



American Society of Civil Engineers  
Philadelphia Section  
Younger Member Forum



**2023-2024 Board Meeting #2**

**DATE:** Wednesday August 23, 2023  
**TIME:** 5:30 – 7:00 PM  
**LOCATION:**  
**CALL INFO:**

**ATTENDANCE:**

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> Kir Brown (KB) | <input checked="" type="checkbox"/> K Nelson (KN)  | <input type="checkbox"/> A Hassan (AH)              |
| <input checked="" type="checkbox"/> A Daprano (AD) | <input checked="" type="checkbox"/> E Mikhael (EM) | <input checked="" type="checkbox"/> T Farley (TF)   |
| <input checked="" type="checkbox"/> K Walsh (KW)   | <input checked="" type="checkbox"/> K Chen (KC)    | <input checked="" type="checkbox"/> C Antisell (CA) |
| <input checked="" type="checkbox"/> C Medora (CM)  | <input checked="" type="checkbox"/> D Bhaumik (DB) | <input type="checkbox"/> Z Abbas (ZA)               |
| <input type="checkbox"/> T Abel (TA)               | <input checked="" type="checkbox"/> L Welch (LW)   | <input type="checkbox"/> M Williams (MW)            |
| <input checked="" type="checkbox"/> M Reese (MR)   | <input checked="" type="checkbox"/> C Bogas (CB)   | <input type="checkbox"/> H Kim (HK)                 |
| <input checked="" type="checkbox"/> N Dabdoub (ND) | <input checked="" type="checkbox"/> K Malley (KM)  | <input checked="" type="checkbox"/> Tony Ableman    |
| <input type="checkbox"/> A Rizzo (AR)              | <input type="checkbox"/> A Gawelko (AG)            |   |

**GUESTS:**

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**AGENDA**

- I. Call to Order and Roll Call (**KB**)
- II. Consent Agenda (**KB**)
  - A. INCLUSIONS:
    1. 2023-2024 Board Meeting #2 Agenda
    2. [Board Meeting 1 Minutes](#)
  - B. Motion to approve consent agenda items.
    1. MOTION: *Christian*
    2. SECOND: *Assunta*
    3. DISCUSSION: *None*
    4. RESULT: *Pass Unanimously*
- III. Executive Committee (**KB**)
  - A. ASCE Updates
    1. Section (**KB/AD/ND**)
      - a) Upcoming Events
        - (1) YMF Pick Topic for November Section Dinner (11/9)  
*Discussion will be held at end of meeting pending time*
        - (2) October Dinner Meeting at Maggiano's 10/12
    2. [Region 2](#)
      - a) **Region 2 Assembly - Date TBD**

3. Society
  - a) Past Events
4. *National*
  - a) *ASCE Convention*  
*Kerianne will be attending*

B. Budget

1. [FY23 Budget \(C Medora\)](#)
  - a) Voting - Phillies Tailgate Budget Overrun/ reallocation  
*To enhance the phillies event and provide a buffer for the remaining end of summer HH event, it is proposed to reallocate funding from social media campaigns and miscellaneous, totalling \$275, to the Social Events budget line.*  
*Motion: Kirsten*  
*Second: Assunta*  
*Discussion: None*  
*Result: Passed*
2. FY 24 Budget
  - a) Budget Requests due to the section at the end of August  
*CJ will additionally need a revenue estimate to accompany the budget request.*
    - (1) Missing Budgets:  
*none*
3. [Reimbursement Request Cover Letter Template](#) and receipts **(KW/CM)**  
*Reimbursement requests must have original PDF receipts and bank statements will not be accepted going further.*

C. Justice, Diversity, Equity, and Inclusion (JEDI) **(MR)**

*There has been a lot of difficulty working with WTS for this particular events and WTS has tried to restrict the YMF involvement in the upcoming JEDI series. Their preference has been to use the Section logo in lieu of the YMF logo. Kirsten stated, going forward, we want to include a YMF executive board member on communications with other organizations at a minimum when the planning starts. Assunta stated that if YMF budget is going toward an event, then the YMF logo must be used.*

1. JEDI Logo  
*Kayla showed the JEDI logo and gave an overview of how the logo was created.*  
*Motion to adopt the logo: Matt*  
*Second: Kirsten*  
*Discussion: None*  
*Result: Passed*
2. Accessibility Guidelines  
*James gave an overview of the accessibility guidelines to be used in YMF content going forward. The guidelines will be sent out to the board for review prior to the following board meeting.*

IV. Communications Committee **(KW)**

- A. Email Blast Schedule **(KW)**  
*Schedule will be second and fourth wednesday's of the month. Call for content will be the week prior.*
- B. [Event Tracking Spreadsheet](#) **(KW)**
- C. Information Technology **(TF)**
  1. Headshot and Bio Updates  
*Board member page has been updated.*
  2. CivE Page Updates

*Updates have been made. Schedule will still need to be updated in September or October when schedule is ready.*

3. K-12 Page Updates

*Page has been updated per markups. Let's add the signup link to the K-12 landing page.*

*General:*

*Tyler will continue to make additional updates to the website as time allows. Let's begin using the Google Photos with event photos. Place any photos from the past few years in the Google Photos site as well. Please include Tyler on event approvals so he is in the loop.*

D. Public Relations **(LW)**

1. Section Newsletter Coordination

- a) Kickball
- b) Taggart School

2. Joint Events -

- a) WTS JEDI Event
- b) I-95 Joint Event

*Planning is still ongoing. Trying to be planned for the suburbs but YMF is trying to provide additional options in the city.*

E. Social Media **(JS)**

1. Phillies Campaign - Recap

*Campaign went well given short timeframe*

2. Event recaps on LinkedIn

*LinkedIn has been our most trafficked platform over the last month.*

3. Next Social Media Campaign?

*If anyone has campaign ideas, please forward them to James*

F. [Awards](#) **(EY)**

1. Employer Recognition Award

*TPD submitted awards application. It's under review by YMF exec board. Hopefully will be submitted on Friday.*

V. Outreach Committee **(AD)**

A. General

1. Winter Social Donations **(KB/AD)**

*Will be completed once final check for future city is sent.*

B. Mentor Program Update **(AG)**

a) Advertise for mentors - Status

*Assunta relayed Lexi's update that advertisement will be sent out in the coming e-blasta*

b) Interview program - Status

*Assunta would like to re-start interview program. Kayla mentioned one was held last year.*

C. CivE Club Program Update **(AR/ND)**

*School starts in September. Noor will reach out 1 week after school start to discuss schedule.*

1. [Volunteer Spreadsheet](#) - UPDATE

2. Start coordination for the year in September. First session in October

3. Potential to do [Sea Perch](#) this year

D. K-12 Outreach Program Update **(KC/EM)**

1. Upcoming Events

1. Past Events

2. Events to Track

- a) Contact Schools for start of the year
- b) Girl Scouts Collab  
Considering partnering with girl scouts on an upcoming event

- 3. Volunteer Interest Form  
*2 responses so far. Will be sending a welcome email after the Phillies game*

E. College Contact Updates **(CB/ZA)**

- 1. Schedule welcome back meetings  
*Planning in person meeting to kick off school year. Based on feedback from collegiate members, last years campaign was unsuccessful because the communications was all through email.*
- 2. Upcoming Events
  - a. Welcome Back Social  
*Planning is in progress.*
- 3. Past Events

VI. Events Committee **(CM)**

A. Upcoming Events

- 1. Phillies Tailgate **(CA)**  
*Tailgate beginning at 4pm. Hosting for 90 attendees. Still looking for a few additional volunteers for a table, cooler, cornhole, wiffle ball and bat*
- 2. AERO Aggregates Manufacturing Plant Tour **(KN/TA)**  
*Got a technical description description and forwarded it to Joe. Can expand event total to 50 guests.*
- 3. End of Summer HH **(AH)**  
*End of summer HH and group photo on Sept 20 at Urban Village. Need to coordinate who will take the photo*
- 4. Adopt a Highway Clean Up  
*Marty was working with Amber on dates. TTF Watershed event is 10/28*
- 5. Technical Tour - October?  
*There are two ideas Headshots or guest speaker event or tour. Could partner with SMPS on technical proposal writing*

B. Events to Track

- 1. Winter Mixer/HH with ASHE and COMTO **(CA/AH)**  
*Planning will begin after end of summer HH*
- 2. Social Comm board bonding - looking at Nov 5
- 3. Joint Social with MASITE
- 4. Water Treatment Plant

VII. Look Ahead / Other Business

A. At Risk Members **(KB)**

*Delete this for next board meeting.*

VIII. Open Discussion

- A. *Tony Ableman - do we have a YMF mission statement to quickly reference when discussing YMF with folks.*
- B. *ERYMC - put conference idea in to your manager for next year.*
- C. *Logo - can just vote on logo update and does not require a bylaws update*  
*Motion: Kirsten*  
*Second: Dan*  
*Discussion: Kayla*

*Result: None*

- D. *November Section Meeting Ideas - Send them to Kirsten Redlining and connection to IJJA connecting communities*
- E. *Tony Ableman -*
- F. *YMLS Recap - Congrats to Dennis for the planning efforts. Only 2 younger member employer awards were submitted.*

IX. Officer Reports

- A. Vice President **(AD)**  
*Planning for February 5 for tentative date.*
- B. Secretary **(KW)**
- C. Treasurer **(CM)**  
*Send in budget updates!*
- D. Past President **(TA)**
- E. JEDI **(MR)**
- F. Awards **(EY)**
- G. Information Technology **(TF)**
- H. Public Relations **(LW)**
- I. Social Media **(JS)**
- J. Professional Development **(HK/DB)**
- K. Social Events **(CA/AH)**
- L. Technical Events **(KN/TA)**
- M. Community Service **(MW/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 **(N Dabdoub)**  
*YMF is getting honorable mention award*
- F. Committee on Younger Members **(D Wilson)**
  - 1. Younger Member Leadership Symposium - August 18-20 in Reston, VA
    - a) [Presentations/Worksheets](#)
    - b) [Photos](#)

XI. Board Meeting Schedule

- A. Next Meeting Date, Time, Location: Gannet Fleming  
Wednesday September 12, 2023 5:30 PM

XII. Adjourn

meeting adjourned 7:24pm