



American Society of Civil Engineers Philadelphia Section Younger Member Forum



2015-2016 Board – Meeting #2 Minutes

Date: Wednesday, August 26, 2015
Time: 5:30 PM
Location: *PB*
4 Penn Center
1600 JFK Boulevard, Suite 510
Philadelphia, PA 19103

Attendance List: Joe Natale, Katrina Lawrence, Charlie Mumford, Eamonn Farley, Jesse Gormley, Nha Truong, Kevin Brown, Brian Einstein, Chris Renfro, Kristin Leese, Meredith Lis, Allie Sedor, Brett Coleman, Jeremy Pampuch

Via Telephone: Scott Cepietz, Paige Glassman, Zach Suralik, Kevin Walsh, Chris Gray

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

- 1) Introductions: Renfro opened the meeting and asked for a motion to approve the previous minutes. The July 9, 2015 meeting minutes were approved and are to be posted to the eRoom and website (**Sedor/Gormley**).
- 2) Organization Updates:
 - a) National:
 - i) Younger Member Leadership Symposium (YMLS) – 9/19-21: At the Younger Member Leadership Symposium (YMLS), participants will gain practical leadership and management training that will directly apply to their careers as young engineers. ASCE is pleased to announce that you can earn up to 8 PDH credits by attending this conference. There will also be networking opportunities with young engineers and other ASCE Branch, Section and Region leaders. The symposium will take place from 6PM Saturday (9/19) through 1PM Monday (9/21) at the ASCE Headquarters in Reston, VA. The cost is a \$50 registration fee to offset the cost of food. Regarding travel stipends, CYM experienced significant budget cuts this year and cannot offer a travel stipend or per diem for attending. Please ask your employer, branch, or section to consider sponsoring you. Note that the space is limited to 48 participants because of the room size, so sign up ASAP. The YMLS webpage (<http://www.asce.org/event/2015/younger-member-leadership-symposium/>) is updated with hotel information, travel specifics, and a draft agenda.
 - ii) eRoom / Higher Logic Transition – 7/22: The eRoom is locked during this transition. Renfro received an email stating the community has been setup, but upon logging in, he was only able to access Higher Logic as a general member (couldn't add contacts or perform administrative tasks). No other board members received an email.

Additionally, the Section hasn't received access yet. Pampuch will follow up with Nancy. In the interim, Renfro suggests storing files on the Network Solutions page. He can send out access information. Gormley suggested using the YMF's Google Drive instead because all of the Board Members already had access to it, and it would be one less portal to have information stored on. Renfro and Gormley will make a determination. **(Pampuch/Renfro/Gormley)**

b) Section:

- i) Dinner Meeting Speaker – 10/8: The YMF is to provide the speaker as it will fulfill all obligations for the year. Ideas for topics include the Manayunk Bridge Trail Project or Transportation Planning related to the Papal Visit and WMF. Sedor can ask a colleague at Jacobs who has been involved with planning for the Papal Visit. Lis can also ask a colleague at DVRPC. Renfro asked Sedor and Lis to coordinate with Guy D. and CC him. **(Sedor/Lis/Renfro)**
- ii) Award Celebration Mixer – 10/24: The Section/Board had previously agreed to put some of the funds toward sending extra people to ERYMC, Troy I. suggested the budgeted option of having a nice weekend day at the Oval. It could be kid friendly with plenty of activities, and there is a beer garden. However, the Oval is closed for the season. Since the date is flexible, the Board suggested a weekday (10/22) and the Independence Beer Garden, which will still be open and will be able to hold the event rain or shine. Renfro will follow up with Troy. **(Renfro)**
- iii) Event Advertisement Form – Effective immediately: Renfro circulated the form. The Section has been using it, and it would be a good idea for the YMF to adopt this practice. Please fill out the form, save it onto Higher Logic, and for events to be advertised by the Section, forward to Angelo Waters (Section Secretary) at ajwaters@urbanengineers.com. For YMF-exclusive advertisement, forward to Sedor. **(All)**
- iv) New Address – Effective immediately: The YMF's new address is 325 Chestnut Street, Suite 800, Philadelphia, PA 19106. Please use this address from this point forward. **(All)**

3) Past Events:

- a) Phillies Game & Tailgate: This event on July 30, 2015 was another annual success. 101 game tickets were sold, and there were extra tailgate attendees present. Zettlemyer is waiting to be reimbursed from the Section. Del-YMF and SJ-YMF are supposed to be sending Zettlemyer \$100 checks (not yet received). The event only ended up costing the Philly YMF \$100 given Delaware's and SJ's donations. Thanks to everyone for your help. There is only 1 outstanding member payment.

4) Upcoming Events:

- a) Student Chapters Leadership Meeting – 9/9: Farley noted that he and Glassman are still waiting to hear back from 3 colleges on dates that will work for this event, but September 9th seems to be a common working date for those that have responded. The event will take place at McCormick Taylor at 6PM. The College Contacts chairs will be sure to advertise the Mock Interview process. **(Farley/Glassman)**
- b) Goodbye Summer Happy Hour – 9/16: Renfro stated they need to have the event before the end of the fiscal year (9/30). Leese and Zettlemyer were looking to schedule the

event on 9/16 and had determined Morgan's Pier as the venue. There is \$400 left in the budget. For a minimum 2 week advertisement period, a draft flyer should be done within the next week. Leese will generate the flyer and distribute to the exec board for approval.

(Leese)

- c) Welcome Back Bowling Event: Farley noted that the Social Chairs used to organize this event, but he and Glassman can plan it. They can talk to the colleges at the 9/9 meeting about this event. It will likely take place at Pep Bowl again. Mumford noted that many Temple students will have a Tuesday night class, so it should likely be scheduled for another night. Gormley asked if there could be an incentive to win, such as a trophy. Lis noted that the bowling alley provides reports of all of the scores at the end of the night, and we could award the highest scoring individual student with a trophy.

(Farley/Glassman)

- d) Adopt-A-Highway Cleanup – 10/10: Miller is leading and Gormley is likely to attend the event, which will take place rain or shine. Attendees will go to Fireside after the clean up for refreshments. ASHE has already sent out the flyer, so this event needs to be advertised in the next email blast. **(Miller/Gormley/Sedor)**

- e) Philadelphia Bicycling Infrastructure Tour: Renfro has been coordinating with Pat Miner, who has created a revised route for this tour. The route was circulated to the Board. Renfro reached out to ASCE National who provided a waiver for bicycle events (and also one for construction tours). It was noted that the construction tour waiver should be signed even if the contractor giving the tour has his/her own waiver. Gormley asked whether permits would be required for a large group, and Renfro answered likely no, but if so, he could handle it with PSD. November could be too late in the year and there are several events already planned for the fall, so this event will likely be pushed to the Spring of 2016. **(Renfro)**

- f) Engineering Suits Courtroom and Deposition Seminar: Pampuch and Zettlemyer have been coordinating, but nothing has been determined regarding this event. Renfro suggested November/December would be the ideal timeframe to schedule this event for.

(Pampuch/Zettlemyer)

- g) CivE Club Fall Curriculum and Schedule: Suralik noted that he and Walsh will be setting up a meeting with Mike Franklin to go over the school schedule and the anticipated curriculum. Mike was agreeable to the club taking place once a week on Tuesdays all year, rather than twice a week for half a year. The club will likely start after school has been in session for a few weeks. Walsh has completed the ASCE national forms to re-register the club. These need to be filled out annually. **(Suralik/Walsh)**

- h) Mock Interview Program: Brown noted that the committee had a conference call a few weeks ago. Job postings/descriptions will be posted to the YMF website and the students can choose which posting to respond to. It is desired that this webpage be set similar to the CANstruction page in that only those provided with a link will be able to access it. An RSVP page will not need to be setup, as registration for the Mock Interviews will be done through email only. The "interviewer" will be able to reach out to the "candidate" and schedule the interview so that neither party is left waiting. The "interviewer" can then choose a colleague to sit in on the interview. Some can take place downtown, and some can take place in the suburbs. Farley and Renfro both volunteered to be "interviewers" downtown. **(Brown)**

- i) 20th Annual Winter Social – 1/25/16: Brown has already made the deposit to McGillins, and submitted for reimbursement to Marc Preim. Marc is aware this will come out of next year’s budget. The fee was increased by \$1 per person, however the Board elected to keep the base fee at \$20 per person. The sponsor letter signup sheet will be circulated at the next meeting. **(Brown)**
- i) The idea of T-shirts was brought up. Natale volunteered to investigate T-shirt producers and also coordinate with Lis and Einstein who may have contacts. The thought is also to purchase collared shirts for ERYMC attendees **(Natale/Lis/Einstein)**. Renfro noted that according to ASCE National, the YMF can determine its own logo within the National’s guidelines/kit. There will be a contest to create a new YMF logo, for which the winner will receive an award. The next email blast will mention the contest and provide some guidelines for the new logo. **(Renfro/Sedor)**
- j) Mid-Atlantic Region Student Conference: Drexel is hosting the conference, and the organizers want to jointly plan for the evening of Friday, April 22, 2016, an evening ice breaker happy hour with Drexel ASCE for all students, alumni, and professionals who want to be a part of the event and kick-off the festivities the right way. Board members may be called upon for other duties (judging, volunteering, etc). Colleen Hyde (hydecolleen@gmail.com) and Belinda Lester (bcl36@drexel.edu) are the Drexel Contacts for this event.

5) Potential Events:

- a) Julia R. Masterman School & K-12 Outreach: Renfro noted that the YMF has not done an event with JR Masterman yet, and they are known for educating top notch students. Lawrence stated that Carol Mistry, Mathematics teacher, reached out to the Board asking if the Board could help at a “What is Civil Engineering?” event in the winter/spring. Additionally, in the fall, Ms. Mistry is trying to hold a field day with 6 different events for 200 students and has asked for ideas of locations (preferably in the city). The Schuylkill River Boardwalk was suggested, and Truong has contacts at water treatment plants in the city. It was also suggested that Mike Franklin be contacted as he has done something similar with Chester A. Arthur School. **(Lawrence/Mumford)**
- b) ECP DVEW Young Engineers Social – 2/23/16: The event will be held at Buffalo Billiards, which can accommodate the required amount of seating and has pool tables and shuffleboard courts for use. The event will be \$35 per person. **(Brown/Natale)**
- c) 76ers and/or Riversharks Game and Tailgate: Zettlemoyer noted if a 76ers game was desired, mid-Feb/March would be a suggested timeframe. The Board consensus was that the preference would be to have a technical event prior to the game (ie. Facilities tour of the Wells Fargo Center). **(Pampuch/Zettlemoyer)**
- d) Montgomery County Infrastructure Advancement Presentation: Ken Starr offered to present to the YMF Montgomery County’s aggressive approach to addressing its infrastructure issues, but has asked to postpone the event. Pampuch will follow up with him in November. The presentation would also give a preview of some upcoming opportunities. **(Pampuch)**

6) Miscellaneous Business:

- a) ECP DVEW Young Engineer of the Year Award: The Board voted to nominate Kevin Brown since he has not been nominated in the past and due to his efforts with Mock Interviews, his work with student chapters, his involvement with CANstruction, and his involvement with multiple other societies within the profession. Cepietz will start compiling the application. **(Cepietz)**
 - b) Annual Report: Pampuch to send Lis files in preparation. Jeremy Chrzan advised holding off on preparing the report because this year they could be done as a presentation on Higher Logic and the process is still TBD. **(Pampuch/Lis)**
 - c) PDH Sheets: The PDH sheets were circulated. For all PDH events, please provide this sheet to attendees, save the lists, and then post to the website. PDHs will be provided for technical events 50 minutes or longer. **(All)**
 - d) Item List: Brown currently holds the item list, but the Treasurer is typically in possession of the list. It should be uploaded to the Google Drive so the Board has access to it. **(Brown/Truong)**
 - e) LinkedIn Account: The email address and password provided are connected to Jeremy Chrzan's personal account. We took the secretary email off his account, and Einstein will now move forward with revising the YMF's page. **(Einstein)**
 - f) Website Redevelopment: A committee has been formed, and is planning to start with a Kickoff Meeting. Renfro will send out a Doodle Poll to those who communicated they wanted to be involved: Renfro, Gormley, Hassan, Farley, Natale, Gray. Gormley asked the Board to provide him with any examples of websites they find to be especially well-presented and formatted. **(Renfro/all)**
- 7) Open Discussion
- a) The committee structure is as follows:
 - i) Communications Committee (led by Secretary) includes PR/IT/Awards/Social Media
 - ii) Events Committee (led by Treasurer) includes Technical/Social/Professional Development
 - iii) Outreach Committee (led by VP) includes K-12/College Contacts/Community Service/CivE Club
 - b) Philanthropic Fundraising Campaign: Pampuch asked the Board if there was any interest in raising funds for certain causes. Renfro stated that is the purpose of the Winter Social raffle proceeds. To request funds be given to a specific cause in the future, provide the Board with a proposal to formally consider at a meeting. To make a separate presentation on the website that requests people give to a cause we support (with a PayPal link for donating), it must be engineering related, and you must provide the Board with a researched proposal report to formally consider at a meeting.
- 8) Officer Reports:
- a) Vice President (Kevin Brown) – Nothing Additional.
 - b) Secretary (Allie Sedor) – Confirmed telephone attendees.
 - c) Treasurer (Nha Truong) – Budget will be revised after comments from Renfro have been addressed **(Renfro/Truong)**
 - d) Awards Chair (Scott Cepietz) – Nothing Additional.
 - e) CIVI Club Chair (Zachary Suralik & Kevin Walsh) – Nothing Additional.
 - f) College Contact Chair (Eammon Farley & Paige Glassman) – Nothing Additional.

- g) Community Service Chair (Brett Coleman & Jon Miller) – Nothing Additional.
 - h) Information Technology (IT) Chair (Jesse Gormley) – Nothing Additional.
 - i) K-12 Contact Chair (Katrina Lawrence & Charles Mumford) – Nothing Additional.
 - j) Professional Development Chair (Joe Natale) – Nothing Additional.
 - k) Public Relations (PR) Chair (Meredith Lis) – Nothing Additional.
 - l) Social Events Chair (Kristin Leese & Michael Zettlemoyer) – Nothing Additional.
 - m) Social Media Chair (Brian Einstein) – With access to the LinkedIn page now, updates will be made.
 - n) Technical Events Chair (Jeremy Pampuch) – Nothing Additional.
 - o) Past President (Drew Sirianni) – Not present.
 - p) Mentors (Chris Gray) – The committee structure has been a great idea and it was suggested that prior to meetings, the committee chairs check in with their committees on past meetings' action items and to elicit agenda topics.
- 9) Scheduling of next meeting – Renfro will send out a Doodle Poll for early October meeting.