

**Connecticut Society of Civil Engineers Section of American Society of Civil Engineers (CSCE) Board Planning Meeting Conference Call via Teams
Friday, July 22, 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:

Scott Nolan, CSCE President	Ron Hill, President of Fairfield County Branch of CSCE
Aaron Foster, CSCE President-Elect	Alex Klose, Younger Members Group President
Rich Cohen, CSCE Vice President	Byungik Chang, Chair of the CT Chapter of the
Eric Hoyt, CSCE Secretary	ASCE Structural Engineering Institute
Sam Turek, CSCE Newsletter Editor	Roy Merritt, CSCE Legislative Affairs Committee Chair
George Gerard, CSCE Director I	Nathan Rossi, CSCE Golf Outing Chair
Brianna Ritacco, CSCE Director I	Ranjit Bhawe, Chair of the CT Chapter of the ASCE Transportation &
Danielle Spicer, ASCE Region 1 Governor	Development Institute
	Amy Petrone, CSCE Administrative Assistant

1. Report from ASCE Region 1 Governor – Danielle Spicer shared the following information:

- Someone pretending to be a Board member recently sent a text to another Board member. The person who received the text alerted the rest of the Board. The Board discussed the fact that CSCE does not conduct formal business via text and CSCE Board members will never ask for CSCE to cover the costs of an item via text. A vote will always be required. Even though ASCE doesn't have any insurance programs that cover fraud issues that affect CSCE members at this time, CSCE should let ASCE know about the text. CSCE could look into getting an insurance policy to protect itself from fraud issues. In addition, CSCE shouldn't post scholarship reports on its website.
- Updates on ASCE Region 1 Fall Assembly - 9/23-9/24 in Rochester, NY – ASCE sent out a save the date flyer for the Assembly. It will be a hybrid event and will offer a happy hour on Friday evening and a PDH tour after the Saturday event. Hopefully, 1-2 CSCE members (possibly Aaron Foster) can attend the Assembly in-person. A registration link for the hotel is coming soon.
- Presidents & Governors Forum in Reston, VA – This will be held on September 11-12, 2022.

2. Review/Approve CSCE Annual Planning Meeting Minutes - June 24, 2022

- Scott Nolan made a motion to approve the minutes from the meeting/call on June 24, 2022. Brianna Ritacco seconded the motion and it passed unanimously.

3. ACE Awards – Tuesday, May 23, 2023 – The following topics were discussed:

- CSCE will check the date of the CT AWWA event that is held annually at the end of May so the ACE Awards won't conflict with it.
- CSCE will contact ASCE and request representation at the ACE Awards in Feb/March 2023.
- CSCE could give tours of the ACE Awards projects to the ASCE Representative on the day of the ACE Awards.

4. Monthly Dinner Meetings – The following topics were discussed:
 - COVID positivity rates may affect CSCE holding in-person meetings, but for now CSCE will move forward with holding in-person meetings.
 - Aaron Foster reached out to Hotel Marcel and is working on responses to the Hotel’s questions.
 - Jeff Benoit was going to contact the schools to check on their availability for meetings
 - Scott Nolan is working on choosing a speaker who will speak on 1 topic for the October meeting.
 - A speaker from CHA is willing to give a presentation on a structural topic and is waiting for meeting dates.
 - The Legislative Affairs Committee can give an update on the Infrastructure Report Card at the January 2023 meeting.
 - CSCE will save the presentation by the U.S. Army Corps of Engineers (USACOE) for 2023.
 - Alex Klose and the Younger Members Group will coordinate the speaker for the February 2023 meeting.
5. August Promotional Postcard Mailing of 2022-2023 Meetings/Events – Amy Petrone will coordinate this mailing and download the lists of EITs and PEs from the State of Connecticut’s website.
6. Board Meetings – The following topics were discussed:
 - The Board will plan on holding monthly Teams Calls from 12:00 p.m. – 1:00 p.m. on August 19, September 9, 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.
 - The Board could use the CSCE laptop with the camera on to connect people who are joining the meeting virtually.
 - In-person meetings should not be held at lunchtime, but at the end of the day or before the dinner meetings.
 - CSCE could hold a meeting at a location with virtual meeting options, followed by a dinner and some offices may be able to offer that to CSCE.
 - Could have fall and spring Board meetings and the planning meeting in person. The monthly Board meetings could still be held virtually.
7. Annual Events
 - GEO-CT Conference at the Sheraton in Rocky Hill, CT on September 23, 2022 - Landon Barlow and Randy States are managing this event.
 - Fall 2022 Golf Outing at Timberlin Golf Course in Berlin, CT on September 16, 2022 - Nathan Rossi is managing this event. The Outing needs sponsors and people on the call were asked to contact their employers and people they know on the contacts list. Planning is progressing well, and help will be needed on the day of the event beginning at about 8-9 a.m. The Outing Committee could review the contacts list from the ERYMC.

8. CSCE Executive Board Activities

- CSCE Bylaws & Operations Manual Status – The Operations Manual was updated. Brianna Ritacco is planning on offering updates based on an upcoming meeting on September 7, 2022.
- Status/Action on CSCE's OneDrive Account – Amy Petrone will remove duplicate files and see if CSCE would benefit from paying for more storage in its OneDrive before the next Board meeting.
- ASCE Distinguished Members – Aaron Foster may have nomination suggestions from previous Benjamin Wright winners. He will work on this before the next Board meeting.
- Brianna Ritacco and Scott Nolan will meet for to exchange the older CSCE laptop.
- Scott Nolan updated the PDH records for many CSCE events and still needs info for the geotechnical events and one more piece of information for the November meeting. He will contact Amy Petrone for that information. CSCE must reapply for NYS PDH sponsor status and will aim to have its records complete at the time.
- Trolley Museum Fundraiser raised \$4-5,000, including a \$500 donation from CSCE.
- CSCE should consider having more than 1 person have access to CSCE's Scholarship Fund accounts at Schwab.
- CSCE still needs to wrap up ERYMC reimbursements.
- George Gerard will work on getting a more formal scholarship program in place this year.
- The balances in CSCE's accounts are as follows: Webster Bank: \$27,832.48 (Checking), \$34,588.71 (Business); and PayPal: \$11,793.54.
- The Treasurer's files were brought to Tyler Parker.
- Information for the IRS filing has been gathered.
- CSCE Secretary Eric Hoyt could help with Membership Committee activities.
- Rich Cohen will meet with Past CSCE President Cote Ben Cote about outreach to students and EngiMentor.
- Rich Cohen will meet with Eric Hoyt to share the files for CSCE's annual reports.
- Sam Turek will put together a July newsletter.
- Past President's Council Update – Brianna Ritacco is coordinating a meeting of the Past Presidents' Council at Elizabeth's in Rocky Hill, CT, on September 7, 2022. There were 45 people on the Council list and Brianna Ritacco heard back from 25 of them. She will ask the Council if any of its members being a part of the scholarship committee or manage a scholarship on behalf of the Council.
- DOT Partner Program – Katie Hedberg-Klose and Brianna Ritacco work on this program. The contract was signed between ASCE and CT DOT and ASCE is trying to figure out how to identify the DOT employees in the program.
- Audit Committee – George Gerard will look at CSCE's expenses and scholarships that have been given out in the past.
- George Gerard will follow-up with CCSU this fall about any issues related to its Student Chapter.
- George Gerard will order the vertical banners this summer.
- George Gerard has been paying for the CSCE Teams license monthly. He will transfer the payment to CSCE via the CSCE debit card.

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

- Career Guidance Committee & Continuing Education Committee - Rich Cohen is working on a high school outreach video in conjunction with Ben Cote and his EngiMentor effort.
- History & Heritage Committee - Scott Nolan will check the Operations Manual to learn about the efforts of this Committee.
- Membership Committee - Eric Hoyt can help with this Committee and will check the Operations Manual to learn about the efforts of this Committee. He could review the CSCE membership list and determine an effort to increase/improve membership based on the information in that list. Amy Petrone will send a list of CSCE members to him.
- Structural Engineering Institute - CT Chapter - The first meeting of this Chapter will be in August.
- Website Committee –Brianna Ritacco met with Amy Petrone to learn how to update the CSCE website.
- Infrastructure Report Card Committee – Roy Merritt provided the following information:
 - He sent a spreadsheet of upcoming costs and would like Board approval on it. Karen Donohue submitted a cost proposal of approximately \$4,000 to prepare the Report Card layout and design, PowerPoint templates, logo, and brochure. CSCE could look into hiring a local graphic designer in the future. Scott Nolan made a motion to approve \$4,000 to pay for the costs to engage a graphic designer to develop the promotional material associated with the Connecticut Infrastructure Report Card. Aaron Foster seconded the motion and it passed unanimously.
 - Some states pay to promote their Infrastructure Report Cards within the state. There was a lot of free coverage from the press, radio and tv stations in CT last time. So, CSCE may not have to pay to promote the results of the Report Card this time.
 - Any day now, the Committee is expecting comments from ASCE about the 5 chapters so the chapters can be finalized.

10. Other Business - Amy Petrone has the login info for CSCE Facebook page and will promote CSCE events there.

The meeting adjourned at 1:41 p.m. The next Teams Board meeting/call is scheduled for 12:00 p.m. on August 19, 2022.