

**Connecticut Society of Civil Engineers Section of American Society of Civil Engineers (CSCE) Board Planning Meeting Conference Call via Teams
Friday, June 24, 2022, 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:

Brianna Ritacco, CSCE President 2021-22	Ron Hill, President of Fairfield County Branch of CSCE
Scott Nolan, CSCE President-Elect 2021-22	Katie Hedberg-Klose, Younger Members Group President 2021-2022
Aaron Foster, CSCE Treasurer 2021-22	Alex Klose, Younger Members Group President 2022-2023
Rich Cohen, CSCE Secretary 2021-22	Sangyul Cho, Board Member of the CT Chapter of the ASCE Structural Engineering Institute
George Gerard, CSCE Director I	Roy Merritt, CSCE Legislative Affairs Committee Chair
Eric Hoyt, CSCE Secretary 2022-23	Landon Barlow, Chair of the CT Valley Chapter of the ASCE Geo-Institute
Tyler Parker, CSCE Newsletter Editor 2021-22	Ranjit Bhawe, Chair of the CT Chapter of the ASCE Transportation & Development Institute
Sam Turek, CSCE Newsletter Editor 2022-23	Amy Petrone, CSCE Administrative Assistant
George Gerard, CSCE Director I	
Ben Cote, CSCE Director II 2021-22	
Danielle Spicer, ASCE Region 1 Governor	

The following items were discussed:

1. 2022-2023 Officer Inductions

Danielle Spicer reviewed the duties of the Board and installed the following people as officers of the CSCE Executive Board:

President – Scott Nolan	Secretary – Eric Hoyt	Newsletter Editor – Sam Turek
President Elect – Aaron Foster	Treasurer – Tyler Parker	Director II – George Gerard
Vice President – Rich Cohen	Director I – Brianna Ritacco	

2. Report from ASCE Region 1 Governor

Danielle Spicer shared the following information:

- She has 1 more year in her role as Governor.
- The ASCE Region 1 Assembly held earlier in June went well.
- The next Assembly is scheduled for September 23 and 24, 2022, in Rochester, NY. Region 1 is hoping to have a tour that attendees can attend to earn 1 Professional Development Hour (PDH). The Assembly will run from 12-5 p.m. on Friday and from 8 a.m. to 12 p.m. on Saturday.
- The Assembly will offer a hybrid option (both virtual and in-person meeting options).

3. Review/Approve CSCE Board Conference Call Minutes - May 6 and June 3, 2022

- Scott Nolan made a motion to approve the minutes from the meeting/call on May 6, 2022. Brianna Ritacco seconded the motion and it passed unanimously.
- Scott Nolan made a motion to approve the minutes from the meeting/call on June 3, 2022. Brianna Ritacco seconded the motion and it passed unanimously.

4. COVID-19 Pandemic – Discuss In-person Events

4.1 Monthly Dinner Meetings – The following information was discussed:

- The Board discussed going back to holding in-person meetings or keeping the fall meetings virtual and assessing the likelihood of holding in-person meetings in 2023 in the fall. Based on feedback from schools, UNH and UConn will allow in-person events this fall.
- CSCE could still offer virtual events or virtual options at in-person meetings in 2022-23 (2-4 virtual, offer PDHs, December/January meetings could be virtual).
- Committee/Institute Chapter Chairs could help more with meetings in different ways (i.e., help coordinate the learning questions and logistics of the meetings) to help share the workload related to the monthly meetings with the President and President-Elect.
- The Programs Committee could get more involved with more details of the monthly meetings, especially as CSCE goes back to holding in-person meetings.
- In-person dinner meetings are subject to current CDC, ASCE and CT guidelines and regulations at the time of dinner meeting. Dinner meetings may need to be held virtually.

4.2 ACE Awards – Thursday, May 26, 2022 – The following information was discussed:

- CSCE received positive feedback from evaluation survey about the event. Leaving social time after the awards presentations was well received by attendees.
- In 2023, CSCE should coordinate the backdrop location with the photographer to get the best photos and address the lighting at the Aqua Turf Club to improve future photographs. CSCE could set-up the backdrop in a way it will not be in the way or too far away from where folks receive awards
- Overall, the food was good. CSCE may look at offering a different cut of beef in 2023.
- In 2023, CSCE should engage with ASCE earlier to increase its chances of getting an ASCE National President or President-Elect to attend the event. To do this, CSCE could make its request, which includes providing transportation and plans for the ASCE representative during the day of the ACE Awards, in February or March 2023.
- In 2023, CSCE should aim to promote the ACE Awards to companies earlier and try not to give extensions in the future.

4.3 CSCE Monthly Meetings in 2022-23 – CSCE proposed the following meeting dates/locations:

<u>Dates</u>	<u>Tentative Topics</u>	<u>Co-Sponsor</u>	<u>Locations</u>
Sept. 2022	Hotel Marcel	CT Chapter of ASCE Construction Institute	UNH
Oct. 2022	Presentation by SLR	Water Resources Committee	UConn
Nov. 2022	Presentation by CHA	CT Chapter of ASCE Structural Engineering Institute	Quinnipiac
Dec. 2022		CT Valley Chapter of ASCE Geo-Institute	VIRTUAL
Jan. 2023		Legislative Affairs Committee	UHA
Feb. 2023	TPC Highlands	Younger Member Group	CCSU
March 2023	Mega-Yacht Lift	Fairfield County Chapter of CSCE	Norwalk Inn
April 2023	Civil Engineering in the Military	Government Engineers Committee	USCGA
May 2023	Code of Ethics Update (PDH)	CT Chapter of ASCE Transportation & Development Institute	VIRTUAL
May 2023			Aqua Turf Club

4.4 August – Promotional Postcard Mailing of 2022-2023 Meetings/Events – Amy Petrone will coordinate this mailing in August 2022. She will download the addresses from EITs and PEs from the State of CT’s website to supplement the CSCE’s mailing list.

4.5 2022 Board Meeting Dates

- Monthly Teams Calls – Generally, meetings will be held on the third Friday of every month from 12:00-1:00 p.m.
- The meeting dates in 2022 will be July 15, August 19, September 9 (due to conflict w/ golf outing and Geotech seminar on the third and fourth Fridays of September), October 21, and November 18. As 2023 approaches, CSCE can decide if it will hold in-person board meetings or a mix of in-person & virtual meetings.
- CSCE could use the CSCE laptop with its camera on to connect people who are joining the meeting virtually.
- In-person meetings should not be held at lunchtime. Instead, they should be held at the end of the day or before the dinner meetings.
- CSCE may hold a meeting at a location with virtual meeting options, followed by a dinner. Some people’s offices may be able to offer those options to CSCE.
- CSCE could have the board meetings in the fall and spring and the planning meeting in person and the monthly board meetings could still be held virtually.

5. Annual Events

- Covering Volunteers Registration Fees at Professional Development Events
 - The Board discussed CSCE covering registration fees at professional development events and any associated volunteering requirement. CSCE’s experience with providing discounts for volunteers has been limited so far. YMG volunteers at ACE Awards pay \$50 to attend the event in exchange for helping at the registration table before the event begins.
 - CSCE could offer a 20% discount for the event organizer and a 10% discount for 1 person to help at the registration table at a professional development event. These options could be kept as a hidden code in Constant Contact for events in 2022-23.
 - Following this discussion, Aaron Foster made a motion to provide 20% discount on the registration fee for volunteer organizers and 10% discount on the registration fee for registration table volunteers at professional development events. George Gerard seconded the motion and it passed unanimously.
- Geotechnical Fall Seminar – Date: September 23, 2022 - Location: Sheraton in Rocky Hill - Landon Barlow is managing this event.
- Geotechnical Spring Workshop – Date: TBD - Topic: TBD – Location: TBD
- Activities with other organizations – Golf Outing Date: September 16, 2022 - Nathan Rossi is managing this event.

6. CSCE Executive Board Activities

- Status/Action on CSCE Assets (Projector, Case, Laptop, Banners, etc.) – On the CSCE laptop, Microsoft OneDrive is giving messages about its space being full and its inability to sync files. Amy Petrone will remove duplicate files to see if that will allow for the syncing of files and see if CSCE would benefit from paying for more storage.
- Brianna Ritacco is coordinating a dinner meeting for CSCE Past Presidents to reactivate the Past Presidents Council. The meeting is estimated to cost approximately \$2,000 and is planned to be held at Elizabeth’s in August 2022. To cover the costs, Brianna Ritacco made a motion for CSCE to host a Past CSCE President’s meeting with a budget of approximately \$2,000. Scott Nolan seconded the motion and it passed unanimously.
- PDH Records Update - Scott Nolan is updating these records. To complete this task, he needs more information from the geotechnical seminars in October 2021.

- Trolley Museum Event – To support this event that will be held on June 25, 2022, Scott Nolan made a motion to donate \$500 to this event. George Gerard seconded the motion and it passed unanimously with one abstention (Aaron Foster).
- Raise for Administrative Assistant – George Gerard made a motion to set the hourly rate for the Administrative Assistant to \$29/hour. Brianna Ritacco seconded the motion and it passed unanimously.
- Scholarships - CSCE could offer a Past President’s scholarship award. CSCE should consider having more than one person have access to CSCE’s Scholarship Fund accounts at Schwab. George Gerard will work on getting a more formal scholarship program in place this year. All but one 2022 scholarship check has been cashed so far.
- Treasurer – CSCE still needs to wrap up ERYMC reimbursements. The balance in CSCE’s account at Webster Bank is approximately \$61,000. Aaron Foster will check CSCE’s PayPal account balance and transfer funds to its Webster Bank account if needed. Aaron Foster will meet with Tyler Parker next week to transfer the Treasurer files.
- Secretary – Eric Hoyt could help with the activities of the CSCE Membership Committee.
- Newsletter Editor – Scott will provide a President’s Message for the next newsletter. Sam Turek will meet with Tyler Parker next week to review the responsibilities of the Newsletter Editor.
- DOT Partner Program – Brianna Ritacco and Katie Hedberg-Klose worked on this program.
- CSCE could coordinate an event that attracts high school students, i.e., a trip to a Hartford Yard Goats game.

7. Reports from Technical Group/Institute/Committee Chairs/Fairfield County Branch

- Infrastructure Report Card Committee – Roy Merritt provided the following update. The draft Report Card will be submitted to ASCE for review on July 1, 2022. CSCE will have some publishing / graphic artist costs coming up. He will get a quote over the coming week or so and forward to Board for consideration. The Report Card release date is September 27, 2022.
- Younger Members Group President – Alex Klose provided the following update. The Group will probably offer 2 social events, a resume review, and professional development event in the coming year.

With nothing more to discuss at this time, the meeting adjourned at 2:20 p.m.

8. Adjournment - 2:20 p.m.