

Meeting Minutes

2018-2019 Meeting No. 7

Date: March 6, 2019
Time: 7:15 A.M.
Location: Nello's (Royal Oak)

In Attendance: Carr, Kozak, Matheny, Palazzolo, Curtis, Sandahl, Kevin Brown
Absent: Droze, Kelly
Via Conference Call: None

1. Call to Order (Carr)
Meeting called to order at 7:20am.
2. Approval of Agenda (Carr)
Motion to Approve the Agenda by Kozak, second by Palazzolo, all in favor, Approved.
3. Past President Update/Report (Kelly)
 - a. Set meeting to review awards after the 15th.
Kozak and Curtis mentioned that the award nomination forms are very vague as far as what should be submitted. Kozak suggested we consider revising the award nomination forms for next year.

Carr is going to give all the awards to Kelly by the 15th for review (Carr and Kelly review, if tie or conflict, Curtis will review). Carr to work with Kelly the week after the 15th to select winners and send to Section for further nominations.

Carr to set up awards meeting with Kelly.

No further updates since Kelly was not present.
4. Approval of Meeting Minutes (Kozak)
 - a. February 2019 Minutes
Motion to Approve February Meeting Minutes by Curtis, second by Sandahl, all in favor, Approved. Kozak to send meeting minutes to Nicolls for posting on website.
5. Approval of Treasurer's Report (Sandahl)
 - a. December, January and February Treasurer's Reports
Sandahl needs to add additional Zoo Tour checks. Sandahl still waiting on Student Night report and Multi-Regional Leadership Conference reimbursements. Motion to Approve the December, January, and February Treasurer's Reports as noted per Kozak comments by Curtis, second by Palazzolo, all in favor, Approved.

Sandahl sent University of Detroit Mercy a check for Concrete Canoe sponsorship.
6. Member Services Committee (Droze)
 - a. Annual Meeting
 - i. Finalize Location/Date
Lochmoor Club. May 11th is target date. Carr and Droze working with the club to get full quote (expected today). Kozak to send Carr Annual Meeting checklist that

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Kelly prepared last year. Carr working on list of Life Members. We need to consider who our next officer should be to swear in on May 11th. Palazzolo mentioned Bryan Swenson but he wants to stay in CYM for one more year. Considering Rebecca Wolters, but we will continue to brainstorm.

Carr received one Dream Big DVD, but hasn't received the other 99 we ordered. They should come soon.

- b. Committee Chairs Update
 - i. ZFC has a willing chair-person candidate!
CYM: Rebecca Wolters
Diversity: Kamran Qadeer
Website Manager: Mike Nicolls
Annual Meeting: Pat Droze

Carr has talked to his coworker, Paul Wakefield, about filling a chair. He will make him aware of the vacant chairs and determine which one is a good fit for him.

 - c. Upcoming Programs
None.
7. Professional Activities Committee (Matheny)
- a. Committee Chairs Update
Central Business District: Bryce Burkett
History and Heritage: Vacant
Legislative Affairs: Vacant
Project Management Chair: Vacant
Student Night: Bryan Swenson
 - b. Upcoming Programs
 - i. ACM (Autonomous Cars) Tour scheduled for March 29th
Curtis needs to send out flyer end of this week (Friday).
 - ii. Michigan Roads Panel Discussion – March 18th
Moved to March 25th. One person signed up so far. Flyer is out.
8. Technical Activities (Tavio)
- a. Committee Chairs Update
Geotechnical Chair: Katie Lamb
Environmental Chair: Katie Dennis (Wade Trim)
Transportation Chair: Steve Werling
Structural Chair: Jamison Fox
Construction Chair: Vacant
 - i. Vacant Chairs
Construction Chair is vacant.
 - b. Upcoming Programs
 - i. Concrete Pipe Plant – March 14th
18 people signed up. No fee.
 - ii. Asphalt Plant – Spring
Still working on this program.

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- iii. HNTB I-94 project in Detroit – Update?

Still working on this program.

9. CYM (Droze)

- a. Joint Events

No update.

- b. Student Night – Held Feb 21st, great company turnout. Not a lot of students.

Not many students (maybe 20?), could be because Wayne State University's career fair was a few weeks before. Kevin Brown/Palazzolo suggested we coincide Student Night with MRLC for 2020. But – could be challenging logistically with schedule. CYM to discuss and work out details.

- c. CYM Scholarship

No update.

- d. Golf Outing

No update.

- e. Committee Meetings for January 2020

Regional conference call with National on March 20th. Curtis asked if there was a flyer or something that we can start marketing the event to companies. Kevin Brown has a logo but needs to get it approved by ASCE staff. Kevin Brown is working on a fundraising tier flyer for sponsorships. Carr suggested Kevin Brown makes a small plug for the conference at the Annual Meeting. Brown mentioned they are looking into venues for the dinner, mainly the Henry Ford, but the cost is very pricey. The Branch is responsible for some costs of the MRLC. Based on Dallas' budget, the total cost was \$22,000 (not sure how much the Branch picked up of that cost). Event to be hosted at Renaissance Center. Sponsorship flyer should be ready by March. Carr to talk to Rushlow about involving Michigan Section in MRLC. Kozak suggested having the sponsorship flyer in the Annual Meeting program and/or on the tables at the event.

10. President-Elect (Curtis)

- a. Newsletter

Will be out by end of the week.

- b. Calendar Update

Up to date.

- c. Past Awards on website – Update

Matheny and Kozak to look for last year's program to update website.

11. Michigan Section News

- a. Deadline extended to March 15th. We need to have Award Nominations to the Michigan Section by April 1st.

Infrastructure Conference is mid-May at St. Johns.

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.

Carr working on this.

- b. Fly-In Attendance – Steve to provide update?

Matheny attending.

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13. Other Items to be Discussed

- a) Kozak to send approved January meeting minutes to Nicolls for posting on website. **Done.**
- b) Curtis to verify if Jason Edberg is on the Constant Contact list (he hasn't received the email on award nominations). **Done.**
- c) Carr to send out personal email to try to get nominations for awards this week. **Done.**
- d) Matheny to reach out to Jason Stoops to see if he wants to fill Legislative Chair. **Done.**
- e) Edberg to forward information to Sandahl on Erie Hack Sponsorship so \$1,000 can be donated to the cause. **Done.**
- f) Matheny/Burkett to provide final report from Zoo program to Sandahl. **On-going.**
- g) Carr to look into Lochmoor venue in Grosse Pointe for Annual Meeting and provide information to Droze. **Done.**
- h) Edberg to send Droze contact information for Cranbrook Science Center as potential venue for Annual Meeting. **Done.**
- i) Droze to secure Annual Meeting venue by Friday, February 15, 2019. **Done.**
- j) Kozak to review vacant chairs and send out list in email to all Board Members to confirm. **Done.**
- k) Carr to remove item "Membership Database Change Over Status" and "CYM By-laws" from Droze agenda items on next agenda. **Done.**
- l) Carr to follow up on Life Member request. **Done.**
- m) Sandahl to complete December and January Treasurer report and provide for March meeting. **Done.**
- n) Droze to contact venues for Annual Meeting and secure date and location. **Done.**
- o) Carr to discuss alternative reviewer for Annual Meeting awards with Section. **On-going.**
- p) All to brainstorm on new officer for 2019-2020 Branch Board. **On-going.**
- q) Curtis to send out mid-February Newsletter. **On-going.**
- r) Curtis to verify calendar is up to date. **Done.**
- s) 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.**
- t) Matheny to introduce George Mansour to Melissa McKinley. **On-going.**
- u) Kelly to look into a potential coworker for Construction Chair. **On-going.**
- v) Carr to coordinate with Rebecca Wolters with CYM to organize Branch/CYM social activity. **On-going.**
- w) CYM to tell Board what they need and how we can help for 2020 MRLC. **On-going.**

New Action Items

- a) Kozak to send approved February meeting minutes to Nicolls for posting on website.
- b) Board to consider revising award nomination forms for next year to more specifically outline the deliverable due to many questions from this year's participants.
- c) Carr to set up awards meeting with Kelly and make determination on awards.
- d) Carr to send award winners to Section after selection has been made for consideration for Section awards by April 1, 2019.
- e) Carr to talk to Paul Wakefield at FK Engineering to determine appropriate committee chair for his interests.
- f) Curtis to send out Autonomous Cars Tour flyer this week.
- g) Carr to talk to Jacob Rushlow about Section participating in 2020 hosting of MRLC.

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- h) Matheny and Kozak to look through files for last year's Annual Meeting program so awards can be updated on ASCE website.
- i) Matheny/Burkett to provide final report from Zoo program to Sandahl.
- j) Carr to discuss alternative reviewer for Annual Meeting awards with Section.
- k) All to brainstorm on new officer for 2019-2020 Branch Board.
- l) Curtis to send out mid-February Newsletter.
- m) 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.
- n) Matheny to introduce George Mansour to Melissa McKinley.
- o) Kelly to look into a potential coworker for Construction Chair.
- p) Carr to coordinate with Rebecca Wolters with CYM to organize Branch/CYM social activity.
- q) CYM to tell Board what they need and how we can help for 2020 MRLC.

Motion to adjourn meeting by Sandahl, second by Curtis at 8:22am, all in favor. Approved.

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 8, 2019 at 7:15 am — Board Meeting at Nello's Restaurant, Royal Oak, MI~~
~~February 17th through the 23rd, 2019 — Engineers Week~~
~~February 21, 2019 — Student Night at Wayne State University~~
~~March 6, 2019 at 7:15am — Board Meeting at Nello's Restaurant, Royal Oak, MI~~
March 12-16, 2019 – Legislative Fly-In
March 14, 2019 – Northern Concrete Tour
March 25, 2019 – Michigan Roads Panel Discussion
March 29, 2019 – ACM Tour
~~April 3, 2019~~ **April 10, 2019** at 7:15 am – Board Meeting at Nello's Restaurant, Royal Oak, MI
April??, 2019 – Annual Meeting w/ ???
May 1, 2019 at 7:15am – Board Meeting at Nello's Restaurant, Royal Oak, MI
June ??, 2019 – End of the Year Meeting at ???
June 27, 2019 – Annual Golf Outing at Greystone Golf Course
March 12 & 13 2019 - ASCE Society Washington D.C. Legislative Fly-in, Arlington, VA
January 10 & 11 – Multi-Regional **Leadership** Conference (hosted by CYM)