



AMERICAN SOCIETY OF CIVIL ENGINEERS PHILADELPHIA SECTION YOUNGER MEMBER FORUM



2018-19 ASCE YMF BOARD MEETING #1

Tuesday, July 10, 2018

5:30 PM – 7:30 PM

Dial in: 1 215 222 0301 | Meeting ID: 562672

Pennoni | 1900 Market St | Suite 300

ATTENDEES: EAMMON FARLEY, JOE NATALE, SEAN MCCREESH SCOTT CEPIETZ, ASSUNTA DAPRANO, KEVIN BROWN, KATRINA LAWRENCE, AJIN FATIMA, KRISTIN BROWN, SAMANTHA BURKE, DANI SCHROEDER, KEVIN WALSH, LINDSEY CHATEAUVERT, JOHN DOYLE, TIM ABEL
Phone: HuYoung Kim

Minutes

1) Administrative

- a) FY18-19 Board Member Introductions (**Farley/Truong**)
 - i) State Name, Employer, Type of Work, # of years on Board - introductions
- b) Approval of meeting minutes #10 dated May 31, 2018 (**Farley**)

Motion to approve minutes from Board meeting on April 21, 2018.

 - i) MOTION: Joe Natale
 - ii) SECOND: Lindsey Chateauvert
 - iii) DISCUSSION: none
 - iv) RESULT: Passes
- a) Google Drive Access/Website Updates (**Wilson**) - Instructed board member to place event photos on YMF Photos page and not google drive. Jesse Gormley to create folder structure for google drive
- c) Planning Overview (**Farley**) - Eammon to send planning overview link to board
- d) Budget FY2017-18 (**Natale**) - Joe Natale has spoken to those who are still spending money for their various events. Some of those events include college contacts for the award frame, handouts for K-12, End of Summer HH, and Phillies game. Those board members were to let Joe know if any extra funds will be spent as some funds may be needed for travel to YMLS and to make sure all receipts up to date. For the year end Civ-E Club Plaque, no invoice has been provided. It was noted that it might be worth increasing the budget for the plaque for the next year. As Katrina takes over as treasurer, the new budget is due by the middle of August so any changes to the budget, should be sent directly to Katrina and Joe Natale should be copied.

2) ASCE National/Regional Updates

- a) ERYMC 2020 (**Brown/Natale**) - Kevin Brown brief introduction to erymc, discussed getting budget together, talked briefly about the sponsorship plan to section, and noted a \$15,000 budget from section. Joe Natale mentioned that the bulk of the effort will be next spring (2019) through conference but if anyone is interested, let Joe or Kevin know.
- b) CYM Updates - No Updates (**Gormley**) - no updates
- c) Younger Member Leadership Symposium (YMLS) - 8/10-8/12(**Farley**) - The YMF will send 5 attendees, Joe, Dennis, Jesse, Eammon, and Assunta and have budget for more to go. The event was held on Aug 10-12 at ASCE HQ, located in Reston VA but the hotel block filled up.
- d) ASCE Committee on Sustainability (COS) (**Abel**) - Tim Abel wanted to inform board members about committee activities, Nov 7-9, 2019 LA. There is a call for papers at end of summer. The Committee wants young members more involved and expects student members to present on their findings from Senior Design projects which contain sustainability components.
- e) ASCE Committee on Advancing the Profession (CAP) Strategic Planning Workshop - 7/20-7/21 (**Abel**) - Tim noted some significant leadership changes which lead to some new subcommittees, many of which

involved with young professionals being more active with ASCE. If anyone has ideas about advancing young professional, let Tim know. Tim to send email to board with more details about a new CAP focus on leadership skills with young professionals

3) Section

- a) Project Build (**Daprano**) - The Project Build consists of four separate sessions at Overbrook Library to promote engineering concepts to students. The four sessions start in September and consists of activities on Bridge, Survival/Emergency Management, Environmental Cleanup, and Power. The coordination of Project Build is being led by Kazi Hassan but Assunta has been tasked with picking activities and the goal is for the teachers to do the activities on their own with the students. Volunteers are needed. The sessions will take place on Saturday mornings. Waivers, state/federal background checks, and fingerprints (if lived in PA for less than 10 years) are required. Questions were asked if college students or non engineers are allowed to volunteer. The YMF has been tasked with putting together the flyer for the event but the students will register with the library and the library will advertise and provide the materials/snacks.

4) Past Events:

- a) CivE Club Balsa Bridge Testing and Awards Ceremony 6/4 (**Abel/Doyle**) - The End of the Year Bridge Testing and Awards Ceremony was a huge success. Approximately 35-40 people attended. 7 of the students made and tested their bridges. A brief summary and social media posts have been made live. If anyone has feedback, let John/Tim know as they want to improve the event for next year.
- b) K-12 Outreach (**Daprano/Voigtsberger**)
 - i) Lingelbach Elementary School 6/4 - Volunteers visited 2 classes of second graders at Lingelbach Elementary School. Those were the same volunteers as previous schools. As the same volunteers continue to help, the question was discussed if clearances could be provided for multiple volunteers at one time? Assunta and Caroline will be providing a small thank you gift for people who have volunteered multiple times.
 - ii) Murrell Dobbins High School 6/9 - The participants at Murrell Dobbins were from a female stem group for high school and middle school students. The parents of the students also got to stay and participate.
In order to get clearance in the Philadelphia School District, one must watch a video, then it's good for 5 years. John Doyle volunteered to put together a document highlighting the clearance process and put it on the Google Drive.
 - iii) Langley Avenue Construction Tour 6/19 or 6/27 (**Cepietz/Walsh**) - The construction tour took place on June 26th. There were 17 total attendees. The happy hour restaurant was relatively strict about event with food and space costs. It has become apparent that many venues now require minimum food expenditure for various events. Some places accept non-profit status and provide discounted rates. If you are planning an event, ask about non profit-status. The YMF is federal non-profit only. The document stating we are a federal non-profit should be placed on the Drive for all to access and use when applicable.
- c) CANstruction (**Nichols**) - The CANstruction build night was a success. The team received an award for their sculpture. The whole process went smoothly but fewer students helped since the event went into summer. Jake will create a lessons learned document to use for future competitions. Jake felt creating the committees really helped. The communication medium between meetings and emails needs to be decided from the start. For the event itself, someone new will be in charge but will keep same location (Bok Bar). The YMF team used Drexel's space to cut boards which seemed to help everyone.

5) Upcoming Events:

- a) **Phillies Game (Fatima/Leese) - 110 tickets, Friday 7/20**
 - i) Facebook Contest - Only 3 people submitted, Dani, Charlie, and Widener ASCE. The photo contest will be continued for photos at event. Dani/Ajin to work together for social media contest. Faced a problem with people's photos being private. One solution discussed was to ensure the YMF was tagged in the post in order to make photo visible. PWD and another company are also hosting events that evening.
 - ii) Tailgate Logistics - Ajin sent the volunteer signup sheet around for people to sign up for volunteer roles. The volunteer signup sheet will also be placed on drive. Joe Natale volunteered to bring tent and full-size grill. A question was raised regarding vegetarian options. Everyone was encouraged to take and share photos. It was also decided to take a quick photo of the board at every meeting.

6) Potential Events:

- a) End of Summer Happy Hour (**Kirn/Fatima**) - Several options for the location of this event were discussed. Ajin and Nick will continue their research and work with the Exec Board to finalize the details of the event. If anyone has any other ideas, let Kirn and Fatima know.
- b) Joe Natale wants to organize a YMF Board retreat camping trip. The trip is tentatively scheduled for Sept 7-8 at Ricketts Glen State Park. The trip will consist of car camping and a medium to hard hike through the park. Attendees will be required to bring their own tent and sleeping bag. A Facebook event will be created and more details will be handled on Facebook. This is a Board only event.

7) Miscellaneous Business:

- a) Social Media Updates (**Schroeder**) - There are currently 3 ongoing campaigns: #femalefriday, awards, and #membermonday. Dani has also been using Instagram story for last minute updates
- b) Mentor Program/Mock Interviews (**Kim**) - The planning for next year's program is ready to start. More details to follow regarding additional parts of the program.
- c) ASCE College Challenge (**Nichols**) - Drexel won the initial ASCE College Challenge. The student chapter leaders will receive tickets for phillies game, frames and certificate for Chapter. It is likely Drexel will receive their certificate at this year's college kickoff meeting. A lessons learned document will be created to help improve the competition for next year.

8) Affiliate Groups

- a) Delaware/ECP/WTS updates (**Glassman**) - Paige sent email the day of the meeting with updates from affiliate groups. Let Paige know if you hear of any other events.

9) Open Discussion

- a) FY17-18 Surplus - The Exec Board has been discussing items to be purchased with the surplus in the executive line item. It's been decided to purchase member engagement prizes for upcoming years. The exact purchases are to be determined. One idea was magnetic name tags for all Board members.
- b) President's Message (**Farley**) - Eammon mentioned mentorship program will be extended to all colleges within region. Eammon hopes to have more participation with college chapter competition. Eammon is open to any sort of communication to meet our needs and wants to hear all ideas on how we may communicate better or better structure/update the Google Drive.

10) Officer Reports:

- a) Vice President (J. Gormley) - none
- b) Treasurer (K. Lawrence) - none

- c) Secretary (S. Cepietz) - Keep everyone who needs to be included on all emails
- d) Awards Chair (T. Abel) - Aug 1, employer recognition award due
- e) Information Technology (IT) Chair (D. Wilson) - none
- f) Public Relations (PR) Chair (S. McCreesh) - Get recaps in in a timely manner
- g) Social Media Chair (D. Schroeder) - 490 likes Facebook, 111 followers on Twitter, 380 LinkedIn connections
- h) Professional Development Chair (K. Walsh) - none
- i) Social Events Chair (N. Kirn/A. Fatima) - none
- j) Technical Events Chair (Kir. Brown) - Any ideas, let her know
- k) Society Liaison Chair (P. Glassman) - none
- l) CivE Club Chair (J. Doyle/L. Chateauvert) - none
- m) College Contact Chair (J. Nichols/S. Burke) - none
- n) Community Service Chair (J. Natale) - Focus on YMF hosted events this year, needs ASCE contact from Nick
- o) K-12 Contact Chair (C. Voigtsberger/A. Daprano) - Dream Big is at Franklin Institute, ASCE is buying tickets for K-12/Civ-E Club, Looking to do a field trip in Sept/Oct.
- p) Student Members Transition Chair (H. Kim) - none
- q) Past President (N. Troung) - none
- r) Mentors (K. Brown/C. Renfro/D. Sirianni/C. Gray/K. Hassan) - Kevin Brown showed the promo video and thanked all who were involved. The final interviews are getting wrapped up and then final approval process.

11) Scheduling of Next Meeting - TBD

12) Post Board Meeting Social Location – Drinkers

FOR EXECUTIVE BOARD REVIEW

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

<i>Eammon Farley</i>	<i>X</i>
<i>Jesse Gormley</i>	<i>X</i>
<i>Katrina Lawrence</i>	<i>X</i>
<i>Nha Truong</i>	<i>X</i>

