



American Society of Civil Engineers  
Philadelphia Section  
Younger Member Forum



**2023-2024 Board Meeting #1**

**DATE:** Thursday July 27, 2023  
**TIME:** 5:30 – 7:00 PM  
**LOCATION:** HNTB  
**CALL INFO:** +1 412-634-6334,,187069444#

**ATTENDANCE:**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Kirsten Brown (KB)   | <input checked="" type="checkbox"/> Kayla Nelson (KN)   | <input checked="" type="checkbox"/> Ayesha Hassan (AH)  |
| <input checked="" type="checkbox"/> Assunta Daprano (AD) | <input checked="" type="checkbox"/> Elvira Mikhael (EM) | <input checked="" type="checkbox"/> Tyler Farley (TF)   |
| <input checked="" type="checkbox"/> Kevin Walsh (KW)     | <input type="checkbox"/> Kerianne Chen (KC)             | <input checked="" type="checkbox"/> Chris Antisell (CA) |
| <input type="checkbox"/> CJ Medora (CM)                  | <input checked="" type="checkbox"/> Dan Bhaumik (DB)    | <input checked="" type="checkbox"/> Zach Abbas (ZA)     |
| <input type="checkbox"/> Tim Abel (TA)                   | <input checked="" type="checkbox"/> Laurel Welch (LW)   | <input checked="" type="checkbox"/> Marty Williams (MW) |
| <input checked="" type="checkbox"/> Matt Reese (MR)      | <input checked="" type="checkbox"/> Cory Bogas (CB)     | <input checked="" type="checkbox"/> HuYoung Kim (HK)    |
| <input type="checkbox"/> Noor Dabdoub (ND)               | <input checked="" type="checkbox"/> Kevin Malley (KM)   | <input checked="" type="checkbox"/> James Stanton (JS)  |
| <input checked="" type="checkbox"/> Anthony Rizzo (AR)   | <input checked="" type="checkbox"/> Lexi Gawelko (AG)   | <input checked="" type="checkbox"/> Emma Youngs (EY)    |
|  | <input checked="" type="checkbox"/> Tony Ableman (ToA)  |   |

**GUESTS:**

None

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**AGENDA**

- I. Call to Order and Roll Call **(KB): 5:39pm**
- II. Consent Agenda **(KB)**
  - A. INCLUSIONS:
    1. 2023-2024 Board Meeting #1 Agenda
    2. [https://docs.google.com/document/d/13nBWDjy-b1oVAOO35DcAHIKhpphVfX9H6fJny5B\\_P48/edit](https://docs.google.com/document/d/13nBWDjy-b1oVAOO35DcAHIKhpphVfX9H6fJny5B_P48/edit)
  - B. Motion to approve consent agenda items.
    1. MOTION: *AD*
    2. SECOND: *EY*
    3. DISCUSSION: *None*
    4. RESULT: *Passed Unanimously*
- III. Executive Committee **(KB)**
  - A. YMF Election **(KB)**
  - B. Google Drive
    1. [Contact Spreadsheet](#)  
*KB directed the board to update contact info.*

2. Event Tracking Spreadsheet  
*KB reviewed that October 1 is the transition from 22-23 and 23-24 events and budget.*
  3. New ASCE YMF [Logo](#)  
*KN made a new logo that incorporates the comcast 2 addition to the philadelphia skyline. Tyler will update the YMF website when logo is put into effect. New Logo will be distributed by Kirsten prior to and voted on at the next board meeting.*
- C. Board Bonding -  
*K Brown reviewed committees will take turns doing board bonding event per schedule below*
1. Fall - Events
  2. Winter - Comm
  3. Spring - Outreach
- D. ASCE Updates
1. Section **(KB/AD/ND)**
    - a) Upcoming Events
      - (1) Joint event with WTS, MASITE, ASHE, ASCE Collaboration on I-95 Repair - Details to come  
*K Brown stated this is a new event and we will be helping plan. L Welch volunteered to be YMF rep for event planning.*
      - (2) Planning meeting - Aug 8
    - b) Past Events
  2. Constant Contact  
*ASCE is transitioning to Informz from constant contact. We will be maintaining constant contact through the Section fiscal year.*
  3. [Region 2](#)  
No updates
  4. Society
    - a) [Salary Survey](#)
    - b) Kevin Brown - [ASCE Plot Points Podcast March Episode](#)
    - c) Leadership Symposium 8/18  
*Christian is signed up. Late registration is still open until 8/4.*
    - d) Past Events
- E. Budget
1. [FY23 Budget \(K Walsh\)](#)  
*K Walsh said board has until October 1 to use budget. If any reimbursement have not been fulfilled please reach out to K Walsh.*
  2. [FY24 BUDGET \(C Medora\)](#)
    - a) Budget Requests  
*C Medora due to the section at the end of August. Will be emailing board with request in the week or two following board meeting.*
    - b) Section - Budget/ Revenue data for all events  
*Will be tracking revenue in 23-24 budget*
  3. [Reimbursement Request Cover Letter Template](#) and receipts **(KW/CM)**  
*K Brown reviewed there is a cover letter that needs to be submitted with reimbursements going forward. C Medora reviewed Paypal account types and mentioned it is recommended to have a friends and family account type so you don't lose money in reimbursements. CJ stated that pictures of receipts will be rejected and PDF scans only will be accepted.*
- F. Justice, Diversity, Equity, and Inclusion (JEDI) **(MR)**
1. New Logo **(MR)**

*M Reese will send updated logo to group.*

- IV. Communications Committee **(KW)**  
*Check with Section on their email schedule. K Walsh will be sending out email blasts on the 2nd and 4th weeks of the month. The call for content will be the week prior to the blast.*
- A. [Event Tracking Spreadsheet](#) **(KW)**  
*K Walsh mentioned to use the event tracking checklist when planning events and to*
- B. IT **(TF)**
1. Website Updates - **Send bios and headshots!**  
*T Farley will be sending out request for headshots and bios. If you have specific page on website to be updated please reach out to Tyler. K Brown reviewed that the YMF has a different website from the Section that we have discussed porting over to new website but at this time will not happen. K Brown left it up to T Farley whether website will be updated or not. A Rizzo said the CivE club page needs to be updated. The schedule is currently for the 2020 page. T Farley requested a PDF markup of website updated.*
- C. Public Relations **(LW)**
1. Section Newsletter  
*L Welch send info to Section on kickball tournament that will be coming out in section newsletter later this summer.*
  2. Sharing events with board
- D. Social Media **(JS)**  
**Transition meeting was held a few weeks ago.**
1. Phillies Game campaign  
*Phillies tailgate was announced. Still working on social media campaign to raffle out tickets.*
  2. Involvement with a prize to attend the Phillies Tailgate (\$100 budget)
- E. [Awards](#) **(EY)**  
*Currently updating awards tracking spreadsheet. Will be sending out email with younger member employer award application.*
- V. Outreach Committee **(AD)**
- A. General
1. Winter Social Donations **(KB/AD)**  
*A Daprano asked where donations left off from last year. K Brown stated some still need to be processed and will ensure they are complete before the end of the fiscal year.*
  2. Volunteer Form eBlast **(AD/KC)**  
*A Daprano stated they are working on setting up a volunteer sign up sheet with K Chen to be included in the section newsletter. Hopefully they will be putting together a QR code to help members easily sign up.*
- B. Mentor Program Update **(SM/AG)**  
*L Gawelko currently updating sign up forms and will be reaching out to college contacts to coordinate getting sign up to students.*
1. Advertise for mentors - Early August
  2. Open Ads for Interview program
- C. CivE Club Program Update **(AR/ND)**
1. Volunteer when the school year starts  
*A Rizzo will be setting up schedule and coordinating with teacher to hopefully get people signed up sooner this year. They are also looking at start time for club.*
- D. K-12 Outreach Program Update **(KC/EM)**
1. Upcoming Events
  1. Past Events

2. Events to Track
  - a) Girl Scouts Collab
  - b) GETT Expo - Oct 28 @ [Greater Phila Expo Center in Oaks](#)
- E. College Contact Updates **(CB/ZA)**
  1. Upcoming Events
    - a. Welcome Back Bowling?  
*Looking to plan event for September*
    - b. College challenge  
*Hoping to revamp college challenge program*
  2. Past Events
  3. ASCE Made Me - Past ASCE Presidents of Student Chapters input?
  4. Section Dinner Meetings - need to align with spring breaks/ school schedules  
*A Daprano stated they will be reviewing schedule and updating per school calendars to ensure students will be available to attend.*

VI. Events Committee **(CM)**

- A. Past Events
  - a) Kickball Joint ASHE MASITE - **(CA/AH)**  
*C Antisell YMF won the kickball challenge. Thanks to all YMF kickers who participated (Bogas, Malley, Walsh, Hassan, Antisell) Hoping to make it an annual event.*
- B. Upcoming Events
 

C Medora reviewed that the YMF want to ensure our events are as inclusive as possible which includes the venue we choose for an event. M Reese mentioned that if you know events are JEDI forward please bring them forward. It is particularly hard to find venues in the city which meet our JEDI goals. A Daprano stated she is very intent on finding a venue that is not McGillin's for this year's winter social. K Brown stated we want events to be not as drinking forward

  1. Phillies **(CA/AH)**  
*C Antisell Phillies game is 8/25, event is advertised, food and drinks are provided but event is BYOB. We currently have 13 registrants. We are currently looking for a grill to borrow for the event. Will be sending out sign up sheets to sign up for duties and supplies. Free koozie will be given out to attendees - good idea for a social media campaign. Game is against the Cardinals. K Walsh asked if YMF will be shown on the jumbotron - C Antisell will look into it*
    - a) August 25, 4pm, Lot M
    - b) Please [volunteer](#) and [sign up](#)
  2. End of Summer HH **(CA/AH)**
    - a) Last week of September  
*Planning for 28th day in september with the 26th and 27th as backup dates.*
  3. Fall Happy Hour w/ MASITE **(CA/AH)**  
*Andrew Thompson reached out stating they would like to have a Happy Hour with YMF sometime in October at Libertee Grounds.*
  4. Aero Aggregates Tour **(KN)**  
*K Nelson reached out to Aero Aggregates about having a plant tour sometime before Sept 30th. Will review post tour meeting locations.*
  5. JEDI 3 Part Series with WTS **(MR)**
    - a) Sept - October  
*First meeting is virtual with Carol Martsoff, Second will be hosted by WTS with heads of some govt agencies, third event will be a roundtable event to bring other societies together. McCormick Taylor has donated office space for event.*
- C. Events to Track

1. MASITE - Fall Happy Hour **(CA/AH)**
  2. Winter HH **(CA/AH)**
    - a) November
    - b) Change up partner org  
*C Antisell stated they are thinking of doing partner event with other org. K Brown cautioned against dropping ASHE from event. K Walsh mentioned ASHE invited YMF to participate in event and it's been ongoing for 10+ years. Considering whether to have the event in the city or outside the city for this year.*
  3. Technical Events
    - a) Wastewater Treatment
    - b) Top Golf - September?
    - c) PSPE Joint Event
  4. Professional Development
    - a) Critical Issues Seminar 4- Potential Ideas, in April
    - b) Fall Event - October/November?
  5. Community Service
    - a) Watershed - September 16, October 28
    - b) Adopt a Highway - October 28?
    - c) Friends of Wissahickon
  6. 2024 Kickball Tournament **(CA/AH)**
- D. PDH - Joe Natale (Section President) has created a system for us to use  
*There is a QR code Joe has created. When you have an event reach out to Joe or other board member who has previously had an event with PDHs.*

VII. Look Ahead / Other Business

- A. At Risk Members **(KB)**  
*K Brown gave reminder to renew your membership*

VIII. Open Discussion

- A. Goals for this year
  1. *J Stanton asked if everyone knows who is on the JEDI committee. The list is available in the list K Brown showed earlier.*
  2. *K Nelson hasn't sent out apparel info because sizes keep going in and out of stock.*
  3. *C Antisell and Aesha identified a board bonding committee summerfest and the river rink which comes to a close in September 30th. Will work on selecting a date.*
  4. *Zach - would anyone be interested in creating a discord chat or other platform for the board to discuss.*

IX. Officer Reports

- A. Vice President **(AD)**
- B. Secretary **(KW)**
- C. Treasurer **(CM)**
- D. Past President **(TA)**
- E. JEDI **(MR)**
- F. Awards **(LW)**
- G. Information Technology **(TF)**
- H. Public Relations **(LW)**
- I. Social Media **(JS)**
- J. Professional Development **(MW)**
- K. Social Events **(CA)**

- L. Technical Events **(KN)**
- M. Community Service **(HK/KM)**
- N. Civil Engineering Club **(ND/AR)**
- O. College Contact **(CB/ZA)**
- P. K-12 Outreach **(KC/EM)**
- Q. Student Member Transition **(AG)**
- R. Mentors

- X. Other American Society of Civil Engineers Updates
  - A. Committee on Student Members **(A Daprano)**
  - 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)**
  - E. Members of Society Advancing An Inclusive Culture **(A Daprano)**
  - F. Committee on Younger Members **(D Wilson)**
    - 1. Younger Member Leadership Symposium - August 18-20 in Reston, VA
      - a) [Register here](#)

- XI. Board Meeting Schedule
  - A. Next Meeting Date, Time, Location:  
Wednesday August 23, 2023 5:30 PM - Gannet Fleming Philly  
*Next meeting actually at AECOM per invite*

- XII. Adjourn 7:27pm