

ASCE BUFFALO SECTION GOALS AND PLANNING (2009 – 2010)

LAST UPDATE: 8/6/09 **ITEMS HIGHLIGHTED IN YELLOW WERE SPECIFIC TO 7/13/09 MEETING**

In July 2008, the Buffalo Section ASCE held a Planning Meeting to identify goals and assignments for 2008-2009. Individuals were assigned the task of further defining specific measurable goals. For 2009-2010, the document has been updated and is partially based on previously identified goals and anticipated goals for 2009-2010. In an effort to combine already established Buffalo Section resources, the goals have been arranged in a format similar to committee chairs and the Section Manual.

This document will be used during our budgeting session and will serve as a guideline for Section activities during the 2009-2010 fiscal year and beyond.

Purpose, Objective, Vision, and Mission and Goals

From ASCE Region 1 website:

American Society of Civil Engineers, founded in 1852, is a not-for-profit professional society incorporated in the State of New York.

Purpose

The purposes for which the Society is incorporated are educational, scientific, literary and charitable, including but not limited to:

1. The advancement of the science of engineering to enhance the welfare of humanity;
2. The furtherance of education on the science of engineering by, among other things, the publication of scientific and technical papers, books and other works, and the conduct of conferences and other forums, relating to the field;
3. The maintenance of the highest standards of excellence in the educational fields relating to the sciences; and
4. The exercise of such powers as permitted by law to organizations described in Section 501(c)(3) of the United States Internal Revenue Code.

Vision

Engineers as global leaders building a better quality of life.

Mission

To provide essential value to its members, their careers, our partners, and the public through developing leadership, advancing technology, advocating lifelong learning and promoting the profession.

Objective

The objective of the Society is the advancement of the science and profession of engineering to enhance the welfare of humanity.

Society Goals

The Society's mission will be actualized through focus on these Goals:

- **Develop Leadership** to broaden our members' perspectives and to enhance their career growth
- **Advance Technology** to enhance quality, knowledge, competitiveness, and environmental stewardship
- **Advocate Lifelong Learning** to aid our members' continued growth throughout their careers
- **Promote the Profession** throughout society to enhance its stature and to influence public policy

Goals Identified by Positions/Committees:

President

Michael Bower, (716) 604-5953, mbower@ravieng.com

Membership –Board Members

Goal: **Increase participation of Section members on the local Board and as committee chairs:**

- Action: **Send recognition letters (Mike bower)** near the start of the term to employers of board members and committee chairs thanking them for their support of their employees with active participation in the Section. Emphasize benefits to individual firms or agencies of supporting their employees in ASCE members.
- Action: Thank board members and committee chairs with certificates of appreciation and thank you notes at the end of their terms or potentially a social gathering for board members and committee chairs.
- Action: Brainstorm potential for service awards within the Buffalo Section (e.g. ASCE Buffalo Section member of the year).
- Action: Publicize Board member and committee chair involvement in local publications (local community papers, Buffalo News, Buffalo Rising, Business First, etc.). Coordinate with Public Relations committee goals. **Angela and Jason will prepare announcement for publications.**
- Action: At monthly meetings introduce BOD positions and emphasize importance and volunteer service. **Check for life members (+65 yrs old and 30 yrs w/ ASCE) and acknowledge them at meetings/email/website. Recognize 5 yr, 10 yr, etc. members at meetings.**

Section Operations Manual

Goal: The Section Operations Manual was prepared several years ago to assist incoming officers, directors and committee chair persons in understanding their basic roles and responsibilities. The document was always intended to be “live,” so that as changes occur within the Section, the manual would be updated accordingly. At the strategic planning event, the participants recognized the importance of maintaining such a document.

- Action: **Update the Section Operations Manual annually.** The outgoing President should spearhead efforts to update the manual by the close of the fiscal year.
- Action: Two to three times per year, alert membership about the existence of the manual. This will be a helpful tool in recruiting future members for “active duty,” whether as a Board member, director or technical committee chairperson.
- **Action: Add list of goals to Section Operations Manual as an appendix.**

Monthly BOD Meetings

Goal: **Utilize time most efficiently.** Discuss important items relevant to the members of the Buffalo Section.

- Action: Send agenda 1 week prior to meeting.
- Action: Follow-up with to do items within 1 week after meeting.
- Action: Develop Calendar of events and upcoming activities
- Action: Review Goals every 2 months.
- Action: Update President’s message monthly on website

President-Elect

Michelle Bodewes, (716) 882-5476, bodewesm@liron.com

Vice-President

Jason Havens, (716) 852-2100, jhavens@clarkpatterson.com

Monthly Meetings Management

Goal: Schedule monthly meeting date and identify speakers 2 months prior to meeting

- Action: Hold meetings to scheduled times.

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- Action: Inform speakers of ASCE's commitment to keep meetings to time limits, i.e. 1 pdh = 1 hour.
- Action: Clearly indicate expected time frames for scheduled meetings in announcements. For tours, state allotted time may be overrun.
- Action: Jason is looking to schedule a couple of tours. Possible topics/tours this year are Contech, Ice Boom, Ward Pumping Station, Past Presidents meeting in Sept or Oct. Consider special pricing to entice more attendance.

Goal: Schedule at least 3 Joint Meetings with other professional societies.

- Action: Schedule meeting with BAPG in Jan. 2009.
- Action: Schedule meeting with SAME, ITE, APWA, ACEC in Feb. 2009.
- Action: Additional societies ABCD, ASME, NYSSPE, Architects, WNY Sustainable Energy Association.

Goal: Offer PDH credits at seven Section Meetings.

- Action: Schedule speakers and topics that qualify for PDH credits.
- Action: Take advantage of ASCE Webinars to supplement PDH offerings.
- Action: George/Jason would coordinate PDH credits and add list of requirements to Manual.

Goal: Improve interaction and support of other societies.

- Action: Help NYSSPE Promote Engineers Week
- Action: Help BEAM Promote Future City Competition

Secretary

Jeffrey Fick, (716) 883-4400, jfick@trautmanassoc.com

Board Meeting Minutes

Goal: The meeting minutes from the Board meetings provide an important historical record of Section governance; but could also be more effectively communicated to Section members not serving as committee chair or Board members.

- Action: Implement strategies to assist in efficient completion of minutes. For one, persons, who are on the agenda to must bring a prepared summary for the Secretary.
- Action: Publish approved minutes on the Section website. Distribute Draft minutes within 1 week of meeting.

Treasurer

Mark DiPasquale, P.E., (716) 856-2142, mcdipasquale@croworld.com

Treasurer Duties

Goal: Develop treasurer duties acceptable to standard accounting practices. Reports and budgets should be formatted with the Annual Report as a guideline.

- Action: Need to close/finish audit and establish starting point with accounts.
- Action: Include budget item for UB student chapter

Attendance and Hospitality

Mike Finn, (716) 655-8842, mfinn@tvga.com

Awards and Nominations

Angela Hintz (716) 667-6613, ahintz@pirnie.com

- Action: Check website for awards dates for Small Section, Website

Continuing Education

George Cotroneo, (716) 879-4278, george.v.cotroneo@usace.army.mil

Communication (new for 2009-2010)

Dean Goodison, (716) 879-4278, dgoodison@gergmannpc.com

Communication

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Goal: Improve Section communications through management of the available forms of communication, website, email, postcard mailings. Email - Similar to the website, the Section currently utilizes ASCE National's system of email correspondence. Also similar, are the problems associated with it: mailing space limitations; no connection between membership database and email database – resulting in laborious effort to manage email database.

- Action: Discuss problems and limitations with ASCE National. Learn options and costs associated with ASCE National email system.
- Action: In connection with the Website task, learn about the options and range of costs associated with email management system from a reputable vendor. Website and Email systems ideally should be with same vendor.
- Action: Continue email notifications from Dean/Bergmann. Approx. 90% of members have email. About 25 postcard mailings go out. Use most recent database from national. Dean to be listed as 1 of the contacts for database.

Directory

Angela Hintz (716) 667-6613, ahintz@pirnie.com

- Action: Angela will assist Michelle. Requests for advertising need to go out in January. Reduce printing of extra directories.

Equal Opportunity

Irvine Reinig II, (716) 681-2587, reinig@ecc.edu (best contact is phone)

Geotechnical/Environmental

[Vacant]

History and Heritage

Carl Lehman, (716) 480-1907, cmlehman@verizon.net

- Action: Discussed on phone, possible Buffalo Section Civil Engineering Landmarks: Orchard Park Railroad Station, Botanical Gardens, Delaware Park/Museum buildings from Pan American Exposition.

Hydraulics and International Boundary Waters

Paul Bijhouwer, (716) 879-4377, paul.bijhouwer@usace.army.mil

Infrastructure and Legislative Issues

- Maria Lehman, cmlehman@verizon.net

Membership

Kevin Marracino, (716) 847-3195, kmarracino@dot.state.ny.us

- Action: Hold ASCE pizza party for recruitment. Check membership numbers.

Newsletter

Tim Sugrue, (716) 847-2450, tsugrue@nittec.org

Newsletter – Monthly newsletter was discontinued beginning January 2009. Postcard mailings are sent to members with no email. Consider quarterly or bi-annually.

New York State Council Delegates

Rick Kotecki, (716) 847-3196, rkotecki@roadrunner.com

[Vacant]

Goal: Review NYS Council manual for September meeting. Jeff Fick may attend September meeting in Rhode Island.

Past President

Angela Hintz (716) 667-6613, ahintz@pirnie.com

Program and Public Relations

[Vacant]

Outreach

Goal: Increase publicity for the ASCE Buffalo Section.

- Action: Brainstorm list of publications that we could potentially submit items to.
- Action: Submit officer election announcement to selected publications
- Action: Submit at least one longer ASCE-related article to at least one of the identified publications.
- Action: Continue volunteering at Construction Career Days to raise our visibility as a resource for students who would like to pursue engineering. **No SPAG grant for CCD. Athena will check on registration status.**
- Action: Participate with ASCE National for any future press release (Liquid Assets). Organize a press conference and/or launch party.

Goal: Increase ASCE Buffalo Section participation in activities to help the less fortunate.

- Action: Organize at least one Habitat for Humanity workday per year, strive to get at least 10 volunteers from the Section for this event (including any family members that would like to help as well). Identify a Section champion, publicize through email, newsletter, web to solicit volunteers. Publish summary after the event, include photos of Section members working and status of work progress. **Kelly will set-up 1 Habitat for Humanity in fall with UB students.**
- Action: Form a team for Brush Up Buffalo, an event that helps improve neighborhood communities by spending a couple of hours on a Saturday in June as part of a team repainting a house in the identified portion of the City of Buffalo. Strive for at least 5 volunteers, publish event summary on Section website and in Section newsletter. **Angela will coordinate in spring 2010.**
- Action: Hold at least one Section meeting where attendees bring non-perishable food items. Aim to collect at least 4 bags of groceries that would be donated to a local food bank. Publicize through email listserv, website, meeting announcement, newsletter, etc. Publish amount of food collected after the meeting via same forms of communication.

Goal: Increase participation in community events by ASCE members

- Action: Encourage 1 or 2 additional people to attend the event.
- Action: Partner/help/volunteer with other already established community organizations or events.
- Action: Make a good effort to attend ASCE organized community events.

Professional Affairs

George Cotroneo, (716) 879-4278, george.v.cotroneo@usace.army.mil

Scholarships: Julian Snyder Endowment Fund and Paul Koessler (new for 2009-2010)

John Danzer, (716) 649-8110, jdanzer@sjbegs.com

Athena Hutchins, (716) 847-2450, ahutchins@nittec.org

- Action: **Discussed on phone with John, review account balances to ensure JSEF donations are deposited.**
- Action: **Revise Paul Kessler Scholarship application, and work towards an earlier announcement date. Also, look into a plaque for UB's Ketter Hall.**

Shadow Program

Goal: Increase student and Section member involvement in the Shadow program. The Buffalo Section in conjunction with the Student Chapter at UB has established a shadow program to give students an opportunity to see what civil engineers do. Several civil engineering students do not actually know what occurs in real-life civil engineering jobs. By pairing up with a practicing engineer, they can get a feel of what the job can actually encompass. Students shall shadow a practicing engineer for an afternoon, morning, or even a couple of hours. This can include showing them what a company does, what occurs during an average work day, and anything else that is relevant to helping them develop a better understanding of civil engineering.

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- Action: Conduct the shadow program during the fall and spring semester for students. Reach out to membership for volunteers. Work with Student Chapter ASCE Officers and UB Faculty to promote this to the students. Obtain feedback after the conclusion.

Section Historian

- Julian Snyder, (716) 688-5243, snyder@buffalo.edu

Structures and Computers

Lee Fang, (716) 688-3060, lfengineer@aol.com

Jeffrey Fick, (716) 883-4400, jfick@trautmanassoc.com

Goal: Increase member involvement in the Structures and Computers Committee and establish the Committee as a go-to resource for structural and computer issues for ASCE members.

- Action: Organize and hold at least one committee meeting to regroup and form plan for direction/goals of Structures Committee.
- Action: Organize and hold one short course/seminar with PDH's for Buffalo Section Membership. Possible course topics: Advances in Alternative Foundation Systems (partner with local specialty geotechnical contractor) or Structural Steel Design using New AISC Steel Specification.

Student Affairs

Jason Havens, (716) 852-2100, jhavens@clarkpatterson.com

- Tom Coyne, (716) 688-0766, tcoyne@wd-ae.com

Membership

Goal: Encourage greater Younger Member interaction with students

- Action: Hold more events - Outings, meetings and general
 - Socials Gatherings and other activity events – bowling, canoeing, fall/spring Rafting trips, etc.
 - Bar Parties (at places that accept minors – ie Pearl Street)
 - Attendance at Student Section Meetings
- Action: Have 1 or more Representative of student section attend ASCE Buffalo's Monthly Section meetings (Try to make meeting location close to UB North for students)
- Action: Have Student Section give an update at the Buffalo Section monthly meetings on what they are doing, have done and future plans.
- Action: Set up financial Account for ASCE Buffalo Student chapter.
- Action: Increase Shadow Program involvement and participation – 2-4 hour blocks and allow for those who want to see different disciplines shadow additional people.
- Action: Have a member or two from the Professional Section at Opening Day – August
- Action: Have a few members attend the First meeting
- Action: Have a few members Present at Student meetings – maybe once a month about a project they are working on or have just completed. 10-15 minutes.
- Action: Encourage Transition from Student Section to Local Section and Explain how that is done briefly in Fall and Detailed in Spring (at a student Meeting)
- Action: At Joint Annual Welcome BBQ – have section members attend the welcome BBQ and mingle with students establish more connection
- Action: Have Section Sponsor food for meetings from Golf Tournament fundraising.
- Action: Participate in Golf Tournament. Goal is to raise \$2000.
- Action: Resume review in Spring semester

Goal: Maintain/increase ASCE involvement with local schools

- Action: Meet with local school guidance counselors and set-up time to talk with students interested in engineering.
- Action: Continue participation in Engineering Expressions.

Student Chapter President

Nick Montaldi, 716-417-0892, nlm8@buffalo.edu

Student Faculty Advisor

Todd Snyder, (716) 645-2114, tmsnyder@eng.buffalo.edu

Technical Societies Council Delegates

George Cotroneo, (716) 879-4278, george.v.cotroneo@usace.army.mil
[Vacant]

Webmaster

Jeffrey Fick, (716) 883-4400, jfick@trautmanassoc.com

Website - The Section currently has a website, hosted by ASCE National. There are, however, technical problems, that have nagged our website coordinator: storage space; compatibility; limitations on advanced uses (e.g., registration for events).

- Action: Discuss problems and limitations of website with ASCE National. Learn options and costs associated with ASCE National as web host.
- Action: Contact private web hosting companies. Learn about options and range of costs associated with web hosting from reputable vendor.
- Action: By year's end, have new improved web site up and running. The following are some recommended modifications:
 - Website updated and revised, business card ads added.
 - Add additional photographs and write-ups of Section activities. Add interactive calendar, google calendar.
 - Add "headshots" of Buffalo Section Officers. Need Mark's headshot.
 - Add space for newsletter archives and Board meeting minutes (must continue research server space and software requirements with National).
 - Continue researching alternatives for website hosting (continue with ASCE National or subscribe to service through local company).

Younger Members

Kelly Pilarski, (716) 362-9187, pilarskik@pbworld.com

Membership

Goal: To identify the issues and interests of younger engineers and facilitate positions/responses to such issues and interests; to develop and implement interaction with area sections, branches and other younger member engineering societies.

- Action: Develop a well articulated Younger Member (YM) "pitch"
- Action: Develop a thorough YM Database with help from past committee chairs, board members, and other committees
- Action: Promote activities: Golf Tournament/Wine Tour in August. Habitat in September. Roaming Buffalos adventure club, tailgate for UB football game, increase Facebook Participation.