

Meeting Minutes

2017-2018 Board Meeting No. 9

Date: May 2, 2018

Time: 7:21 AM

Location: Nello's

1. Call to Order Kelly
 - a. 7:07 am start
 - b. Present: David Kelly, Drew Sandahl, Patrick Droze, Zach Carr, Steve Matheny (Phone), Crystal Kozak (Phone)
 - c. Absent: Jeremy Curtis, Dana Temerowski

2. Approval of Agenda (using February Meeting) Kelly

Motion to Approve Agenda by Z. Carr, second by P. Droze, passed by all.

3. Approval of Meeting Minutes Curtis (Presented by Kelly)
 - a. Approval of February, March, April

June meeting will be used to catch up on meeting minutes

A: J. Curtis to provide meeting minutes in June 2018 for March, April and May meetings.

4. Approval of Treasurer's Report(s) Kozak
 - a. April Report

C. Kozak presented the April treasurers report. Annual meeting deposits are estimated at \$5163.01.

It was noted that the friends and family option on PayPal is difficult to find for some users. The additional fees were \$61.99.

Letter from Wayne State was received from the Civil Engineering Discretionary Fund.

Payouts still due to Andiamo and Drew Sandhal. A check will be provided to Katie Lamb for a recent Geotech program.

Motion to approve April 2018 treasurer's report by D. Sandahl, second by Z. Carr, passed by all

5. Member Services Committee Sandahl
 - a. Annual Meeting

D. Sandahl provided an update. The Tour was well-received. The final Andiamo bill was \$7055.30. Venue was \$2650.00, the tour was \$1150.00. Total cost was around \$10,400. Revenue was \$5460.00. Final accounting will be provided

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- b. Website
No update.

- 6. Professional Activities Committee Droze
 - a. Committee Chairs Update
 - b. Upcoming programs/events
Chris Owen is still working on a meeting for the ASCE report card rollout.

A legislative update is proposed for early summer. Ron Brenke will be the speaker for this.

John Stevenson of WSP has been identified as the New CBD chair, but has not yet been responsive to the request.

- 7. Technical Activities Matheny
 - a. Programs/events
The proposed Detroit construction tour will be in the fall. The late spring timeframe did not fit well with student schedules.

The group is still pursuing a construction tour for this spring as well as a tour at the Detroit Zoo.

- 8. CYM Droze
 - a. Student Night
 - b. CYM Scholarship:
 - c. Golf Outing

A. P. Droze to coordinate check for golf outing.

- 9. Past-President Temerowski

- 10. President-Elect Carr
 - a. Newsletter

Z. Carr to prepare a newsletter.

 - b. Calendar

- 11. Michigan Section News Kelly
 - a. Michigan Section Scholarship

- 12. National News Kelly
 - a. S. Matheny attended the legislative fly-in.

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13. Other Items to be Discussed

All

- a. Dave Kelly provided the group with a recommended checklist based on his experiences with eth annual meeting. The list is summarized below:
 - i. Pick a date (avoid Easter, spring break, Michigan Section Event, Final 4)
 - ii. Select venue (mid-size)
 - iii. Select vendors (caterer, tables, dining wear, bartender etc.)
 - iv. Speaker podium, awards table with cloth,
 - v. Projector, audio system, extension cords
 - vi. Gavel, Tie, Podium Banner
 - vii. Life member list (from Nancy Berson), invite
 - viii. Name tag holders
 - ix. Large projector screen
 - x. Distribute award submission forms on Jan 1.
 - xi. Vote on awards
 - xii. Notify award winners
 - xiii. Edit plaque proofs
 - xiv. Prepare script
 - xv. Need bios of award winners
 - xvi. Photos have been uploaded
 - xvii. Mail life member certs and pins to non-attending members.

14. Adjourn

Kelly

- a. *Motion to adjourn at 8:17AM by Z. Carr, second by D .Sandahl, passed by all.*

Action Items:

Upcoming Meetings/Events:

June 6, 2018 – End of the Year Meeting at TBD location in Plymouth