

**ASCE SOUTHEASTERN MICHIGAN BRANCH**  
**2010/2011 KICKOFF MEETING MINUTES**

*September 9, 2010*

1. New Board member introductions - *sign-in sheet attached*
  - a. Table of organization - *distributed by Kent Early, see attached*
  - b. Board of directors & committee chair contact information - *distributed by Kent Early, see attached*
2. Committee Chair Review
  - a. Open chairs (Annual Mtg, CYM, Reception?) - *see attached list of committee chairs and contact information. The Annual Meeting chair and the Reception/Membership chair needs to be verified.*
3. Programs
  - a. Procedures for setting up a program - *procedures and sample program flyers were distributed by Kent Early.*
  - b. CEUs - *Requirements for earning CEUs will be added to the program procedures by Brad Shepler.*
  - c. Budgeting for special programs (Diversity, etc)
  - d. Planning for 1 program per month - *desired schedule to hold one program each month.*
  - e. Ideas for programs
    - i. Romeo Plank – Steve Matheny - *triax geogrid project, tentatively scheduled for October.*
    - ii. Fairlane Green - *Dana Suggitt to discuss possibility of program for mid November.*
    - iii. History and Heritage – Kamran - *has a few ideas, will discuss with Jason Stoops and work on scheduling.*
    - iv. Marysville Environmental program - *Jesse - waste water treatment plant project for a potential program.*
4. ASCE Annual Section Meeting changes (after 2010) - *Kent Early updated the members on the proposed joint conference between ASCE, ACEC and MSPE. This would be held in June 2011 in Grand Rapids. Discussion with members about moving the SE Branch Annual Meeting to September 2011 (typically held in May).*
5. Treasurer
  - a. Document signatures for account transfer - *need signatures from Jesse Van DeCreek to complete account member update for current fiscal year.*
  - b. Audit of 2009-10 Treasurer's report - *Kent Early and Jacob Rushlow will work to prepare the financial audit information.*
6. Newsletter editor will be Dave Potter - *e-mail distribution list will be updated by Kent Early and given to Dave Potter for the first newsletter. A download and comparison with the updated National Registration list will need to occur.*
7. Legislative fly-in attendee - *Kent Early nominated Brad Shepler as this year's attendee. Dana Suggitt seconded the motion. Motion passed unanimously and Brad Shepler accepted.*
8. Annual report to National - *to be completed by Kent Early and submitted to the Michigan Section.*

9. CYM
  - a. Donation requests from student chapters - *amounts for each school (LTU, WSU and UDM) will need to be decided with the FY 2010-11 budget.*
  - b. Golf outing (date/organizer) - *Dana Suggitt updated the members on the golf outing success this past June. Enough donations were received to fund the CYM Student Scholarship for 2011.*
  - c. Anything else from CYM? - *Haunted Hayride social event in October with flyer forthcoming. Facebook account updates by Drew Temerowski. The CYM members requested more direct interaction at their meetings from the Branch Board of Directors. CYM Board member elections will take place at their next meeting on September 29th.*
10. Website - *Brad Shepler to work with Evans Bantios on transitioning duties.*
  - a. Calendar update - *forthcoming.*
  - b. More current photos - *currently being added.*
11. EWB involvement - *Roland Alix attends meetings. EWB has asked for support from ASCE through donations for programs. Donations and amounts to be decided with the FY 2010-11 budget approval.*
12. Other items
  - *Bylaws for the SE Branch are being drafted by Dave Potter.*
  - *August Treasurer's report was distributed by Jacob Rushlow. Motion made by Jason Stoops to approve and supported by Dana Suggitt. Also discussed the two CD's which will both mature in October. Motion by Brad Shepler and supported by Dave Potter to renew the CD's for another period.*
  - *Dave Potter mentioned teaming with ACEC for PR efforts to advance our profession. Press releases in professional newsletters or magazines were discussed as ideas.*

***Next Board Meetings:***

Wednesday, October 6, 2010, 7:15 AM at Nello's

Wednesday, November 3, 2010, 7:15 AM at Nello's