



***SOUTHEASTERN MICHIGAN BRANCH
2011/2012 KICK-OFF MEETING***

Thursday August 25, 2011

Minutes for Meeting No. 1

1. Welcome and Order Dinner

Meeting was called to order at 5:00 P.M. by Potter. Members present were Kent Early, Jacob Rushlow, Evans Bantios, Jason Stoops, Dana Suggitt, John Sanford, and Joe Heintz.

2. Housekeeping Items

- a. Bathrooms
- b. Cell Phones

3. Review Board Contact Information

- a. See attached Board of Directors list for contact information.

4. Review Board Member – Table of Organization (functions/assignments)

- a. See attached Board of Directors Table of Organization for functions and assignments.
- b. Elections, eRoom updates, and Annual Report were added under President.
- c. Structural and CEUs program maintenance was added under Technical Activities.
- d. New/Dropped Member Contact was added under Member Services.
- e. By-laws were added under Secretary.
- f. Ann Arbor liaison was added under President-Elect.
 - i. Status of the Ann Arbor branch was discussed.
 - ii. State Section is moving forward with dissolving and splitting geographic areas between SE Branch and Lansing-Jackson Branch.
 - iii. Section needs to decide how to divide the Ann Arbor Branch existing fund balance.
 - iv. Once this is finalized, a Welcome letter is planned to be sent to all Ann Arbor Branch members
 - v. Potter to follow-up with the State Section and report on progress.

5. Review Professional and Membership Committees (open committee chairs)

- a. See attached Professional and Membership Committees list.
- b. Potter to divide this list into separate Professional Committees list and Membership Committees list.
- c. Central Business District Chair (currently Zach Carr) needs to be contacted to verify he is still onboard. Suggitt to confirm.
- d. Roland Alix has been elected the CYM President.
- e. Reception and Membership Chair (currently Jim Lynch) need to be contacted to verify he is still interested. Stoops to confirm.



- f. Student Night committee will be Chaired by Andy Brown who is the newly elected the CYM Vice-President. Suggitt to obtain his contact information and provide to Potter for inclusion on the list.
 - g. Project Management Chair (currently vacant). Joe Heintz has volunteered to fill this position.
- 6. Review Technical Committees**
- a. See attached Technical Committees list.
 - b. A new Committee has been added under Technical Committees to cover Structural Engineering. Dave Kelly to find an interested member to fill this position.
 - c. ASCE member numbers are needed for Jennifer Morreale and Joe Alberts. Kelly to contact them and provide info to Potter for inclusion on the list.
- 7. Discuss Program for October and November**
- a. Annual Meeting is scheduled for September 24 at Palazzo di Bocce in Orion.
 - b. Potential upcoming programs were discussed including:
 - i. Oakland-Macomb Interceptor – NTH (Bantios)
 - ii. Marysville WWTP – HRC (Shepler/Alix)
 - iii. Generational Gap – Stoops
 - iv. Detroit Wayne County Port Authority – New Public Dock & Terminal on the downtown riverfront
 - v. Sustainable infrastructure programs – ISI and EnvISions; FHWA INVEST, Greenroads
- 8. Discuss National Engineers Week**
- a. PR Discussion – Brad Shepler
 - i. Shepler was absent but had previously sent an e-mail to the Board with information from National.
 - ii. PR campaign discussed to be done in conjunction with National Engineers Week.
 - iii. Elementary level school programs – assistance to teachers covering science and engineering curriculum – resources and lesson plans are available through National.
 - b. Electronic Billboards – One of the questions asked was, “are there any plans to move the images/messages to other media?”
 - i. Discussed the recent digital billboards campaign success.
 - ii. Possibly take this into other media such as WJR.
- 9. Review e-mail list and newsletter**
- a. Status of E-Newsletter – Jacob Rushlow
 - i. Newsletters will be sent out monthly.
 - ii. Plan to have them distributed the third Wednesday of each month (2 weeks after each Board meeting).
 - b. Update and maintenance of e-mail list.



- i. E-mail distribution list is currently under the control of Dana Suggitt.
- ii. Rushlow reported that National has started using the Eloqua service and has a pilot program with some Sections to test it out. National is eventually planning to rollout a program with the Eloqua service available to all Sections and Branches.
- iii. Constant Contact 3rd party management was approved at the May Board meeting.
- iv. Rushlow will setup account to begin transition and will report to the Board on progress and next steps.

10. Review ASCE Calendar(s)

- a. National – Annual Meeting October 20-22, 2011 – Memphis, TN
 - i. Potter to attend (State sponsorship pending).
- b. State
- c. Branch
 - i. Discussed upcoming events for the 2011-12 Branch calendar.
 - ii. Rushlow will create the calendar and work with Stoops to have it linked on the Branch website.

11. Review Treasurer’s Report – June 30, 2011 – Brad Shepler

- a. Shepler was not in attendance to present the report.
- b. The draft June Treasurer’s report was reviewed and will be discussed further at the next Board meeting.

12. 2011/2012 Annual Budget – Initial Discussion

- a. A draft budget is in the works. Bantios will provide at the next Board meeting.
- b. Directors and Committee Chairs to get draft program budgets to Bantios for inclusion in the Branch budget.
- c. Bantios reported that our accounts have been switched to Chase Bank.

13. All Else

- a. ASCE Region 3 Meeting – Report by Jacob Rushlow
 - i. See attached report and notes from the Region 3 Assembly recently attended by Rushlow.
- b. eRoom (National account) should be used for uploading documents. Rushlow and Suggitt have access. Potter to obtain access.
- c. Branch logos have been created by National for our use and should be included on our letterhead and other documents.
- d. Scholarship issues with Federal regulations – should contact recent scholarship winners to see if they had any problems with our scholarship offsetting other funds.
- e. Legislative fly-in attendance discussed and Jeremy Curtis was named as a possible candidate.



- f. Early reminded the Board to keep updated on the status of our State requiring CEUs and make efforts to setup a program once established by the State. It was decided that the CEU program maintenance would be assigned to the Technical Activities Director.
- g. Early asked if the Branch is continuing efforts to work with Engineer's Without Borders. Shepler was spearheading this effort and should update the Board at the next meeting.
- h. Annual Meeting status reported by Early.
 - i. The Quality of Life award will be named after past president James Bliskey who passed away this year. His family will be in attendance at the annual meeting for the dedication.
 - ii. Award plaques are being order by Rushlow.
 - iii. A list of past award winners is being added to the event program.
 - iv. The State Section is planning to keep the recent Michigan Engineering Conference as an annual event every June. When the Branch would like to keep our annual meeting should be discussed further (main issue is with award nominations).
 - v. Early updated the Board on the Life Member status for some eligible Branch members.
 - vi. Not many registered attendees at this point.
 - vii. Stoops suggested checking the past few years registration list and contacting the regular attendees.
- i. The Presidents and Governors forum is scheduled for September 18-19 at ASCE HQ in Reston, Virginia. Potter is planning to attend.

Next Board Meeting: Wednesday, September 7, 2011, 7:15 A.M.

Monthly Meetings are conducted at Nello's Restaurant on Woodward at Lincoln.

All ASCE members are welcome.

Website Address: www.ascesoutheast.org

Action Items

- a. President (Potter)
 - i. Follow-up with the State Section and report on progress.
 - ii. Divide separate Professional Committees list and Membership Committees list.
 - iii. Sign-up for ASCE eRoom account.
- b. President-Elect (Rushlow)
 - i. Setup Constant Contact account.
 - ii. Create the Branch calendar.
 - iii. Work with Stoops to update website and add calendar.
- c. Secretary (Shepler)
 - i. Finalize meeting minutes from April and May prior to next Board meeting.
 - ii. Work to develop draft by-laws for the Branch and report to the Board.
- d. Treasurer (Bantios)
 - i. Provide draft budget at the next Board meeting.



- e. Member Services (Stoops)
 - i. Confirm Jim Lynch as Reception and Membership Chair.
 - ii. Work with Rushlow to update website and add calendar.
- f. Professional Activities (Suggitt)
 - i. Confirm Zach Carr as Central Business District committee chair.
 - ii. Obtain contact information for Andy Brown (CYM vice-president) and provide to Potter for inclusion on the list.
- g. Technical Activities (Kelly)
 - i. Find an interested member to fill the Structural committee chair position.
 - ii. Contact Jennifer Morreale and Joe Alberts to obtain their ASCE member numbers and provide info to Potter for inclusion on the list.

Respectfully Submitted,
Jacob Rushlow, President-Elect
ASCE Michigan Section Southeastern Branch