

2018 CSCE Annual Planning Meeting Minutes - June 27, 2018

The meeting began at 10:06 a.m. at the office of Blakeslee Arpaia Chapman Inc., 200 North Branford Road, Branford, CT. The following people were present: David Chapman, Hudson Jackson, Scott Nolan, Ben Cote, Jodi Greene, Brianna Maljanian, George Gerard, Ron Hill, Randy States, Greg Broderick, Cairn Ely, Jim Sime, and Amy Petrone.

1. CSCE Dinner Meetings

Proposed Dates	Topics	Co-Sponsors	Locations
September 18, 2018	Construction	Construction Technical Group	CCSU
October 17, 2018	Geotechnical	CT Valley Geo-Institute	University of Connecticut
November 14, 2018	Structural	Structural Technical Group	University of Hartford
January 23, 2019	Water Resources	Water Resources Committee	University of New Haven
February 12, 2019	Historical/Legislative Topic	History & Heritage Committee & Legislative Affairs Committee	Quinnipiac University
March 12 or 13, 2019	TBD	Fairfield County Branch	Norwalk Inn
April 16, 2019	CT DOT Topic	Government Engineers Committee	USCGA
May 14, 15, 21 or 22, 2019	ACE Awards	n/a	Aqua Turf Club

- Names of speakers for geotechnical events can be obtained from ASCE's Geo-Institute.
- For 2018-2019, CSCE will separate the dinner meeting co-hosted by Quinnipiac University and UNH into separate meetings in order to let each school's student chapter manage its own meeting.

1.1 August – Amy Petrone will send out CSCE's promotional postcard mailing of 2018-2019 Meetings/Events

1.2 Board Meeting Dates

September 18 – Preceding dinner meeting

November 14 – Preceding dinner meeting

March 20 – Board meeting at Elizabeth's Restaurant, Rocky Hill, CT

April 16 – Preceding dinner meeting

1.4 ACE Awards

1.4.1 Ideas for 2019 ACE Awards

- Only give out 1 ACE Award and a couple of ACE Awards of Merit.
- Remove categories from ACE Awards application and have the application only submitted electronically. Amy Petrone will edit the application and send to Randy States and Dave Chapman to review.
- Change schedule of event to social hour, give out awards, followed by dinner.
- Reduce the paragraph describing the awards to 1-2 sentences for the MC to read when announcing the awards.
- Require link to photos be provided to CSCE within 2 days of the ACE Awards
- Coordinate/schedule group photos (Past Presidents, firms, etc.) during social hour
- How CSCE should use photos after the ACE Awards – give copies of photos to award winners
- MC – Send suggestions to Amy Petrone
- Include language related to permission for use of photos in application with language like, *People participating in the ACE Awards may be photographed by a photographer hired by CSCE. These photographs may appear without compensation in online, printed or electronic materials related to CSCE. People who do*

not want to be photographed should contact CSCE Administrative Assistant Amy Petrone. Amy Petrone will request appropriate language with ASCE.

- To provide applicants with the opportunity to submit their ACE Awards applications online, Amy Petrone will contact ASCE to see if it can provide file upload capability to the CSCE website.

2. Annual Events

2.1 CSCE's Events – The following events were discussed:

2.1.1 Robotic System for Condition Assessment of Concrete Bridge Decks – Hudson Jackson proposed this topic as a possible topic for a continuing education seminar or dinner meeting in June or July 2019. He will contact one of the concept originators from Rutgers/FHWA and Rabih Barakat, CSCE Government Engineers Committee Chair, to determine if this would be feasible.

2.1.2 The following geotechnical events are scheduled in 2018-2019:

Geotechnical Fall Seminar – September 28, 2018 - Topic: Rock Mechanics – Location: Sheraton in Meriden, CT

Geotechnical Spring Workshop – April 5, 2019 - Topic: TBD – Location: University of New Haven

2.1.3 Summer 2019 Golf Outing – A chairperson for this activity is needed for 2019. David Chapman will contact Judson Wible to see if he is interested in helping to manage this activity.

2.2 ASCE National Events

- September 29-30, 2018 - Region 1 Fall 2018 Assembly, Albany NY – Hudson Jackson may be able to attend this event on behalf of CSCE.
- January 25-26, 2019 Regions 1, 2, 4 & 5 Multi-Region Leadership Conference - Doubletree by Hilton, Orlando, FL, - The conference includes the Workshop for Section and Branch Leaders (WSBL), the Eastern Region Younger Member Council (ERYMC), and the Workshop for Student Chapter Leaders (WSCL). The Younger Members Committee would like to send 3-4 members to this conference. The Committee is interested in hosting a future ERYMC in Connecticut in 2020 or later. Jodi Greene, Brianna Maljanian and George Gerard will discuss this possibility and report back to the Board at the September Board meeting.

3. CSCE Executive Board Activities

3.1 CSCE Bylaws & Operations Manual Status - At the CSCE Board meeting on January 16, 2018, CSCE Bylaws & Operations Manual, Past CSCE President Kassim Tarhini provided electronic copies of an updated Operations Manual and Appendices to CSCE. The files still need to be updated and input is needed from the Board, Committee Chairs, the Geo-Institute Chapter, and the Structures Institute Chapter. Since many of those CSCE representatives were working on the development of the State Infrastructure Report Card from January-May 2018, it was recommended that CSCE postpone action on the Operations Manual and Appendices for about 6 months until the 2018 Planning Meeting.

At this time, to move forward with updating the Operations Manual and Appendices, Amy Petrone will forward the electronic copies of the Operations Manual and Appendices to the CSCE Board. The Board members can review the documents over the summer and take action on the proposed updates at the September Board meeting.

- 3.2 CSCE Website Committee - At this time, there is no chair for this Committee. Anyone interested in serving as the chair or contact for this committee should contact Amy Petrone.
- 3.2.1 Images of Contact Information in Signature Block and on Website – To make it more difficult for spammers to harvest CSCE members’ email addresses, CSCE could use an image of their contact information on the CSCE website and in the Signature block of email correspondence.
- 3.2.2 Prior to the Planning Meeting, CSCE Scholarship Fund Chair Jim Sime contacted Windhill Design, LLC, to discuss various aspects of CSCE’s website account. He shared information from their conversation with the Board. Based on that information, Hudson Jackson made a motion to ask Windhill Design, LLC to automatically redirect visitors to www.csce.org to <http://sections.asce.org/connecticut/> without displaying the “old” [csce.org](http://www.csce.org) homepage. The benefit to members of retaining and using its registered www.csce.org domain name is its simplicity. George Gerard seconded this motion and it passed unanimously.
- 3.2.3 The Board considered the opportunity to request Windhill Design, LLC, to set up email accounts hosted by Windhill Design, LLC, for all CSCE officers and other volunteers affiliated with CSCE. Two benefits are: a) utilizing the Windhill Design, LLC email infrastructure ensures access to its email spam filtering capabilities; and, b) it would mean CSCE would have a repository of email available if needed in the future to satisfy archival or FOI informational needs. The Board decided to postpone action on this opportunity until the September Board meeting.
- 3.3 Status/Action on Projector and Case – CSCE bought a projector in November 2017. The WiFi function on the projector doesn't work. It appears every computer it gets hooked up to needs WiFi software to be downloaded and installed. Also, CSCE still has not received the case for the projector. CSCE Programs Committee Chair Jeff Benoit is currently storing the projector. Hudson Jackson offered to get the projector from Jeff Benoit and see if he can get the WiFi function to work.
- 3.4 Status of Connecticut State Infrastructure Report Card – Former CSCE President-Elect Omkar Jambotkar submitted the report card information to ASCE and ASCE’s comments on it are expected by the end of September. Since being elected President-Elect in May 2018, Omkar Jambotkar has moved out of Connecticut. So, he is no longer a member of CSCE or the CSCE Board. As such, David Chapman offered to manage the report card process from now on.
- 3.5 President-Elect / Vice President – Since Omkar Jambotkar has moved out of state, he is no longer a member of the CSCE Board. After a discussion of the vacancy, Ben Cote offered to take on both President-Elect / Vice President roles this year.
- 3.6 Treasurer’s Report
- 3.6.1 Adding 2018-2019 Treasurer to Account - George Gerard, Dave Chapman and Former Board Member Bob Gomez need to go to Webster Bank and add George Gerard as a signatory on CSCE’s checking account, which currently has a balance of about \$89,000.
- 3.6.2 Donations to student chapters – CSCE could reach out to faculty advisors about its annual donations to student chapters (\$500 per chapter)
- 3.6.3 Taxes & Audit – Bob Gomez has worked on CSCE’s taxes and is working on an audit of CSCE’s accounts. A timeline needs to be set up for this audit.
- 3.6.4 Recent Scam – Someone sent a fake email/invoice from David Chapman requesting that a check be sent for administrative services. After the check was mailed, something didn’t seem right with the request.

George Gerard worked with Bob Gomez to determine this was a scam and canceled the check. To prevent this scam from happening in the future, CSCE will contact people by telephone before sending payments out in response to invoices from unknown vendors.

- 3.7 Secretary's Report – Brianna Maljanian and Amy Petrone will work together to divide up the tasks of the Secretary position.
- 3.8 Newsletter Editor's Report – Amy Petrone will contact ASCE to see if the current Newsletter Editor Scott Nolan can have access to CSCE's Constant Contact account for use with newsletter production and distribution.
- 3.9 CSCE Banner – Amy Petrone will forward the information gathered previously related to the purchase of a CSCE banner to George Gerard so that he can proceed with purchasing a banner for CSCE.
4. Reports from Committee Chairs and Geo-Institute
 - 4.1 Younger Members Committee Report
 - 4.1.1 Committee President Jodi Greene told the attendees that the Committee met in May and planned the following events for 2018-2019:
 - Summer Brewery Social – Location TBD (July)
 - Tour of UConn Research Facility (September/October)
 - Annual Trail Clean Up (October)
 - University of Connecticut Student Resume Reviews (November)
 - Hartford Wolfpack Hockey Game & Social (December/January)
 - Social at the Alvarium Beer Company in New Britain, CT (January)
 - Attendance at the Regions 1, 2, 4 & 5 Multi-Region Leadership/Younger Member Councils Conference (ERYMC) in Orlando, FL. (January)
 - Mock interview session with Quinnipiac University ASCE student chapter (March/April)
 - Dunkin Donuts Stadium Tour and Yard Goats Social (June)
 - 4.1.2 Dream Big: Engineering Our World – This film is coming to Netflix in July 2018. ASCE is promoting the opportunity to sponsor a school for \$5/school and receive a DVD of the film and associated promotional material. The Younger Members Committee members thought that they could help promote the film, ASCE & CSCE to schools in the state.
 - 4.2 Connecticut Valley Geo-Institute – The Geo-Institute Chair Ben Cote will be attending a Geo-Institute convention in Alexandria, VA, from July 27-28, 2018.
 - 4.3 Legislative Affairs Committee – CSCE Board members are encouraged to attend the annual ASCE Legislative Fly-In in March 2019 and the CCIA/TCC Fly-In in the spring of 2019.
 - 4.4 Scholarship Fund Committee – Committee Chair Jim Sime provided the Board with the attached Scholarship Report and reviewed the activities of the fund since the last CSCE Board meeting. After a discussion of the report, Ben Cote made a motion to have Jim Sime sell Putnam Absolute Return Bond Fund, PTRNX, because of its 1.63-years average duration, and purchase instead the Schwab Value Advantage Money Market Fund, SWVXX. This change would have no transaction fees. The 10% allocation to Parked Cash would be held entirely in the Schwab Money Market Fund. Hudson Jackson seconded the motion and it passed unanimously.

The meeting adjourned at 12:45 p.m.