



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



**Date:** Monday, February 16, 2015  
**Time:** 5:30 PM  
**Location:** Urban Engineers, Inc.  
530 Walnut Street, 7<sup>th</sup> Floor  
Philadelphia, PA 19106

Attendance List: Kevin Brown, Meredith Lis, Paige Glassman, Joe Natale, Jeremy Pampuch, Brett Coleman, Scott Cepietz, Chris Renfro, Drew Sirianni, Kristin Leese, Kazi Hassan, Nha Truong, Chris Gray, Adrienne Donaghue, Kolleen Backlund, Brian Einstein, Mike Zettlemyer, Caroline Voigtsberger\*

\*Guest

Via telephone: Eammon Farley, Allie Sedor, Amanda Kessler

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

- 1) January 5<sup>th</sup> meeting minutes were approved and are to be posted to the eRoom and website.  
**(Brown/Farley)**
- 2) Section/National Update
  - a) Section
    - i. There will be a lunch with WTS on February 18, 2015. The RSVP has closed for this event but let Drew know if you're interested in attending.
    - ii. Section dinner meeting with the YMF organized presentation is scheduled for March 11, 2015. Pennoni is to present the infrastructure portion of the Comcast Innovation and Technology Center project and Thornton Tomasetti to present the structure portion.
    - iii. The deadline for the student scholarship applications has past. *Thank you Adrienne and Paige.*
    - iv. The ASCE YMF nominated Amanda K., Kolleen B., Chris G., and Don G. for young government engineer of the year, community outreach and service award, young civil engineer of the year and transportation engineer of the year respectively.
    - v. The YMF Treasurer is responsible for the YMF's overall accounting since the YMF uses the Section's bank account. Accounting includes both budgetary spending as well as event income/expenses, sponsorship deposits, and donations to charities by the YMF. Ideally, at the end of the fiscal year (FY) the books would be balanced, but occasionally things are delayed. The board was informed that rolling funds over to the next FY should not become customary; however, if a rollover is required then it must be identified in the next fiscal year's budget request.  
Also, since the YMF's budget comes directly from the Section, they need to be informed if there is a surplus of funds at the end of the FY. There should never be a shortage of funds. If the YMF believes it will go over budget, a request for supplement must be submitted and approved before the funds are spent. Therefore, if an event comes up that was not originally budgeted for, immediately identify where the funding for that event will come from or determine if a supplement must be requested. Amanda will email the chairs to inform them of their remaining budget. **(Kessler)**
  - b) Engineers Week
    - i. Luncheon – The Delaware Valley Engineers Week Luncheon will take place on February 20, 2015 and Amanda, Joe, Kazi and Drew volunteered to help out with this event.  
**(Kessler/Natale/Hassan/Sirianni)**

- ii. Young Engineers Social – The Young Engineers Social will take place on Tuesday February 24, 2015 at the Manayunk Brewing Company.
  - c) National
    - i. The application package for the Younger Member Group award and the YMG Website award has been submitted. Drew to follow up on if they accepted the application. **(Sirianni)**
    - ii. There were a total of 8 YMF attendees at the 2015 ERYMC Conference in Miami, FL as well as Kazi who went to represent the Section. Kazi and Jesse presented on taking STEM education into the schools to the section and branch leaders in Miami. They highlighted the CivE club and it was a very well attended presentation. ASCE Headquarters is very happy with the CivE club. Caroline Voigtsberger, a Temple University student who also attended the conference in Miami, was introduced to the board. It was mentioned at the conference that Headquarters is transitioning out of using the eRoom to some other file sharing site. The YMF needs to begin archiving existing info in the eRoom to another location. A breakdown and delegation of archiving responsibilities should be prepared before the next meeting. It was brought up that next year the board should apply for more ERYMC awards especially if there is a new award chair position on the board. **(Sirianni)**
- 3) Recap of Past Events
- a) Professional Development Seminar: Networking Etiquette – Event took place on January 13, 2015 at the Field House in Philadelphia, PA. There were 75 RSVPs and 52 people showed up. Scott Butcher gave an hour seminar on the importance of networking and networking etiquette. There was \$200 budgeted for this event and it went slightly over; the venue didn't believe there would be enough chairs for the event so there were some chairs that had to be rented for the event. There were multiple events going on at Field House that evening so some guest got stuck in the down stair's crowd; next time provide sufficient signage. Scott was reimbursed for his train fare and he was tweeted a 'Thank You' from the YMF twitter account.
  - b) Winter Social – Event took place on January 26, 2015 at McGillin's in Philadelphia, PA. Even though it snowed it turned out to be a great event with 155 people showing up and \$1955 raised from the raffle. The board decided by vote that \$1,000 would be donated to Philabundance, \$705 to the West Philadelphia Soup Squad, and \$250 was already donated to the Future City Competition. Chris R. reminded the board that if any pictures were taken at the winter social they should be zipped and uploaded to the eRoom. McGillin's charged \$27.00 per person but they also stated that that will increase next year since the price has not increased for several years. Chris advised next year's treasurer and vice president to have a discussion on the price increase prior to budgeting funds for the 2016 Winter Social.
- 4) Upcoming Events
- a) Happy Hour at 2<sup>nd</sup> Story Brewing Company – This event was scheduled for March 3<sup>rd</sup> but due to a conflict with the panel at Drexel the social chairs will look into picking another date. **(Lis/Zettlemoyer)**
  - b) West Philadelphia Soup Squad – This event is to take place on Monday, March 9, 2015. The organization will only allow a maximum of 12 people per visit. As of now we have reached capacity for this event and 3 board members are signed up to attend. **(Gormley/Suralik)**
  - c) Downingtown STEM Academy – The contact at the Downingtown STEM Academy was emailed and it has been determined that they need 3-5 women engineer volunteers on Saturday, March 21, 2015. The expo will last from 8:30 – 10:30 AM with a 7:30 AM setup. Paige is currently the only person confirmed for this event. Paige is to email Amanda the information for this event. The contact also discussed with Kolleen the idea of doing the panel discussion again next year. There

was also discussion about a bridge competition coming in the fall; they would require help streamlining the competition. **(Glassman/Backlund)**

- d) Community Church Home School Co-op Program – ASCE Headquarters reached out to the YMF for volunteers to speak at the Home School Co-op Program. Brett and Kolleen will speak to this group on March 2, 2015. **(Backlund/Coleman)**
  - e) CANstruction – The CANstruction team has decided to build a rocket this year and narrowed the potential titles down to 3. Those 3 titles will be emailed to the YMF membership for them to vote on one. There is a nice sized CANstruction team with student participants as well. The sign information is due to CANstruction by March 16<sup>th</sup> and build night is April 17<sup>th</sup>. The CANstruction team was advised to not send out sponsorship letters until the winter social thank you letters go out by March 1st. **(Brown)**
  - f) Adopt-A-Highway – The sign has been installed on the adopted highway in both directions of travel. Be on the lookout for a date for cleanup which will be followed by a happy hour. **(Gormley)**
  - g) Critical Issues Seminar (CIS) – The topics for the CIS have been narrowed down to 3 topics; P3 Projects, Legal Issues and ADA Compliance. The professional development chairs are looking for a date in late April or early May. As far as location, Field House is the easy choice but other ideas are welcomed. Kazi advised the board to think about possible speakers when suggesting a CIS topic. It was agreed upon that 4 speakers are ideal for this type of panel. When looking for speakers, the ASCE speaker's bureau can be utilized to find speakers in the area. Nha mentioned that the 3<sup>rd</sup> floor of Ladder 15 might be a good place to have this year's CIS. Mike informed the board that if no speakers can be acquired for the CIS he would be willing to do a presentation as a backup. **(Sedor/D'Achille)**
- 5) Potential Events
- a) Advanced Drainage Systems (ADS) Plant Tour – New potential dates consist of, March 16<sup>th</sup>, March 23<sup>rd</sup> and March 30<sup>th</sup> all of which are on a Monday. There would be a 30 minute tour followed by a presentation at a bar local to the ADS plant. ADS would sponsor the presentation at the bar. The board agreed on March 16<sup>th</sup> for this event. Scott to coordinate with South Jersey. **(Pampuch/Natale/Cepietz)**
  - b) Student Scavenger Hunt or Picnic – After asking the students it was dead even between the two events so the board agreed to let Caroline be the tie breaker and she picked the scavenger hunt. College contact chairs will coordinate with the students to select a date. It was mentioned that YPT may be interested in teaming up with the YMF on this event. **(Glassman/Donaghue)**
  - c) Manayunk High Line Construction Tour – Decided to keep this event listed as an “upcoming event” on the email blasts. Looking to have this tour sometime in May. **(Pampuch/Natale/Renfro)**
  - d) Phillies Game and Tailgate – Looking into a game in late July or in August and targeting games that have giveaways. Contact Lincoln Financial to see how the YMF can acquire the tailgating space in the parking lot. The Phillies have all away games in mid-August. **(Lis/Zettlemoyer)**
  - e) Joint Event with the YAF – The YAF is looking to potentially have an event with the ASCE YMF where the architects and engineers work together to compete in a small scale design-build competition. **(Brown)**
  - f) Joint event with PSPE – The board agreed that the YMF should do the joint event with PSPE again. It's a low financial commitment and the YMF typically provides just two speakers for the event. Chris R. to forward PSPE contact to Mike and Meredith. **(Lis/Zettlemoyer/Renfro)**
- 6) Miscellaneous Business
- a) YMF's Policy on Advertisement of Job Openings – The current policy is that the YMF will allow advertisement of job openings through its mediums only for companies who financially support the YMF. Companies who have donated will be allowed to post to the YMF's social media page(s); however the social media chair should confirm that the company posting is an actual

sponsor. The YMF should not directly post job openings to its Facebook page on behalf of companies. **(Einstein)**

- b) Awards Chair – The board voted in favor of creating an Awards Chair board position. Drew to draft up a position description for the executive board to review. **(Sirianni)**
- c) ASCE YMF Mock Interview Committee – A total of 11 resumes came in and 10 mock interviews were scheduled. Mock Interview sessions will be held on February 23<sup>rd</sup>, 25<sup>th</sup> and 26<sup>th</sup>. The committee is looking for a few volunteers to help direct students and talk to them while they wait. Scott, Nha, Meredith, Drew and Brian volunteered. **(Brown/Kessler/Suralik/Zettlemoyer)**
- d) Open Discussion
  - PayPal Payments – There is a fee (2.2% + \$0.30 per transaction) for payments processed through PayPal and the Section would like the YMF to cover the fees for YMF events. Going forward, PayPal fees should be tracked. Keep in mind that there is no charge for debit or bank transactions, only credit card, so not all ticket payments have fees incurred. Only the Section Treasurer can provide which transactions were debit versus credit. Discussion ensued on possibly increasing the cost of ticketed events to offset the PayPal fee.
  - AWRA Joint Event with ASCE – Event would be \$10 for open bar for ASCE Members. There would also have to be a separate RSVP set up for ASCE members to register. **(Lis/Zettlemoyer/Truong)**

## 7) Officer Reports

- a) Vice President (Chris Renfro) – Website is down.
- b) Secretary (Kevin Brown) – Nothing Additional.
- c) Treasurer (Amanda Kessler) – The YMF is in good shape financially. The Winter Social came roughly \$400 under budget. It was suggested that the amount that the Winter Social was under budget could be used to increase the CIS's budget.
- d) Newsletter/Public Relations (Kristin Leese) – Newsletter submissions due this 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) – Nothing Additional.
- f) CivE Club Coordinator (Nha Truong) – Nha to send out the CivE club schedule and list of volunteer opportunities. Nha encouraged the board to share with their coworkers. **(Truong)**
- g) Community Service Chair (Zach Suralik/Jesse Gormley) – Not Present.
- h) College Contacts Chair (Adrienne Donaghue/ Paige Glassman) – Four college visits scheduled: Panel at Drexel on March 3<sup>rd</sup>, visit Widener University on March 9<sup>th</sup>, Temple University on March 11<sup>th</sup> and Swarthmore College on March 13<sup>th</sup>. The plan is to discuss the engineering licensure process. Still waiting to schedule a visit with TCNJ and Villanova.
- i) Social Chair (Mike Zettlemoyer/ Meredith Lis) – It would be beneficial to have a calendar that the board had access to in order to organize and keep track of events. Drew to distribute Google calendar login info to the board for everyone's use in planning and scheduling events. Anyone planning an event should create a full-day placeholder until the date is confirmed at which point it should be updated with times and details. **(Sirianni)**
- j) Technical Groups Chair (Jeremy Pampuch/Joe Natale) – Nothing Additional.
- k) Affiliate Society Liaison (Scott Cepietz) – Will be reaching out to South Jersey about the tour.
- l) Professional Development Chair (Allie Sedor, Darren D'Achille) – No longer on the call.
- m) Social Media Chair (Brian Einstein) – Will begin to cross-promote the YMF social media accounts.
- n) IT Chair (Eammon Farley) – Email was sent regarding the website being down. Chris R. to send Eammon the code for the Winter Social Sponsors. **(Renfro/Farley)**
- o) Past President (Chris Gray) – Nothing Additional.
- p) Mentors (Kazi Hassan) – Everyone is doing great work. Start using a calendar for events and keep the website up-to-date.

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