

**ASCE SOUTHEASTERN MICHIGAN BRANCH**  
**2011/2012 BOARD MEETING**  
*October 5, 2011*

Minutes for Board Meeting No. 3

***Call to order***

***Potter***

Meeting called to order at 7:16 am by Potter. Present were D. Suggitt, J. Rushlow, E. Bantios, B. Shepler, J. Stoops, D. Potter, J. Sanford

***Discussion/Approval of Agenda***

***All***

The agenda was amended to add that D. Potter is to attend the ASCE National Conference in Memphis, an item to discuss the "Outstanding Branch Award" should be added under National News and an item to discuss developing an Award Winner Notification for Annual Meeting awards be added under President-Elect. Agenda was unanimously approved with changes. Motion by Shepler supported by Suggitt as amended.

***Review and Approval of the Meeting Minutes***

***Shepler***

Motion was made by Rushlow supported by Suggitt to approve the September 7, 2011 meeting minutes. Motion passed unanimously.

***Review and Approval of the Treasurer's report***

***Bantios***

- i. Evans provided an overview of the 2011/2012 Budget with CYM Budget.
  - a. Added item 40B for Dave (President) to attend National Convention
  - b. Add \$300 for Secretarial Services
  - c. U of M Student Chapter not to get donation until Section monies transferred to SE MI Section
  - d. Add monies under Item 25 for Spag Grant anticipated submittal (\$1,000)
  - e. Add money under 64Q for Public Relations (\$2,000)
  - f. Add money to 60A for donations to Student Activities (\$750)
- ii. Motion made by Shepler supported by Stoops to approve the FY 11/12 Budget as amended, approved unanimously.
- iii. Evans distributed the September Treasurer's report for the Chase account.
- iv. August Co-op distributed, September and October needs to be created.
- v. August Chase report needs to be created.
- vi. Motion made by Stoops supported by Shepler to approve the September Chase report. Motion passed contingent on dates changed and budget being approved and modified. Motion made by Stoops for August, supported by Suggitt for August report, passed unanimously.
- vii. Brad, Jacob & Kent are required to sign off the Co-op account and will do so before the end of October.
- viii. Shepler to work with Potter to find CPA for audit of 2010-11 Treasurer's file. Needs to be completed by Nov. 30, 2011 (before Nat'l report), cursory review to be scheduled for early October.
  - a. CPA found (Alberts)
  - b. Add line item for Branch Treasury audit

***Board Member Reports***

• ***Technical Activities***

***Kelly***

- i. D. Kelly excused
- ii. Contacted Jesse for City of Marysville WWTP program
- iii. Contacted Jim Lynch regarding the non-destructive testing for sheet pile sections that was done with NTH.
- iv. OMI tour possibly?

- v. Provide updates on Continuing Education credits for registered engineers and setting up a program to explain the requirements.
  - vi. Potential to fly speakers in, Nat'l Speaker Bureau has monies available to supplement costs
- **Professional Activities** **Suggitt**
    - i. Dana to contact committee chairs this week for possible programs
    - ii. Distributed document on how to run program to chairs
    - iii. Central Business District program on the MLK High School is still being explored by Zach Carr. No other update.
- **Member Services** **Stoops**
    - i. Stoops attended CYM Meeting
    - ii. Hay Ride scheduled for Oct. 22<sup>nd</sup>
    - iii. Student Night is scheduled for Feb. 21<sup>st</sup>, at Wayne State University
    - iv. J. Stoops/D. Suggitt suggest talking with Scouts while they're selling popcorn, etc. about getting their engineering badges and how ASCE can help.
    - v. D. Potter indicated he would be willing to talk with companies about getting their younger engineers out in force
    - vi. Engineer's Week is February 19-25
    - vii. Website administration has been transferred to Stoops.
    - viii. 2<sup>nd</sup> website training session scheduled
    - ix. Follow up with Tarolyn Buckles regarding her interest in the smaller scale program for Diversity Committee, she is interested in working on.
    - x. J. Stoops and B. Shepler are to provide E. Bantios with the cash boxes.
- **Past President** **Early**
    - i. K. Early excused
    - ii. Annual Meeting wrap-up, report to be sent out next meeting
- **President Elect** **Rushlow**
    - i. 2012 SPAG Grant application, due by 28<sup>th</sup> of October
    - ii. Annual Meeting award notifications. Brad has example letter but national protocol should be reviewed.
    - iii. MI Section like the billboard idea, interested in future SPAG grants/assistance
    - iv. Constant Contact is approx. \$24/month, President-Elect's responsibilities
    - v. Set up 60 day free trial
      - a. Update in excel or manually, 4 different ways to upload
      - b. Warning would be necessary to send to recipients to make sure they know the provider is changing and to add the e-mail sender to their allowed senders list
    - vi. National uses a program called "Eloqua" for organizing contacts, might be worth looking into for seamless gathering of contact information
    - vii. J. Rushlow wants to set up the newsletter so that the newsletter is digital and provides links to websites, rather than attachments
      - a. He wishes to test this method within the next two weeks

### **Committees**

- **CYM** **Suggitt**
  - i. Review of Officers
- **Newsletter** **Rushlow**
  - i. Transfer template info.
  - ii. Jacob strives to provide more consistency in the posting of the Newsletter, typical two weeks after Branch meeting

***National News***

***Potter***

- D. Potter provided a summary of the 2011 Nat'l President's and Governors Annual Meeting and previously supplied the Board a report of his experience.
- Legislative Affairs, Jeremy Curtis is interested in attending the Legislative fly-in this year.
- Jim Bliskey Life Member status – Dave contacted national, received plaque
- Delegate for ASCE 2012 Region 3, 6 & 7 Workshop for Section & Branch Leaders, interest?
  - In February, Dave to send out e-mail
- D. Potter is to set up links of Governor's Annual Meeting information to send to Board.

***Other Business***

***Potter/Early***

- ***Ann Arbor Branch***
  - i. J. Rushlow is the point of contact for when the Branch gets approval of the redistricting.
  - ii. Still waiting to confirm status of redistricting
- ***Section SPAG Initiative***
  - i. Mike Guter – redistribute Infrastructure Report Card
  - ii. Infrastructure updates for newly elected officials
- ***Calendar***
  - i. Jacob to get with Stoops about uploading to website
- ***Section and Branch Award Application***
  - i. Due by end of October
  - ii. D. Suggitt & D. Potter to attempt filling out application
- ***SEAMi Contact for ASCE Structure Institute***
  - i. D. Kelly to be contact

***Next Board Meeting: November 2, 2011 at Nello's***

***Monthly Meetings are conducted at Nello's Restaurant on Woodward at Lincoln. All ASCE members are welcome.***

***Website Address: [www.ascsesoutheast.org](http://www.ascsesoutheast.org)***

**Action Items – see September Mtg Minutes**

- i. Get programs for beginning of November
- ii. Rushlow to distribute the Newsletter.
- iii. Dana and Dave to attempt application for Section Branch awards
- iv. D. Kelly will contact Jesse regarding the possible Marysville Program
- v. Rushlow/Stoops will update the website and upload the calendar of events.
- vi. B. Shepler to develop Draft Bylaws
- vii. Evans to check into if scholarship effects students ability to get Financial Aid
- viii. Stoops will follow up Tarolyn Buckles regarding the Diversity Committee.

Respectfully Submitted,

Brad Shepler, ASCE Michigan Section Southeastern Branch Secretary