

Meeting Minutes

2018-2019 Kick-off Meeting

Date: September 19, 2018

Time: 5:00 P.M.

Location: FK Engineering Associates
30425 Stephenson Highway
Madison Heights, MI 48071

Meeting called to order at 5:23pm

Present: Carr, Curtis, Kozak, Sandahl, Droze, Palazzolo, Kelly

Absent: Matheny

1. Welcome (Carr)
2. Introductions (Carr)
Went around the room and each attendee introduced themselves.
3. Table of Organization (Carr)
Carr discussed the Table of Organization and each Board Member's duties.
4. Board of Directors (Carr)
Discussed.
5. Newsletter (Carr)
The newsletter is a challenge and we need to increase efforts to get this out on a regular basis – going to target seasonally/quarterly. Target Thanksgiving as our first newsletter. Carr to assist Curtis on this first one of this year.
6. Schedule/Calendar (Carr)
Calendar on website that we will try to keep up to date. Upcoming Board Meetings are listed on today's agenda (typically first Wednesday of the month).
 - *Detroit Construction Tour is set for October 20, 2018.*
 - *2020 Multi-Regional Conference (CYM hosting in January/February). Board needs to assist.*
 - o *CYM is sending additional people to conference this year since they are to run the Business Meeting.*
7. Secretary (Kozak)
 - a. Review and Approve Pending Meeting Minutes
Kozak to email April and May meeting minutes out to Board and approve and next meeting in October.
 - b. Uploaded Approved Meeting Minutes to website
All approved meeting minutes are current through March on the website.
Kozak to complete Branch Report by next meeting.
8. Budget (Sandahl)
 - a. Review and Approve June, July, and August 2017 Treasurer Report
Motion to approve January, February, March, April, May, June, July, and August Treasurer Reports by Curtis, second by Droze, passed by all.
 - b. FY 2018-2019 (10/1/18 – 9/30/19)
Motion to approve ASCE SE Michigan Branch 2018-2019 Budget based on revisions mentioned by Curtis, second by Droze, passed by all.
 - c. Annual Report
Kozak to complete and provide to Kelly for review. Final report due November 30, 2018.
9. Committee Chairs
 - a. Member Services (Droze)
Droze to contact Committee Chairs to determine interest.
 - i. Continuing Education

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- ii. Annual Meeting
 - iii. CYM
 - iv. Website
 - v. New/Dropped Member Contact
Sandahl to provide Droze with information to change over Membership database.
All of the above discussed.
 - b. Professional Activities (Matheny)
Matheny to contact Committee Chairs to determine interest.
 - i. Student Night
Curtis: Move up to Fall? Many companies have already selected their interns and new hires by February. Wolters: Too late to move to Fall this year, but can discuss with CYM for Fall 2019. Wolters too look into when other career fairs are being held and when firms are hiring to determine when would be the most appropriate time to hold the event. More discussion to follow.
 - ii. History & Heritage
 - iii. Central Business District
 - iv. Project Management
 - v. Legislative Affairs
All of the above discussed.
 - c. Technical Activities (Palazzolo)
Palazzolo to contact Committee Chairs to determine interest.
 - i. Construction
 - ii. Environmental
 - iii. Geotechnical
 - iv. Transportation
 - v. Structural
All of the above discussed.
10. Programs/Events
- a. Procedures for Setting Up a Program
Discussed.
 - b. Other Ideas
Larry Cooper from Architects and Engineers for 9/11 Truth is interested in setting up programs centered around the 9/11 plane crash (specifically on third building (Building 7) and Twin Towers and how the collapse was caused). Technical programs that are focused strictly on the science of the collapses and the structures of the building. Concern about ASCE backing NIST report and not this report and presenting as part of our program. Carr to work with Section and Nationals and Larry Cooper to determine if these programs would be appropriate for our Branch.

Detroit Skyscraper
Gordie Howe International Bridge

Wolters asked about CYM/Branch joint events - suggestions/ideas to be coordinated through Droze.
11. Other Items to be Discussed
- a. Michigan Section Kick-Off Meeting
Carr to forward information when received.
 - b. Michigan Section Scholarships
Carr to forward information when received.

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- c. Region 3, 6, 7 Leadership Conference, Dallas Texas, February 8-9, 2019
CYM to send two reps. Branch to start thinking of who they want send.
- d. ASCE 2018 Convention, Denver, Colorado – Oct 12-15, 2018
Carr to look into attending.
- e. Other Ideas
Kozak suggested setting up a document station where we could keep internal documents for all current and future Board Members to use. Continue to discuss.
Legislative Fly-In – usually in April.

12. Adjourn

Meeting adjourned at 6:47pm.

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 ???
January/February 2020 – Multi-Regional Conference (hosted by CYM)

Action Items

- *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.*
- *Kozak to email April and May meeting minutes out to Board and approve and next meeting in October.*
- *Kozak to completed Branch Report by next meeting.*
- *Carr to update President templates for Kickoff Meeting.*
- *Kozak to complete Annual Report and provide to Kelly for review. Final report due November 30, 2018.*
- *Sandahl to provide Droze with information to change over Membership database.*
- *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.*
- *Carr to reach out to Matheny on his new role.*
- *Carr and Palazzolo to work with Larry Cooper from Architects and Engineers for 9/11 Truth to set up upcoming programs for this year.*
- *Carr to add date of Legislative Fly-In and 2020 Multi-Regional Conference to Upcoming Meetings/Events list.*
- *Kozak to reimburse Carr for food from Kickoff Meeting.*