



American Society of Civil Engineers

Philadelphia Section

Younger Member Forum

Board Meeting Minutes



Date: Wednesday, November 16, 2016
Time: 5:30 PM
Location: *AECOM*
1700 Market Street, 16th Floor
Philadelphia, PA 19103

Attendance List: Tim Abel, Kevin Brown, Scott Cepietz, Assunta Daprano, Lauren Davenport, Eammon Farley, Aijn Fatima, Paige Glassman, Nick Kirn, Katrina Lawrence, Belinda Lester, Meredith Lis, Charlie Mumford, Joe Natale, Jacob Nichols, Nha Truong, Kevin Walsh, Dennis Wilson, Mike Zettlemyer

Telephone: Jeremy Pampuch, Niki Eno, Kristin Leese

Responsibility for action items indicated in **bold type**.

- 1) Kevin noted that in the future all Board members should be on the list of people to let into the building the Board meeting takes place, regardless of how they filled out the Doodle.
- 2) Approval of Minutes
 - a) Meeting minutes for the October 17, 2016 meeting were approved and are to be posted to the website (**Gormley**)
- 3) Organization Updates:
 - a) National
 - i. Structure for organizing documents has been created in the YMF Google Drive. Jesse plans to have documentation prepared by the next Board meeting to give Board members instructions on how to use Google Drive (**Gormley**)
 - ii. Kevin reminded the Board to have dues renewed before January 1, 2017. (**Board**)
 - iii. Kevin discussed who the YMF will send to ERYMC. The most financially feasible number for the YMF would be 7. Kevin wants to have the group registered before the end of the month. ERYMC will take place on January 20/21st, in Newark, NJ. Kevin will reach out to the Board to see who is interested in attending.
 - iv. The 2017 Legislative Fly-In will take place on 3/14-15/17. This is an ASCE advocacy program as well as a chance to sit down with elected leaders. It is something interested parties would apply for (fee is \$29 early bird, \$49 regular). Jesse and Joe have applied for this and Charlie and Scott are thinking of applying. Attendees are chosen based on state of origin. Not everyone gets in, and you only pay once you've applied. (**Gormley/Natale/Mumford/Cepietz**)
 - b) Region 2
 - i. Nick, Meredith, Jake, Aijn, Charlie and Kevin B. attended the Region 2 Assembly at Morgan State University in Baltimore, MD on November 12th. The group saw some interesting presentations; however, the consensus was that in the future the Region 2 Assembly should be an opportunity for us to see what other YMGs are doing and to spread ideas. Charlie expressed disappointment in the Port Covington presentation. The group was glad to have seen a sneak preview of the Dream Big movie.

c) Section

- i. The November Section Dinner Meeting took place on 11/10/16. Peter Denitz and Anna Lynn Smith from WSP | Parsons Brinckerhoff presented about the 30th St. Station District Plan. Swarthmore was also represented at this meeting and their ASCE president spoke.
- ii. The 2016 Multi-Society Meeting will take place on 12/7/16. It will be held at lunchtime from 12-2PM in the Sofitel and the presentation will be Rebuilding the System - SEPTA Capital Program Update. Jeffrey Knueppel will speak. Registration is due Nov 28th.
(Board)
- iii. Cathy has confirmed that she does not need YMF volunteers for ASCE Philadelphia Section dinner meetings.
- iv. Kevin and Nha are working on a proposal for how to use YMF budget to get student tickets for Section dinner meetings down to \$10. This would be capped at 2 tickets and would be reserved for presenters.
- v. Andrew Bechtel is working on restructuring the scholarship application process. The requirements are not going to be as strict this year and the Section will open up the application to a wider array of students. There was discussion of whether TCNJ is eligible apply. Andrew is working on rewriting the rules.

3) Past Events:

- a) The SWE Invent It Build It Event took place on October 29, 2016. Katrina and Aijn attended and had a positive experience. They were on different shifts of building towers. Some of the kids had no idea what they wanted to do and others wanted to be a civil engineer. Thanks to Katrina and Aijn for volunteering!
- b) The Comcast Innovation and Technology Center Tour took place on November 9, 2016. 20-25 people attended to see the short presentation by Thornton Tomasetti, which went floor by floor and talked about loads through different sections. The group was led to the 44th floor the 31st floor mechanical room, and a couple others. The event was very popular. Thornton Tomasetti was open to having the YMF back in the spring. There was some discussion about how to best deal with events of this nature which have a low cap and fill up quickly. It was discussed whether we should limit events such as this to certain groups, such as ASCE members.
- c) The Joint Happy Hour with the Boeing branch of ASCE took place on November 14, 2016. About 20 people came out for this event and were a mix of YMF members, students and Boeing employees. The group enjoyed good conversation and networking, and Boeing offered that if the YMF has anyone that would like to speak at their national Boeing meeting about a project, we should let them know.
- d) The Widener University Presentation took place on November 15th, 2016. The presenters were from Moretrench, and were found through the Geoinstitute of ASCE. The presentation was about underground construction in DC and offered one PDH. There was a networking happy hour afterwards at Uno's.

4) Upcoming Events:

- a) Villanova Presentation – 11/17/16: Scott and Justin DiBiase are going to Villanova to talk about Traffic Engineering and to pitch ASCE and the YMF. Villanova is trying to get presenters to talk to their chapter every month **(Cepietz)**
- b) Vine Street Expressway Tour – 11/21/16: This tour will be Monday, November 21st. It was originally set for the 17th but the contractor had a conflict. 20 spots were filled out of 25 as of 11/16 **(Brown)**
- c) ASCE/ASHE Joint Winter Happy Hour – 12/14/16: This event will take place again at Rock Bottom Brewery in the KOP mall. The YMF will split the cost with ASHE for food, and guests

will be responsible for their own drinks (**Natale/Wilson**)

- d) K-12 Outreach – (**Lawrence/Mumford**)
 - i) Fox Chase Elementary – 11/29/16: YMF will visit and design a highway with 4th graders
 - ii) Pottstown HS – 12/15/16: YMF will visit and do an earth retaining wall activity
 - iii) Charlie and Katrina emailed Drexel and Temple student leaders to blast members to get volunteers for outreach in general.
- e) CivE Club Fall Ceremony – 12/12/16: Kevin and Tim are working on a flyer for the CivE Club fall ceremony. They are determining what the “capstone” will be, whether it is a movie or a focus on the activities. Most activities that the kids did over the fall do not have an end product. Kevin and Tim will attend the Club on November 28th. The ceremony will have pizza and drinks like the spring ceremony. The goal is to keep kids excited so they stick around for spring. Kevin and Tim discussed showing the Dream Big movie or trailer. Nha mentioned they should send physical mail to people’s homes. Student attendance still is not consistent for the club. There was mention that the fall ceremony could be a science fair type thing (**Walsh/Abel**)
- f) Winter Social – 01/30/17: The Winter Social committee met last week and addressed some of the issues discussed at the last Board meeting. One issue was the raffle taking a long time. Last year we had 56 prizes at the event. We will try to reduce the number of prizes by combining smaller prizes. Company recognition will continue to be a priority. There was discussion of having a different raffle for bigger prizes with different tickets. There was also discussion of increasing the raffle ticket price instead of introducing a new type of raffle. There may be a space issue with a second type of raffle at this venue. The committee discussed the donation letter and what should be on it. Nha came up with a letter which would allow some of the donated money to go towards CANstruction. Ideally all letters will go out by Wednesday, 11/23. Nha passed out sign ups for Board members to commit to sending letters to company contacts. (**Truong/Board**)
- g) GETT – 3/25/17: This event will be in the afternoon this year. We are looking for female volunteers. The event is still for high school and middle school girls. The YMF has committed to running 2 sessions and will likely do the bridge activity from last year and also have a table in the general expo. Any volunteers will need to get a background check to be allowed in the school. Anyone interested should email Paige to volunteer.

5) Potential Events:

- a) K-12 School visits: the following is a list of ongoing conversations that K-12 Outreach Co-Chairs are having. People have reached out to the co-chairs from email blasts about volunteering or wanting volunteers to come to their children’s schools. (**Lawrence/Mumford**)
 - i) Masterman
 - ii) Germantown Academy
 - iii) Maria Bracetti Academy
 - iv) Bridesburg School (Port Richmond) - Nick called out for living there
 - v) St. Joseph’s Preparatory School
 - vi) East Norriton Middle School
- b) College Visits: Drexel had to reschedule their visit due to a busy semester schedule so the College Contacts chairs will meet with Drexel next quarter. Joe Natale asked about the University of Delaware, who reached out to the YMF. College Contacts will get back to Delaware about this. Villanova has been holding monthly meetings (**Glassman/Lester**)

6) Miscellaneous Business:

- a) Website Redevelopment: the photo archives are finally completed. Jesse ultimately decided to just reference back to the archived website. He mentioned it’s a bit of a cheap trick, but beats re-scripting everything. Jesse will update the LinkedIn links on the website to go to the YMF Group page. Jesse also owes the Board a “website maintenance guide” by the end of this Board Year.

(Gormley)

- b) Salary Survey Initiative: Jeremy, Chris Renfro and Scott are starting up a meeting within the next week or two to get this started. Jeremy had past survey questionnaires and they will get together to discuss main goals and assign tasks. It was mentioned Bob wright is getting antsy for something soon **(Pampuch/Renfro/Cepietz)**
 - c) Mock Interview Program: so far this year, there has been one request for a mock interview **(Brown/Zettlemyer)**
 - d) CANstruction: we need leaders for this. Eammon and Jake volunteered and will be Construction chairs. **(Farley/Nichols)**
 - e) K-12 Outreach Conference Call: Katrina, Charlie and Nha met to discuss how to get volunteers out of the Winter social **(Lawrence/Mumford/Truong)**
 - f) New Logo: no update **(Brown)**
 - g) Snapchat guidelines: these were passed out. A point was made to mention that we should snap only YMF-sponsored events and other related organization's events **(Nichols/Mumford)**
 - h) YMF Constitution and Bylaws - Update: Kevin wants to set a deadline of after new year for this to be completed **(Brown)**
 - i) Remaining CANstruction Budget: Kevin talked to Marc Preim at the Section regarding the AECOM check from Construction 2016. Marc said he would check but we haven't heard anything from him. We are assuming we didn't get the check and will close out the budget **(Farley/Brown)**
 - j) FY16 Budget Update: Nha reached out for everyone to confirm they received necessary reimbursements for the previous fiscal year. The section has not confirmed if our YMF budget matches theirs yet. **(Truong)**
 - k) FY17 Budget: Let Eammon know if you haven't gotten reimbursed for something that you've submitted for. **(Board/Farley)**
 - l) Annual Report – Update: The deadline for this report is Sunday, 11/20. Niki thanked everybody who has helped so far. The report is close to being done. Niki asked Joe for a write-up which he will provide. **(Eno/Natale/Brown/Lis)**
 - m) Awards – Update: Lauren will send nomination forms to the following people to fill out for ERYMC awards: **(Davenport)**
 - Outstanding Young Civil Engineer in the Private Sector **(Eammon)**
 - Outstanding Young Civil Engineer in the Public Sector **(Meredith)**
 - Outstanding Younger Member in Community Activities **(Charlie)**
 - Outstanding Younger Member in Government Relations **(Joe)**
 - Outstanding Practitioner Advisor **(Kevin)**
 - Wissahickon Trail for the community service event
 - Peers Group (YMF)
- 7) Open Discussion
- a) Kevin mentioned that the section will be performing a self-audit this year. We do not know what this will really mean but Kevin will keep us in the loop **(Brown)**
- 8) Officer Reports:
- a) Vice President (Nha Truong): If anyone is in need of volunteers Nha can check if he can solicit volunteers via the Section's blast
 - b) Treasurer (Eammon Farley): nothing.
 - c) Secretary (Meredith Lis): nothing.
 - d) Awards Chair (Lauren Davenport): Lauren asked Kevin to find out about dates for the college scholarship paper **(Brown)**
 - e) CivE Club Chair (Kevin Walsh & Tim Abel): one volunteer shared with Tim and Kevin that he heard that one student won both awards last year and the volunteer overheard that the student's

parents took the gift card from the student. There was a suggestion to give something non-monetary to make sure it stayed in the right hands.

- f) College Contact Chair (Paige Glassman & Belinda Lester): nothing.
- g) Community Service Chair (Kristin Leese & Nick Kim): they are working on new things for December/January.
- h) Information Technology (IT) Chair (Jesse Gormley): Everyone should keep write-ups coming. Jesse would prefer that people upload event photos directly to our Google Photos account (he will touch on this in the documentation) and let him know when they're posted; if that's too much to ask, they can zip them and send them to Jesse (**Board**)
- i) K-12 Contact Chair (Katrina Lawrence & Charles Mumford): nothing.
- j) Professional Development Chair (Mike Zettlemyer) Roofmeadow wants to do a construction tour/presentation at some point for us. Mike will give that contact to Scott/Jeremy (this is same group that Kevin and Tim wanted to get to do a tour for the CivE club but they couldn't get that set up) (**Zettlemyer/Cepietz**)
- k) Public Relations (PR) Chair (Niki Eno): nothing.
- l) Social Events Chair (Joe Natale & Dennis Wilson): nothing.
- m) Society Liaison Chair (Ajin Fatima) Engineers Without Borders reached out to Aijn on Monday. They are having a 10th anniversary social event and the Board can let Aijn know if we are interested (**Board**)
- n) Social Media Chair (Jacob Nichols): nothing.
- o) Technical Events Chair (Scott Cepietz & Jeremy Pampuch): nothing.
- p) Past President (Chris Renfro): Google Drive has been populated with the folder structure. Charlie requested we change the setting away from 2-factor authentication (**Renfro**)
- q) Mentors (Drew Sirianni, Chris Gray, Kazi Hassan): nothing.