



American Society of Civil Engineers  
Philadelphia Section  
Younger Member Forum



**2024-2025 Board Meeting No. 1**

**DATE:** Wednesday, July 10, 2024  
**TIME:** 5:30 – 7:00 PM  
**LOCATION:** AECOM, 1635 Market St, Suite #1000, Philadelphia, PA 19103  
**CALL INFO:** [Teams Link](#)

**ATTENDANCE:** *Virtual attendees in italics.*

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> Assunta Daprano (AD)     | <input checked="" type="checkbox"/> Alyssa Pizzi (AP)          | <input checked="" type="checkbox"/> Noor Dabdoub (ND)       |
| <input checked="" type="checkbox"/> <i>Kevin Walsh (KW)</i>  | <input checked="" type="checkbox"/> Tony Ableman (TA)          | <input checked="" type="checkbox"/> <i>Emma Youngs (EY)</i> |
| <input checked="" type="checkbox"/> CJ Medora (CM)           | <input checked="" type="checkbox"/> Cory Bogas (CB)            | <input checked="" type="checkbox"/> Lexi Gawelko (AG)       |
| <input type="checkbox"/> Kayla Nelson (KN)                   | <input checked="" type="checkbox"/> Zach Abbas (ZB)            | <input checked="" type="checkbox"/> <i>Kris Melag (KMe)</i> |
| <input type="checkbox"/> Kirsten Kennedy (KK)                | <input type="checkbox"/> Gina Venuto (GV)                      | <input checked="" type="checkbox"/> Kerianne Chen (KC)      |
| <input type="checkbox"/> James Stanton (JS)                  | <input checked="" type="checkbox"/> <i>Anthony Rizzo (AR)</i>  | <input type="checkbox"/> Elvira-Marie Mikhael (EM)          |
| <input checked="" type="checkbox"/> <i>Katie Wade (KW)</i>   | <input checked="" type="checkbox"/> <i>Marty Williams (MW)</i> | <input type="checkbox"/> Hannah Booz (HB)                   |
| <input type="checkbox"/> Tyler Farley (TF)                   | <input checked="" type="checkbox"/> Christian Antisell (CA)    |   |
| <input checked="" type="checkbox"/> <i>Laurel Welch (LW)</i> | <input checked="" type="checkbox"/> <i>Kevin Malley (KM)</i>   |   |

**GUESTS:**

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**AGENDA**

- I. Call to Order and Roll Call (AD)
  - A. Introductions (ALL)

*Each member gave an introduction and included their names, companies, length of time on the board, role at their firm. Assunta mentioned potentially doing another introduction at the August meeting due to missing people. Discussion of the board contact list and the tab on past positions*
- II. Consent Agenda (AD)
  - A. INCLUSIONS:
    1. 2024-2025 Board Meeting #1 Agenda
    2. [May 2024 Board Meeting No. 11 Minutes](#)
  - B. Motion to approve consent agenda items.
    1. MOTION: *Laurel*
    2. SECOND: *Noor*
    3. DISCUSSION: *none*
    4. RESULT: *passes unanimously*
- III. Executive Committee (AD)
  - A. [YMF Board Contact Information](#)

discussion of each tab, including t-shirt sizes

B. Event Planning

1. [Event Tracking Spreadsheet](#)

*Discussion of some changes in getting exec board approval on events. Still using this Event Tracking Spreadsheet. Assunta shared her screen with the spreadsheet and mentioned we will use the 2023-2024 spreadsheet until September 30, 2024.*

2. [Event Approval Form](#)

*Assunta shared her screen and discussed using this for the 24-25 board year and what information is required. This form is similar to all the information that traditional goes on the event flyers. The goal of this is to help the exec board have all the information one spot and assist in developing the e-blasts. Assunta also discussed the draft budget tab to help with event cost. This tab is based on Christian's past budget spreadsheets. Assunta would like to discontinue the traditional white-background flyer with a single picture and text. No discussion.*

3. [Google Calendar](#)

*Assunta discussed using the calendar for event planning to avoid holidays, conflicting events, and school breaks.*

4. [Joint Event Guidelines](#)

*Assunta discussed using this protocol for events with other professional organizations to work out who pays for what, who is in charge of advertisement, etc.*

C. ASCE Updates

1. Section **(AD)** Board planning meeting in August (13th or 20th)

a) Past Events

(1) Section Spring Social

*Discussion of the event venue and food being well-liked.*

2. [Region 2](#)

a) Awards

*Emma has not heard anything.*

3. Society

a) Election Results

b) ASCE Convention in Tampa, FL (10/6-10/9)

*No attendees from the board expected.*

D. Budget

1. [FY24 BUDGET \(CM\)](#)

a) Vote to reallocate money for overruns on t-shirts and Community Service

*Discussed the overruns and motioned to vote for the transfer of funds to both budgets from College Contacts.*

*Motion: CM*

*Second: CB*

*Discussion: none*

*Result: unanimously passes*

b) Travel budget for board members to attend YMLS *Discussed the purpose of a travel budget for the YMF, let the board know we will be splitting the funds between 3 board members at \$100 each for YMLS.*

2. [FY25 BUDGET \(KN\)](#)

*CM let the board know that KN will send requests for the FY24-25 in the coming weeks to be sent to the Section in early August*

3. [Reimbursement Request Cover Letter Template](#) and receipts **(CM/KN)**

*CM discussed the purpose of the template, what to include with requests. AD discussed working with the Section to have them cut a check in advance of the event or reimbursement to be made immediately.*

- E. Justice, Diversity, Equity, and Inclusion (JEDI) **(JS)**  
*Past JEDI chair and JS had transition meeting.*

IV. Communications Committee **(CM)**

- A. Website Updates **(TF)**  
*TF wants updated bios and headshots for previous board members*
  - 1. [Bios and Headshots for the website](#)
- B. Section Newsletter **(LW)**  
*Newsletter for summer will have PhilaPort Tour, Phillies Game. LW beginning the efforts for the Annual Report and will be reaching out to people for information in the coming weeks.*
- C. Social Media Updates **(AP)**  
*AP said if anything is needed to be posted. Offered idea of posting updates on infrastructure similar to other org she's involved in. Board approved of the idea. AP suggested doing fun reels or TikToks on these pieces of infrastructure.*
- D. [Awards](#) **(KW/EY)** *No nominations for the WTS awards.*
  - 1. Employer of the Year - AECOM

V. Outreach Committee **(KW)**

- A. General **(KW)**  
*Majority of outreach will happen in school year*
- B. Mentor Program Update **(AG/HB)**  
*HB not in attendance, but LG said she'd let HB provide more of update from their transition meeting next month.*
- C. CivE Club Program Update **(AR/ND)**  
*ND reached out to teacher, sounds like the same students as last year. Feedback on field trip was that it went really well.*
- D. K-12 Outreach Program Update **(KC/EM)**  
*KC said that she and EM will be updating contact list and reach out to teachers once school year begins. KC will reach out to Girls Inc prior to beginning of school year. EM wants to partner with YMCA in South Philly.*
- E. College Contact Updates **(CB/ZA)**  
*CB said they had transition meeting on Friday. Chairs listed not correct.*

VI. Events Committee **(KN)**

- A. Past Events
  - 1. Scope & Proposal Event (5/29) at McCormick Taylor **(HB)**  
*Good feedback on event.*
  - 2. Multi-Society Kickball Tournament (6/6) at Fairmount Park **(CA)**  
*ASHE and MASITE combined teams. YMF lost both games, ASHE/MASITE won the tournament. CA shouted out members who attended. Reimbursement requests are in, came in under budget. Awaiting reimbursement to come in.*
- B. Upcoming Events
  - 1. PhilaPort Tour (8/8) **(KN/TA/CA)**  
*CA helped coordination with TA and KN to organize. TA mentioned date and time. Discussed his approval for the elimination of old-school event flyers. They did not have transition meeting yet, but will be reaching out.*
  - 2. Annual Phillies Game & Tailgate (9/13) **(CA/ZA/GV)**

*ZA discussed meeting on budget this morning, the flyer, and future advertisement. Tickets are now \$42 for the game and \$10 for tailgate-only. AD mentioned 2023 cost of tickets was \$16/ea vs 2024 cost of \$35/ea. Future discussions of raising budget for future or potentially not hosting in future due to rising cost.*

C. Events to Track

1. End of Summer Happy Hour (Late August) **(ZA/GV)**

*No updates. Will be meeting Monday 7/15 to discuss. ZA mentioned board bonding on 8/23, potential to move that but AD mentioned HH is usually not on Friday. AD mentioned Urban Village is a good location for this event. CA mentioned over 50 people attended in 2019 when it was hosted there.*

VII. Look Ahead / Other Business **(AD)**

A. YMLS - Reston 8/2-8/4

*AD mentioned some board members already interested in going.*

B. YMLS Alumni Summit - Houston 9/13-9/14

C. ERYMC - Memphis 1/30-2/1

*AD will create tracking spreadsheet for who is attending, which flights & hotels booked, and if employers are covering the cost and how much. AD discussed last year's letter on how to get support from your company and mentioned it could be used for other conferences beside ERYMC.*

VIII. Open Discussion

A. Board Bonding Bar Crawl (8/23)

IX. Officer Reports

A. Vice President **(KW)** *is looking fwd to a great board year with everyone and offered his support.*

B. Secretary **(CM)** *none*

C. Treasurer **(KN)**

D. Past President **(KK)**

E. JEDI **(JS)**

F. Awards **(KW)** *none*

G. Information Technology **(TF)**

H. Public Relations **(LW)** *none*

I. Social Media **(AP)** *none*

J. Professional Development **(TA/CB)** *none*

K. Social Events **(ZA/GV)** *none*

L. Technical Events **(AR/MW)** *talk next week to plan*

M. Community Service **(CA/KM)** *more discussion together in the next week*

N. Civil Engineering Club **(ND/EY)** *looking fwd to new year and TPD is now "TPD, Inc."*

O. College Contact **(AG/KMe)** *none*

P. K-12 Outreach **(KC/EM)** *none*

Q. Student Member Transition **(HB)**

R. Mentors *none in attendance*

X. Other American Society of Civil Engineers Updates

A. Committee on Student Members **(A Daprano)** *none*

B. Committee on Student Conferences and Competitions **(C Medora)**

*UF won steel bridge and canoe*

C. Committee on Developing Leaders **(C Medora)** *none*

D. Members of Society Advancing An Inclusive Culture **(N Dabdoub)**

*Noor is stepping back, no longer on MOSAIC. Is James on it? Matt Reese is, LW will get updates from him and AD to reach out.*

XI. Board Meeting Schedule *AD to reach out about firms hosting future meetings*

A. Next Meeting Date, Time, Location:

Tuesday, August 20, 2024 at 5:30 pm

*HNTB*

*1650 Arch Street*

*Suite 1700*

*Philadelphia, PA 19103*

XII. Adjourn *meeting ended at 6:41 pm*