

# Meeting Agenda

2019-2020 Meeting No. 2

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

Board Member Present: Zachary Carr, Jeremy Curtis, Crystal Kozak (phone), Drew Sandahl, Patrick Droze, Steve Matheny, Tavio Palazzolo, Bryce Burkett

Absent: None

Guest: Kevin Brown

1. Call to Order (Curtis)
  - a. 7:19 AM call to order
2. Approval of Agenda (Curtis)
  - a. Motion to approve by Carr. Second by Droze.
3. Approval of Meeting Minutes (Sandahl)
  - a. Kick-off Meeting Minutes tabled. Awaiting notes from Zach Carr.
4. Approval of Treasurer's Report (Sandahl/Droze)
  - a. October Treasurer's Report
    - i. Distributed at the meeting. Motion to approve by Carr. Second by Kozak. Motion passed 8-0.
  - b. March through September Treasurer's Reports
    - i. Distributed at the meeting. Motion to approve all reports by Matheny. Second by Palazzolo. Motion passed 8-0.
  - c. 2019-2020 Annual Budget
    - i. Annual budget was provided by Sandahl via e-mail. The CYM budget was updated from what was presented at the prior meeting. Motion to approve the budget by Matheny. Second by Carr. Motion passed 8-0.
5. Member Services Committee (Matheny)
  - a. Committee Chairs Update
  - b. Membership database change over status
  - c. Upcoming Programs
    - i. Tokyo Road program
6. Professional Activities Committee (Palazzolo)
  - a. Committee Chairs Update
    - i. Awaiting a response from possible candidates.
  - b. Upcoming Programs
7. Technical Activities (Burkett)
  - a. Committee Chairs Update
    - i. Vacant Chairs
      1. Environmental chair
      2. Transportation chair

## Meeting Agenda

3. **Geotechnical chair.**
- b. Upcoming Programs
  - i. Long Span Concrete Floor Systems
  - ii. Allen Creek Presentation
    1. **Curtis to contact Jason Stoops with G2 as a possible venue.**
8. CYM (Matheny)
  - a. Elections
    - i. **Currently one vacant position.**
  - b. MRLC – planning, scholarship
    - i. **\$10,500 due December 2, 2019**
    - ii. **Remaining balance is due the week prior.**
    - iii. **Registration was open October 15, 2019.**
    - iv. **Currently experiencing minimal support from National.**
    - v. **Registration and sponsorships should be received by December 20 at the latest.**
    - vi. **Contact list for company point of contact is outdated and needs to be updated by board members as they reach out for event support.**
    - vii. **Contract with Detroit Bus Company totals \$2288. A 50% deposit is needed \$1,144. Board votes unanimously to approve to submit 50% deposit.**
    - viii. **Non-member cost for social events is the same as members.**
9. Past President (Carr)
  - a. **RCL needs to get a plaque from last year’s annual for Scio Township project.**
  - b. **Last year treasurer report audit to be conducted soon. Sandahl to provide fiscal year summary to Carr.**
10. President-Elect (Kozak)
  - a. Newsletter
    - i. **Content is currently light as programs have not been held since the October newsletter. Newsletter will highlight the MRLC.**
  - b. Calendar
    - i. **Kozak to look at updating calendar as necessary.**
11. Michigan Section News
  - a. **Curtis provided update to the section.**
12. National News
  - a. Charge different costs for ASCE members vs. non-members to promote ASCE membership
    - i. **Board members are in agreement that an additional charge should be applied to non-members for programs.**
13. Other Items to be Discussed
  - a. ASCE 2019 Convention, Miami, Florida – Oct 10-13, 2019
  - b. Region 3, 6, 7 Leadership Conference, Detroit, Michigan – January 10-11, 2020
    - i. **Board to determine who the representative will be from the board.**
  - c. 2020 Legislative Fly-In, Washington DC – March 2020
    - i. **Sandahl to attend. Registration deadline is November 21.**

**Matheny motion to adjourn and Palazzolo second. Adjournment at 8:11 AM.**

# Meeting Agenda

## Upcoming Meetings/Events

October 2, 2019 at 7:15 am – Board Meeting at Nello’s Restaurant, Royal Oak, MI  
November 6, 2019 at 7:15am – Board Meeting at Nello’s Restaurant, Royal Oak, MI  
December 4, 2019 at 7:15 am – Board Meeting at Nello’s Restaurant, Royal Oak, MI  
January 8, 2020 at 7:15am – Board Meeting at Nello’s Restaurant, Royal Oak, MI  
February 5, 2020 at 7:15 am – Board Meeting at Nello’s Restaurant, Royal Oak, MI  
February 16<sup>th</sup> through the 22<sup>nd</sup>, 2020 – Engineers Week  
February ??, 2020 – Annual Meeting w/ ???  
March 4, 2020 at 7:15am– Board Meeting at Nello’s Restaurant, Royal Oak, MI  
April 1, 2020 at 7:15 am – Board Meeting at Nello’s Restaurant, Royal Oak, MI  
May 6, 2020 at 7:15am – Board Meeting at Nello’s Restaurant, Royal Oak, MI  
June ???, 2020 – End of the Year Meeting at ???

## Existing Action Items

- Directors to check in with Committee Chairs to determine if they are interested in staying involved or if the chair is vacant. **Ongoing**
- Kozak to publish October newsletter. **Complete**
- Kozak to send approved May meeting minutes to Nicolls to post on website. **Complete**
- Sandahl to complete Treasurer reports March through September for approval at October meeting. **Complete**
- Sandahl to prepare budget. **Complete**
- Sandahl to prepare Annual Report. **Complete**
- Carr to review Annual Report once complete. **Ongoing**
- Sandahl to pay deposit to Henry Ford for MRLC. **Complete**
- Sandahl/Droze to change account contact info. **Complete**
- Curtis to add PayPal process into “Procedures for Setting Up a Program” guidelines. **Ongoing**
- Matheny to look into filling committee chairs. **Ongoing.**
- Palazzolo to look into filling committee chairs. **Ongoing.**
- Burkett to look into filling committee chairs. **Ongoing**
- ~~— Curtis to give GoogleDoc access to Board members. **Complete**~~
- Branch to help CYM with sponsorships for MRLC. **Ongoing**
- Board members to review draft Treasurer reports provided by Sandahl. **Complete**
- Membership list from Droze to Kozak. **Complete**
- Curtis to discuss vacant construction chair with David Kelly. **Complete**
- Carr to fill geotechnical or construction vacant chair position. **Complete**
- Curtis to look into vacant environmental chair. **Complete**
- Transportation program to be scheduled through Werling. **Removed**
- Carr to order plaque for RCL Construction. **Ongoing**
- Sandahl to evaluate billboard for this fiscal year. **Ongoing.**
- Sandahl to check about going to fly-in. **Complete**

## Current Action Items

1. **Kozak to review calendar.**
2. **Burkett to look at environmental chair.**
3. **Carr to send Burkett geotechnical chair candidate.**
4. **Board to evaluate options for transportation chairperson.**