

# Meeting Minutes

## 2015 - 2016 Board Meeting No. 1 (Kick-off Meeting)

Date: September 23, 2015 Time: 6:00 P.M.  
Location: G2 Consulting Group, LLC  
1595 Eisenhower Place  
Ann Arbor, MI 48108

1. Welcome (Stoops)
  - a. Wants to get everyone involved because we now have the Ann Arbor Branch as part of the Southeastern Branch.
  - b. J. Stoops will get revised letterhead out to everyone.
2. Introductions (Stoops)
  - a. Went around table and everyone introduced themselves.
  - b. Refer to attached sheet for list of people in attendance.
3. Table of Organization (Stoops)
  - a. J. Stoops stated who the new board members were.
4. Board of Directors (Stoops)
  - a. Under President we need to add Nominations for Awards and New Board Member Nominations to list of functions.
  - b. Under Past President we need to add Nominations for Awards and New Board Member Nominations to list of functions.
  - c. Under Treasurer we need to add Pay Pal to the list of functions.
  - d. Under Director of Member Services Reception Committee needs to be removed from the list of functions.
5. Newsletter (Stoops/Temerowski)
  - a. D. Temerowski is to get all event calendar items to Mike for website.
  - b. D. Temerowski to get with J. Curtis for updated member list.
  - c. Try to get 1 newsletter out per quarter.
6. Schedule/Calendar (Stoops/Temerowski)
  - a. All events need to be sent to Mike so he can get them up on the website.
7. Secretary (Kelly)
  - a. Meeting Minutes
8. Budget (Carr)
  - a. Z. Carr to confirm with National's on how many years we need to keep records for.
  - b. D. Kelly & Z. Carr to get Z. Carr on account at next meeting.
  - c. Z. Carr to prepare 2015-2016 Budget.
  - d. Review August 2015 Treasurer Report
  - e. FY 2015-2016 (10/1/15 – 9/30/16)
    - i. D. Kelly to finalize 2014-2015 reports.
  - f. Annual Report
    - i. J. Stoops will work on the Annual Report
    - ii. D. Kelly to submit the national treasurer report for 2014-2015.
9. Committee Chairs
  - a. Z. Carr will email a gentleman at U of D about possibly getting involved on a committee.
  - b. Member Services (Curtis)
    - i. Continuing Education

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- ii. Annual Meeting
    - 1. We might want to hold the annual meeting in early to mid March this year because of the 100 year Anniversary.
  - iii. CYM
    - 1. CYM is holding elections on September 24, 2015.
  - iv. Website
    - 1. Z. Carr is to get everything to Mike so that he can update website.
      - a. This includes user name, password, and ASCE national contact.
    - 2. Mike with Wade Trim is going to be handing the website and updating it for the Branch.
    - 3. J. Curtis to get “how to run a program” to Mike so it can get up on the website.
  - v. New/Dropped Member Contact
    - 1. J. Curtis to get new/dropped member contact list to D. Temerowski.
  - c. Professional Activities (Kozak)
    - i. Student Night
      - 1. The elections for CYM tomorrow so we will know the chair at the next meeting.
      - 2. A discussion needs to be had about giving EWB a free booth at student night and the benefit this has for our members.
    - ii. History & Heritage
      - 1. Kamran Qadeer
    - iii. Central Business District
      - 1. Open
      - 2. Follow up with Luke because he is considering it.
    - iv. Project Management
      - 1. Open
    - v. Legislative Affairs
      - 1. Open
  - d. Technical Activities (Sandahl)
    - i. Construction
      - 1. Steve Matheny
    - ii. Environmental
      - 1. D. Sandahl to follow up with OHM (Kent Early) about the name of a possible chair.
    - iii. Geotechnical
      - 1. Katie Lamb
    - iv. Transportation
      - 1. Jamie Fox
    - v. Structural
      - 1. Steve Werling
10. Programs/Events
- a. Procedures for Setting Up a Program
    - i. J. Curtis to get this to Mike to get uploaded to website.
  - b. Other Ideas
    - i. Red Wings Stadium
    - ii. MCity – Test track (transportation committee)
    - iii. M-1 Rail
    - iv. North Oakland Water Authority
    - v. Tetra Tech green infrastructure
    - vi. DEQ saw grant program

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- vii. Fire side chat with legends of civil engineering round table
    - 1. J. Stoops to moderate
    - 2. Maybe do during engineering week.
    - 3. Kamran & Brad to organize.
  - viii. Sue Locks
  - ix. Low Head Dam in Frankenmuth
  - x. Social Events
    - 1. Networking and going to Punch Bowls
    - 2. Happy Hour 5 to 7
    - 3. More networking social events
    - 4. 1 event per quarter
    - 5. Want to spread these out to get more involved.
      - a. Ann Arbor
      - b. Mt. Clemens
      - c. Royal Oak
      - d. Downtown
    - 6. Possibly the 1<sup>st</sup> one November 4<sup>th</sup>.
  - xi. CEC what is working and what doesn't work for credits
    - 1. 1<sup>st</sup> audit period is coming up.
    - 2. Continuing Ed round table on how to survive a CEU audit
11. Other Items to be Discussed
- a. Michigan Section Kick-Off Meeting Sept 22
    - i. There is going to be a couple of events downtown beforehand.
    - ii. There is no golf outing it will be separate from the conference.
  - b. Centennial Event May 12<sup>th</sup> – Cobo Center (move our annual meeting to March?)
  - c. New Utility Engineering and Surveying Institute for ASCE
    - i. You can sign up for this when you renew your membership.
  - d. Michigan Section Scholarships (\$10K and \$1.5K) unclaimed this year.
    - i. Need to make student groups aware of these through CYM liaisons.
    - ii. They are adding 3 committee members to help out with the nomination evaluations.
    - iii. One scholarship is for \$10,000 (\$5,000 for 2 years) and called the Mackinaw Scholarship.
    - iv. One scholarship is for \$1500
  - e. Region 3, 6, 7 Leadership Conference – January 15-16
    - i. D. Sandahl will look into going this year.
    - ii. CYM needs to recommend someone to go as well.
  - f. They are looking at redoing the north sections.
    - i. Northeast to Saginaw.
    - ii. Northwest to Duluth.
  - g. Other Ideas
    - i. J. Stoops would like to try and rotate the Branch monthly meetings from west side and east side.
      - 1. Maybe every other one.
      - 2. Asked about possible teleconference capabilities for these meetings.
    - ii. Legislative Fly-in applications are due late November
      - 1. We need volunteers that want to go this year.

12. Adjourn 7:30pm

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### Upcoming Meetings/Events:

October 7, 2015 at 7:15 am - Board Meeting at Nello's Restaurant, Royal Oak, MI  
November 4, 2015 at 7:15 am - Board Meeting at ???  
December 2, 2015 at 7:15 am - Board Meeting at Nello's Restaurant, Royal Oak, MI  
January 6, 2016 at 7:15 am – Board Meeting at ???  
February 3, 2016 at 7:15 am - Board Meeting at Nello's Restaurant, Royal Oak, MI  
February 21-27, 2016 – Engineers Week  
February 2015 – Student Night  
March 2, 2016 at 7:15 am – Board Meeting at ???  
April 6, 2016 at 7:15 am - Board Meeting at Nello's Restaurant, Royal Oak, MI  
May 4, 2016 at 7:15 am – Board Meeting at ???  
May 12, 2016 – ASCE Michigan Section Centennial Dinner – Cobo Center, Detroit, MI  
May 13, 2016 – Michigan Infrastructure Conference – Cobo Center, Detroit, MI  
June 2015 – Golf Outing

### Action Items:

1. J. Stoops will get revised letterhead out to everyone.
2. J. Stoops to add under President in the Table of Organization, Nominations for Awards and New Board Member Nominations to list of functions.
3. J. Stoops to add under Past President in the Table of Organization, Nominations for Awards and New Board Member Nominations to list of functions.
4. J. Stoops to add under Treasurer in the Table of Organization, Pay Pal to the list of functions.
5. J. Stoops to delete under Director of Member Services in the Table of Organization, Reception Committee needs to be removed from the list of functions.
6. D. Temerowski is to get all event calendar items to Mike for website.
7. D. Temerowski to get with J. Curtis for updated member list.
8. D. Temerowski to get 1 newsletter out per quarter.
9. Everyone to get events to Mike so he can get them up on the website.
10. Z. Carr to confirm with National's on how many years we need to keep records for.
11. D. Kelly & Z. Carr to get Z. Carr on account at next meeting.
12. Z. Carr to prepare 2015-2016 Budget.
13. D. Kelly to finalize 2014-2015 reports.
14. J. Stoops will work on the Annual Report
15. D. Kelly to submit the national treasurer report for 2014-2015.
16. Z. Carr will email a gentleman at U of D about possibly getting involved on a committee.
17. Z. Carr is to user name, password, and ASCE national contact to Mike so that he can update website.
18. Mike with Wade Trim is going to be handing the website and updating it for the Branch.
19. J. Curtis to get "how to run a program" to Mike so it can get up on the website.
20. J. Curtis to get new/dropped member contact list to D. Temerowski.
21. C. Kozak to follow up with Luke because he is considering it.
22. D. Sandahl to follow up with OHM (Kent Early) about name of a possible environmental chair.
23. J. Curtis to get how to setup a program to Mike to get uploaded to website.
24. K. Qadeer & B. Shepler to organize fireside chat with ASCE legends.
25. Everyone needs to make student groups aware of Section Scholarships through CYM liaisons.
26. D. Sandahl will look into going to Region 3, 6, 7 Leadership Conference in January.
27. CYM needs to recommend someone to go to the Region 3, 6, 7 Leadership Conference in January.

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28. J. Stoops would like to try and rotate the Branch monthly meetings from west side and east side more discussion on Branch meeting.
29. Everyone let J. Stoops know if you are interested in attending the legislative fly-in.
30. Everyone to review the past years action items and let D. Kelly know what can be removed.
  - a. Z. Carr will coordinate with E. Burrows about the diversity program.
  - b. C. Kozak will start calling the other committee chairs to see about possible program deas.
  - c. B. Shepler to contact K. Qadeer about retired engineering panel.
  - d. J. Stoops to determine if calendar update can be made on the website moving forward
  - e. (Coordinate with Z. Carr).
  - f. Z. Carr will send emails to the new folks with the website link.
  - g. Board ideas for a project management program please email to J. Curtis.
  - h. J. Curtis needs to talk with Kam about possible program.
  - i. Z. Carr will contact Joe Alberts about the M-1 Rail project.
  - j. E. Bantios will get with D. Sandhal about Future City Award.
  - k. B. Shepler to get in contact with Kirk from HH about the retired member sit down event.
  - l. J. Stoops will send out a newsletter in May/June
  - m. April is getting finished and D. Kelly will send it out this week
  - n. D. Kelly needs to make sure we get the correct spreadsheet filled out for national with the end of the year numbers.
  - o. Z. Carr needs to talk to Ron to get the sections southeast website link.
  - p. J. Stoops needs to send out the link to the new website
  - q. J. Stoops to send out a constant contact news blast with just the link or just put it in the newsletter
  - r. Z. Carr to email new members.
  - s. Z. Carr will put together a summary
  - t. Z. Carr might need to check for AV equipment
  - u. Z. Carr will check with Evonne on AV
  - v. Z. Carr to get J. Stoops login for constant contact so calendar can be updated.
  - w. Z. Carr is going to make procedure on how to update website
  - x. J. Curtis talked with Kurt Cox that he is going to try to set something up
  - y. B. Shepler to talk with Kam about the history and heritage program
  - z. Board if anyone has an idea for someone for the geotechnical committee let C. Kozak know.
  - aa. J. Stoops is going to see if he can find someone by September to take on this committee.
  - bb. J. Stoops will get Z. Carr's login so he can update the calendar
  - cc. J. Stoops changes everything from E. Bantios name to J. Stoops name
  - dd. E. Bantios needs to send emails that he receives from constant contact to J. Stoops to figure out where this notification emails are coming from.
  - ee. J. Stoops to send out the newsletter

Respectfully Submitted,

Dana Temerowski

Secretary (2014-2015)

ASCE Michigan Section Southeastern Branch