



# American Society of Civil Engineers Philadelphia Section Younger Member Forum



## 2015-2016 Board – Meeting #1 Minutes

**Date:** Thursday, July 9, 2015  
**Time:** 5:30 PM  
**Location:** *City of Philadelphia*  
Municipal Services Building  
1401 JFK Boulevard, 16<sup>th</sup> Floor Innovation Lab (Room 1600 C/D)  
Philadelphia, PA 19102

Attendance List: Chris Renfro, Kevin Brown, Scott Cepietz, Kristin Leese, Brian Einstein, Allie Sedor, Jon Miller, Zach Suralik, Kevin Walsh, Drew Sirianni, Paige Glassman, Charlie Mumford, Meredith Lis, Katrina Lawrence, Joe Natale, Jesse Gormley, Nha Truong

Via Telephone: Brett Coleman, Jeremy Pampuch

Responsibility for action items is indicated by **(bold type)**.

- 1) Introductions: The attendants in the room and on the phone led introductions including name, employer, type of work, and position on the board.
  - a) The Board Member Contact Information List was passed around for Board Members to verify their contact information. If any revisions are necessary, the document will be revised and distributed to the Board **(Renfro)**.
  - b) New Board Members are asked to provide a brief bio and photo to Jesse or current members can review their current bio and photo and inform Jesse of any changes by Friday, July 17, 2015 **(Board)**. Jesse will update the website accordingly **(Gormley)**.
  - c) The Board Member Position Responsibilities and Committees are being developed as a new structure to the YMF Board this year. The Executive Board will review the responsibilities and committees first, and the final structure documents will be provided to the Board by the end of July **(Renfro)**. The Board will then have the opportunity to vote on the structure/committees at two (2) separate meetings of  $\geq 25$  attendees and must receive a 2/3 majority vote for approval.
  - d) The Conducting Business philosophy is the general outline for the Board Meetings, which offer each Board Member the opportunity to voice miscellaneous business not listed on the agenda for Officer Reports at the conclusion of the meeting. Robert's Rules is a collection of rules that depict a parliamentary procedure. These rules are followed at ERYMC annually and individual sections try to follow these rules. Copies of these documents were provided to meeting attendees.
  - e) The "*Event Advertisement & Planning Procedures*" document was provided to meeting attendees for their information. Any suggestions/recommendations on these procedures are welcomed and will be considered for inclusion **(Renfro)**.

- 2) May 5, 2015 meeting minutes were approved and are to be posted to the eRoom and website (**Sedor/Gormley**).
- 3) Organization Updates:
  - a) National:
    - i. A letter was presented indicating the Philadelphia YMF won the Young Member Award for large groups. The Board is requesting suggestions as to how to spend the \$900 reward. One recommendation was to donate the funds to K-12 outreach, and the Section also recommended spending the award on an open bar Happy Hour. Natale suggested purchasing a projector for the YMF, but Renfro prefers to include money in the budget for this expense. Brown recommended using the money to send more representatives to ERYMC. Renfro suggested making the determination, likely a split between ERYMC attendance and the YMF/Section Happy Hour, closer to ERYMC. The group agreed.
    - ii. The Region 2 Assembly will be held on November 14, 2015 in Lewisburg, PA at Bucknell University. Typically the YMF sends 2-3 representatives, who carpool with Section members. If any Board Member is interested, let Renfro know (**Board**).
    - iii. Region 2 Governor Collegiate Visits will be held in the Fall months. The governor would like to meet with Region 2 schools to strengthen her connection with the YMFs/colleges. The governor has reached out to Brown regarding visits in the Philadelphia area. Tentative visits are scheduled for 9/16/15 at Temple and 9/21/15 at Widener. Glassman agreed to communicate with the governor and her contact information will be provided (**Brown/Glassman**).
    - iv. The Region 2 governor would like to meet someone from the YMF's Board. A viable date will be determined (**Brown/Renfro**).
    - v. The eRoom transition is being conducted ASAP. The eRoom will be discontinued after July 30, 2015. July 15, 2015 is the anticipated date for transition from a designated folder on the eRoom to Higher Logic, but the transition cannot take place until the folder is created on the eRoom and all transitional information is copied to it. It was agreed that information from the past 3 years would be copied into Higher Logic, while older information would be archived in an alternate location (e.g.: Google Drive; Dropbox; etc.). Board members can also recommend material from the eRoom to copy over to Higher Logic (**Pampuch/Renfro/Truong**).
  - b) Section:
    - i. The Section Board meeting will be held July 16, 2015. Renfro plans to attend (**Renfro**).
- 4) Past Events:
  - a) Critical Issues Seminar – On May 6, 2015, the YMF held the annual Critical Issues Seminar on the 3<sup>rd</sup> Floor of Ladder 15 in Philadelphia. The topic of the seminar was P3 projects. The panelists included Dale Witmer (PennDOT), Fred Brehm (Powell Trachtman Logan Carrle & Lombardo), and Jeff Given (Loftus Construction, Inc). There were 49 RSVPs and 36 attendees. MASITE and ASHE each contributed \$200 to the event and the YMF contributed \$230.

- b) CivE Club Awards Ceremony – The event was held on May 15, 2015. Six to seven students participated at the event, catered by QuickFixx again this year. Additionally, a PA State Representative was in attendance. Truong noted that there was some discussion regarding whether the YMF should still provide cash prizes (\$100 for 1<sup>st</sup> place and \$50 for 2<sup>nd</sup> place). The group decided to continue to give monetary prizes of this value. Next year, the club will likely have several new members as the School District has redistricted the city.
  - c) Manayunk Bridge Tour – The event was held on May 19, 2015. 15-20 people participated on the tour, which was guided by a City of Philadelphia employee (Trevor Booz). There were many questions asked, and following the tour, about half of the attendees participated in the Happy Hour, held at Bourbon Blue in Manayunk.
  - d) Election Happy Hour – The Election Happy Hour was held on May 14, 2015 at Tavern on Broad in Philadelphia. Lis noted that the amount of food in the beginning was insufficient, and more food had to be ordered. The event, however, was well attended and the room stayed cool.
  - e) Engineering Family Feud – The Family Feud event was held on the 3<sup>rd</sup> Floor of Ladder 15 on June 16, 2015. This event was very well attended and received very good feedback from attendees. The PWD won the feud and received gift cards to Ladder 15 as their prizes. Lis noted that the event went over budget because more food had to be ordered. Additionally, the event planners only had one sound source. Ladder 15 could've provided another, but needed to know that ahead of time.
  - f) Adopt-A-Highway Cleanup – On June 27, 2015 the ASHE Delaware Valley Section and the ASCE YMF teamed up to clean up a 2 mile stretch of Bethlehem Pike in Ambler, PA. About a dozen trash bags were filled throughout the cleanup. Seven to eight people showed up to help with the effort and the group went to Fireside for Happy Hour following the cleanup. The requirement for clean ups are two per year. Isaac Kessler from ASHE volunteered to monitor the section of highway and when it needs another cleanup, he will contact the YMF to schedule another outing.
  - g) Lehigh Valley YMF I-476 Lansdale Interchange Tour – On June 30, 2015 18-20 people (5-6 from the Philly YMF Section) attended a tour of the Lansdale Interchange construction project. McTish Kunkel & Associates led the tour, and following the tour, the group went to Margaritas for Happy Hour. The YMF bought the first round of happy hour drinks and the LV YMF bought the food.
  - h) K-12 & College Outreach – School visits were done and recaps were posted in the respective eRoom events folders for website uploading (**Backlund/Coleman & Donaghue/Glassman**).
- 5) Upcoming Events:
- a) Phillies Game & Tailgate – The Phillies game is scheduled for July 30, 2015. The tickets have been secured and the tailgate details are being finalized. South Jersey and Delaware YMFs are each contributing \$100 to the tailgate. Additionally, each offered grills, games, coolers, and manpower for the tailgating efforts. The Philly YMF is contributing \$200-300. There are 101 RSVPs, and the payment is being made by the end of the week. Contact Zettlemoyer if you have a grill to offer (**Truong**). Einstein asked about the Facebook contest winners. He announced that this year's winners were Darren D'Achille and Sean McCreesh, but he had difficulties finding the winners as "likers" on Facebook

due to privacy settings. The group agreed for future events, the flyers should indicate Facebook members use a common hashtag after RSVPing. That way, the hashtag can be searched for, making the drawings for winners easier.

6) Potential Events:

- a) Goodbye Summer Happy Hour – There is budget left, so an end of summer Happy Hour is proposed. Additionally, Gormley suggested getting t-shirts made for the YMFs 20 year anniversary. Lis's uncle makes t-shirts and she can look into options/pricing. Renfro suggested Board members could submit designs and the Board could vote on a winner. Renfro will ask ASCE National if it would be agreeable to leave the ASCE logo off the t-shirt. All proposed designs are due to Renfro by July 31, 2015 (**Board**).
- b) Welcome Back Bowling Event – Glassman noted that a date needs to be determined, but last year's October event worked well with Drexel's later start. Any time after September 30, 2015 will be acceptable, as it will be after the Pope's visit. We will reach out to the colleges regarding the event (**Glassman**). Pep Bowl works well for the event because it is closer to public transit. Truong noted that the capacity of Pep Bowl is 65, and 48 can bowl at one time. It was suggested that the event starts 30 minutes before bowling starts to get everyone into bowling shoes and set up.
- c) Philadelphia Bicycling Infrastructure Tour – This tour was suggested by a YMF member and could include sites around the city in addition to bicycle facilities. Renfro volunteered to contact Gus Sheerbaum about leading the tour. It will be determined whether waivers are required or a disclaimer should be included on the event flyer (**Renfro/Lis/Mumford**).
- d) Mock Interview Program – Brown is looking for feedback from the springtime Mock Interviews. It was suggested that sample job descriptions be provided so the students could research the positions/potential firms. Brown will coordinate with the College Contacts Chairs regarding potential dates (**Brown/Farley/Glassman**).
- e) Engineering Suits Courtroom and Deposition Seminar – Zettlemoyer offered to contact his colleagues about holding a seminar on these topics (**Pampuch**).
- f) Montgomery County Infrastructure Advancement Presentation – Sirianni noted that the circumstances were not conducive to have the event during the last Board's term. The event would likely be held at a Law Office in Norristown. Contact information will be provided to the Professional Development/Technical Groups chairs (**Sirianni/Natale/Pampuch**).
- g) 20<sup>th</sup> Annual Winter Social – Brown noted that the Winter Social is typically the last Monday in January, meaning it is tentatively scheduled for 1/25/16. He stated that the cost may increase this year, and if so, the cost will likely increase by \$5 or so for attendees (**Brown**).
- h) ECP DVEW Young Engineers Social – New to the board member descriptions, this event now falls under the Professional Development Chair's responsibilities. Natale agreed to be a part of the ECP's planning committee. The event is scheduled to be downtown on 2/23/16 (**Natale**).

7) Miscellaneous Business:

- a) YMF Constitution and Bylaws – Bylaws will be completed and votes will be scheduled (**Renfro**).

- b) Picasa Albums – It has been suggested that pictures be posted to a Picasa album. This would make it easier to upload the photos and navigate through the album.
  - c) Instagram Synchronization – Einstein noted that he has had trouble syncing the Facebook and Instagram accounts to dually upload photos. Once this has been organized, the photos will be much easier to upload and share. For future events, a photo/brief event can be posted to Facebook/Instagram/Twitter, while a full recap and album can be shared on the website (**Einstein**).
  - d) LinkedIn Account – Truong suggested the LinkedIn page be utilized to post technical events and job listings for Winter Social sponsor companies. Regarding job postings, they can be sent to the secretary email address and Sedor will forward to Einstein (**Einstein/Sedor**).
  - e) PE Review Lending Library – Brown noted that the idea would be for YMF members to donate reference books and make it known to the forum that the resources are available for use (**Brown**).
  - f) Board Member Website Email Addresses – Board Members’ emails will be deleted from the website due to past members’ receipt of spam emails (**Gormley**).
- 8) Officer Reports:
- a) President (Chris Renfro) – Lis can start on the Annual Report with the help of Leese. The report is due December 1, 2015. Additionally, the compilation of information for the awards can begin. Typically, the ECP awards are due first (October), followed by CYM, Section, and National. Lastly, please send scholarship opportunities to Renfro.
  - b) Vice President (Kevin Brown) – Brown will be contacting McGillins about the Winter Social.
  - c) Secretary (Allie Sedor) – Nothing Additional.
  - d) Treasurer (Nha Truong) – Earlier in the meeting, Truong passed out the 2015/2016 budgets for comparison/comment. Truong also asked whether a line item for travel expenses should be included in the budget for Board Member travel in addition to reimbursement for speakers/panelists/etc. Renfro will pose this item at the Section meeting.
  - e) Awards Chair (Scott Cepietz) – Nothing Additional.
  - f) CIVE Club Chair (Zachary Suralik & Kevin Walsh) – The new chairs will be reaching out to previous chairs for information. The intent is to have 1 session in the fall and 1 in the spring rather than two days per week in the spring. Mike Franklin has been in favor of this change.
  - g) College Contact Chair (Eammon Farley & Paige Glassman) – Nothing Additional.
  - h) Community Service Chair (Brett Coleman & Jon Miller) – Miller confirmed that Adopt a Highway is a two year commitment, so a renewal will likely be required after this next year. He also noted that CANstruction falls under the responsibilities of the Community Service Chairs based on the new bylaws.
  - i) Information Technology (IT) Chair (Jesse Gormley) – Nothing Additional.
  - j) K-12 Contact Chair (Katrina Lawrence & Charles Mumford) – The new chairs will be reaching out to Kolleen Backlund to obtain information.
  - k) Professional Development Chair (Joe Natale) – Nothing Additional.

- l) Public Relations (PR) Chair (Meredith Lis) – Regarding Social events, Lis noted that for several events last year, budget was tight. She suggested reducing the number of events, while increasing the budget for each.
  - m) Social Events Chair (Kristin Leese & Michael Zettlemyer) – Nothing Additional.
  - n) Social Media Chair (Brian Einstein) – Please email all event pictures (PDF or JPEG preferred) to Einstein. Additionally, Einstein will create a “resume” on the YMF’s LinkedIn page.
  - o) Technical Events Chair (Jeremy Pampuch) – Pampuch will contact Zettlemyer concerning Suit/Deposition Seminar.
  - p) Past President (Drew Sirianni) – During the call, Jeremy Chrzan contacted Sirianni to note that for Bike Clubs, typically waivers are required. Sirianni also noted that the budget should include any carried over money from the previous year.
  - q) Mentors (Kazi Hassan & Chris Gray) – Not Present.
- 9) Scheduling of next meeting – Renfro will send out a Doodle Poll for mid-late August meeting.