COMPLETE)
- ~~6. Action: Kozak to add Star Chapter Website to November meeting agenda.~~
- ~~7. Action: Committee Directors to verify interest for Chairs.~~
- ~~8. Action: Committee Directors to invite Chairs to workshop.~~
9. Action: Board Members to review CYM Bylaws and Branch Bylaws. (COMPLETYE)

Meeting Notes

THIS MEETING

1. Action: Droze to provide CYM budget information to Steve Matheny for updating reports.
2. Action: Provide report to Jeremy ASAP and Jeremy to upload by November 30, 2020.
3. Action: Steve Matheny to send information to the Board regarding Star Chapter web service for consideration.
4. Action: Crystal Kozak to send YMG bylaws to the Section.
5. 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
6. Action: James Cassel to send flyer for presentation. Date is set for November 17, 2020.
7. Action: Group is to review information for virtual platform services to develop support for a final decision.
8. Action: Bryce Burkett to research prize wheel.

Upcoming Meetings/Events:

December 2, 2020 at 7:15 am –	Video Conference Board Meeting via Zoom Meetings
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 st through the 27 th , 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
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:

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