



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



Date: Wednesday, June 19, 2013
Time: 5:30 PM
Location: Urban Engineers
530 Walnut Street, 7th Floor
Philadelphia, PA 19106

Attendance List:

Chris Gray, Steve Maakestad, Marc Preim, Brett Coleman, Jeremy Pampuch, Chris Renfro, Mike Zettlemyer, Kazi Hassan, Eammon Farley, Zachary Suralik, Cathy Farrell Amanda Kessler, Nha Troung, Kevin Brown

Via telephone: Adrienne Nikolic, Niki Eno, Scott Cepietz

Guests: Christine Katz (Temple University), Cheau-Erl Lam (Drexel)

Responsibility for action items is indicated by **bold type**

- 1) Introductions – Chris Gray provided an introduction to the YMF Board for new members. Chris would like us to continue with the momentum we had from last year and increase the number and involvement in community service events.
 - a) Review 2013/2014 Executive Board Contact List – The Executive Board Contact list was distributed.
 - b) Officer Responsibilities – Chris Gray handed out a list of board positions with associated responsibilities. The board voted and approved the positions.
 - c) Board Member Profile – New board members should provide photos/update bio to Eammon to update the YMF webpage. Returning board members can also provide updates. (**Farley**)
 - d) Instructions for E-Room Access were distributed for the new board members.
 - e) Advertisement Procedures – Chris Gray reviewed the procedure for advertisement of events. Event flyers are sent to the Executive Board one month in advance for review and comment. The final flyer is sent to the Secretary to be included in an email blast, to the IT Chair for the website and to the Social Media Chairs to be posted. The idea is to advertise at least 3 or 4 weeks in advance.
 - (1) Email blasts will be sent through Constant Contacts this year. The YMF is piloting this program prior to the Section implementing it.
 - (2) Amanda noted that advertisements or recaps for the newsletter are due around the 20th of each month.
- 2) The meeting minutes from the previous meeting on May 1st were approved.
- 3) CYM Employer Recognition Award Applications are due on August 1st. It is a simple application that shows appreciation to employees that are supportive of staff involvement in ASCE.
- 4) Recap of Past Events
 - a) Kazi and Colette attended the Affiliate Society Leadership Summit (held by the Engineers Club of Philadelphia) on May 7th. Kazi noted that our board is in a great position with the events we hold and that other boards are typically smaller and have a harder time getting these activities going. There are opportunities for the YMF to work with these other societies. Engineers Club of Philadelphia noted that they are available to support the YMF.
 - b) Kazi and Colette attended STEM Night at the McCall School. The students (mostly 7th and 8th graders) had fun participating in the engineering related activities.

- c) On May 14th, there was a Civil Engineering Club Awards Ceremony at Chester MacArthur School for the balsa wood bridge competition. This was well attended as this school has one of the first civil engineering clubs in the country. Chris Menna, the Region 2 Director and Leslie Payne, the ASCE National Outreach Chair attended as well. ASCE will continue to support the club and everyone on the board is urged to contribute. The board should consider starting a similar club at a second school.
 - d) The YMF Election Happy Hour was on May 22. It was a successful event with a good turnout and the room was free. The space was a little bit tight and the food ran out so more was ordered. The \$175 budget was not enough for this event.
 - e) Kazi attended the PSPE – STEM Awards Night on May 29th. Kazi nominated Jesse Gormley and Mike Franklin for their efforts at the Chester Arthur School. In addition, Colette received an award for her work with the Engineer’s Club of Philadelphia. This event was held at CBS studios.
- 5) Upcoming Events
- a) J. Miller had a hard time setting up a community service with the Friends of the Wissahickon so it looks like it will have to be postponed. The board discussed several other opportunities for service events including but not limited to: Devon Builder’s Competition, trail work with Philadelphia Mountain Biking Association, volunteering with Philabundance, Rebuilding together Philadelphia, PCEH.org, joining local college chapters in community service events (Villanova’s service day in September). **(Suralik)**
 - b) The YMF will hold a Construction Tour / Joint HH with the South Jersey branch at the Paulsboro Marine Terminal in late July or early August. The happy hour will be at the Owen’s Riverside Deck. An email blast in mid-July should include this event. **(Hassan)**
 - c) The YMF will hold a technical lunch presentation at 30th Street Station on August 14th from 12:00 to 1:30PM. Rich LeBron of Amtrak will present on future planning for the Northeast Corridor followed by a tour of the station. Amanda will confirm the time and meeting location. **(Kessler)**
 - d) The Central Jersey branch has planned a Six Flags day on August 18th. You can register on their website and it is \$28/person.
 - e) The annual YMF Phillies Game is on August 21st. So far there are 48 RSVPs. Payment is due on July 16th. The YMF should send out an email blast soon to notify our members. **(Maakestad)**
 - f) The Welcome Back Bowling Event will be held late September, most likely at Pep Bowl. **(Truong, Zettlemyer)**
 - g) Kevin mentioned that the YMF should consider doing the scavenger hunt again. The colleges enjoyed this event. For college outreach, the board discussed doing the general ASCE YMF overview presentation in the fall. If there is interest, we can follow up with technical presentations in the spring semester. Chris Renfro volunteered to visit Temple. **(Brown)**
- 6) Officer Reports
- a) Sirianni – not in attendance
 - b) Maakestad – nothing additional
 - c) Renfro – Chris will send an updated budget to the Executive Board. The budget is due to the Section by October 1st. The YMF will request additional funding from the Section this year for the CivE club, additional funds for volunteer work, and additional funds for each happy hour event.
 - d) Kessler – July 3rd is the due date for event recaps for the next newsletter.
 - e) Coleman - noted that there is a possibility of working with the Boys and Girls Club of America. The YMF will continue to work with the Chester A. Arthur School

- f) Suralik – Zach will try to set up a community service event in late summer/early fall and will look into working with Cynwyd Trail or one of the community service events in Valley Forge Park.
- g) Brown – Kevin will look into the college calendars to firm up a date for the Welcome Back Bowling Event.
- h) Troung – nothing additional.
- i) Pampuch – nothing additional.
- j) Montague – not in attendance (receiving an award)
- k) Eno – Niki will begin to generate ideas for the Critical Issues Seminar
- l) Nikolic – nothing additional
- m) Farley – Eammon noted that all new board members should send along a photo and short bio. Returning board members can also provide updates if they would like to. Chris Renfro is transferring files to Eammon for the website. **Chris Gray** should send a message to Eammon for the President's Notes page.
- n) Hassan – Kazi noted that he is the Membership Secretary on the Section Board this year. He reminded the YMF that they are responsible for finding a speaker for the November dinner meeting
- o) Farrell – Cathy welcomed new board members and returning board members and gave a really good pep talk.

The next board meeting will be scheduled sometime in early to mid-August.

-The meeting adjourned at 7:30pm-