

Meeting Minutes

2018-2019 Meeting No. 4

Date: December 5, 2018
Time: 7:15 A.M.
Location: Nello's (Royal Oak)

In Attendance: Carr, Curtis, Kozak, Sandahl, Matheny, Kelly, Droze, Kevin Brown, Ashley Lesser
Absent: Palazzolo

1. Call to Order (Carr)
Meeting called to order at 7:22am.
2. Approval of Agenda (Carr)
Kozak asked for the "Approval of Treasurer's Report" to be provided by Sandahl as a change to the agenda. Motion to Approve the Agenda as noted by Kozak, second by Curtis, all in favor, Approved.
3. Approval of Meeting Minutes (Kozak)
 - a. November 2018 Minutes
Matheny noted that there is an error in the November 2018 meeting minutes – University of Michigan had an abundant response in the Detroit Construction Tour, it was Eastern Michigan that had no response. Kozak to correct the minutes accordingly.

Motion to Approve November Meeting Minutes as noted by Sandahl, second by Curtis, all in favor, Approved. Kozak to amend meeting minutes and send to Nicolls for posting on website.
4. Approval of Treasurer's Report (Sandahl)
 - a. October and November Treasurer's Reports
October and November Treasurer Reports are currently in progress. Sandahl to discuss finaling out payment on Detroit Construction Tour with Matheny.
5. Member Services Committee (Droze)
 - a. Committee Chairs Update
 - i. Vacant Chairs
No vacant chairs. Kamran Qadeer has agreed to stay on as Diversity Chair.
 - b. Membership database change over status
Sandahl to send Droze email for database change over.
 - c. Upcoming Programs
None scheduled yet.
6. Professional Activities Committee (Matheny)
 - a. Committee Chairs Update
Recruited Bryce Burkett as a committee chair but not sure which chair as of yet.
 - b. Upcoming Programs
Potential Detroit Zoo program in January/February. No scheduled plans yet.
 - i. Detroit Construction Tour Post Event Discussion
 - Conference call was held with Matheny and a group who attended the event earlier this month. Lots of good feedback including potentially hosting this event again but in early September 2019 (September 8?).

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- Concept of the event went well, execution needs improvement.
- Gordie Howe bridge tour was difficult due to location and crossroad confusion (difficult to locate meeting place).
- Many attendees did not understand what was meant by “PPE” – need to spell out any acronyms on future flyers and detail flyers – flyer for this type of program may be a multi-page flyer.
- If we do this event again, Matheny is considering using Wayne State buses to save money.
- If we do this event in Fall 2019, we could repeat the Gordie Howe Bridge and Hudson Building Tour, since they will be further along at that point and more to see.
- Kozak mentioned that we need to focus our projects to those setup to tour people – the Gordie Howe Bridge and Wayne State Dorms were not setup that way. Hudson Building is a good example and Barton-Malow was ready and prepared for our group.
- If we do this event again we need to consider setting up a small committee – this type of event requires a lot of planning and organization that should not be borne on one individual.
- Kelly mentioned it may be tough to get a committee together due to work and ASCE obligations professionals may already have. We need total buy in to make this project a success and that may be the struggle.
- Sandahl mentioned the MRC conference CYM is hosting in January 2020 that will take away from this event – not only the spotlight but also our committee resources.
- Ashley Lesser mentioned the MRC conference will consist of a large group of college students to encourage our local membership to participate in such an event. However, the MRC conference may already incorporate an event(s) similar to this.
- Kozak suggested we consider postponing this event until after the MRC conference in 2020.
- Board agreed to wait until we receive feedback from CYM at our January meeting before proceeding with a decision to host a second similar event.

7. Technical Activities (Palazzolo)

a. Committee Chairs Update

i. Vacant Chairs

Palazzolo not present, will touch base at next meeting. Carr has some suggestions but unsure which chairs are still vacant.

b. Upcoming Programs

i. LTU Program

ii. Concrete Pipe Plant

iii. Asphalt Plant

iv. HNTB I-94 project in Detroit

Droze provided Palazzolo with contact information.

8. CYM (Droze)

a. Joint Events – Friends of Foster Kids update

Event is scheduled for December 12, 2018 but spots are limited.

b. Student Night

Unsure of date.

c. CYM Scholarship

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Needs to be sent out soon to meet deadline.

- d. Golf Outing
 - e. CYM By-Laws
Board reviewed by-laws and sent comments to Palazzolo. No feedback at this time.
 - f. Committee Meetings for January 2020
9. Past President (Kelly)
No update.
10. President-Elect (Curtis)
- a. Newsletter
Fall/winter newsletter is two thirds complete. Curtis to send out this week for Board to review to publish to membership early next week.
 - b. Calendar
11. Michigan Section News
12. National News
- a. Life Membership request. The upcoming year's list of recipients can be requested beginning October 1st. Please provide all requests by February 8, 2019 after which certificates will be sent directly to each Life Member individually. Submit request to memapp@asce.org.
 - b. Fly-In Attendance
Matheny has applied but hasn't heard if he has been accepted as of yet.
13. MRC Conference 2020
- a. Kevin Brown and Ashley Lesser mentioned that we need to send two CYMers to the 2019 MRC conference to prepare for hosting the 2020 conference.
 - i. Motion to approve the Branch to pay for costs for second CYMer to attend the 2019 MRC conference made by Kozak, seconded by Curtis, all in favor, Approved.
 - ii. CYM is looking for corporate sponsorships for the event.
 - iii. CYM needs to organize the conference host page and would like to link to the Branch page. Curtis to coordinate providing contact information for Mike Nicolls.
14. 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. On-going.
 - b) Carr to update President templates for Kickoff Meeting and put on Google Drive. On-going.
 - c) Sandahl to provide Droze with information to change over Membership database. On-going.
 - d) 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. On-going.
 - e) 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. Report review complete, Kelly to provide report to Sandahl. Done.
 - f) Kozak to send Final Treasurer's Report to Nationals once approved by Kelly (by November 30th). Done.
 - g) All to brainstorm on Annual Meeting venues. On-going.
 - h) Matheny to introduce George Mansour to Melissa McKinley. On-going.
 - i) Kelly to look into a potential coworker for Construction Chair. On-going.

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- j) Carr to coordinate with Rebecca Wolters with CYM to organize Branch/CYM social activity. **On-going.**
- k) Curtis to prepare Newsletter by November 7th meeting. **On-going – to be completed this month by January meeting.**
- l) Kelly to return hard copy of 2017-2018 Treasurer's Report book to Sandahl for box of records. **Done.**
- m) Kozak to send Final Treasurer's Report to Nationals. **Done.**
- n) Kozak to send October approved meeting minutes to Nicolls for posting on website. **Done.**
- o) Droze to forward HNTB I-94 project in Detroit information to Palazzolo to setup program. **Done.**
- p) Palazzolo to inform Wolters she can sign Greystone Golf Course contract and return. **On-going.**
- q) Palazzolo to re-send CYM Bylaws to Board. **Done.**
- r) Board to review CYM Bylaws by this Friday (November 9th) so they are ready for CYM Meeting next Wednesday. **Done.**
- s) CYM to tell Board what they need and how we can help for 2020 Regional Conference. **On-going.**

Meeting adjourned at 8:22am.

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New Action Items:

- a) Kozak to amend November meeting minutes per Matheny's comments and send to Nicolls for posting on website.
- b) Sandahl to work with Matheny on Detroit Construction Tour so October and November Treasurer Reports can be completed and approved.
- c) Droze to contact Cindy Schmitz regarding drop member list.
- d) Carr to add "Intro of Non-Board Members" to agenda.
- e) CYM to report on Detroit Construction Tour at January Meeting.
- f) Carr to provide Palazzolo potential options on committee chairs.
- g) Board members to pay their ASCE dues by end of year.
- h) Curtis to send Mike Nicolls' contact information to Ashley Lesser and Kevin Brown with CYM for coordination with website link for MRC conference page.
- i) Palazzolo to provide update on status of CYM by-laws and inclusion of Board review comments.
- j) 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.
- k) Carr to update President templates for Kickoff Meeting and put on Google Drive.
- l) Sandahl to provide Droze with information to change over Membership database.
- m) 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.
- n) All to brainstorm on Annual Meeting venues.
- o) Matheny to introduce George Mansour to Melissa McKinley.
- p) Kelly to look into a potential coworker for Construction Chair.
- q) Carr to coordinate with Rebecca Wolters with CYM to organize Branch/CYM social activity.
- r) Curtis to prepare Newsletter by end of December.
- s) Palazzolo to inform Wolters she can sign Greystone Golf Course contract and return.
- t) CYM to tell Board what they need and how we can help for 2020 Regional Conference.

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 ??, 2019 – Student Night
April/May ??, 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)