



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



Date: Wednesday, July 13, 2016
Time: 5:30 PM
Location: Urban Engineers
530 Walnut Street, 7th Floor
Philadelphia, PA 19103

Attendance List: Kevin Brown, Jeremy Pampuch, Scott Cepietz, Nha Truong, Allie Sedor, Belinda Lester, Katrina Lawrence, Nick Kirn, Joe Natale, Chris Renfro, Lauren Davenport, Eammon Farley, Dennis Wilson, Kevin Walsh, Niki Eno, Jesse Gormley, Jacob Nichols, Paige Glassman, Tim Abel, Drew Sirianni, Kazi Hassan, Ajin Fatima

Via telephone: Mike Zettlemyer, Kristin Leese, Jon Miller, and Zach Suralik

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

- 1) Introductions
 - a) Individuals stated their name, employer, type of work and number of years on the board.
 - b) Meeting minutes for the 5/19 meeting were approved and are to be posted to the website. **(Gormley)**
- 2) Organizational Updates
 - a) National
 - i) Google drive will be used primary for storage. Tutorial and guidance document will be provided once it is set up. Chris Renfro will post files that were on the eRoom. **(Renfro/Gormley)**
 - ii) Kristina Swallow from Las Vegas chosen as President Elect. and John Casano as Region 2 Director - elect
 - iii) No one was involved in Infrastructure week this year but it was mentioned that it's worth getting involved next year
 - iv) Kevin stated that he and Jesse Gormley would be attending the Younger Member Leader Symposium at ASCE Headquarters in Reston, VA on August 5th through 7th. Kevin will represent the Philadelphia YMF and Jesse will represent the CYM. **(Brown/Gormley)**
- 3) Section:
 - a) The 100 year Anniversary Book committee is looking for the YMF to advertise the sponsorship options available through the YMF social medial platforms. Kevin mentioned that the YMF should support this and advertise on social media. Kevin will get the necessary information to Jacob. **(Brown/Nichols)**
 - b) Kevin will be attending the next Section Board meeting. The date for this meeting has not been determined yet. **(Brown)**
- 4) Past Events:
 - a) Of the 18 students that started the CivE Club 3 participated in the CivE Club STEM Program Balsa Wood Bridge Testing Day on May 24, 2016. About 30 to 35 engineers volunteered for the CivE Club this past year. It was noted that most volunteers are not able to commit to volunteering too far in advance. It was also noted that the one meeting per week was favored by the teacher and it made for easier planning.
 - b) The Election Happy Hour occurred on May 26, 2016 and was very successful. The pricing was reasonable and there was plenty of food. It was stated that Llama Tooth should be considered for future events. Mike was reimbursed for the cost of the event
 - c) The I-676 Bridges Reconstruction Project that took place on June 8, 2016 was well attended. Hearing was difficult due to being outside. A subsequent tour can be done when the project is nearer to completion.
 - d) K-12 Local School Outreach – ongoing **(Lawrence/Mumford)**
 - i) Charlie Mumford, Jacob Nichols, and Caroline Voigtsberger attended Hillcrest Elementary School on May 31, 2016. They received Starbucks gift cards as a thank you for their service.
 - ii) Five volunteers attended Julia R. Masterman School and spoke to the 8th grade classes on June 2, 2016.

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A total of 90 students were reached at this visit.

- iii) Five volunteers attended Julia R. Masterman School and spoke to the 5th grade students on June 16, 2016. A total of 160 students were reached during this visit. The students were given the opportunity to design roadways.
 - iv) The YMF agreed to provide members to be interviewed by the Germantown Academy students throughout the summer.
 - v) The YMF offered to do one-on-one interviews with the students of Upper Perkiomen High School but they've been unresponsive at this time.
 - vi) The K-12 outreach chairs are working to schedule a visit to Mariana Bracetti Academy Charter School in the fall.
- 5) President's Message
- a) Kevin passed around the board contact info sheet and asked board members to check for accuracy. Kevin encouraged board members to take advantage of as many benefits ASCE offers as they can. He mentioned that he'd like to see the board chairs take ownership of their board position. Kevin explained the board committee structure and stated that Meredith Lis chairs the Communications committee; Nha Truong chairs the Outreach committee; and Eammon Farley chairs the Events committee. The committees are expected to meet at some time prior to each board meeting. Kevin will email the event planning procedure document. **(Brown)**
- 6) Upcoming Events:
- a) Phillies Game & Tailgate is set to take place on July 21, 2016. Mike said he'll be arriving at 4:00 P.M. to set up and he'd need some assistance for setup and to hand out tickets. Mike will send out an email so that board members can sign up to help. Eammon mentioned that he could come early to help. Mike stated that while the Delaware and South Jersey Sections have been unresponsive to meeting their \$100 commitment, he doesn't see the budget being an issue. Since the event will likely make money the board discussed possibly donating the additional money. The free ticket winners have been announced. **(Zettlemoyer)**
 - b) The Wissahickon Cleanup event is set to occur on August 6, 2016. It was noted that next year's cleanup should involve something more complex.
 - c) The Bicycling Infrastructure Tour will take place on August 25, 2016 from 5-7 P.M. It was noted that this event will be capped at 40 participants. **(Renfro)**
- 7) Potential Events:
- a) Joe Natale mentioned that most people were interested in the Project Management and Budgets presentation. He stated that he's looking for someone to present on this topic. **(Natale)**
 - b) Kevin said that he would like to make the YMF group photo an annual event and he thinks that pairing it with a happy hour would draw more people out. He stated that he thinks the backdrop could be the Ben Franklin Bridge and the happy hour could potentially be at Morgan's Pier. Ideally this would happen in August. **(Wilson/Natale)**
 - c) Kevin said he would like to have a happy hour solely for board members. He has a free happy hour at Fox & Hound that he will use for this. **(Brown)**
 - d) Jeremy will reach out regarding the Stroud Water Research Center tour. It was suggested that he poll the board for interest. It was also suggested that maybe this tour took place in the morning prior to work. **(Pampuch/Cepietz)**
 - e) Scott will reach out to see if he can get a Comcast Center tour. He asked the board to send any contacts they may have to him. **(Cepietz/Pampuch)**
 - f) It was stated that the Welcome Back Bowling event typically happens in October. It was mentioned that Pep Bowl raised their prices but they still offer a 10% discount. Eammon will forward the non-profit document to Paige. **(Glassman/Lester)**
 - g) It was stated that the Student Chapters Leadership Meeting should occur at the end of September or the beginning of October. **(Glassman/Lester)**
- 8) Miscellaneous Business:
- a) The current Constitution & Bylaws are somewhat outdated and an attempt to update them was made. Kevin stated he'd email the board to see who would be interested in further updating the constitution and bylaws **(Brown)**

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- b) A subcommittee will be created to further discuss the next steps for rolling out a new logo. **(Brown)**
 - c) Work to transition the LinkedIn account from an individual account to a group account is ongoing. **(Renfro/Cepietz)**
 - d) Charlie Mumford and interested parties will work to refine the Snap Chat guidelines. **(Mumford)**
 - e) Kevin stated that the website looks great and he thanked Jesse for the work he's put into it
 - f) Nha stated that there is \$1,560 left in the FY16 Budget.
 - g) Eammon will work with Nha to start drafting the FY17 Budget Proposal **(Farley/Truong)**
 - h) Nothing additional has happened with the Salary Survey Initiative since the previous meeting. **(Pampuch)**
 - i) The Mock Interview Program committee will likely have one meeting in August and they plan to roll out the program in September. This program will now be offered all year. **(Brown/Zettlemoyer)**
 - j) Kevin stated that Meredith and Niki should begin discussions on the Annual Report & Newsletters/Region 2 Announcements **(Lis/ Eno)**
- 9) Open Discussion:
- a) Jeremy asked if Kevin could get the date for the YMF supplied presenter Section dinner meeting. **(Brown)**
 - b) Kevin stated that the Region 2 Assembly will be at Morgan State in Baltimore, MD.
- 10) Officer Reports:
- a) Vice President (Nha Truong) - Increase efforts in coordinating volunteers for K-12 and CivE Club
 - b) Treasurer (Eammon Farley) - Budget proposal due
 - c) Secretary (Meredith Lis) - Not present
 - d) Awards Chair (Lauren Davenport) - No comments
 - e) CivE Club Chair (Kevin Walsh & Timothy Abel) - No comments
 - f) College Contact Chair (Paige Glassman & Belinda Lester) - No comments
 - g) Community Service Chair (Kristin Leese & Nicholas Kirn) - No comments
 - h) Information Technology (IT) Chair (Jesse Gormley) - No comments
 - i) K-12 Contact Chair (Katrina Lawrence & Charles Mumford) - No comments
 - j) Professional Development Chair (Michael Zettlemoyer) - No comments
 - k) Public Relations (PR) Chair (Nicole Eno) - No comments
 - l) Social Events Chair (Joseph Natale & Dennis Wilson) - No comments
 - m) Social Media Chair (Jacob Nichols) - No Comments
 - n) Society Liaison Chair (Ajin Fatima) - No comments
 - o) Technical Events Chair (Scott Cepietz & Jeremy Pampuch) - No comments
 - p) Past President (Christopher Renfro) - No comments
 - q) Mentors (Drew Sirianni & Christopher Gray) - No comments
- 11) Kevin will send out a doodle to schedule next meeting.

Adjourned; post-meeting gathering @ Independence Beer Garden.