

Meeting Minutes

2018-2019 Meeting No. 5

Date: January 9, 2019
Time: 7:15 A.M.
Location: Nello's (Royal Oak)

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

Absent: None

Via Conference Call: None

1. Call to Order (Carr)
Meeting called to order at 7:17am.
2. Approval of Agenda (Carr)
Motion to Approve the Agenda by Kozak, second by Matheny, all in favor, Approved.
3. Approval of Meeting Minutes (Kozak)
 - a. December 2018 Minutes
Motion to Approve December Meeting Minutes by Curtis, second by Matheny, all in favor, Approved. Kozak to send meeting minutes to Nicolls for posting on website.
4. Approval of Treasurer's Report (Sandahl)
 - a. October through December Treasurer's Reports
October Treasurer's Report: Need to change date at bottom of report to 10/31/18.
November Treasurer's Report: Only interest in November.
Motion to Approve the October and November Treasurer's Reports contingent on the date change for October's Report by Kozak, second by Matheny, all in favor, Approved.
December Treasurer's Report: Not complete, Sandahl to bring in February.
Sandahl mentioned he now has a credit card we can use for deposits on programs.
5. Member Services Committee (Droze)
 - a. Annual Meeting Discussion

Annual Meeting Date: Saturday, April 27, 2019 (Saturday, April 13, 2019 if April 27th does not work for any venue.

Sandahl mentioned Top Golf for Annual Meeting.

Considering Ann Arbor as location, but Top Golf might be a good venue for this year.

Sandahl thinks it's a cheaper venue so we may be able to better manage expenses.

Option 1: Top Golf, Option 2: Detroit Historical Museum, Option 3: Ann Arbor Venue

Awards: Forms have been updated for this year. Curtis to send through Constant Contact (several times). Kelly mentioned that Chicago and Detroit Sections swap award nominations and vote on each other's to eliminate conflict. We could consider this option with another Michigan Branch. Concern with getting another branch to review timely before our meeting. Carr mentioned having President, Past-President, and one outside party reviewing. Carr to talk to Section to discuss. Matheny mentioned getting awards out to firms marketing group which might be a better avenue. Kelly mentioned might not be best route, we need to focus on the top execs at firms who want the awards.

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Kozak mentioned we need to start thinking of who we will bring up to the Board.
Matheny mentioned Bryce Burkett (Uretex). Board to discuss at February meeting.

- b. Committee Chairs Update
Nothing new to report on Committee Chairs Update – all chair secured.
 - c. Membership database change over status
Database has been changed over. Curtis to send Matheny Nicolls contact info.
 - d. Upcoming Programs
Nothing to report.
6. Professional Activities Committee (Matheny)
- a. Committee Chairs Update
Matheny has one open chair (not sure which one). Matheny to let Carr know which chair is open.
 - b. Upcoming Programs
 - i. Zoo Tour
10 participants registered. Approved PDH's for 2.0 hours. Goal is to hit 20.
Revised flyer to go out with approved PDH's.
7. Technical Activities (Tavio)
- a. Committee Chairs Update
 - i. Vacant Chairs
Construction chair is vacant.
 - b. Upcoming Programs
 - i. LTU Program
Speaker fell through, program pending.
 - ii. Concrete Pipe Plant
Looking at February/March program, if done in late morning they will provide lunch. Need PPE.
 - iii. Asphalt Plant
Still throwing out ideas, probably ideal to wait until Spring/Summer.
 - iv. HNTB I-94 project in Detroit
Palazzolo sent reminder email last week to move program forward.
- CYM feedback from Construction Tour: Last meeting didn't have a good turnout to discuss. Kozak mentioned we should wait until after Regional Conference, maybe do a tour with the conference. Matheny agreed that could work since we didn't nail down a date yet.
8. CYM (Droze)
- a. Joint Events
None at this time.
 - b. Student Night
Date: Tuesday, February 19, 2019. Bryan Swenson has three sponsorships so far. Swenson needs to forward flyer out to all. No speaker this year. Kevin Brown of CYM to do a presentation on upcoming regional conference.
 - c. CYM Scholarship
Nothing at this time. Scholarship was in newsletter and sent out.
 - d. Golf Outing
Date: Thursday, June 27, 2019.

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- e. CYM By-Laws
Motion to accept CYM By-Laws as recently amended by Sandahl, second by Curtis, all in favor. Approved.
 - f. Committee Meetings for January 2020
CYM is having a planning meeting on January 23, 2019 for Regional Conference (6:30pm to 8:30pm).
9. Past President (Kelly)
Sandahl suggested we move Kelly to Agenda Item #3 since he has to routinely leave early. Carr to revised on next agenda.
10. President-Elect (Curtis)
- a. Newsletter
Fall newsletter sent out! Considering sending out a mid-February newsletter with Annual Meeting, awards, etc.
 - b. Calendar
Curtis to check if calendar is up to date. Nicolls to post last year Award Winners on the website.
11. Michigan Section News
Nothing at this time.
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 – Steve attending
Matheny has been approved, but was not funded by Nationals. Branch to reimburse. Fly in is March 13/14, 2019.
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. 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. Done.
 - 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. Done.
 - e) All to brainstorm on Annual Meeting venues. Done.
 - f) Matheny to introduce George Mansour to Melissa McKinley. On-going.
 - g) Kelly to look into a potential coworker for Construction Chair. On-going.
 - h) Carr to coordinate with Rebecca Wolters with CYM to organize Branch/CYM social activity. On-going.
 - i) Curtis to prepare Newsletter by November 7th meeting. On-going – to be completed this month by January meeting. Done.
 - j) Palazzolo to inform Wolters she can sign Greystone Golf Course contract and return. Done.
 - k) CYM to tell Board what they need and how we can help for 2020 Regional Conference. On-going.

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New Action Items

- a) Sandahl to complete December Treasurer report and provide for February meeting.
- b) Droze to contact venues for Annual Meeting and secure date and location.
- c) Carr to discuss alternative reviewer for Annual Meeting awards with Section.
- d) All to brainstorm on new officer for 2019-2020 Branch Board.
- e) Matheny to inform Carr of which committee chair is still vacant.

- f) Carr to move Past President's Agenda item to #3 on the agenda for future agendas.
- g) Curtis to send out mid-February Newsletter.
- h) Curtis to verify calendar is up to date.
- i) 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.
- j) Carr to update President templates for Kickoff Meeting and put on Google Drive.
- k) Matheny to introduce George Mansour to Melissa McKinley.
- l) Kelly to look into a potential coworker for Construction Chair.
- m) Carr to coordinate with Rebecca Wolters with CYM to organize Branch/CYM social activity.
- n) CYM to tell Board what they need and how we can help for 2020 Regional Conference.

Motion to adjourn meeting by Curtis, second by Matheny at 8:17am, 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 6, 2019 at 7:15 am – Board Meeting at Nello's Restaurant, Royal Oak, MI

February 17th through the 23rd, 2019 – Engineers Week

February 19, 2019 – Student Night at Wayne State University

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

April??, 2018 – Annual Meeting w/ ???

May 1, 2019 at 7:15am – Board Meeting at Nello's Restaurant, Royal Oak, MI

June ??, 2018 – 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 Conference (hosted by CYM)