

Meeting Agenda

2019-2020 Kick-off Meeting

Date: September 18, 2019

Time: 5:00 P.M.

Location: OHM Advisors
34000 Plymouth Road
Livonia, MI

In Attendance: See Sign In Sheet

Meeting called to order at 5:08pm.

1. Welcome (Curtis)
2. Introductions (Curtis)
Went around the room and each attendee introduced themselves.
3. Table of Organization (Curtis)
Curtis discussed the Table of Organization and each Board Member's duties.
4. Board of Directors (Curtis)
Discussed.
5. Newsletter (Curtis)
Kozak working on October newsletter. Targeting: October, December, February, and April.
6. Schedule/Calendar (Curtis)
Schedule is on website, work with Nicolls to make sure events are on the online calendar.
7. Secretary (Kozak/Sandahl)
Motion to approve the May Meeting minutes by Matheny, second by Droze. May Meeting minutes approved.
8. Budget (Sandahl/Droze)
 - a. Review and Approve Outstanding Treasurer Reports
Treasurer reports through February have been previously approved. Droze mentioned a missing sponsorship from NTH for the annual meeting that he is hoping to clear up. Sandahl mentioned providing checks to Treasurer ASAP (many companies have a 90 day cashing policy) to avoid issues with expiring checks. Palazzolo mentioned increasing communication between Treasurer and committee chairs (or those running programs) so chairs know who is paying via PayPal. Curtis to add in program setup writeup for chairs.
 - b. FY 2019-2020 (10/1/19 – 9/30/20)
Sandahl working on new year budget. Sandahl to work with CYM to include conference expenses. Working on cleaning up budget to determine if we need to revise for this year. Kevin mentioned there is another deposit to conference venue due October 1st (\$2,000). Droze mentioned we have 1100 members in the southeastern branch. \$23,606 balance in accounts as of 8/30/19.
 - c. Annual Report
Sandahl working on completion. Deadline of November 1, 2019.
9. Committee Chairs
 - a. Member Services (Matheny)
Matheny mentioned we have a contact person with Nationals regarding PDH credits for programs. Contact Matheny for information to determine if programs qualify.

Matheny mentioned he would like to see an ethics program this year, or webinar.

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- i. Continuing Education
No discussion at this time.
 - ii. Annual Meeting
No discussion at this time.
 - iii. CYM
Matheny to work with Wolters throughout the year. January 11th for construction tour at regional conference. Matheny suggesting Hudson Building/Howe Bridge projects for tours.
 - iv. Website
No discussion at this time.
 - v. New/Dropped Member Contact
Rushlow mentioned that at the Section level they are pushing involving more membership. We can reach out to him if we need help on attracting new members and getting members back.
 - b. Professional Activities (Palazzolo)
Palazzolo to coordinate with Matheny regarding chairs. Burkett is listed as chair of Central Business District.
 - i. Student Night
Rebecca Wolters
 - ii. History & Heritage
Currently James Cassel, need to contact him to see if he is still interested.
 - iii. Central Business District
Bryce Burkett to stay on.
 - iv. Project Management
Vacant
 - v. Legislative Affairs
Vacant
 - c. Technical Activities (Burkett)
 - i. Construction
Vacant, Palazzolo to contact Dave Kelly to see if he has someone at Turner for a chair position.
 - ii. Environmental
Curtis to check with Katie at Wade Trim to see if interested in position.
 - iii. Geotechnical
Palazzolo lost contact with Katherine Lamb, Matheny to see if he can get contact info for her.
 - iv. Transportation
Steve Werling will stay on as chair.
 - v. Structural
Vacant, talk with Jamison Fox to see if he is interested.
10. Programs/Events
- a. Procedures for Setting Up a Program
Discussed. Curtis to give Board access to edit documents on GoogleDrive.
 - b. Other Ideas
Curtis is looking for suggestions on how to increase activity from Ann Arbor to east side. Continue to spread programs out between all areas to allow more equal participation from different groups. U of M students mentioned partnering with our group which all members present were in favor of.

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Larry Cooper is meeting with U of M professors regarding peer review on 9/11 Building 7 collapse.

Rushlow mentioned the regional scholarship and his goal to work with the schools to obtain the proper contact to spread the word.

11. Other Items to be Discussed

- a. Michigan Section Kick-Off Meeting – Sept 10, 2019
Rushlow mentioned some members attended. Focus on membership and scholarship. Looking into adding an additional Mackinac scholarship – trying to raise \$100,000 to fund an additional scholarship.
- b. Michigan Section Scholarships
Rushlow mentioned the regional scholarship and his goal to work with the schools to obtain the proper contact to spread the word.
- c. ASCE 2019 Convention, Miami, Florida – Oct 10-13, 2019
Curtis is not going. Owens from Section is attending. Advance registration expires today, regular registration starts tomorrow. Still have time to register, but at a higher cost!
- d. Region 3, 6, 7 Leadership Conference, Detroit, Michigan – January 10-11, 2020
Brown mentioned many activities are set. Had conference call with Nationals today and invitations will be sent out soon. Questions regarding who registration checks should go to – we determined they will go the branch to deposit. Sandahl will include a new line item for MRLC for these expenses/revenues. Budget will be set at \$21,000 to \$25,000. Registration for event will open on October 15, 2019. Section, Branch, CYM each get one delegate to send to conference. May be able to send additional people. Need to look into with Nationals. Social events are open to all. Meeting rooms at Renaissance Center are very difficult to do and expensive according to Matheny. Friday is awards banquet at Henry Ford. Construction tour after conference sessions on Saturday.

Need help with getting big sponsorships. Matheny recommends breaking up sponsorships based on events being hosted (i.e. Look for a few sponsors for the bowling event, etc.)
- e. 2020 Legislative Fly-In, Washington DC – March 2020
March 11-12, 2020
- f. Other Ideas
U of M student potentially interested in being a committee chair.

12. Adjourn

Motion to adjourn by Sandahl, second by Matheny. Meeting adjourned at 6:35pm.

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Upcoming Meetings/Events:

October 2, 2019 at 7:15 am – Board Meeting at Nello’s Restaurant, Royal Oak, MI
October 10-13, 2019 – ASCE 2019 Convention in Miami, Florida
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
January 10-11, 2020 – Regions 3, 6 & 7 Multi-Region Leadership Conference in Detroit, Michigan
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
March 11-12, 2020 – Legislative Fly-In, Washington DC
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 ???
June 25, 2020 – Annual Golf Outing

Action Items

- Directors to check in with Committee Chairs to determine if they are interested in staying involved or if the chair is vacant.
- Kozak to publish October newsletter.
- Kozak to send approved May meeting minutes to Nicolls to post on website.
- Sandahl to complete Treasurer reports March through September for approval at October meeting.
- Sandahl to prepare budget.
- Sandahl to prepare Annual Report.
- Carr to review Annual Report once complete.
- Sandahl to pay deposit to Henry Ford for MRLC.
- Sandahl/Droze to change account contact info.
- Curtis to add PayPal process into “Procedures for Setting Up a Program” guidelines.
- Matheny to look into filling committee chairs.
- Palazzolo to look into filling committee chairs.
- Burkett to look into filling committee chairs.
- Curtis to give GoogleDoc access to Board members.
- Branch to help CYM with sponsorships for MRLC.
- Board members to review draft Treasurer reports provided by Sandahl.