

Meeting Agenda

2019-2020 Meeting No. 3

Date: December 4, 2019
Time: 7:15 A.M.
Location: Nello's (Royal Oak)

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

Absent: Zachary Carr (excused)

Guest: Kevin Brown, Rebecca Wolters

1. Call to Order (Curtis)
 - a. 7:21 AM call to order
2. Approval of Agenda (Curtis)
 - a. Motion to approve by Matheny. Second by Kozak. Motion passed 7-0.
3. Approval of Meeting Minutes (Sandahl)
 - a. October meeting minutes. Motion to approve by Kozak. Second by Droze. Motion Passed 7-0.
 - b. November meeting minutes. Motion to approve by Kozak. Second by Droze. Motion Passed 7-0.
4. Approval of Treasurer's Report (Sandahl/Droze)
 - a. November Treasurer's Report
 - i. Distributed at the meeting. Motion to approve by Kozak. Second by Matheny. Motion passed 7-0.
5. Member Services Committee (Matheny)
 - a. Committee Chairs Update
 - b. Membership database change over status
 - c. Upcoming Programs
6. Professional Activities Committee (Palazzolo)
 - a. Committee Chairs Update
 - b. Upcoming Programs
7. Technical Activities (Burkett)
 - a. Committee Chairs Update
 - i. Vacant Chairs
 1. Environmental chair
 2. Transportation chair
 3. Geotechnical chair is now filled.
 - b. Upcoming Programs
 - i. Long Span Concrete Floor Systems
 - ii. Allen Creek Presentation
 1. Looking at locating event in Ann Arbor.
 2. Looking at mid-January for program.

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- iii. Tokyo Rope looking to schedule for third week of January.
- 8. CYM (Matheny)
 - a. Elections
 - i. Currently one vacant position.
 - b. MRLC – planning, scholarship
 - i. Remaining balance for Henry Ford is due the week prior.
 - ii. Michigan Section donated \$1,000. They are able to provide more if needed.
 - iii. Registration and sponsorships should be received by December 20 at the latest.
 - iv. Board approves to allow payment of upcoming or outstanding invoices for the event. Motion by Kozak, second by Droze. Motion passed 7-0.
 - v. Construction tour coordination continues. Starting at Gordie Howe Bridge, then I-94 project office, then to the Bedrock/Walsh office.
 - vi. Event to start at 7:30, dinner at 8:30 at the Henry Ford. Dinner will be buffet style.
 - vii. National is sending two delegates per branch. CYM has requested to have the Branch cover the cost for two delegates to attend. Matheny motioned, second by Kozak. Motion passed 7-0.
 - viii. Companies will be permitted to participate in only the career fair without paying for an event sponsorship.
 - ix. 16 companies have committed to sponsorships.
 - 1. Volunteers are needed for the event. CYM to use sign up genies.
 - x. Social media following for the event is lacking. Board to provide support through Constant Contact. Board will also create an e-mail group to allow for contacting attendees before and during the event.
 - xi. Coordination meeting next Wednesday at Grand Tavern.
- 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. Need material get to newsletter out next week.
 - ii. Advertisement for CYM scholarships.
 - iii. Advertising awards for the Annual Meeting.
 - b. Calendar
 - i. Kozak to update calendar as necessary.
- 11. Michigan Section News
 - a. Nothing to report.
- 12. National News
 - a. Nothing to report.
- 13. Other Items to be Discussed
 - a. Region 3, 6, 7 Leadership Conference, Detroit, Michigan – January 10-11, 2020
 - i. Items discussed as indicated above.
 - b. 2020 Legislative Fly-In, Washington DC – March 2020

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- i. Sandahl has registered. Matheny also registered. Awaiting approval from National.
- c. Curtis has obtained Lifetime Member list.

Matheny motion to adjourn and Kozak second. Motion passed 7-0. Adjournment at 8:24 AM.

Upcoming Meetings/Events

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 16th through the 22nd, 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**
- Carr to review Annual Report once complete. **Ongoing**
- 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. **Complete**
- Branch to help CYM with sponsorships for MRLC. **Ongoing**
- Carr to order plaque for RCL Construction. **Ongoing**
- Sandahl to evaluate billboard for this fiscal year. **Ongoing.**
- **Kozak to review calendar. Ongoing.**
- **Fill Transportation Chair**

Current Action Items

- 1. Droze to evaluate submission requirements for awards.**
- 2. December Newsletter to be sent.**
- 3. Board Member to provide content**
- 4. Allen Creek Presentation Date to be set by Burkett.**
- 5. Kozak to send newsletter template to the Jackson/Lansing branch.**
- 6. Kozak to create MRLC e-mail contact list.**
- 7. Droze to update budget for MRLC.**
- 8. Garden Bowl remaining deposit to be submitted by Droze.**