



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



Date: Monday, October 17, 2016
Time: 5:30 PM
Location: *McCormick Taylor*
2001 Market St., 10th Floor

Attendance List: Kevin Brown, Scott Cepietz, Lauren Davenport, Eammon Farley, Chris Gray, Jesse Gormley, Nick Kirn, Katrina Lawrence, Kristin Leese, Belinda Lester, Meredith Lis, Charlie Mumford, Joe Natale, Jacob Nichols, Chris Renfro, Drew Sirianni, Nha Truong, Kevin Walsh, Dennis Wilson, Mike Zettlemoyer

Via telephone: Tim Abel, Niki Eno

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

1. Approval of Minutes
 - a) Meeting minutes for the September 12, 2016 Meeting were approved and are to be posted to the website (**Gormley**)
2. Organization Updates:
 - a) National
 - i) Kevin suggested we get folder structure in place for Google Drive. Jesse agrees that Google Drive is in our best interest. Other young member groups use Google Drive day to day and upload their files at the end of the year to Collaborate. Chris Renfro has a file structure in place for the 2016-2017 year and will create a similar file structure for 2015-2016 so that the Google Drive can be populated with last year's files. (**Renfro**)
 - ii) Kevin Brown encouraged board members to make sure they renew membership. Board members must be active ASCE members and Philadelphia Section members. (**Board**)
 - iii) Registration for the Eastern Region Younger Member Council (ERYMC), which will take place January 20-21, 2017, opens soon. Early registration ends December 15th. The hotel cutoff is December 29th. The YMF will make a decision about attendance based on a combination of factors: which Board members win awards, which Board members want to go, and which Board members have never been before. (**Brown**)
 - b) Region 2
 - i) The Region 2 Assembly will take place at Morgan State University in Baltimore on November 12th. The group will travel to Baltimore on the 11th to socialize with other attendees. Charlie Mumford, Meredith Lis, Aijn Fatima, Nick Kirn, Jake Nichols, and Kevin Brown expressed interest in this event and will be attending.
 - c) Section
 - i) The October Section Dinner Meeting took place on October 13th at Maggiano's in center city. Marc Cammarata from the Philadelphia Water Department spoke about Green Stormwater Infrastructure which led to a lively Q&A. It was Widener night and Widener had about 13 students present who talked about what their chapter has been up to.
 - ii) The November Section Dinner Meeting will take place on November 10th. The topic will be the 30th Street Master Plan. Swarthmore is scheduled to attend and they can do a 3-minute presentation. College Contacts chairs to coordinate. (**Lester/Glassman**)
 - iii) The Section is still looking for volunteers to sit at the registration table for Section Dinner Meetings. Kevin requested the Board let him know if interested in volunteering. Belinda offered to volunteer for November. (**Lester**)
3. Past Events:
 - a) Niki Eno and Charlie Mumford attended the GETT Kickoff in Exton on September 20th. This was a promotional event for next year's expo on March 25, 2017. About 620 female participants attended last year, and 750 are expected this year. Past presenters spoke at this event. Paige Glassman will lead the YMF's GETT efforts this upcoming year and the YMF will commit to contributing volunteers for the event. (**Glassman**)

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- b) The YMF's annual Welcome Back Bowling event took place this year on October 11th. There were more schools present than have been represented in the past. About 35 people were in attendance at any given time. The student who bowled the top score received a prize, which Belinda will get to him. **(Lester)**
 - c) The joint ASHE and YMF Adopt-A-Highway cleanup took place on October 16th. 15 people attended, which included a good showing of Temple students. The event went a bit over budget due to providing food for attendees. Trash was not quantified as it has been in the past.
4. Upcoming Events:
- a) Kazi Hassan reached out to the YMF about the SWE Invent It Build It event on October 29, 2016. Someone from National requested our help for this. Katrina Lawrence and Aijn Fatima are able to attend. **(Lawrence/Fatima)**
 - b) Scott Cepietz is planning a tour of the Comcast Innovation and Technology Center. There will be a short presentation and then the group will go across the street to the construction site for a tour of whatever they can show us. There may be money in the budget for a post-tour happy hour afterwards. Kevin requested that Scott let Eammon know if he will use budget for this. The RSVP deadline will be November 4th. We may send out to the Section but will wait until after the YMF email blast. **(Cepietz)**
 - c) K-12 School Visits
 - i) Fox Chase, 11/15/16: We visited last year for 3 days and will go for 1 day this year. Nikunj Karumsi, Katrina Lawrence and Charlie Mumford will take the lead on this visit. Nha Truong and Jake Nichols attended last year. Volunteers will be needed again this year. **(Lawrence/Mumford/Board)**
 - ii) Pottstown HS, 12/15/16: This year the YMF will repeat the retaining wall presentation from last year. Kolleen Backlund will provide this presentation. It was mentioned that the K-12 Outreach this year will focus more on volume of schools rather than number of days at each school, which is why we will spend fewer days at most schools than we have in the past. It was also mentioned that a YMF volunteer attended Downingtown STEM academy on October 4th, which Niki Eno got into the YMF Newsletter. **(Lawrence/Mumford)**
 - iii) As mentioned earlier, the GETT Expo will occur on March 25th, 2017. Jesse mentioned at this point that the K-12 Outreach Blog should be sustained by Charlie and Katrina, who agreed. **(Mumford/Lawrence)**
 - iv) The CivE Club Coordinators are planning a Fall Ceremony for the kids in CivE Club. There will be a ceremony for the kids' parents, which will include a showcase of activities the kids have done so far this year as opposed to just the competition in the spring ceremony. There will be a new schedule for the spring sessions starting the 2nd or 3rd week of January. There will be a field trip November 28th at Cira Green, but details have yet to be determined. The YMF decided to donate \$150 to get our name on a paver at the Chester A. Arthur School in their new playground area/parking lot, which will say "ASCE Phila YMF." Jesse commented that Kevin and Tim are doing a great job at coordinating, and that everyone on the board should feel personally responsible for attending a CivE Club session. **(Walsh/Abel/Board)**
 - d) Winter Social will take place on January 30, 2017 (Monday). McGillins asked for \$2 more per person than last year. Discussion over whether last year was \$25 or \$27. Nha will discuss further with contact at McGillins. If we do end up paying more, it was suggested that we come to an agreement to lock in that price for a couple of years. It was suggested to offer an increase of \$1 per person. Nha will be looking for people to help out by contacting companies. Joe Natale wanted to discuss potentially not asking companies for money multiple times for the Winter Social and shortly after for CANstruction. There was a discussion of possibly having a single letter asking for both donations together. It was decided that the best approach probably varies company to company, and that two letters will be drafted **(Truong)**: one if the Board member decided it is best to ask a given company for both donations at once, and one that only mentions the Winter Social. Drew Sirianni mentioned he has heard complaints about how long the raffle takes at the end of this event. There was discussion about whether fewer or more prizes are preferred. Nha suggested we could split up the raffle into multiple stages. This seemed like a difficult idea. It was suggested we could package up gifts together in bundles. If we allow companies to only give a single gift and we present them in ascending order. There was a suggestion that maybe the raffle numbers get listed on a screen for ease and speed. The discussion of these details was tabled for a later date and Nha thanked the board for their thoughts. **(Truong/Board)**
5. Potential Events:

- a) K-12 School visits (**Lawrence/Mumford**)
 - i) YMF will visit Masterman sometime in November or early December to present to 4th and 5th grades. Charlie mentioned that Masterman is in the city and asked for volunteers that could get there easily in the morning. Eammon, Lauren, Dennis, and several others raised hands that it would be easy for them to get there. Charlie will follow up for volunteers. (**Mumford**)
 - ii) Germantown Academy. This visit is still unscheduled. They wanted the YMF to visit this past spring, then asked last-minute in September. K-12 Outreach co-chairs are still scheduling this visit. (**Mumford/Lawrence**)
 - iii) Maria Bracetti Academy visit is also in the works. K-12 Outreach co-chairs are coordinating this visit with Luis Gaitan. (**Mumford/Lawrence**)
 - b) Vine Street Expressway Construction Tour will take place on November 16th, 17th, or 21st. College students have been asking about this tour, so the RSVP will get sent to them first, and then added to the email blast after being advertised to colleges. There will be a 20-25 person cap for this event. The tour will be led by Buckley. Kevin will let Kazi know the date that works best and get a flyer together. (**Brown**)
 - c) During student leaders meeting, the College Contacts co-chairs let colleges know that the YMF would like to visit their campuses. Colleges will reach out to the YMF and the visits will likely be panelist events. Drexel would like the YMF to visit in November. College Contacts co-chairs will be reaching out for volunteers for this visit as well as visits to the other college campuses. Villanova is also eager to get something set up. Joe Natale asked about coordination with the University of Delaware and mentioned they would like to do an event for the students with us, like a joint event. Villanova requested a presentation at each of their monthly meetings. Scott mentioned that many Baker employees have presented or been contacted to present. Eammon recommended we plug ASCE membership at events like these. Kevin reminded that individual student dues will not be increasing but that ASCE National is currently discussing the possibility of increasing Chapter dues. (**Lester/Glassman/Board**)
 - d) ASCE/ASHE Joint Winter Happy Hour will occur this year likely on December 8th at Rock Bottom Brewery in King of Prussia. The Social Chairs will coordinate this with Alexa Harper of ASHE. (**Natale/Wilson**)
 - e) A representative from Boeing's ASCE young member group reached out to the YMF to see if Boeing could sponsor a happy hour for the YMF and Boeing employees. The executive board did not see a problem with this and saw no reason to pass up a free happy hour. Boeing has an internal ASCE YMF. The representative who reached out was leading Boeing's national chapter and he would like to have an event before Thanksgiving. The location will likely be convenient to Ridley Park for their Boeing employees. Chris Gray cautioned to be careful how we advertise and present this event. (**Natale/Wilson**)
 - f) Stroud Water Research Center tour is unlikely to happen this year. Jeremy did not have an update. (**Pampuch**)
 - g) Covanta Waste-to-Energy Tour had no updates. (**Pampuch**)
6. Miscellaneous Business:
- a) Chris Renfro and Jake Nichols met about the YMF's LinkedIn account. The YMF has one group LinkedIn Account. It was mentioned that the link on the website was not accurate but Jesse may have updated it since. Jake and Chris are trying to work out some templates for posts on the page such as job postings. Jake, Chris, Kevin and Meredith will have access to post companies' jobs (if they have donated to the winter social). Employers can post jobs themselves. Moderators should have gotten an email from LinkedIn. (**Nichols/Brown/Lis**)
 - b) No update on website redevelopment.
 - c) Jeremy Pampuch will start the Salary Survey Initiative shortly since the millennial book is almost done. (**Pampuch**)
 - d) Mock Interview Program is being rolled out. There is only one student signed up to interview currently, so this program needs to be further promoted (**Lester/Glassman**). We do have volunteers to conduct interviews, but reach out to the Mock Interview Committee if interested. (**Brown/Zettlemoyer**)
 - e) New Logo will be a focus after the Constitution and Bylaws have been updated. (**Brown**)
 - f) There will be a conference call to discuss Snapchat guidelines on October 18th. Charlie Mumford requested that attendees look through the existing documents on the YMF Snapchat before this call. Jake will send out an agenda. (**Mumford/Nichols**)
 - g) YMF Constitution and Bylaws update is still in the works. (**Brown**)

- h) Remaining CANstruction Budget: Eammon has not been able to get a response from Marc Preim about a check AECOM says we never cashed. It was suggested that maybe we get a new check from AECOM and that will go towards last year's Construction budget. Eammon will try to get Marc to check the Section budget to see if it was cashed. **(Farley)**
 - i) Nha passed out the FY16 budget. Nha requests that for future events an estimated budget be proposed for each event and sent to the executive board for approval before the event. This process will ensure proper communication about budget so that reimbursement can be guaranteed. This past year we got lucky and had money left over from the Phillies game to cover overages due to poor communication, but this is not anticipated to happen in the future. **(Board)**
 - j) In the future all reimbursements from events should go through Eammon, noting what line item (from the Section budget proposal) the reimbursement is coming from. This way, Marc Preim and Jen Reigle from the Section board can more easily track how much is remaining from each line item. **(Board)**
 - k) The Annual Report is coming up. Meredith sent Niki information on what to fill out and Niki went through it and went through what she needs to fill out. Niki will try to have a draft to Meredith and Kevin by November 10th and will ask for any documents or information she needs before that date. **(Eno)**
 - l) Lauren Davenport submitted the Practitioner Advisor award on September 29th (the YMF nominated Kevin Brown). The next award due is the Young Engineer of the Year award, and Lauren received some nominations for Jesse for this award. The board agreed to move forward with nominating Jesse. ERYMC Awards will be December 5th, and nominations will be discussed at the next board meeting. **(Davenport)**
7. Open Discussion
- a) Nha reminded the Board of the Section Student Scholarship awards.
8. Officer Reports:
- a) Vice President (Nha Truong): no comments
 - b) Treasurer (Eammon Farley): no comments
 - c) Secretary (Meredith Lis): no comments
 - d) Awards Chair (Lauren Davenport): nothing to report.
 - e) CivE Club Chair (Kevin Walsh & Tim Abel): thank you to those that have volunteered so far. The club is doing daily surveys after activities. Kevin and Tim are sending out minute by minute agendas so volunteers do not have to prepare for the sessions.
 - f) College Contact Chair (Paige Glassman & Belinda Lester): no comments
 - g) Community Service Chair (Kristin Leese & Nick Kirn): no comments
 - h) Information Technology (IT) Chair (Jesse Gormley): Jesse sent an email after leaving the Board meeting asking whether we factor in having people travel to other events like YMLS or the Fly-In? He suggested if not, that we considered it. There is \$100 for this in the budget but we haven't touched it in the past.
 - i) K-12 Contact Chair (Katrina Lawrence & Charles Mumford): no comments
 - j) Professional Development Chair (Mike Zettlemyer): no comments
 - k) Public Relations (PR) Chair (Niki Eno): no comments
 - l) Social Events Chair (Joe Natale & Dennis Wilson): no comments
 - m) Society Liaison Chair (Ajin Fatima): no comments
 - n) Social Media Chair (Jacob Nichols): Jake plans to increase YMF presence on Instagram and Twitter.
 - o) Technical Events Chair (Scott Cepietz & Jeremy Pampuch): Scott will get the flyer out for the Comcast tour.
 - p) Past President (Chris Renfro): The Google Drive is populated with folder structure for the 2016-2017 year. Chris will get the 2015-2016 folder structure up next so that the Board can add files from the past year to it. Jesse drafted a document explaining what should go where. Meredith mentioned Niki may need last year's files for the Annual Report so it would be useful to have them on the Google Drive. Kevin will re-send the link for the Google Drive to the Board. **(Brown)**
 - q) Mentors (Drew Sirianni, Chris Gray, Kazi Hassan): Chris Gray says great job and asked if the YMF has planned a speaker for the Section dinner meeting that the Section usually requests a speaker for from us. The Section has mentioned they do not need us to come up with a speaker this year.