

# Meeting Agenda

2019-2020 Meeting No. 4

Date: January 8, 2020  
Time: 7:15 A.M.  
Location: Nello's (Royal Oak)

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

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 Matheny. Second by Kozak. Motion passed 8-0.
3. Approval of Meeting Minutes (Sandahl)
  - a. December meeting minutes. Motion to approve by Droze. Second by Matheny. Motion Passed 8-0.
4. Approval of Treasurer's Report (Droze)
  - a. December Treasurer's Report
    - i. Distributed at the meeting. Motion to approve by Kozak. Second by Palazzolo. Motion passed 8-0.
  - b. MRLC expenditures
    - i. ADS and MDOT still need to submit payment for sponsorship.
    - ii. Amber Spears and Ashley Lessor expenses to be covered by the Branch. Motion to approve payment for expenses by Kozak, second by Droze. Motion passed 8-0.
    - iii. A second scholarship was discussed. This item was tabled until the financial report for the event is finalized.
5. Member Services Committee (Matheny)
  - a. Committee Chairs Update
  - b. Membership database change over status
  - c. Upcoming Programs
    - i. Tokyo Rope will be early April 3<sup>rd</sup> at Lawrence Tech. Matheny will prepare a flyer and submit to Kozak.
  - d. Annual Meeting
    - i. April 25<sup>th</sup> event date. Fox Hill currently targeted as a venue. Cost will be approximately \$65 per person. \$250 deposit is required. Matheny working on the contract. Motion by Kozak and second by Sandahl to approve date, venue, and deposit payment. Motion passed 8-0.
6. Professional Activities Committee (Palazzolo)
  - a. Committee Chairs Update
  - b. Upcoming Programs

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7. Technical Activities (Burkett)
  - a. Committee Chairs Update
    - i. Vacant Chairs
      1. Environmental chair
      2. Transportation chair
  - b. Upcoming Programs
    - i. Allen Creek Presentation
      1. **January 27<sup>th</sup> event date at Corner Brewery in Ypsilanti.**
      2. **There are four people currently registered.**
8. CYM (Matheny)
  - a. Elections
    - i. **Nothing discussed.**
  - b. MRLC – planning, scholarship
    - i. Sponsorships
      1. **\$38,550 pledged, \$25,800 received**
    - ii. Volunteers
    - iii. **Attendance**
      1. **Over 300 people are signed up to attend.**
      2. **Approximately 180 people have RSVP'd for the awards banquet.**
9. Past President (Carr)
  - a. RCL needs to get a plaque from last year's annual for Scio Township project.
  - b. **Audit of past year treasurer report is complete.**
  - c. **Summary spreadsheets still need to be submitted to Michigan Section. Carr provided Droze with jump drive containing financial. Droze to submit to Michigan Section.**
10. President-Elect (Kozak)
  - a. Newsletter
    - i. **Next newsletter to go out in February.**
  - b. Calendar
    - i. **Kozak to update calendar as necessary.**
11. Michigan Section News
  - a. **Need to submit financial report ASAP.**
12. National News
  - a. **Received Life Member information.**
  - b. **Received Membership swag**
13. Other Items to be Discussed
  - a. Region 3, 6, 7 Leadership Conference, Detroit, Michigan – January 9-11, 2020
    - i. **Items discussed as indicated above.**
  - b. 2020 Legislative Fly-In, Washington DC – March 2020
    - i. **Matheny was approved. Sandahl was put on a waiting list.**

**Carr motion to adjourn and Kozak second. Motion passed 8-0. Adjournment at 8:04 AM.**

# Meeting Agenda

## Upcoming Meetings/Events

January 9-11, 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  
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  
**April 25, 2020 at TBD – Annual Meeting**  
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. **Complete**
- Curtis to add PayPal process into “Procedures for Setting Up a Program” guidelines. **Ongoing**
- 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.**
- Droze to evaluate submission requirements for awards. **Ongoing**
- December Newsletter to be sent. **Complete**
- Allen Creek Presentation Date to be set by Burkett. **Complete**
- Kozak to send newsletter template to the Jackson/Lansing branch. **Removed**
- Kozak to create MRLC e-mail contact list.
- Droze to update budget for MRLC. **Complete**
- Garden Bowl remaining deposit to be submitted by Droze. **Complete**
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## **Current Action Items**

- 1. Sandahl to send October, November, December minutes to Nichols.**
- 2. Matheny to provide Kozak with flyer for Tokyo Rope program**