



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



**2024-2025 Board Meeting No. 5**

**DATE:** Tuesday, November 12, 2024  
**TIME:** 5:30 PM – 7:00 PM  
**LOCATION:** Urban Engineers, Inc., 530 Walnut St, 7th floor, Philadelphia, PA 19106  
**CALL INFO:** [Teams Link](#)

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

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

**GUESTS:**

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**AGENDA**

- I. Call to Order and Roll Call **(AD)** *Several board members with prior commitments or on vacation.*
  
- II. Consent Agenda **(AD)**
  - A. INCLUSIONS:
    1. 2024-2025 Board Meeting No. 5 Agenda
    2. October [MINUTES 100824 Board Meeting 4 Agenda](#)
  - B. Motion to approve consent agenda items.
    1. MOTION: *Kevin Walsh*
    2. SECOND: *Kirsten Kennedy*
    3. DISCUSSION: *None*
    4. RESULT: *Passes*
  
- III. Executive Committee **(AD)**
  - A. ASCE Updates
    1. Section **(AD)**
      - a) Past Events
        - (1) ASCE Career Fair (10/25) *KW said he and a few board members attended. Good representation from Widener and Swarthmore. It seems like this event is trending upward. It was nice to attend a career fair where every attendee is a civil or environmental engineering major.*
      - b) Upcoming Events
        - (1) November Dinner Meeting (11/14) *YMF topic on bike safety in Philadelphia. Panel discussion. YMF thought of a topic and wrangled together the speakers. There's a 20-min presentation by OTIS, and panel discussion moderated by Elvira.*

2. [Region 2](#)
  - a) Past Events
    - (1) Awards - one Philly YMF Winner (**KWa**) *Kris Melag won student member award. Congrats to Kris! AD wants to have a discussion with the Region bc of very delayed notice of the winners.*
    - (2) Region 2 Assembly *No board members that attended were in attendance at tonight's board meeting.*
  - b) Upcoming Events
    - (1) Mid-Atlantic Student Symposium (**CM**) *March 27-29 at PSU University Park. Combined East/West due to lack of participation from schools in the East region. Competitions such as Concrete Canoe, Steel Bridge, and CI Student Days will be held. AD will be there on behalf of CSM and encouraged board members to attend and volunteer as judges as well.*
3. Society
  - a) Upcoming Events
    - (1) ERYMC in Memphis, TN (1/30-2/1) *Spreadsheet included in agenda sent by AD yesterday. AD encourages the board to fill it out ASAP and work to get funding from their companies or other funding sources. Letter template from last year's ERYMC to help convince employers.*
      - (a) Cost Breakdown Sheet (**KN**)

B. Budget

1. FY25 BUDGET (**KN**) *FY 2025 budget has been approved by the Section. AD reminded chairs to get itemized receipts after events for expense reports. KN will be doing biweekly check-ins with the Section on reimbursement requests.*
2. [Reimbursement Request Cover Letter Template](#) and receipts (**KN**)

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

1. RECAP: DBEs: The Ins and Outs of Working with the Disadvantaged Business Enterprise Program in A/E/C (10/30) *AD said event was awesome and went very well. Attendees learned a lot about DBEs and their funding sources, etc. AD said each attendee most likely took away different things based on their career level. AD thanked HB for getting MT to host. HB expressed concern that a lot of people sign up for events like these but do not show up. It eats into our budget and takes away from being able to host more events. She brought to the board WTS' No-Show Policy where registrants who do not attend are charged \$10 for free events if they do not show up. AD said that JEDI events should be free but other events have a cost associated with them. WTS invoices no-shows or their company. It takes a lot of tracking down, and they ultimately do not collect all of it. KK says its a good idea despite issues with collection. She also expressed concern that we would need the Section's help and we might not be able to do that as a YMF. Emails to no-shows and repeat offenders to call to light the impact of them not showing up and that we are keeping track and there could be potential repercussions (being moved down the waitlist to allow others to attend). AD to will talk to either Section or Kevin Brown regarding this issue. We can pick it up in open discussion for December.*

IV. Communications Committee (**CM**)

A. Website Updates (**TF**)

1. CivE Club & K-12 Outreach signup sheet on website? *TF said this is mainly for CivE Club, and since neither chair is in attendance there is not too much to discuss. He mentioned the calendar/signup sheet that had been on the website before. TF asked if K-12 would like something similar, KC said she would talk to EM to put something.*

B. Section Newsletter/Annual Report (**LW**)

1. Annual Report due week before Thanksgiving *LW finished drafting the report and will be sending over to the Exec Board soon for review and to fill in whatever might be missing. LW thanked everyone for keeping the event tracking spreadsheet.*
2. Keep sending event highlights and pictures for the Section Newsletter! *LW said to keep the recaps and pics coming for the newsletter.*

C. Social Media Updates (**AP**)

1. Need more board member responses for Highlights! *AP emphasized needing more highlights to use.*
  2. *AP mentioned JS' accessibility guidelines and will be sending them around.*
- D. Awards **(KaW)**
1. ERYMC Awards *KaW thanked the board for their nominations, and said the awards are due next week. She mentioned there are two nominations for the Outstanding Community Outreach award, so a Google Form will be sent out for board voting this week.*
  2. DVEW Young Engineer of the Year Award *One nomination for this. Due December 2nd.*
- V. Outreach Committee **(KW)** *Winter Social deposit is in. KW wants to start up the planning committee. He will send out an email to gauge interest and work to send out donation letters ASAP. He thinks initially sending out in November is not a bad idea with the event being at the end of January, reminder in December, and final payment due in January.*
- A. Mentor Program Update **(HB)** *There are 14 or 15 mentor pairs signed up this year. November newsletter sent out, which advertises the Resume event. HB has looked into spring events, graduation from the program, etc. HB did not think there was enough information for a Welcome Event, and now thinks they will skip it. HB noticed where events are held dictates who attends, so she wants to focus on getting an event together that can attract most, if not all, the pairs.*
1. 14 Mentor Pairs
  2. Welcome Event? *AD suggested sending a gift card for Starbucks or something to encourage meetups and to use the \$200 funding for this event that is no longer happening. HB does plan to roll this budget over due to having a 28-person event. AD mentioned AECOM could offer their office as a space to host to keep costs lower.*
  3. November Newsletter Sent Out
  4. Planning Spring Events and Program Graduation
- B. CivE Club Program Update **(ND/EY)**
1. Schedule - Tuesdays 3:30-4:30
    - a) Calling for Volunteers! *KW asked if anyone is available to please reach out to Noor. Sign up sheet upcoming.*
  2. Looking for company swag items (pens, stickers, etc...) to pass out at CivE Club *Anything used at career fairs, etc.*
- C. K-12 Outreach Program Update **(KC/EM)**
1. Wed, Oct 23 - Taggart Girls Inc Collab - RECAP *KC said 15 girls attended and it went really well. KC will reach out to Girls Inc for additional events at other schools.*
  2. Mon, Nov 18 - Ad Prima Charter (Overbrook Campus) - could use 1 more volunteers! *KC said EM said we're looking good on volunteers, but more can't hurt. Activity is straw bridges.*
  3. Look Ahead
    - a) January - Perkiomen Women in STEM club - virtual presentation
    - b) March TBD - Perkiomen Career Panel with Engr classes *Two high schools in March. Poll for dates to get volunteers and people to help run it. If there are no conflicts, then the plan is one first week and the other two weeks later. Avoiding Tuesdays due to CivE Club.*
    - c) Norristown HS - March 4-6, 12-13, or 20
      - (1) Poll for any potential conflicts/availability *AD reminded the board to not schedule events the same day as a K-12 outreach event in order to prevent overbooking and forcing our members to pick one event or the other. We do not want to overshadow our K-12 outreach.*
- D. College Contact Updates **(AG/KMe)**
1. Chapters scheduled for ASCE dinner meetings
    - a) Oct 10 - Drexel - RECAP
    - b) Nov 14 - Villanova
    - c) Mar 13 - Widener and Temple
    - d) Apr 10 - Swarthmore
  2. Student Chapter GBM's
  3. Region 2 Conference *KW said KMe reached out*

4. ASHE / ASCE YMF Joint Resume Workshop and Resume Book KW said he didn't have any updates, but AD has an email to respond to that she wants to tell ASHE to wait until after the holidays. ASHE YMC has flexibility to plug in the event whenever we (the YMF) have availability.

VI. Events Committee (**KN**)

A. Past Events

1. TTF Watershed Tree Planting (10/19) (**CA/KM**) CA gave a recap that we planted about 100 trees and the owner of the golf course invited the attendees to join him for lunch at the clubhouse.
2. Adopt-a-Highway Clean-Up (11/02) (**CA/KM**) CA said 14 attendees, had HH. Lessons learned to plan for earlier in the fall season due to so many leaves. Probably will be in early October but hoping to avoid university homecomings.

B. Upcoming Events

1. Resume Event (11/18) (**CB/TA**) TA said the event is next Monday from 5:30-7:00 but one guest speaker had conflict with the timing. Ask the board if one speaker is ok or if they go with Plan B or Plan C (new speaker or change date). AD mentioned tomorrow's e-blast will hopefully draw more interest, could make it virtual. KK has a suggestion for an additional speaker. TA try to get something locked ASAP to keep the date and keep the event in-person.
2. Christian to Crescent Tour (11/25) (**AR/MW**) AR said to arrive by 2:45 PM. Assuming 1 PDH, working with Section to get approved. Attendees without PPE to reach out to MW. AR expressed concern for lack of parking. AD said she believes most people will use public transit from their offices.
3. PennDOT District 6 Tour (12/11 or 12) (**AR/MW**) AR said he's been in touch with Dave from the District. Tour will be 4:00 PM on Thursday, December 19th. AR is working on form. AR anticipates 15-20 people for the tour, and will work to get the tour PDH approved. AD believes the building is ADA accessible but AR will ask.
4. ASCE/ASHE Winter Mixer (12/03) (**ZA/GV**)
  - a) Puddlers Kitchen & Tap by Conshohocken Brewing Co. AD said approval form was received and she made some minor changes to the budget spreadsheet. Food, raffles (which has been done in the past), and cash bar. Save the date in tomorrow's e-blast and once approval form is approved, it will be included in next week's regularly-scheduled e-blast.

C. Events to Track

1. ASCE SJ Social Event (02/11 or 12) (**ZA/GV**)
  - a) Ladder 15 GV is planning an event. Having at Ladder 15 due to close to PATCO and downtown location for attendees.
2. I-95 CAP Project Panel (Spring) AR said he is unsure if there will be a panel and a tour, but he will start after the holidays to get this event together. The contractor to build the South Street Pedestrian Bridge will be built in the parking lot during the spring, so he thinks a tour would be cooler than a panel. WTS gave a tour or presentation not too long ago, so it should be easy enough to get this event together. AD asked if there was a particular time for this tour, but AR said he will have to look into this more as the contractor is working year-long.
3. Critical Issues Seminar (Spring) CB said he and TA have begun brainstorming speakers to reach out to. They plan to reach out to people before holidays and then nail down venue locations before the start of the new year. AD would like to see the shell of a list by January to give everyone enough time to get things together. She also said if they need contacts, especially at SEPTA or Amtrak, to let her know and she can put them in touch with people.

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

- A. Future Cities (**AD**) January at Archbishop Carroll HS in Radnor, PA. Judges needed. If interested, see KN's original email. AD to resend to board.
- B. Winter Social (**KW**) Previously discussed during the Outreach Committee.

VIII. Open Discussion

- A. SS United States to leave Pier 82 at high tide on Thursday morning.

- IX. Officer Reports
- A. Vice President (**KW**) *Left meeting early.*
  - B. Secretary (**CM**) *None.*
  - C. Treasurer (**KN**) *Not in attendance.*
  - D. Past President (**KK**) *Nothing.*
  - E. JEDI (**JS**) *Not in attendance.*
  - F. Awards (**KaW**) *All good.*
  - G. Information Technology (**TF**) *Nothing.*
  - H. Public Relations (**LW**) *2025 Legislative Fly-In deadline is coming up on November 15th. It is the same weekend as the Mid-Atlantic Student Symposium (March 26-28). ASCE provides training and then you speak with PA reps and senators.*
  - I. Social Media (**AP**) *Submit officer bios.*
  - J. Professional Development (**TA/CB**) *Nothing.*
  - K. Social Events (**ZA/GV**) *Not in attendance.*
  - L. Technical Events (**AR/MW**) *Nothing.*
  - M. Community Service (**CA/KM**) *Looking at planning a holiday community service event. Possibly volunteering at an animal shelter or Philabundance. If you have a preference, let CA or KM know. AD said if we're just collecting canned goods for Philabundance, then we can do both. CA asked if we could do that at the Winter Mixer with ASHE, AD said she doesn't see why not and will run it by Sean Pence of ASHE to see if they're okay with it as well. The Section is having a community service event with MANNA on Thursday, December 12th 1:30-4:30 PM.*
  - N. Civil Engineering Club (**ND/EY**) *Not in attendance.*
  - O. College Contact (**AG/KMe**) *Not in attendance.*
  - P. K-12 Outreach (**KC/EM**) *Nothing.*
  - Q. Student Member Transition (**HB**) *Nothing.*
  - R. Mentors *None in attendance.*
- X. Other American Society of Civil Engineers Updates
- A. Committee on Student Members (**A Daprano**) *AD said KN is to become a full member on CSM and now Philly has 3 full members on CSM.*
  - B. Committee on Developing Leaders (**C Medora**) *None.*
- XI. Board Meeting Schedule
- A. Next Meeting Date, Time, Location:  
 Tuesday, December 9, 2024 at 5:30 pm *CA noticed the date is December 10th, not the 9th.*  
*McCormick Taylor*  
*1818 Market Street*  
*Suite 1600*  
*Philadelphia, PA 19103*
  - B. Cookie Swap *Instead of white elephant. If you'd like to participate, bake or buy cookies to bring. Please label common allergens in your cookies.*
- XII. Adjourn Meeting is adjourned at 6:47 PM.