



American Society of Civil Engineers Philadelphia Section Younger Member Forum

2017-2018 Board – Meeting Agenda #1

Date: Wednesday, July 26, 2017
Time: 5:30 – 7:30 PM
Location: *Philadelphia Water Department*
Aramark Tower (Room 5A)
1101 Market St.
Philadelphia, PA 19107

Attendance: Nha Truong, Jesse Gormley, Jacob Nichols, Ajin Fatima, Nick Kirn, Kevin Brown, Lindsay Chateauvert, Joe Natale, Assunta Daprano, Katrina Lawrence, Paige Glassman, Scott Cepietz, Tim Abel, John Doyle, Dennis Wilson, Kevin Walsh, Charlie Mumford, Chris Renfro, HuYoung Kim, Lauren Davenport, Caroline Voigtsberger, Belinda Lester

Telephone: Eammon Farley

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

- 1) Approval of Minutes
 - a) Recommend approval of the May 24, 2017, Meeting #10 Minutes.
 - i) MOTION: Natale
 - ii) SECOND: Glassman
 - iii) DISCUSSION: None
 - iv) RESULT: Passed unanimously
 - b) Minutes from the Board meeting on May 24, 2017, are approved.
- 2) Administrative
 - a) Introduction
 - i) All present and teleconferenced members introduced themselves to the group.
 - b) Budget
 - i) Farley reports that due to website reimbursements being in flux he does not know the exact remaining budget, but estimates it around \$500 to be used on remaining events.
 - ii) Natale requests any additional anticipated expenses ASAP, noting we're currently requesting an approximately \$1,000 increase. That includes the travel budget, but doesn't account for any changes to our website hosting. Hard deadline for budget items is next Wednesday, 8/2/2017. **(All)**
 - iii) Natale notes that moving forward, all expenses will need to be tied to specific, pre-approved line items. All overages will need to be approved by the Executive Board.
 - c) Communications Process

- i) Gormley requests any additional feedback on the new email blast format.
- ii) Gormley indicates that Communications Committee will have an update on Event Advertisement and Follow-Up procedure for the next Board meeting, and for the time being people should contact he, Chateauvert, Mumford, and Wilson with event information. **(Gormley)**
- iii) Gormley reminds the Board that email blasts will go out on 2nd and 4th Wednesdays; items from Board to be included in blasts will be due the Friday before those days.
- d) Year Planning Overview
 - i) Truong introduces his planning calendar to Board, requests Committee Chairs work with their Committee members to fill it out to help with future planning. **(All)**
- e) Network Solutions
 - i) Gormley reports that there was some confusion with YMF's billing being on a five-year cycle causing a large cost, but this was clarified with unnecessary services removed and the billing shifted to an annual cycle. Investigating other ways to save money on our website domain.
 - ii) Natale recommends combination of Section and YMF hosting accounts to the group to reduce overhead for both groups. Will investigate this possibility. **(Natale)**

3) Organization Updates:

- a) National
 - i. Collaborate for minutes
 - i. Gormley indicates that the final PDFs of approved minutes from last year will be posted to Collaborate for ASCE's records. All other documentation, including copies of the minutes, should be stored on Google Drive.
 - ii. Truong clarifies that the intent of the Google Drive is to store our local files and have them accessible for Board use. Wilson to lead the organization of the Google Drive and develop method of access, possible via shared folders. **(Wilson)**
 - ii. 2017 Younger Member Leadership Symposium
 - i. Natale and Farley will be attending.
 - ii. Renfro provides some background on event, encourages attendance.
 - iii. ASCE 2017 Convention
 - i. Abel will be attending to receive his certificate for the Mead ethics paper competition.
 - ii. Truong indicates that the available travel budget will be divided between Abel, Natale, and Farley. Needs to be confirmed with the Section.
 - iii. Cepietz reports that he will be attending the National Practitioner Advisor training program at ASCE Headquarters. Brown has previously attended and says it's a great program.
- b) Section
 - i. ASCE Transportation & Development Institute's International Conference on Pavements & Airfield Technology – 8/27-8/30
 - i. Brown indicates that early bird registration has closed but regular registration is still open, encourages attendance.

c) Affiliate Sections

i. Delaware Section

- i. Nothing to report. Mumford will track future events by communicating with Nathan Butteroff, the Delaware Section Executive Director.

ii. WTS Awards

- i. Lawrence hopes to share awards opportunities that might be appropriate for both YMF nomination and personal nomination.
- ii. Daprano points out that the WTS email was incorrect in whom applications should be mailed to. The website is also out of date.
- iii. Lawrence requests nominations for the WTS awards, if any, be sent to her soon so she can process.
- iv. Brown reminds the group that applications for the Employer Recognition Award are due 8/1. Davenport will share information. **(Davenport)**

4) Past Events:

a) Phillies Game & Tailgate - 6/2/17

- i) Natale reports 105 tickets sold, only 10 not picked up. Recommends starting cooking earlier, especially if using a small grill. YMF should seek out someone to bring a full size grill next year.
- ii) Truong asks if any feedback on earlier date and having event on a Friday. Natale says no negative feedback, besides some people being surprised that it was early. Friday seemed like a popular day, since there was no work the following morning to worry about, although some people missed the event due to other plans; should aim to advertise as early as possible next year.

b) Hillcrest Elementary School Visit – 6/7/17

- i) Mumford attend with Voigtsberger and Darren Black. Saw over 100 students and did the wind tunnel activity. Repeat visit from years past, encourages going back to the school in the future. Voigtsberger's mom has worked there for 35 years.

c) CivE Club Awards Ceremony – 6/12/17

- i) Walsh reports that eight bridges were tested. Awarded prizes for strongest and most efficient designs, as well as a legacy plaque for the most efficient winner with all the past winners. Abel reports that winner was a “total wildcard,” but that his victory was awesome.
- ii) Natale asks if we mitigated the situation with parents taking prizes. No action was taken this year.
- iii) Abel recommends material restrictions and other new ideas for next year's bridge competition, possibly including providing less hands-on guidance and assistance with the bridge construction.
- iv) Walsh reports that snacks were helpful to keeping student attendance high. Abel says the high number of volunteers also helped, as did Mike Franklin's (the teacher) increased encouragement of the students' regular attendance.

d) Young Government Employee Luncheon - 7/20/17

- i) Brown thanks Truong, Renfro, Lawrence, and Fatima for presenting. Recommends hosting the event every couple years to pull in different crowds, and encourages using audience participation.

- ii) Truong asks if lunchtime was OK rather than after-work session. Group agrees lunchtime worked well. Natale recommends including a “training” component in future iterations, which might allow more public employees to be granted time off to attend.
- iii) Natale notes that Bob Wright recommends hosting a similar event in the suburbs for PennDOT employees in the near future.
- iv) Discussion had on how better to construct email list to contact all public employees. Renfro suggests searching for other key works besides .GOV, including .ORG, Amtrak, SEPTA, etc. Gormley recommends identifying points of contact (i.e., champions) at each group/office, and asking them to distribute information.
- e) Steppingstone Scholars Career Day – 7/26
 - i) Lawrence reports that three classes visited with four HNTB employees, including Cathy Farrell. Classes were smaller allowing for a more personal interaction. Presented several different civil engineering fields.

5) Upcoming Events:

- a) YMF Group Photo Happy Hour
 - i) Ajin says targeting 8/24 or 8/31, with 8/31 (Thursday) being the preferred date. Fishtown Hops is the probable location, which is a similar distance from public transit as past happy hours, has a nice outdoors space, and is currently available for a large group on the target dates.
 - ii) Glassman requests that the photo time be later than years past, definitely after 5:30pm, so that people have more time to get there.
 - iii) Natale raises a concern that the venue is farther from public transit than is preferable.
- b) Welcome Back Bowling
 - i) Lester indicates that early discussion is starting. Need to identify a date. Hoping to stay at PEP Bowl, but will investigate other options if too expensive.
 - ii) Glassman and Truong recommend looking into other options outright, possibly St. Monica’s or South Bowl. Could also investigate other activities, such as mini-golf. Targeting mid-October, and need to make sure under 21 year olds are allowed.
(Lester/Nichols)

6) Potential Events:

- a) Natale reports that Zettlemyer hopes to host a Professional Development in the Fall.
- b) Nichols asks when the Game Night will be. Natale says it was moved, likely to next fiscal year.

7) Miscellaneous Business:

- a) Committee discussion on goals for this year
 - i. Communications
 - (1) Gormley reports that the Committee is planning to revamp the event advertisement process, to be included in Guidelines. Will also set individual goals with Committee Members.
 - ii. Events

- (1) Natale reports that the Committee is hoping to organize a Best Practices document for event planning, to be included in Guidelines. Will also set individual goals with Committee Members.
 - iii. Outreach
 - (1) Truong reports that the Committee met. Potential outreach items will be covered in open discussion.
- 8) Open Discussion
 - a) Nichols and Lester introduce idea of a year long competition with a checklist or rubric scoring the colleges for attending events with a reward for the winner
 - i) Glassman asks if there will be a handicap for schools that have to travel further. This will be considered.
 - ii) Board suggests some prize ideas in lieu of just money, including a pizza party or a happy hour.
 - iii) Gormley recommends reaching out to the Section for their support, possibly including having them host or send representatives to any ceremony that is held.
 - b) Truong reports that he and Kim met with Drexel Student Chapter leaders to pilot a mentoring program. Working on how to identify mentors and students, applications, and matching processes.
 - i) Truong hopes to prepare a form for people to sign up as mentors, to be shared in an email blast for mentor recruit.
 - c) Lester describes idea to contact Community Colleges as possible college contact outreach targets, including CCP and BCCC.
 - i) Gormley urges caution in the approach to non-Student Chapters, particularly if/where budget is concerned. He tries to say that he thinks the College Contacts should be focused on adding value to the Student Chapters' memberships, but takes a poor tact, making a simile comparing community colleges to nursing homes that misses the mark by a mile, and sounds like an asshole.
 - (1) NOTE: Gormley is sorry. He means well and thinks that the idea has merit.
 - ii) Renfro recommends approaching it as K-12 outreach. Brown agrees, seeing it as an opportunity to bring general engineering students into civil engineering.
 - iii) Natale reports that Section is looking into having a high school scholarship program, focused on providing up to \$20k to a single underprivileged student over the course of their education. Will target students targeting engineering and STEM majors at certain schools, such as CCP. Still in planning as to how candidates will be identified. Could be tied to outreach to the community colleges.
- 9) Officer Reports:
 - a) Vice President (Farley)
 - i) No longer present
 - b) Treasurer (Natale)
 - i) Natale reminds everyone to send him budget items.
 - c) Secretary (Gormley)
 - i) None
 - d) Awards Chair (Lawrence)

- i) None
- e) CivE Club Chair (Abel/Doyle)
 - i) Abel will be requesting discipline-specific assistance from the Board on updating PowerPoints and other presentation materials. Club for next year not yet scheduled, but will send call for volunteers as soon as it is. **(Abel/Doyle)**
 - ii) Abel reports that Mike Franklin's main feedback was to get new field trip locations. Looking for suggestions from Board members. Also seeking feedback on the volunteer signup process. **(All)**
 - (1) Natale recommends setting up event reminders for volunteers. Abel says he and Doyle hope to send calendar invites with preset reminders this year.
 - iii) Abel requests contact info for the Student Chapters. **(Lester/Nichols)**
- f) College Contact Chair (Lester/Nichols)
 - i) Lester says will reach out to leaders for updated contact info.
 - ii) Nichols says they will continue developing their year long competition idea and other proposals.
- g) Community Service Chair (Davenport/Kirn)
 - i) None
- h) Information Technology (IT) Chair (Wilson)
 - i) None
- i) K-12 Contact Chair (Voigtsberger/Daprano)
 - i) Met with Mumford and Lawrence for transition.
- j) Professional Development Chair (Zettlemoyer)
 - i) None
- k) Public Relations (PR) Chair (Chateauvert)
 - i) Chateauvert reports that if we target events for which we want high profile guests, such as Mayor Kenney, she can reach out. Will also be seeking publication/advertisement opportunities in local magazines, newspapers, etc.
- l) Social Events Chair (Leese/Fatima)
 - i) None
- m) Technical Events Chair (Cepietz/Walsh)
 - i) Cepietz says he'll be reaching back out to Comcast, but requests any other tour ideas from the Board. **(All)**
 - ii) Truong points out that tours could be good PDH opportunities.
- n) Social Media Chair (Mumford)
 - i) None
- o) Society Liaison Chair (Glassman)
 - i) None
- p) Student Transition Chair (Kim)
 - i) Kim and Truong clarifies this role as coordinating mock interview and new mentorship program with the goal of transitioning student members to full members
- q) Past President (Brown)
 - i) Brown recommends budgeting for swag. Natale says it was already added.
 - ii) Brown reminds the Board that Philadelphia is hoping to host the Eastern Regional Younger Member Council in 2020, currently leading effort with a small planning committee. Will keep the Board updated.

- iii) Brown transitioning out of Mock Interview, handing off to Kim. Will continue to oversee the testimonials, working with Wilson and Gormley to post.
- iv) Brown reminds the Board that he will be working on the Philadelphia YMF promotional video and will be in communication with Truong and event leads to coordinate appropriate times to obtain footage.
- r) Mentors (C. Renfro/D. Sirianni/C. Gray/K. Hassan)
 - i) Renfro recommends using the Art Museum renovation for a potential event.

10) Scheduling of next meeting

- a) Targeting end of August (**Truong**)

11) Post board meeting meet up location – Fieldhouse

FOR EXECUTIVE BOARD REVIEW

In the table below, please place an X in the cell next to your name once you've reviewed:

<i>Nha Truong</i>	<i>X</i>
<i>Eammon Farley</i>	<i>X</i>
<i>Joe Natale</i>	<i>X</i>
<i>Kevin Brown</i>	<i>X</i>