

Meeting Minutes

2018-2019 Meeting No. 2

Date: October 3, 2018
Time: 7:15 P.M.
Location: Nello's (Royal Oak)

In Attendance: Carr, Curtis, Kelly, Kozak, Droze, Matheny, Palazzolo

Absent: Sandahl

1. Call to Order (Carr)
Meeting called to order at 7:20am.
2. Approval of Agenda (Carr)
Motion to Approve the Agenda by Matheny, second by Curtis, all in favor, Approved.
3. Approval of Meeting Minutes (Kozak)
 - a. April 2018 Minutes
No meeting minutes, no quorum.
 - b. May 2018 Minutes
 - c. Sept Kick-off Minutes
Motion to Approve May and September Meeting Minutes by Matheny, second by Curtis, all in favor, Approved. Kozak to send meeting minutes to Nicolls for posting on website.
 - d. Branch report
Completed.
4. Approval of Treasurer's Report (Kozak)
 - a. 2017-2018 Final Treasurer's Report update
Due November 30th, report has been provided to Kelly.
 - b. September's Treasurer's Report
Motion to approve September's Treasurer's Report by Curtis, second by Matheny, all in favor, Approved.
5. Member Services Committee (Droze)
 - a. Committee Chairs Update
A few vacant chairs. Talked with Kamran Qadeer on Diversity Committee, needs some guidance as to what he needs to do. Mike Nicolls will remain as Website Chair.
 - b. Membership database change over status
Sandahl to provide Droze with database change over information.
 - c. Upcoming Programs
None.

Annual Meeting is under Droze's umbrella. Maybe consider the Detroit Zoo as a venue. Looking for ideas for venues. Carr to look into Edsel Ford House as a venue. Consider a racetrack venue, fowling. Spring Break is the first full week of April 2019. Looking at April 13th or 20th for possible dates.
6. Professional Activities Committee (Matheny)
 - a. Committee Chairs Update
Has not reached out to Committee Chairs but will do so before next meeting. Need a Central Business Chair. Zach to look into someone at his company.

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12. National News

- a. Leadership Conference in Dallas Feb 8-9, 2019
Tavio may attend Leadership Conference. If he can't attend, Curtis may attend.
Matheny submitted application for Legislative Fly-In.
Need to think about October conferences in April/May.

13. Other Items to be Discussed

- a) Wolters to research when other career fairs are held and when firms are hiring to determine if moving Student Night to the Fall is appropriate. **Ongoing.**
- b) Kozak to email April and May meeting minutes out to Board and approve and next meeting in October. **Done.**
- c) Kozak to complete Branch Report by next meeting. **Done.**
- d) Carr to update President templates for Kickoff Meeting. **Ongoing.**
- e) Kozak to complete Annual Report and provide to Kelly for review. Final report due November 30, 2018. **Done.**
- f) Sandahl to provide Droze with information to change over Membership database. **Ongoing.**
- g) Directors to contact all Committee Chairs and determine if they are still interested in holding the position, if not, we need to see new chairs. **Ongoing.**
- h) Carr to reach out to Matheny on his new role. **Done.**
- i) Carr to work with Larry Cooper from Architects and Engineers for 9/11 Truth to set up upcoming programs for this year. **Board has voted to decline presentation based on input from National. Carr to contact Larry Cooper accordingly.**
- j) Carr to add date of Legislative Fly-In and 2020 Multi-Regional Conference to Upcoming Meetings/Events list. **Done.**
- k) Kozak to reimburse Carr for food from Kickoff Meeting. **Done.**
- l) Document station for internal documents (Kozak). **Ongoing. Curtis to look into Google Docs or Dropbox.**

Motion to Adjourn Meeting by Kozak at 8:20am, second by Matheny, all in favor, Meeting Adjourned.

New Action Items:

- Kelly to review Final Treasurer's Report and report to Kozak if approved. Kelly to return hard copy of book to Sandahl when complete for box of records.
- Kozak to send Final Treasurer's Report to Nationals once approved by Kelly (by November 30th).
- Kozak to send May and September approved meeting minutes to Nicolls for posting on website.
- All to brainstorm on who would be best to fill vacant chairs as discussed.
- Sandahl to provide Droze with membership database change over information.
- All to brainstorm on Annual Meeting venues.
- Matheny to reach out to his committee chairs to determine if they want to stay on for this year.
- Carr to look into a potential coworker for Central Business District Chair.
- Matheny to introduce George Mansour to Melissa McKinley.
- Kelly to look into a potential coworker for Construction Chair.
- Curtis to look into a potential coworker for Environmental Chair.
- Palazzolo to talk with Ashley Lesser for options on potential Environmental Chair.
- Matheny to send program template to Droze and Palazzolo for them to send to their Committee Chairs.
- Carr to coordinate with Rebecca Wolters with CYM to organize Branch/CYM social activity.
- Curtis to prepare Newsletter by November 7th meeting.
- Carr to provide Curtis with Constant Contact cheat sheet.

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- Carr to contact Larry Cooper to notify him ASCE is denying his 9/11 Truth presentation based on feedback from National.
- Curtis to look into Google Docs or Dropbox as document station for internal documents.

Upcoming Meetings/Events

October 3, 2018 at 7:15 am – Board Meeting at Nello’s Restaurant, Royal Oak, MI
November 7, 2018 at 7:15am – Board Meeting at Nello’s Restaurant, Royal Oak, MI
December 5, 2018 at 7:15 am – Board Meeting at Nello’s Restaurant, Royal Oak, MI
January 9, 2019 at 7:15am – Board Meeting at Nello’s Restaurant, Royal Oak, MI
February 6, 2019 at 7:15 am – Board Meeting at Nello’s Restaurant, Royal Oak, MI
February 17th through the 23rd, 2019 – Engineers Week
February ??, 2018 – Annual Meeting w/ ???
March 6, 2019 at 7:15am– Board Meeting at Nello’s Restaurant, Royal Oak, MI
April 3, 2019 at 7:15 am – Board Meeting at Nello’s Restaurant, Royal Oak, MI
May 1, 2019 at 7:15am – Board Meeting at Nello’s Restaurant, Royal Oak, MI
June ??, 2018 – End of the Year Meeting at ???
March 12 & 13 2019 - ASCE Society Washington D.C. Legislative Fly-in, Arlington, VA
Jan/Feb 2020 – Multi-Regional Conference (hosted by CYM)