



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



**Date:** Monday, January 5, 2015  
**Time:** 5:30 PM  
**Location:** McCormick Taylor  
2001 Market Street, 10<sup>th</sup> Floor  
Philadelphia, PA 19103

Attendance List: Kevin Brown, Meredith Lis, Paige Glassman, Joe Natale, Jeremy Pampuch, Brett Coleman, Scott Cepietz, Chris Renfro, Drew Sirianni, Amanda Kessler, Kristin Leese, Kazi Hassan, Nha Truong, Eammon Farley, Jesse Gormley

Via telephone: Adrienne Donaghue, Mike Zettlemoyer, Zachary Suralik, Darren D' Achille, Allie Sedor

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

- 1) December 2<sup>nd</sup> meeting minutes approved and to posted to the eRoom and website. **(Brown/Farley)**
- 2) Section/National Update
  - a) Section
    - i. January joint dinner meeting will be at the Valley Forge Radisson
    - ii. Section dinner meeting with the YMF organized presentation scheduled for some time in March 2015. Pennoni is to present the infrastructure portion of the project and Thornton Tomasetti to present the structure portion.
    - iii. Student scholarships due at the end of January and college contacts have forwarded the information to the colleges. College contacts to follow up with student chapters. **(Donaghue/Glassman)**
    - iv. All of the information from the old website that will need to be on the new site will be compiled and forwarded to national by February 1<sup>st</sup>. There will be an iterative process when finalizing the website between the section and national to perfect the site before the new ASCE Philadelphia section's year begins. Joe will be the new section webmaster and Kazi will help with the transition. **(Natale/Hassan)**
  - b) National
    - i. CYM Awards – Kazi Hassan won the Young Civil Engineer of the Year award in the private sector and Chris Renfro won the Young Civil Engineer of the Year award in the public sector. Both Kazi and Chris will be at ERYMC in Miami to receive their award. *Congratulations Kazi and Chris.*
    - ii. ERYMC – There will be 8 attendees from the YMF board and Kazi will be going to represent the Section. Everyone will be leaving on Thursday, January 8, 2015 and most will be returning on Sunday, January 11, 2015.
- 3) Recap of Past Events
  - a) Delaware I-495 Bridge Repair Technical Meeting – Event took place on December 9<sup>th</sup> and had a very decent turn out but the event went slightly over budget. About 50 people attended with half of the attendees being students. The audience for this “showing” of the presentation attracted a different audience than the previous times this topic was presented. PDH certificates were handed out at the end of the presentation. Next time there should be better preparation with A/V equipment.
  - b) Joint Happy Hour with ASHE YMC – Event took place on December 11<sup>th</sup> and it had a good turn out and the event was under budget. Compared to last year not as many people attended but it was still a successful event.

- c) Government Employee Luncheon – This event took place on December 18<sup>th</sup> and was very successful; 47 young engineers from the public sector attended as well as a few students. Amanda, Nha, and Chris R. from the YMF board presented the benefits of being a member of ASCE. There was discussion on trying to make a push to include PennDOT employees but the location of their office can pose a challenge. Detailed recap of this event as well as the presentation to go to Kazi to share with ASCE national. **(Kessler/Hassan)**
- 4) Upcoming Events
- a) CANstruction – The ASCE YMF was the first team to respond to the call for entries. Chris R. to get reimbursed for the \$150 entry fee. As of now the board members who expressed interest in this year’s team are: Brian, Jesse, Meredith, Nha, Paige, Scott, and Drew. Kevin and Chris R. will be co-leading the team this year. There are a number of students who’ve expressed interest in being on the team as well. If the team doesn’t have enough volunteers then CANstruction should be advertised at the Winter Social. **(Brown/Renfro)**
  - b) Networking Seminar – Currently 48 RSVPs for the event. Drew, Allie and Darren will have a conference call to tie up the loose ends. Follow up with Field House to see if they can provide the 2 speakers and mic. Some felt sound may be an issue with this location but the presenter is known to be able to project if noise becomes an issue. **(Sirianni/D’Achille/Sedor)**
  - c) Winter Social – So far about \$1500 have been raised for the Winter Social. All follow-up emails should be going out now. The donation sheet was passed around and everyone was advised to take note of who they volunteered to contact and make sure they’ve contacted them and/or followed up. Gift cards will be purchased with any money donated to the Winter Social Some of the duties on the spreadsheet still need to be filled and that spreadsheet was passed around for the board to fill in the gaps. Check-in will be completed using EventSpot and the process for checking in those who haven’t RSVP’s will be ironed out. In efforts to be more efficient with the raffle tickets there may be a designated “ticket splitter” to help expedite the selling and splitting of the raffle tickets. Kevin to export the current RSVPs from EventSpot to Excel and forward to Kazi. Chris R. will create the poster for the event and Pennoni will be able to print it. RSVPs are currently at 19 so the entire board is to continue to promote the Winter Social. As far as setup for the event there isn’t much to do other than minor furniture moves. **(Renfro/Kessler/Sedor/Brown/Hassan)**
- 5) Potential Events
- a) Advanced Drainage Systems (ADS) Plant Tour – Jeremy was forwarded a contact at ADS in Swedesboro and he will check with that contact on facility size and to determine if it’s primarily indoors. Scott would coordinate with the South Jersey Section and possibly Delaware. Discussed possibly touring the Manayunk Bridge and having a happy hour in Manayunk after the tour. **(Pampuch/Natale/Cepietz)**
  - b) Student Scavenger Hunt or Picnic – When the students come back from break an email will be sent to the student leaders asking what they prefer. There should be an event picked by the next board meeting. **(Donaghue/Glassman)**
- 6) Miscellaneous Business
- a) Mock Interview Program – The committee has everything pretty much set up to go. The committee will finalize the flyer and select a deadline for resume submission date by next week. **(Brown/Kessler/Suralik/Zettlemoyer)**
  - b) Awards Chair – There was discussion about the amount of work that goes into preparing applications for awards and that it all shouldn’t be on one person. Discussed the pros and cons to making the Newsletter/PR chair a co-chair. The board was asked to think about it and the board will be asked to vote on if that position should be a co-chair position at the next board meeting. The board was reminded that the board position descriptions can be changed without changing the bylaws.

- c) Chris G. drafted the donation letter to Bridges to Prosperity and forwarded the letter to Drew to use as a template for Philabundance. Drew will mail both checks. **(Sirianni)**
- d) Open Discussion
  - There were some additional funds that came in for CANstruction a little late and there will be follow-up with the section treasurers to see if that money can go toward this year's CANstruction efforts. **(Renfro)**
  - It was mentioned that \$185 of the \$200 budget for the networking event had been spent. The event was capped at 60 attendees during the board meeting for the networking seminar.
  - For the next email blast the Winter Social should be first followed by CANstruction and the Networking Seminar respectively.
  - Keep the legal seminar on the table. Ideas will be presented to the board for an event that could possibly take place during the spring which will be open to the entire YMF membership. **(Zettlemoyer)**
  - Drew stated that there are significant monies still remaining in the social budget for this year and suggested that the Social Chairs begin planning a YMF happy hour for late winter. Drew also asked the Social Chairs to begin looking into potential dates and locations. **(Lis/Zettlemoyer)**

7) Officer Reports

- a) Vice President (Chris Renfro) – Nothing Additional.
- b) Secretary (Kevin Brown) – Nothing Additional.
- c) Treasurer (Amanda Kessler) – Nothing Additional.
- d) Newsletter/Public Relations (Kristin Leese) – Newsletter submissions due next week. Please let Kristin know if you have anything you'd like to have in the newsletter.
- e) K-12 Outreach Coordinator (Brett Coleman/Kolleen Backlund) – Looking for a female to attend the Great Valley seminar w/ women engineers. Also, the Downingtown STEM Academy is looking for female engineer volunteers. Coordinate with Kolleen.
- f) CivE Club Coordinator (Nha Truong) – Nha sending budget to Kazi. Days for the CivE club this year will be Monday and Wednesday. May advertise for volunteers at the Winter Social. There will be a sign-up sheet sent to the board members for presenting to the CivE club. There is \$1000 in the 2015 YMF budget for the CivE club.
- g) Community Service Chair (Zach Suralik/Jesse Gormley) – Working on a flyer for the Adopt-A-Highway initiative. April date hasn't been released yet.
- h) College Contacts Chair (Adrienne Donaghue/ Paige Glassman) – Email went out to students about CANstruction and another email will go out next week when the students get back from break.
- i) Social Chair (Mike Zettlemoyer/ Meredith Lis) – Nothing Additional.
- j) Technical Groups Chair (Jeremy Pampuch/Joe Natale) – Expect follow-up soon
- k) Affiliate Society Liaison (Scott Cepietz) – Reminded the board that the Young Engineers Social will be occurring at the end of next month during Engineer's Week.
- l) Professional Development Chair (Allie Sedor, Darren D'Achille) – Open for ideas for the critical issues seminar (CIS). Capital Project Funding? P-3 Projects? Legal Issues? Ordinance Compliance? ADA Compliance? Prioritizing the report card topics? Guiderail (roadside safety)? Think of speakers when determining the topic for the CIS. Narrow down topic by next meeting.
- m) Social Media Chair (Brian Einstein) – Not Present.
- n) IT Chair (Eammon Farley) – Need president notes for the website. The YMF website will get updated and will provide a link for E-Week
- o) Past President (Chris Gray) – Not Present
- p) Mentors (Kazi Hassan) – Put dates to events and make sure they're posted on the site, this helps with the recognition of gaps and the board will be able to see where there is space for additional

events. Clean up the YMF website. The board is doing a great job and Philadelphia is being recognized on a national level.

- 8) Scheduling of next meeting – The next meeting will likely be in mid-February. A doodle poll will be sent to the board. **(Sirianni)**