

2015 - 2016 Board Meeting No. 2

Date: October 7, 2015 Time: 7:15 A.M.

Location: Nello's Restaurant, Royal Oak (corner of Woodward and Lincoln)

1. Call to Order Stoops
 - a. 7:14am
 - b. Present: E. Bantios, Z. Carr, D. Kelly, C. Kozak, D. Sandahl
 - c. Absent: J. Curtis, D. Temerowski,
2. Approval of Agenda All
 - a. Motion to approve Agenda by E. Bantios, seconded by Z. Carr, motion passed all in favor.
3. Approval of Meeting Minutes Kelly
 - a. Motion to approve Agenda by E. Bantios, seconded by C. Kozak, motion passed all in favor.
4. Approval of Treasurer's Report(s) Carr
 - a. Approve September 2015 Report
 - i. September 2015 budget report is not complete. D. Kelly to complete within 1 week.
 - ii. Email notifications from Chase bank should be rerouted to Z. Carr.
 - iii. D. Kelly and Z. Carr to meet on Friday 10/16/2015 to turnover books and records.
 - iv. Z. Carr to develop 2015/2016 budget by next meeting.
 - v. E. Bantios to conduct past-presidents audit on 10/16/2015.
 - vi. D. Kelly to complete 2014/2015 year end forms.
 - vii. D. Kelly is responsible for treasurer reports thru September
 - viii. The branch received another allotment check in September for the 3rd Quarter.
5. Committee Chair Reports
 - a. Member Services Committee Curtis
 - i. Website (update)
 1. Website is up and running
 2. Michael Nicolls is on board as webmaster.
 3. M. Nicolls to post "how to run a program" to the website.
 4. M. Nicolls to post branch by-laws to the website.
 5. Not sure if the link to the branch site from the state website is working.
 6. There are 2 ways to get to the branch website
 - a. National section and branches to state website and direct link to the branch and it works.
 - b. If you click on Michigan it takes you to the Michigan section and try to go to southeast branch the link doesn't work.
 7. Constant contact news blast with just the link or just put it in the newsletter
 8. Email new members.
 9. Email existing members on new web page.

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- ii. Annual Meeting (recap)
 - 1. Targeted for mid-late March.
- iii. Membership Updates
 - 1. Got recent emails and needs to see what is happening and sending out emails to the members
- iv. Upcoming programs/events.
 - 1. Need to start using the calendar on the website.
 - 2. Keep the calendar updates with the website person.
 - 3. Might be good to have 2 people with website access.
- b. Professional Activities Committee Kozak
 - i. Legislative Affairs Committee (insert chair name)
 - a. Legislative fly-in set for next March (Stoops and Kelly to attend).
 - ii. Project Management Committee (insert chair name)
 - 1. Chair is still open.
 - iii. Central Business District Committee (insert chair name)
 - 1. Luke with USACE is seated as chair.
 - iv. History and Heritage Committee (insert chair name)
 - 1. No update.
 - v. Upcoming programs/events
 - 1. M-City event October 22. C. Kozak to send flyer to D. Temerowski and J. Stoops.
 - 2. Featherbowling November 10th coupled with board meeting. Kozak coordinating.
 - 3. Student Night set for February.
- c. Technical Activities Sandahl
 - i. Transportation Committee (S. Werling)
 - 1. Looking into possible diver inspection and sound wall programs.
 - ii. Structural Committee (J. Fox)
 - iii. Environmental Committee (L. Tercala)
 - iv. Construction Committee (vacant)
 - v. Geotechnical Committee (K. Lamb)
 - vi. Upcoming programs/events
- d. CYM L. Michaels & C. Kozak
 - i. New officers elected with full slate of chairs.
 - ii. Bryan Swenson and Tavo P. to attend Leadership Conference on behalf of CYM.
- e. Past-President Bantios
 - i. Evans to complete past president's audit.
- f. President-Elect Temerowski
 - i. D. Temerowski absent, excused.
- 6. Michigan Section News Stoops
 - a. No update.
- 7. National News Stoops

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- a. Stoops to attend national conference October 10-14 in NYC.
- 8. Other Items to be Discussed All
 - a. Centennial Event May 12th – Cobo Center
 - b. New Utility Engineering and Surveying Institute for ASCE
 - i. You can sign up for this when you renew your membership.
 - c. 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
 - d. Region 3, 6, 7 Leadership Conference – January 15-16
 - i. D. Sandahl will look into going this year.
 - e. They are looking at redoing the north sections.
 - i. Northeast to Saginaw.
 - ii. Northwest to Duluth.
 - f. Other Ideas
 - i. Legislative Fly-in applications are due late November
- 9. Adjourned at 8:01am

Upcoming Events:

October 22, 2015 M-City – M-City Program

Tentative: November 10, 2015 at 4:00 pm - Board Meeting and social event at Bath City Bistro, Mt. Clemens

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

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Action Items

1. D. Kelly to complete September budget report and transfer treasurer files to Carr.
2. D. Kelly to complete end-of-year national budget forms.
3. Z. Carr to develop 2015/2016 budget.
4. M. Nicolls to post "how to run a program" to the website.
5. M. Nicolls to post branch by-laws to the website.
6. C. Kozak to send flyer to D. Temerowski and J. Stoops regarding M-City and bowling.
7. J. Stoops to download current branch member list
8. J. Stoops to add under President in the Table of Organization, Nominations for Awards and New Board Member Nominations to list of functions.
9. J. Stoops to add under Past President in the Table of Organization, Nominations for Awards and New Board Member Nominations to list of functions.
10. J. Stoops to add under Treasurer in the Table of Organization, Pay Pal to the list of functions.
11. 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.
12. D. Temerowski is to get all event calendar items to Mike for website.
13. D. Temerowski to get with J. Curtis for updated member list.
14. D. Temerowski to get 1 newsletter out per quarter.
15. Z. Carr to confirm with National's on how many years we need to keep records for.
16. Z. Carr to prepare 2015-2016 Budget.
17. D. Kelly to finalize 2014-2015 reports.
18. J. Stoops will work on the Annual Report
19. D. Kelly to submit the national treasurer report for 2014-2015.
20. Z. Carr will email a gentleman at U of D about possibly getting involved on a committee.
21. Mike with Wade Trim is going to be handing the website and updating it for the Branch.
22. J. Curtis to get "how to run a program" to Mike so it can get up on the website.
23. J. Curtis to get new/dropped member contact list to D. Temerowski.
24. J. Curtis to get how to setup a program to Mike to get uploaded to website.
25. K. Qadeer & B. Shepler to organize fireside chat with ASCE legends.
26. B. Shepler to contact K. Qadeer about retired engineering panel.
27. Board ideas for a project management program please email to J. Curtis.
28. J. Curtis needs to talk with Kam about possible history and heritage program.
29. M. Nicholls is going to make procedure on how to update website
30. 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.
31. J. Stoops to send out the newsletter

Respectfully Submitted,

David Kelly

Secretary
ASCE Michigan Section Southeastern Branch