



**American Society of Civil Engineers  
Philadelphia Section  
Younger Member Forum**



**2019-2020 BOARD MEETING #1 MINUTES**

**WHEN:** Tuesday, July 2, 2019 @ 5:30 PM  
**WHERE:** Pennoni, 1900 Market Street, Suite 300, Philadelphia, PA 19103  
**CALL INFO:** (215) 222-0301, 6148972#

**ATTENDANCE** (*italics indicates called-in*):

✓ Jesse Gormley	✓ Kirsten Brown	✓ Sean McCreesh
✓ Katrina Lawrence	✓ <i>Cricket Slattery</i>	✓ Joe Natale
✓ Dennis Wilson	✓ Kevin Walsh	✓ <i>Caroline Voigtsberger</i>
✓ Tim Abel	<input type="checkbox"/> Paige Glassman	<input type="checkbox"/> Nick Kirn
✓ Eammon Farley	✓ <i>Tyler Farley</i>	✓ HuYoung Kim
✓ Jake Nichols	✓ Dani Schroeder	✓ Marty Williams
✓ John Doyle	<input type="checkbox"/> CJ Medora	<input type="checkbox"/> Ajin Fatima
✓ Assunta Daprano	✓ Lindsay Chateauvert	✓ Darren Black

**GUESTS:** Kevin Brown, Nha Truong

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**MINUTES**

- I. Call to Order & Introductions
  - A. Introductions
  - B. Location of restrooms and request that any food allergies be sent to Gormley.
  
- II. Consent Agenda
  - A. INCLUSIONS: 2019-2020 Board Meeting #1 Agenda
  - B. EXCLUSIONS: 2018-2019 Board Meeting #8 Minutes will be revisited in August.
  - C. Motion to approve consent agenda items.
    1. MOTION: Natale
    2. SECOND: Farley
    3. DISCUSSION: None
    4. RESULT: Approved Unanimously
  
- III. 2018-2019 Recap and Words of Wisdom
  - A. E. Farley thanked '18-'19 Board members. Welcome to new members. Have fun but keep track of duties. Excited to see where Gormley takes the YMF this year given his national CYM experience.
  
- IV. 2019-2020 Expectations
  - A. Gormley reviewed the Planning Calendar. **Gormley to distribute updated calendar following the meeting and it will be placed on Google Drive.**

- B. Gormley reviewed the Org Chart, stressing the importance of committees as a path to YMF growth. He noted the shift of Community Service to the Events Committee.
- C. Gormley reviewed the updated Appointed Officer Position descriptions. **Gormley to distribute list following the meeting.**
- D. Gormley reviewed the five general expectations for Board members, as follows below. **Gormley to distribute these via email following the meeting.**
  - 1. We are facilitators and coordinators, focused on creating positive and beneficial experiences for everyone--participants, speakers, and volunteers.
  - 2. We own our events and have the freedom and flexibility to make them great, but we meet our planning and advertising deadlines and keep to our budgets.
  - 3. We are inclusive, communicate actively and respectfully, and trust one another.
  - 4. Our meetings are primarily for business, and our events are primarily for fun.
  - 5. We attend as much as our schedules allow, but everyone will attend an Outreach event.

V. Executive Committee Updates

A. ASCE Updates

- 1. YMLS - July 26-28, Aug 9-11, and Aug 23-25 - Reston, VA
  - a) The July edition likely will not be taking place. Natale and Daprano provided testimonials to the values of attending. **Interested parties should notify Gormley and/or the Executive Board, as there is some budget available for travel/registration.**
- 2. Employer Recognition Award - due Aug 30 (**Doyle**)
  - a) Award offered by ASCE National. If you feel your company supports you particularly well in your ASCE endeavors, you can nominate them. **Doyle to email additional information.**
- 3. Region 2 Assembly - Sat, Nov 2 - Drexel University
  - a) Includes PA, MD, National Capital (DC), and DE. T. Farley and Glassman will coordinate directly with Drexel leadership to assist however we can, and we will potentially organize a social event. Registration is free.
- 4. Project BUILD
  - a) Section level initiative. Kazi Hassan (Section President) requested a volunteer from our Board to help. Open call to anybody on the Board looking for additional opportunity. Initiative to bring STEM education to low-income areas. Events are typically once a month on Saturday mornings. Daprano expressed willingness to lead program.
- 5. ERYMC - Jan 31-Feb 1 - Philadelphia, PA
  - a) Natale provided an overview of what ERYMC is. The Awards Banquet will be held at the Franklin Institute. Gold sponsorships are still available. We have a logo, social media accounts, and a website up and running. MRLC/ERYMC is only open to ASCE members. Board member conference attendance will be hashed out at a later date.

B. Budget

- 1. The ASCE Philadelphia fiscal year runs through the end of September, so there are some outstanding items/events that still need to be closed out before Lawrence can formally turn over to Abel. **Board members should be discussing the budget with previous chairs through the transition process (i.e. how much did you use, why did certain events go over, etc.).**

C. Pressing Items

1. Phillies Game - Fri, July 26
  - a) Walsh and Truong will lead the grilling duties. Truong will bring a grill. **Truong will follow-up with Fatima about grilling only hot dogs instead of burgers and hot dogs.**
2. Banner
  - a) E. Farley is working on the banner.

#### VI. Communications Committee Updates

- A. Review Event Planning and Advertisement Policy
  1. Wilson gave a quick rundown of the Event Planning Checklist. If anybody has any questions/comments/concerns they can be directed to Wilson. The policy is available on the Google Drive
  2. Daprano requested group photos of panelists and whoever organized the panel/event. The intention is to share these and the recaps with the panelists' company to gain national attention.
- B. Google Drive Access and Organization
  1. Wilson gave a quick overview of the Google Drive organization. **Nichols will distribute a link to the Google Drive and Google Photos following the meeting.**
- C. Society Liaison
  1. Ki. Brown shared her approach to tracking affiliate society events and Board member attendance for the upcoming year.

#### VII. Outreach Committee Updates

- A. Past Events
  1. Hillcrest School Visit - May 14
    - a) 100 5<sup>th</sup> graders. Hillcrest alumni volunteered.
  2. Warren G. Hardin Middle School - May 31
    - a) Met with 8th grade students. Last day of school.
  3. CivE Club Spring Ceremony - May 20
    - a) Smashing success. Good showing of family and friends. Records were set. Held two weeks earlier and only advertised for two and a half weeks. Doyle highly recommends advertising as early as possible.
  4. College Challenge
    - a) Drexel won and their certificate was sent. No event has been held yet to recognize their win. \$200 allotted for College Challenge. **Slattery and Nichols will coordinate with Lawrence and Abel.**
- B. Upcoming Events
  1. Nothing upcoming at this time.

#### VIII. Events Committee Updates

- A. Abel reminded Board members to keep members-only events and company-hosted events in mind during event planning.
- B. Keep event documentation in mind given that ERYMC is in Philly this year. Abel shared a spreadsheet that includes past event information which will be utilized for this year.
- C. Past Events
  1. Adopt-A-Highway - Apr 20
    - a) Not particularly well attended, but a good event.
  2. Critical Issues Seminar - May 21
    - a) Held at Tir Na Nog, generally well attended. Lessons learned: Tir Na Nog generally a good venue, no deposit, no minimums, good service. There

was a polling location on the opposite side of the atrium which led to some noise concerns.

3. Election Happy Hour - May 30
  - a) Fatima and Kirn were not present to provide a recap.
4. Ben Franklin Bridge Tour - June 4
  - a) 42 people attended. Exclusive look at the bridge and learned a lot of history.
5. SRDC Clean-Up
  - a) Trail maintenance, painting, grubbing, tree clipping. Got to see bridge and new section of trail opening in a year. SRDC posted on social media and tagged the YMF. Accidentally planned for Memorial Day weekend, but it worked out.

D. Upcoming Events

IX. Look Ahead

- A. Life Do Grow Urban Farm Service Day - mid-Aug (**Natale/Fatima/Black**)
- B. Group Photo Networking Social - mid-Aug to mid-Sep (**Natale/Voigtsberger**)
- C. Outreach Kick-Off (**Outreach Committee**)

X. Officer Reports

- A. Vice President (**Lawrence**)
- B. Secretary (**Wilson**)
- C. Treasurer (**Abel**)
  1. Send receipts to both Lawrence and Abel for the time being.
- D. Information Technology (**Nichols**)
  1. Send bios and headshots to Nichols.
- E. Awards (**Doyle**)
- F. Public Relations (**Daprano**)
  1. If you are interested in a YMF email signature, reach out to Daprano.
- G. Society Liaison (**Ki. Brown**)
  1. Provided an update of other events.
- H. Social Media (**Slattery**)
  1. Try to share any social media updates with Slattery approximately 24 hours in advance.
- I. Student Member Transition (**Walsh**)
  1. Looking forward to committee meetings as they may be helpful to resolve planning issues.
- J. College Contact (**Glassman/T. Farley**)
- K. K-12 Outreach (**Schroeder/Medora**)
  1. Daprano has transitioned duties to Schroeder and Medora. Order your free supplies from ASCE. Schroeder will share a link to the supplies.
- L. Civil Engineering Club (**Chateauvert/McCreesh**)
  1. Mike Franklin has decided to move on from Chester A. Arthur. Another teacher is taking over and the Club will remain at CAA.
- M. Social Events (**Natale/Voigtsberger**)
- N. Professional Development (**Kirn**)
- O. Technical Events (**Kim/Williams**)

P. Community Service (**Fatima/Black**)

1. Life Do Grow will be coordinated with Natale.

Q. Mentors (**E. Farley/Truong/Ke. Brown**)

1. Truong: Our consistency year to year is unmatched. Membership has declined over the past couple of years. Keep the value provided to members in mind when planning events. ASCE membership is not cheap!
2. Ke. Brown: Video has been officially released. Please like and share. Strive to do whatever you can with our events to keep members as members, convert non-members to members, and graduate students to young professionals.

R. Gormley

1. Open to feedback
2. Complete contact information, including personal communication preference, though the majority will be done via email.

XI. Adjourn

- A. Next Board Meeting on Wed, Aug 14, 2019 @ 5:30 PM @ McCormick Taylor

*~~Please join us for post-meeting drinks. The location will be announced following meeting adjournment.~~*