



American Society of Civil Engineers
Philly Section/ Younger Member
Forum Joint Meeting
Board Meeting Minutes



Date: Tuesday, August 14, 2012
Time: 5:35 PM
Location: Pennoni Associates, Inc.
3001 Market Street, 2nd Floor
Philadelphia, PA 19104

Attendance List

Jenn Walsh, Joe Platt, Guy DiMartino, Cathy Farrell, Jeremy Chrzan, Jeremy Colello, Chris Renfro, Kevin Brown, Colette Montague, Ali Khan, Stephen Maakestad, Eammon Farley, Niki Eno, Scott Cepietz, Kazi Hassan, Jen Reigle, Kolleen Backlund, Jesse Gormley, Allie Sedor, Ann Tomalavage, Amanda Kessler (via phone), Eve D'Onofrio, Chris Gray, Spencer Finch, Drew Sirianni

Responsibility for action items is indicated by **bold type** after item.

- 1) Meeting Minutes from the previous YMF board meeting on June 19, 2012 were approved.
- 2) Meeting Minutes from the Section board meeting on April 12, 2012 were approved
- 3) Meeting Minutes from the Section board meeting on July 11, 2012 were approved with noted changes.
- 4) Breakout sessions (Tomalavage)
 - a) Group was broken out into three groups: outreach, communication, and events. Each group brainstormed ideas related to how the YMF can help the Section and how the Section can help the YMF. Ideas were shared in each group, when the groups reconvened as a whole the ideas were presented to the full attendance list. Below is a summary of each breakout group's findings.
 - i) Outreach
 - (1) Leave behind flyers at events advertising upcoming outreach events
 - (2) Utilize college contacts
 - (3) Utilize ECP for work in high schools
 - (4) Compile global database of past presentations given at outreach events
 - (5) STEM night
 - (6) Provide presentation templates
 - ii) Communication
 - (1) Section uses email and The News
 - (2) YMF uses email, twitter, Facebook, events page on the website, PDF flyers
 - (3) YMF utilizes eRoom which has been setup in an organized fashion
 - (4) Section may want to consider exploring Facebook
 - iii) Events
 - (1) YMF plans construction tours which have a very high interest level, happy hours/ socials. Early communication and advertisement is key. Advertisement is usually about 1 month in advance of event. Emails related to events need to be kept shorter than they have in the past.
 - (2) Section events are usually the monthly Section dinner meetings and technical presentations. It was mentioned that the YMF could use some assistance with topics for technical meetings.
- 5) Committee Updates
 - a) Continuing Education (Farrell)
 - i) Sign-in sheets for PDHs have been updated
 - ii) PDH info will be posted to Section website after events
 - iii) Only will be tracking PDHs for PA and NJ

- iv) PDF certificate info will be shared with Hassan for use by the YMF (**Farrell**)
- b) 100th Anniversary Planning (Walsh)
 - i) Will be held at the Franklin Institute on May 4, 2013 as a gala event.
 - ii) Need help with fundraising / sponsorship (**All**)
 - iii) YMF to assist with planning as needed (**YMF, as needed**)
 - iv) Noted possible YMF Winter Social Raffle as free admission (**Gray / Walsh**)
- c) Section Meetings (Platt)
 - i) Events will be held at The Downtown Club unless specifically noted otherwise. They give a reasonable rate and have been a convenient location in the past.
 - ii) YMF is tasked with getting a speaker for a meeting this fall (**Hassan**)
 - (1) If anyone has any ideas for speakers, please forward your idea to Hassan. (**All**)
- d) The US Green Building Council (USGBC) is meeting in Philadelphia this year (D'Onofrio)
 - i) The Section is considering getting involved. (**Colello**)
- e) ASCE Mural (Wright)
 - i) Trying to find a place to prominently display it in the City (**Colello**)
- f) Government affairs (Wright)
 - i) No updates.
- g) Outreach (Tomalavage)
 - i) Work in progress with the Exton Chamber of Commerce (**Tomalavage**)
- h) Humphrey Fund (Colello)
 - i) The Fund is an endowment that the Section can tap into for educational events.
 - ii) YMF is allowed to use it as well, must apply to Section.
 - iii) Specific parameters are set that have to be met for an event to qualify.
 - iv) Money needs to be spent in order to avoid issues with the Internal Revenue Service.
 - v) A separate Board of Trustees recommends various investments for approval to the Section Board.
- i) Finance (DiMartino/ Reigle)
 - i) Currently have a \$7,000 surplus on the 2011-2012 fiscal year.
 - ii) Section just implemented the usage of Paypal to reimburse expenses and pay vendors.
 - iii) YMF may be in the hole ~\$150 due to the unexpected expenses of hosting the Phillies tailgate without the support of the Delaware Section and the higher cost for the 5-year website renewal than what was budgeted.
- j) Membership (Farrell)
 - i) Making a push to try to get more inactive members involved
 - ii) Access to the membership database with nationals (**Farrell**)
 - iii) Email distribution lists to be compared with actual list in membership database
 - iv) 2,100 current members
- k) Technical Groups (D'Onofrio)
 - i) Need assistance obtaining contact persons (**Farrell**)
 - ii) Looking for some members to head the less organized technical groups
- l) Regional and National
 - i) No updates.
- m) Section board member profiles and photos are needed for the website (**All, as needed**)
- n) YMF Updates
 - i) Phillies game and tailgate went smoothly, 124 tickets sold. Considering eliminating reference to Delaware Section YMF for next year's event since they didn't participate this year. Philly YMF will budget for next year's event assuming no assistance from Delaware Section.

- ii) Back to school bowling event set for 9/25/2012 at Pep Bowl and needs advertising soon. **(Eno, Cepietz, Nikolic, Sedor, Renfro, Montague, Brown, Sirianni)**
- iii) New idea was presented to get people to “Like” our Facebook page. Folks that “Like” the page would be entered into a drawing for free entry to events.
- o) Future City Competition (Gray)
 - i) 63 schools participate
 - ii) Need volunteers for mentoring and judging
 - iii) Susan Best is main contact person
 - iv) Contact Chris Gray if you want to volunteer **(All, as needed)**
- p) Practitioner Advisors (Chrzan)
 - i) Serve as mentors to local college chapters
 - ii) Possibly looking for a YMF member
 - iii) Contact Colello if you are interested or if you know someone else is interested **(All, as needed)**
- q) Engineers Club and IBM – Student Outreach (Farley)
 - i) K-12 students get background info on engineering
 - ii) The website has just been started and content is beginning to be added.
 - iii) Susan Best is main point of contact
 - iv) Shooting for full website launch at the end of October
 - v) Looking for ideas for URL and name for the site **(All)**
- r) Facebook/ QR Code (Sedor/ Hassan)
 - i) Scan code with a smart phone and it takes your phone’s web browser to the YMF Facebook page. Once on the Facebook page you can “Like” the page and then automatically receive updates in your Facebook News Feed.
- s) CYM Update (Chrzan)
 - i) Now under the constituent committee
 - ii) Chrzan will be starting a 4 year term in 2014
 - iii) The purpose of the committee is to reach out to younger members and college students to bridge the gap from college to general membership.
- t) 100th anniversary celebration (Khan)
 - i) What kind of role will the technical groups play in the celebration? **(Colello, Walsh)**
 - ii) Chrzan requested that board members send him old copies of The News that they might have laying around. He wants to digitize them for the Gala. **(All)**
- u) YMF will be putting all approved meeting minutes into the eRoom so that Renfro can upload them to the website **(Gray, Sirianni)**
- v) Next Section board meeting is to be immediately before the next Section dinner meeting (October 11, 2012).
- w) Next YMF board meeting is to be announced via email **(Hassan)**

-The meeting adjourned at 7:25pm-

Officers
 Jeremy D. Colello
 President
 Jennifer K. Walsh
 President Elect
 Joseph Platt
 Vice President
 Guy DiMartino
 Treasurer
 AnnMarie Vigilante
 Secretary
 Cathy G. Farrell
 Membership Secretary



Directors
 Vicki L. Brown
 Spencer Finch
 Ali Khan
 Marc B. Preim
 Keith Yamatani
 Eve D'Onofrio

PHILADELPHIA SECTION
 AMERICAN SOCIETY OF CIVIL ENGINEERS
 215 South 16th St., Ste. 16
 Philadelphia, PA 19102
 www.asce-philly.org

Past-President
 Ann M. Tomalavage
 Younger Member Forum President
 Kazi Hassan

Location:

**Pennoni Associates Inc.
 3001 Market Street, 2nd Floor
 Philadelphia, PA 19104**

Date/Time:

**Tuesday, August 14
 5:30 pm**

5:30	1. Call to Order / Introductions	Colello
5:40	2. Review and Approval of Meeting Minutes	Vigilante / Sirianni
5:45	3. Breakout Groups	Tomalavage
	a. Outreach	
	b. Communication	
	c. Section Meetings	
6:15	4. Committee Updates	
	d. Continuing Education PDH's	Farrell
	e. 100 th Anniversary Planning	Walsh
	f. Section Meetings	Platt
	g. USGBC	D'Onofrio
	h. ASCE Mural	Wright
	i. Government Affairs	Wright
	j. Outreach	Tomalavage
	k. Humphrey Fund	Zarsky
6:45	5. Finance	DiMartino / Reigle
6:55	6. Membership	Farrell
7:05	7. Technical Group Reports	D'Onofrio
7:15	8. New Business	
	a. Regional and National Update	Menna
	b. Board Member Profiles – Photo/Bio	Chrzan / Renfro
	c. YMF Events	Reigle / Cepitz
	d. Future Cities	Gray
	e. Practitioner Advisors	Chrzan
	f. Engineer's Club & IBM – Student Outreach	Farley
	g. Facebook/QR Code	Sedor / Hassan
	h. CYM	Chrzan
7:25	9. Misc / Open Discussion	Colello/Hassan
7:29	10. Next Board Meeting	Colello/Hassan
7:30	11. Adjournment	

- 1) Outreach Coordination (Conf Room C / Library)
 - a) Chris Gray (YMF Vice President)
 - b) Eammon Farley (YMF Professional Development Chair)
 - c) Jesse Gormley (YMF Outreach Coordinator)
 - d) Kolleen Backlund (YMF Outreach Coordinator)
 - e) Jeremy Chrzan (YMF Past-President)
 - f) Spencer Finch (Director)
 - g) Jennifer Walsh (President-Elect)
 - h) Jeremy Colello (President)
 - i) Ann Tomalavage (Past-President)

- 2) Communication/Publicity (Conf Room B)
 - a) Drew Sirianni (YMF Secretary)
 - b) Colette Montague (YMF College Contacts Chair)
 - c) Kevin Brown (YMF College Contacts Chair)
 - d) Amanda Kessler (YMF Assistant Secretary/ Newsletter Editor)
 - e) Allie Sedor (YMF Social Media Chair)
 - f) Chris Renfro (YMF IT Chair)
 - g) Guy DiMartino (Treasurer)
 - h) Cathy Farrell (Membership Secretary)
 - i) Ann Marie Vigilante (Secretary)

- 3) Events/Meetings (Conf Room A)
 - a) Kazi Hassan (YMF President)
 - b) Jen Reigle (YMF Treasurer)
 - c) Scott Cepietz (YMF Social Chairs)
 - d) Nicole Eno (YMF Social Chairs)
 - e) Richard Munns (YMF Community Service Chair)
 - f) Zach Suralik (YMF Technical Groups Chair)
 - g) Stephen Maakestad (Assistant Secretary / YMF Technical Groups Chair)
 - h) Eve D'Onofrio (Director)
 - i) Ali Khan (Director)
 - j) Joe Platt (Vice President)