

CSCE Board Conference Call
Friday, December 4, 2020, at 12:00 P.M. EST



The conference call/meeting began at 12:00 p.m. The following people were in attendance on the call:

George Gerard, CSCE President
Brianna Maljanian, CSCE President-Elect
Aaron Foster, CSCE Treasurer
Amy Petrone, CSCE Administrative Assistant

The following topics were discussed:

1. Conference Call/Presentation Software:

The Board members on the call discussed the various platforms that CSCE can use for virtual meetings. CSCE used Microsoft Teams for the geotechnical min-series in September and for virtual meetings in November and December. For its October 13th virtual meeting, the presenter used Webex.

After discussing the merits of the different platforms, the Board members determined that Microsoft Teams is the most favorable platform for CSCE to continue using, and CSCE can use the CSCE laptop as the hub of the account. Since most of the CSCE Board members' work computers have company Teams accounts, it is anticipated that trying to add and use a CSCE Teams account on the same work computers may not allow for both types of accounts to run properly. To pay for the subscription to Teams, the Board members discussed using a CSCE's PayPal account.

Since there was not a quorum at this meeting, George Gerard will send out an email requesting funding approval for this subscription purchase.

PDH Procedures and Record Keeping:

Since CSCE now offers virtual meetings that provide Professional Development Hours (PDHs) to some attendees, it was decided that CSCE should set up more formal procedures to manage the provision of PDHs and related record keeping. The subset of CSCE Board members who will be included in the correspondence/coordination of the monthly presentations and in charge of the record-keeping will include the President, President-Elect, and the Vice President. The Programs Committee Chair (Jeff Benoit) will be included in this effort when the meetings return to being held in-person. The proposed tasks for the 3 Board Members are listed below:

President: Will take the lead on coordinating with Committee/Institute Chairs to schedule and finalize details of virtual meeting presentations

President-Elect: Will be copied on emails to President to make sure nothing is missed and will be able to fill in for the President in case of a scheduling conflict.

Vice President: Will coordinate with the President and President-Elect to ensure the speaker provides PDH questions, coordinate with Amy Petrone to get log of PDH responses, check attendance list (provided by President), and log PDH records for any future audit or document reference. Records could be sent back to President who will save them on the CSCE laptop.

Brianna Maljanian offered to coordinate the PDH record keeping for CSCE's recent virtual meetings. As such, George Gerard and Amy Petrone should send pertinent information from the virtual meetings held so far to her.

The meeting adjourned at 12:34 p.m.