
SYRACUSE ASCE BOARD MEETING MINUTES
SEPTEMBER 25, 2012– 5:30 PM
C&S COMPANIES, NORTH SYRACUSE

FINAL (10/23/12) – SETH LIVERMORE

In Attendance: Dan Borcz, Matt Henderson, Chuck Brooks, Ray D’Hollander, Brad Kubiak, Seth Livermore, Dawn Penniman, Magdalena Rychtecka

- **Welcome, Roll Call, and Organizational Chart Discussion: BK**
 - Roll Call/Introductions
 - Discuss Organizational Chart, responsibilities, and vacancies
 - *At the 2012 Annual meeting the following members were elected to hold office. Due to vacancies, the elected President-Elect and Vice President were promoted to the President and Vice President positions, respectively (as per the Section’s Constitution & By-laws).*
 - *DB elected as President-Elect and moved to President*
 - *MH elected as Vice President and moved to President-Elect*
 - *CB, R.D’H and MR were elected as Directors*
 - *PR appointed as History & Heritage Chair*
 - *DP appointed as Treasurer*
 - *SL appointed as Secretary*
 - *Vacant positions to be published w/in monthly event email*
- **Board Review, Comment, and Approval of Agenda: BK – No comments**
- **Board Review, Comment, and Approval of Previous Meeting Minutes and Contact List Review: SL – 6/12/12 Board minutes were approved and the contact list updated. CB made motion to approve minutes, seconded by SL. SL to revise contact list and distribute electronically to the Board members.**
- **Treasurer’s Report: DP**
 - Treasurer’s Report – *Treasurer’s report presented at the Board meeting does not include monies from the 2012 golf tournament*
 - 2011-2012 Fiscal year closeout: submit all receipts by September 30th
 - 2012-2013 Fiscal year budgets are due October 23rd (next Board Meeting)
 - Spending limits and Board approval of contracts
 - *The Board discussed what the individual event maximum spending limit should be before Board approval is required. The consensus was \$100 per event/item. Expenditures >\$100 shall be presented to and approved by the Board before purchasing.*
 - *DB to speak w/ASCE National to determine if they have an official process or information on the approval of contracts.*

- **Communications: BK**

7/12	Chris Raddell/ Howie Hollander	ASCE to co-sponsor the Honeywell Sweet Lecture (2/13)? <i>-TACNY, BK responded that ASCE would be interested in co-sponsoring the Lecture. If PDH credits were available, ASCE could charge, but TACNY cannot based on Sweet Lecture requirements. No response from TACNY as of the Board meeting.</i>
7/16	Suzanne Fisher	Invitation to attend 2012 SEI Local Leadership Conference, Oct 12-13 in Salt Lake City – <i>No local SEI Chapter</i>
8/10	Carol Reese	St. Lawrence Power and Seaway Project as possible National Historic landmark – <i>Project was constructed in the 1960's and has the opportunity to be a Nat. Historic landmark. Email to be forwarded to PR.</i>
9/7	Howie Hollander	TACNY banquet moved to March 2013 – <i>FYI email</i>
9/10	Nancy Berson	2012 Outstanding Section and Branch Award Nomination (Deadline 10/30) – <i>Since the Section won this award last year, it was determined that we would wait a year to make improvements and submit for 2013 award.</i>
9/15	Steve Kaufman	Update on the NYS Infrastructure Report Card
9/17	ASCE Gov. Relations	SPAG Funding eliminated for FY 2013 – <i>Due to budget cuts; the program may be re-instated if finances improve</i>
9/17	Lowell Berg	Syracuse Athletics Contact – <i>contact for presale SU tickets</i>
9/20	Rick Kotecki	Fall 2012 NYS Council Meeting Summary, Proposed NYSTA Commercial Toll Increase Letter, and NYS Report Card Update
9/20	ASCE eRoom	National Board Agendas, Minutes and Summaries 10-16-12
9/20	Shawn Kelly	Sponsorship Request for the Annual Conference – <i>Requested \$500 to \$1,000; no action by the Board.</i>
9/20	Greg Novitzki	<i>ASCE-ACI Collaboration – Potential for collaboration w/other professional societies. Greg met DB at Clarkson University event.</i>
9/21	Nancy Berson	Section Annual Reports (Deadline 11/30) – <i>1 page report, DB to complete on behalf of the Section.</i>
9/22	Steve Kaufman	CnC – State Assembly Bill A07205A – <i>Letter about Bridge Act. DB to forward to MH to review and address.</i>
9/22	Chris Leshner	NYS Council Report – <i>1 page report, 3 legislation resolutions presented</i>
9/24	Tom Horth	ASCE Sponsorship of BEBE? – <i>TH to find out contribution amount BEBE is requesting.</i>

- **Programs / Continuing Education: BK/OPEN**

- TACNY advertisement reminder – *A reminder that ASCE should be adding upcoming Section events to TACNY’s event calendar*
- Wednesday, October 10th - 5:30 pm – *Steel Foundation Solutions* (1 PDH available) by Steve Yassem, PE, CDT, Business Development Manager of Skyline Steel at Dinosaur BBQ, 246 West Willow Street, Syracuse. Courtesy of Skyline Steel there is NO COST to attend this event! - *Event coordinated by DB*
- Possible late October/early November - PDH Presentation & Tour of the Woodland or Westcott Reservoir and the UV disinfection facilities being constructed – *DB is currently trying to coordinate this event*
- Monday, November 12th - 9th Annual CNY Engineering Expo.
- *DB requested that Board members assist with planning & coordinating PDH events throughout the year.*

- **New Business: BK/OPEN**

- Summer AAH Update (8/11) – *Event had 4 people participate*
- NYS Fair Update (8/31 thru 9/3) & Volunteer Feedback – *Overall the Fair was very successful, the Board thanked BK, TH, and DB for all of their efforts. Feedback comments included the need for clearer direction to setup events and to change events from previous years.*
- September PDH meeting Update (*Basic Seismic Design, Part 1: Causes and Effects of Earthquakes, 9/14*) **DP** – *There were 6 professional attendees (4 received PDH credits) and a significant number of SU students*
- NYS Council / R1 Assembly Update (Fall Meeting 9/14 thru 9/19, Burlington VT) – *Information obtained includes: reminder that ASCE National has an abundant amount of information and is a valuable resource, National has teamed up w/Constant Contact for listserv, National dues will increase this year, the Regional allotment will decrease, and the Section’s allotment will remain the same for the time being.*
- Annual Conference: Montreal, Quebec, Canada October 18-20 (BK & RD’H to attend)
 - Update from the local committee on organizing and finding volunteers to help staff this conference. **RD’H** – *RD’H is coordinating volunteers for the conference. The Board thanked RD’H for his effort.*
- Recruitment efforts (MH & DB) – *Reminder that the Board needs to be actively recruiting new members. Mid-October event email to include reminder for Section members to renew their membership.*
- Awards Committee (DB Chair) – *DB would like to start an Awards Committee for the Section to recognize and honor members and projects w/in the Section. Goal for first year will be to start small w/an “Engineer of the Year” award. Committee volunteers included MH and RD’H.*

- **Old Business: BK**

- By-laws review – *National has a new format for Section Constitution and By-laws. Part of the Section’s By-laws review must include updating to the new format.*
- Past-Presidents meeting – *DB & BK recently met to discuss President position and lessons learned.*

- **Newsletter and Website: SL**

- Website overhaul update
 - Need to push advertisement/website sponsors – *The Board discussed the possibility of presenting sponsorship request form at the upcoming CNY Expo. DB to create separate email to request sponsorship by local civil engineering companies.*
 - Need to populate & utilize – update Board members, upload pictures, etc. – *SL requested that Board members upload pictures and add any upcoming events they may have. Board members to provide SL w/self-portrait pictures to upload to Board members page.*
 - Website edit by ACS – Correct upcoming events section so that the nearest upcoming event is listed at the top, regardless of date entered on the website. – *SL to contact ACS to receive formal proposal. Upon receipt, SL to distribute to Board for approval (e-vote).*

Post-meeting notes: DB noticed that the event cost is not displayed with event info. SL has asked ACS to include this revision cost within proposal. ACS proposal was distributed to Board on 10/4/12 via email w/SL motion and DB seconding motion. Four Board members voted in favor (SL, DB, DP and MH), three did not respond, no nays – ACS proposal passed. DP signed the proposal, submitted via email to ACS on 10/16/12

- Migration from SYR listserv & E-mail Template
 - National has partnered with Constant Contact (available this fall, no cost to the Section) – *DB discussed earlier in the meeting.*
 - Additional services by ACS – create an e-mail template to link the website with the “upcoming events” e-mails? – *Presented as an FYI, for discussion at next Board meeting.*
- May 2012- May 2013 Newsletter Committee (Chair?) – *Vacancy to be included within mid-October event email.*

- **Committee Reports**

- Younger Member: SL
 - September planning meeting update – *Planned upcoming events include: Joint tour of Clinton Storage Facility w/NYWEA YPs followed by happy hour. Attend SU Bball game in November (TBD). Happy hour with ITE group in December.*
Post-meeting note: Joint tour w/NYWEA to occur on 10/18/12

- Membership: **MH**
 - Monthly welcome e-mail to new members – *MH to prepare welcome email to new members joining the Section and ask Dr. Lui to update the listserv. MH to receive new member notifications from National via email.*
- Golf Tournament: **LK/DP**
 - Fundraiser Update (18-hole passes for The Links at Sunset Ridge & Family memberships to Utica Zoo) – *All of the tickets are still available. Announcement of available tickets to be published w/in October event email. **Post-meeting note: Six golf tickets have recently sold. Six golf tickets and two zoo membership certificates remain***
 - Net proceeds: approximately \$6,300
 - Close-out meeting update and thank-you letter status – *Four Committee members attended the close-out meeting, thank you letters are still in progress.*
- Scholarship: **TH**.
 - Planning meeting date – *TH accepted DB's nomination as Chair, meeting date has not been determined. **Post-meeting note: First meeting is set for 10/26/12; committee to include TH, MM, MR, AF, and DB***
- Community Outreach: **BK**
 - Fall Adopt-A Highway October 27th (tentative) ***Post-meeting note: Date has been confirmed***
- History & Heritage: **PR**
 - Local landmark letter campaign – *Board members were reminded to email PR with their company's president/leader contact information. PR to reach out to leaders of local engineering companies for local historical landmark nominations.*
 - Update on St. Lawrence Power and Seaway Project National Historic landmark nomination – *PR recently received contact information for this project.*
- Government Relations: **MH**
 - *ASCE National recently released their next failure to Act Report "Airports, Inland Waterways, and Marine Ports" citing the economic consequences if we fail to act, and the economic gains that could be made with investment.*
 - *MH to send report to the local government representatives that are within the Section's geographical area. MH to also send report to the Section's board members.*
- Geo-Institute: **RD'H** – *No updates at this time. RD'H is currently looking for 2 PDH meetings in the spring time.*
- Engineers without Borders : **CB** – *CB provided update on EWB. Currently there is a need for active members/volunteers. In CB's absence, Cary to serve as EWB liaison.*
- **Other Items?**

- **Board Meetings for the remainder of the year** (subject to change, outlook invite to follow):

- Tuesday, October 23 rd	5:30 pm	M. Henderson	AnchorQEA
- Tuesday, November 20 th	5:30 pm	R. D'Hollander	Parsons
- Tuesday, December 18 th	5:30 pm	Holiday event	TBD
- Tuesday, January 22 nd	5:30 pm	M. Rychtecka	Arcadis
- Tuesday, February 19 th	5:30 pm	B. Kubiak	OBG
- Tuesday, March 19 th	5:30 pm	S. Livermore	Beardsley
- Tuesday, April 23 rd	5:30 pm	D. Penniman	Arcadis
- May	5:30 pm	Annual Meeting	TBD
- Tuesday, June 11 th	5:30 pm	Local Bar	TBD

- **Adjournment** – *DB made a motion to adjourn, motion seconded by SL*