



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



2022-2023 Board Meeting #1

DATE: Tuesday, July 26, 2022
TIME: 5:30 – 7:00 PM
LOCATION: HNTB - 1650 Arch St #1700, Philadelphia, PA 19103
CALL INFO: (Audio only): [+1 347-774-3830](tel:+13477743830), [169112672#](tel:+169112672)
 Phone Conference ID: 169 112 672#

ATTENDANCE (*italics indicate called-in*):

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> T-Abel (TA) | <input checked="" type="checkbox"/> K-Nelson (KN) | <input checked="" type="checkbox"/> C-Voigtsberger (CV) |
| <input checked="" type="checkbox"/> Kir-Brown (KiB) | <input checked="" type="checkbox"/> E-Mikhael (EM) | <input checked="" type="checkbox"/> T-Farley (TF) |
| <input checked="" type="checkbox"/> A-Daprano (AD) | <input type="checkbox"/> B-Deatrich (BD) | <input checked="" type="checkbox"/> C-Antisell (CA) |
| <input checked="" type="checkbox"/> K-Walsh (KW) | <input checked="" type="checkbox"/> K-Chen (KC) | <input checked="" type="checkbox"/> Z-Abbas (ZA) |
| <input checked="" type="checkbox"/> D-Wilson (DW) | <input checked="" type="checkbox"/> S-Mamo (SM) | <input checked="" type="checkbox"/> S-McCreesh (ScM) |
| <input checked="" type="checkbox"/> M-Reese (MR) | <input checked="" type="checkbox"/> C-Medora (CM) | <input checked="" type="checkbox"/> D-Black (DB) |
| <input checked="" type="checkbox"/> N-Dabdoub (ND) | <input checked="" type="checkbox"/> C-Bogas (CB) | <input checked="" type="checkbox"/> M-Williams (MW) |
| <input checked="" type="checkbox"/> A-Rizzo (AR) | <input checked="" type="checkbox"/> K-Malley (KM) | <input type="checkbox"/> H-Kim (HK) |
| | <input checked="" type="checkbox"/> A-Gawelko (AG) | |

GUESTS: K. Brown (KeB), Zack Geiger (HNTB), Katrina Lawrence

MEETING MINUTES

- I. Call to Order and Roll Call (**T Abel**)
- II. Consent Agenda (**T Abel**)
 - A. INCLUSIONS:
 1. 2022-2023 Board Meeting #1 Agenda
 2. [2021-2022 Board Meeting 10 Minutes](#)
 - B. Motion to approve consent agenda items.
 1. MOTION: KiB
 2. SECOND: KW
 3. DISCUSSION: None
 4. RESULT: Passed
- III. Administrative
 - A. Introductions (**All**)
 1. Complete [Contact Info Spreadsheet](#)
 - a) Try to complete it as soon as possible.
 - B. 2021 - 2022 Year Recap (**D Wilson**)

1. It was a great year! We got back to many of our pillar YMF events. DW is excited to see what comes next! TA thanked DW and the previous board members for their hard work. TA also acknowledged the great work of board members not returning.

IV. Executive Committee (**T Abel**)

A. 2022-2023 Expectations and [Organization Chart](#)

1. How can we engage more as a board with our members? We are considering adding the call-in info in e-blasts and inviting non-board members to meetings to gauge interest.
2. Continue collaboration with the JEDI committee and MOSAIC to plan great programming and other ED&I initiatives.
3. Reinforce relationships with student members and engage them more during the transition between student members and associate members.
4. Continue working with other organizations in the region to help us continue to grow and meet new people.
5. The organization Chart is available with committee breakdowns. Feel free to ask committee heads if you have any questions. Committees should meet before each board meeting to discuss individual board members' questions, concerns, or needs.

B. Planning and Communication Process

1. Look-Ahead Schedule
 - a) A schedule has been put together for future events and deadlines.
2. [FY23 Event Planning Checklist](#)
 - a) The checklist has been updated as a guide to help with planning events. Fee schedules (Constant Contact & PayPal) have been added to the checklist as a guide for event pricing. Please have all applicable event information before emailing Secretary for a Constant Contact registration link.
3. [Event Track Spreadsheet](#)
 - a) Events must be added to the spreadsheet to help with the communication tracking, Annual Report, Awards, etc.

C. ASCE Updates

1. Section (**T Abel/A Daprano/D Wilson**)

a) Upcoming Events

- (1) Dinner Meeting #1 – October 13, 2022
 - (a) At Maggianos, Save the Date to go out this week.
- (2) Dinner Meeting #2 – November 10, 2022
 - (a) Topic to be provided by YMF (**M Reese/Ki Brown**).
 - (i) JEDI events in the past have been very education based instead of experience based. The panel will be focused on individual experiences in the realm of adversity as it relates to successful management and ED&I.

b) Support (**T Abel**)

- (1) Newsletter – contact [Bob Wright](#)
 - (a) PR Chair coordinates with Bob for the YMF Section, but Bob could always use help writing articles.
- (2) Government Relations – contact [Moe Elghawy](#)
 - (a) If you're interested in the PE Report Card or Legislative Fly-In, please contact Moe.
- (3) Concrete Canoe – contact [Tim Abel](#)
 - (a) Darrin Gatti looking for help with the Concrete Canoe program. Please contact TA if you are interested in volunteering.

c) Resources (**T Abel**)

(1) [Webinar Library](#)

(a) Free for Philadelphia dues-paying members. You can earn PDHs by watching videos.

2. [Region 2 \(T Abel\)](#)

a) Region 2 Assembly

(1) The date is unavailable right now. *TA to follow up with more information when available.*

b) Election Results

- Martsof - Director
- Caperilla and Segna - Governors
 - Congratulations to all winners! Carol is a past Section President, and we are happy to have her represent the Philadelphia area.

3. Society

a) ERYMC Recap (**D Wilson/A Daprano**)

(1) It went well! It was nice to connect with other younger members, see what their groups are struggling with, and bounce ideas. Combined YMLS and ERYMC, and resolutions were discussed at the Business Meeting. Several awards were awarded to Philly YMF members. Congrats to all! The next ERYMC will be in Charlotte, NC. More information to follow.

b) [Younger Member Employer Recognition Award](#) - due August 30th (**D Wilson**)

(1) Award is presented by CYM to recognize a great employer who supports ASCE initiatives.

D. Budget

1. [FY22 Budget](#) Reimbursement Deadline (**J Doyle**)

a) Reimbursements for the FY22 are due in mid-September. The only pending reimbursements will be the Phillies Game and End of Summer Happy Hour.

2. FY23 Budget Request Deadline (**K Walsh**)

a) Each board position has a budget for events and/or expenses. The final YMF budget is due in September. *Kevin will send an email requesting budgets, which will be due on August 24th.*

3. Review the planning location list if you need help determining where events will be held.

E. Justice, Diversity, Equity, and Inclusion (JEDI) (**M Reese**)

1. Position Overview

a) The committee would like to hold fun but educational events. MR indicated he would like us all to take time to make sure we are being as inclusive as we can be, especially for planning events. The committee wants to be a resource if anyone has questions or needs help with specific JEDI concerns. MR indicated he would like to see more JEDI information in communications. He will work with AD regarding this.

2. PE Exam Panel – September date TBA (**M Reese**)

a) ZOOM meeting in September, currently under planning stage.

V. Communications Committee (**A Daprano**)

A. [Event Tracking Spreadsheet](#) (**A Daprano**)

1. Reviewed above.

B. Website Bios – send to Cory Bogas by COB Friday, August 5 (**C Bogas**)

1. Due to CB by August 5th. CB will also work with TA and AD about revamping the website. AD would like to bring testimonials back and discuss them with the Exec board.

C. [Google Drive](#) Access and Structure (**T Abel**)

1. Username: phillyymf
Password: Phil\$gr8
 2. Please text AD if you need access, so she can approve the 2FA request. She can be reached at **484-467-4203**.
 - D. [Other Societies](#) – complete spreadsheet by COB Friday, August 5 (**K Malley**)
 1. Feel free to include government involvement as well!
 - E. October Section Newsletter (**T Abel**)
 1. Articles are due to Bob Wright by the 15th of the previous month. KM will focus on the YMF section; others are encouraged to share the good news with Bob. Remember to take photos at events!
- VI. Outreach Committee (**Kir Brown**)
- A. Past Events
 1. There are no updates, but the transition to the new chairs is complete.
 - B. Upcoming Events
 1. August Advertisement for Mentors (**S Mamo**)
 - a) Advertisement will go out on e-blast on July 29th.
 2. September Student Leader Meeting (**K Nelson/E Mikhael**)
 - a) Trying to attend every college's first meeting. KN applied for a CYM grant, and YMF won it! KN to coordinate with SM about planning a post-graduate event.
 3. September College Visit 1 - Temple (**K Nelson/E Mikhael**)
 - a) Limited information is available now; however, KN will have more during the August meeting.
 - C. Cive Club
 1. ND will create a Cive Club schedule to circulate at future board meetings. KiB will connect with ND about future program topics.
- VII. Events Committee (**K Walsh**)
- A. KW to set up a committee meeting before the next board meeting.
 - B. Past Events
 1. Joint Event with YPT – June 14, 2022 (**Kir Brown**)
 - a) A lot of good lessons were learned from the event in regard to planning and advertisements. Overall, the event was fun, and the headshots look cool.
 - C. Upcoming Events
 1. Phillies Game (**C Antisell/Z Abbas**)
 - a) Currently working on the event logistics. The event will be held on September 23rd, with the tailgate starting at 4:00 pm. The [volunteer spreadsheet](#) went around the table.
 - b) [Flyer](#)
 - D. Events to Track
 1. Adopt-A-Highway (**M Williams/H Kim**)
 - a) No information is available at this time. Marty would like to plan TTF Watershed as well.
 2. Fall Technical Tour (**Se McCreesh/D Black**)
 - a) SeM/DB are discussing possible sites to visit. AD asked if it needed to be a construction site and recommended the SEPTA Command Center. AD will follow up with SEPTA Operations to determine the practicality of having a tour.
- VIII. Look Ahead / Other Business
- A. End of Summer Happy Hour (**K Walsh/Kir Brown**)
 1. It will be held on September 8th. Location/additional details to be announced soon.

- IX. Open Discussion
 - A. Board Photo (**T Abel**)
 - 1. Photo to be taken on September 21st at AECOM. We hope for nice weather to take it on the roof deck.
 - B. Board Duties
 - 1. College Outreach Chairs - KN has questions regarding overseeing practitioner advisors and how that works. TA to review/revise board duties if necessary.

- X. Officer Reports
 - A. Vice President (**Kir Brown**)
 - B. Secretary (**A Daprano**)
 - C. Treasurer (**K Walsh**)
 - D. Past President (**D Wilson**)
 - 1. As part of the scavenger hunt, a donation was made to the SRCC, and a bench plaque was added in our name.
 - E. JEDI (**M Reese**)
 - F. Awards (**C Medora**)
 - G. Information Technology (**C Bogas**)
 - 1. Please remember to send flyers to CB, especially for the Phillies Game.
 - H. Public Relations (**K Malley**)
 - I. Social Media (**A Gawelko**)
 - J. Professional Development (**C Voigtsberger/T Farley**)
 - K. Social Events (**C Antisell/Z Abbas**)
 - L. Technical Events (**Se McCreesh/D Black**)
 - M. Community Service (**M Williams/H Kim**)
 - N. Civil Engineering Club (**N Dabdoub/A Rizzo**)
 - O. College Contact (**K Nelson/E Mikhael**)
 - P. K-12 Outreach (**B Deatrich/K Chen**)
 - 1. KC indicated they are looking for ways to recognize volunteers more via social media or other avenues. KC to coordinate with AD if they would like a graphic.
 - Q. Student Member Transition (**S Mamo**)
 - R. Mentors (**K Budischak/J Gormley/E Farley/N Truong/Ke Brown**)
 - 1. KaB is happy to see everyone. KeB hopes he made Timnervous today. He will be doing a member check for all board members.

- XI. Other American Society of Civil Engineers Updates
 - A. Committee on Student Members (**A Daprano**)
 - 1. The first planning meeting is in September, and she hopes to share more information soon!
 - B. Committee on Student Conferences and Competitions (**C Medora**)
 - C. Committee on Developing Leaders (**C Medora**)
 - D. Student Transition and Younger Member Retention Committee (**Ke Brown**)
 - 1. Working on best practices for Younger Members. It should be released sometime in September. KeB is trying to pull the recent student transition list so we can engage more with new associate members.
 - E. Members of Society Advancing An Inclusive Culture (**A Daprano**)
 - 1. No new information is available, but the next quarterly meeting should be soon.
 - F. Committee on Younger Members (**D Wilson**)
 - 1. DW is the incoming Chair beginning in October. Woohoo! What a celebrity!

XII. Board Meeting Schedule

A. Next Meeting Date, Time, Location:

Wednesday, August 17 @ 5:30 PM

Pennoni - 1900 Market Street, Suite 300, Philadelphia

XIII. Adjourn

A. Post Board Meeting Social Location:

Victory Brewing Company Philadelphia

1776 Benjamin Franklin Parkway, Philadelphia

FOLLOW-UP ACTION ITEMS:

1. Complete the contact information spreadsheet **by Friday, July 29 (All)**
2. Send email blast content to Assunta **by nine am, Wednesday, July 27 (All)**
3. Send bios and headshots to Cory Bogas **by Friday, August 5 (All)**
4. Send budget requests to Kevin Walsh **by Wednesday, August 24 (All)**
5. Send employer recognition award applications **by Tuesday, August 30 (All)**
6. Sign Up for Phillies Tailgate volunteer spot and bringing items **by September 15 (All)**