
SYRACUSE ASCE BOARD MEETING MINUTES
NOVEMBER 20, 2012– 5:30 PM
PARSONS, SYRACUSE

FINAL – SETH LIVERMORE

In Attendance: Dan Borcz, Matt Henderson, Ray D'Hollander, Dawn Penniman, Seth Livermore

- **Welcome and Roll Call: DB**

- Roll Call/Introductions

- **Board Review, Comment, and Approval of Agenda: DB**

- **Board Review, Comment, and Approval of Previous Meeting Minutes: SL – DB made motion to approve 10/23/12 Board minutes, seconded by RDH. Aye – 5 , Nay -0 – Approved**

- **Treasurer's Report: DP– DP provided a brief recap of the Treasurer's Report. A reminder was made to all Board members to encourage colleagues and coworkers to renew their ASCE memberships.**

- Treasurer's Report
- Transfer proceeds from 2012 Golf Tournament to Scholarship Account (\$6,380) - DB made motion to approve fund transfer, seconded by DP. Aye – 5 , Nay -0 – Approved
- 2011-2012 Financial Report approval - DP made motion to approve financial report and file with National, seconded by SL. Aye – 5 , Nay -0 – Approved
- Discuss & Approve 2012-2013 Fiscal year budgets - DP made motion to approve fiscal year budgets, seconded by RDH. Aye – 5 , Nay -0 – Approved
- Webinar on Section and Branch Finance & Accounting Recap (11/14) – DB & DP participated in the webinar. The webinar was geared towards new treasurers. An important note from webinar is that the Section is currently under the \$50,000 threshold for having to file taxes with the IRS – only a financial report to National is necessary.

- **Communications: DB**

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| 10/26 | Jennifer Lawrence | Constant Contact Now Available to ASCE Sections/Branches – <i>New service should alleviate concerns of current listserv missing members. The Section can now sign up for this service. DB to provide more information in upcoming meetings.</i> |
| 10/31 | Anthony Ortega | Bridges Build'em and Bust'em Sponsorship Thank You/Volunteer Request – <i>DB received a thank you and program from Anthony.</i> |
| 11/1 | Nancy Berson | ASCE Support – <i>National provided list of services that they provide to Sections and Branches.</i> |
| 11/3 | ASCE eRoom | Board Action Summary (October 16/17, 2012) – <i>Email included brief meeting minutes w/27 action points.</i> |
| 11/7 | ASCE eRoom | Section Finance Manual 2012 |

11/8	Nancy Berson	Section and Branch Web Award – <i>Syracuse Section did not win this award for 2012.</i>
11/9	Jacquelyn Simon	Geographic Services Webinar Links – <i>For fall conference call series.</i>
11/14	Nancy Berson	Best Practices Webinar Follow-up – <i>MR participated on behalf of the Section.</i>
11/15	Nancy Berson	Section & Branch Idea Exchange (Deadline 11/28) – <i>DB to participate.</i>
11/16	Nancy Berson	Section Annual Report Reminder (Deadline 11/30) – <i>DB to prepare 1-page document & distribute to the Board upon completion.</i>
11/19	Craig Ruyle	NYS Report Card for Review – <i>Request for volunteers to review NYS Report Card (draft). The Section had two volunteers.</i>

• **Programs / Continuing Education: DB/OPEN**

- TACNY advertisement reminder – *Continued reminder (mostly for PDH presentations)*
- January 2013 - PDH Presentation Inlet Bridge Project
- Spring 2013 - PDH Presentation & Tour of the Woodland or Westcott Reservoir and the UV disinfection facilities being constructed
- March 18th, 2013 14th Celebration of Technology Awards Banquet – *ASCE has sponsored banquet in previous years.*
- Other PDH Presentation possibilities include: ADS/Hancor Drainage Products, Filterra Stormwater Product, Test America Inc, Stormwater Practices (MR), Onondaga Lake TMDL work w/Onondaga County (MH), Geddes Brook/9 Mile Creek Vegetation Restoration Efforts (RD'H) – *Planning of presentations is moving forward.*
- Joint meeting with CNYAPG in May 2013 to get a tour of the Honeywell remediation activities and have a Honeywell representative speak about those activities.

• **New Business: DB/OPEN**

- Geographic Services webinar Recap (11/8) – *DB participated, National provided summary of how they serve Sections & Branches.*
- CNY Engineering Expo Recap (11/12) – *DB made an ASCE pitch to participants and would like to continue this in the future. ASCE Section was the only non-profit sponsoring organization that had representatives attend.*
- Section and Branch Best Practices webinar Recap (11/14) **MR** – *MR to recap at next Board meeting.*

- Fall North Country Meeting Recap (11/16) – *Jim Thew gave presentation and students provided update w/their SPEED teams and ASCE Student Chapter. 20 students and 7-10 professionals attended.*
- NYS Council Updates
 - NYS Report Card Update – *Draft report sent out on 11/19 w/some portions incomplete. Two Syracuse Section members have volunteered to be on Report Card Review Committee – comments due 12/15. Revised submission to be 1/15/13. Final submission to be in March to coordinate w/National’s Report Card.*
The Section previously provided \$818 (prorated fee) to help pay for Report Card reproduction and distribution costs.
 - Legislative fellowship program in NYS Senate – *Met Section approached NYS Senate wanting to have fellowship program (funding is available). The program will serve as a staff resource to Senate for civil engineering related issues.*
- E-Week event (February 17th thru February 23rd 2013) – *“Celebrate Awesome” theme (soft skills) – possible Dale Carnegie presentation during E-Week (no cost)*
- Record PDH meetings & post to the Section’s website? **MR** – *Postpone until next meeting*
- **Old Business: DB**
 - Constitution & By-laws review **DB** – *BK is currently reviewing and will provide recommendations to the Board.*
 - Past-Presidents meeting **BK** – *BD has prepared draft email, purpose is to reconnect w/past presidents (@ December Board meeting).*
 - 2013 ASCE ERYMC Meeting & WSBL Official delegates. – *Logan Bessel (YMG) and DB (WSBL) to be official delegates. National will reimburse for travel and two nights of lodging expenses.*
 - ERYMC report submitted 11/16 **SL** – *SL provide recap of report. Report uploaded to National’s server on 11/16.*
 - Website sponsorship request to listserv – *DB to send out solicitation to local CE businesses (form letter already created).*
- **Newsletter and Website: SL**
 - Website overhaul update
 - Populate & utilize – *Reminder for Board members to upload content.*
 - Website edit by ACS update – *ACS completed update to website, DP mailed check on 11/13/12.*
 - May 2012- May 2013 Newsletter Committee (Chair?) – *Request for volunteer to be put into January e-blast. This will likely be tackled by committee w/each Board member writing their own respective section of the newsletter.*

- **Committee Reports**

- Engineers without Borders: **CB** – *Recapped by RDH on CB's behalf*
 - Temporary ASCE-EWB liaison – *(Carey Healy) Stormwater reclamation drinking water and hand-washing stations project in Guatemala. Assessment trip coming up. Next meeting to be on December 12th at Dewitt Community Library.*
 - *Uganda project never received local participation.*
- Younger Member: **SL**
 - November planning meeting Recap – *Recapped two planned events below.*
 - December Holiday Happy Hour with ITE – *Joint Happy Hour with ASCE/ITE/ASHE at PJ's Pub & Grill planned for 12/13 at 5:30pm.*
 - February Happy Hour & SU Basketball Game – Budget – *SL requested Board support for DB to purchase 15 tickets at \$39/ticket and allocate \$100 for Happy Hour appetizers for the 2/4/13 game vs. Notre Dame. Tickets will be sold for \$35 – members and \$40 – non-members. In previous years we've purchased 20 tickets, but had a hard time selling them all.*
- Membership: **MH**
 - Update on membership drive & recruitment effort – *MH to reach out to National to get member update emails. DB to write "Welcome to the Section" email template.*
- Golf Tournament: **LK/DP**
 - Fundraiser Update (18-hole passes for The Links at Sunset Ridge & Family memberships to Utica Zoo) – *Section sold 6 of 12 golf passes (\$60 proceeds to golf tournament). Zoo memberships to remain in next e-blast.*
 - Website development – *Briefly discussed updating Section's website to work for golf tournament sign-up, information, etc.*
 - Kick-off meeting date – *Sometime in March. DP to send out thank you letters.*
- Scholarship: **TH/DB**
 - Motion by DB to approve Scholarship Committee request to allocate a total of \$7,500 from the scholarship account to award a maximum of five (5) scholarships of \$1,500 each. Second by DP. Approved via e-email proxy on 10/30. – *Money will stay w/in the Section's account until it is awarded to recipients.*
 - Scholarship letters sent out November 5th & 6th – *Due 2/15 @ 5:00 PM*
- Community Outreach: **BK**
 - Fall Adopt-A Highway Recap – *3 attendees (BK, DB and MR)*
 - Presentation at SUNY IT Recap – *To be discussed at next meeting*
- History & Heritage: **PR** – *No updates at this time.*
 - Local landmark letter campaign reminder – *Utica Aud is currently the only landmark w/in the Sections geographic boundary.*

- St. Lawrence Power and Seaway Project National Historic landmark nomination update
 - Government Relations: **MH** – *MH to send congratulations to newly elected/re-elected politicians.*
 - Recap “2012 Elections: What Next for Civil Engineering?” Webinar – *MH could not participate in this webinar.*
 - *MH to investigate having federal, state and local government representatives give presentations to the Section now that the elections are over with.*
 - Geo-Institute: **RD’H** – *No update at this time.*
 - Awards: **DB**
 - Planning meeting date – *No update at this time.*

- **Other Items?**

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

- Tuesday, December 18 th	5:30 pm	Holiday event	PJ's Pub & Grill
- 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 motion, seconded by SL, Aye – 5 , Nay -0 - Approved*