

21 February 2017 CSCE Board Meeting Minutes

Location: Central Connecticut State University

Attendance: The following members were in attendance: Hudson Jackson, Gary Fuerstenberg, Chris Beaulieu, Kassim Tarhini, David Chapman, Aaron Foster, Tom Loto, and Jim Sime.

1. ACE Awards

- Release of sponsorship forms: Amy should have updated the forms and release as soon as possible if not already done.
- Award design and vendor: We plan to use the same vendor we used last year.
- Review of submissions: The Board agreed to ask past presidents to assist in reviewing the submissions. No submissions have been received to date. Hudson and Amy will work together to solicit assistance from past presidents. All board members and technical committee chairs will also be asked review the submissions.
- Master of Ceremony: Dr. John Greenleaf has already confirmed that he is available to MC the event.
- ASCE President-Elect visit: Billy has already placed the request and is coordinating with the Boston Section. We still need to confirm what the President-Elect' itinerary; whether she will be traveling to Boston after the event. So far, we do not have any afternoon activities planned for her.
- Advertise the event: Ongoing.

2. Update of CSCE Website

- Timeline for transition: The Board agreed to have all web content migrated to the ASCE server after the ACE awards. ASCE is currently working on uploading most of the content from our current website to their server. ASCE wants to host a 1-hr online training that will be open to all CSCE board members before the website goes live. It was agreed that Amy should be available for the training. A date of 22 May was suggested, but final date will depend on Amy's availability since she will be the main administrator of the website. Chris will inform ASCE to set up the training after Amy confirms a suitable date. Chris will need to check if we would lose the csce.org domain name by moving to ASCE.
- Managing content: CSCE will have full administrative rights to the account/website. Amy should check who currently hosts our email accounts. These accounts should be transitioned to another provider (for example gmail) before services with the current provider are discontinued. Suggested email...*csce-president@gmail.com*...emails could then be forward to the appropriate personal email addresses.
- Associated costs: There are no costs for creating or hosting the website with ASCE.
- Advertisement: Advertisement can be handled by us, just like posting any other content to the website. All revenue from advertising goes to CSCE
- Email accounts: It was agreed that email accounts should be changed as soon as possible because of security concerns. Gary' email was hacked and a phishing email request for payment sent to Bob. It was suggested that the treasurer' email not be posted on the website. Amy should update all email addresses with _2017 as soon as possible and update this information on the website.

3. CT Report Card

- Letter of intent to ASCE: It has been over two years now since we decided to do a CT report card. To date, there has been little progress made. It was agreed that a letter of intent should be submitted to ASCE as soon as possible. Hudson and Kassim will take the lead on this. The letter should be sent out next week after review by the Board.
- Identify categories: Four categories were already identified- drinking water, wastewater, roads and bridges. ASCE has excellent resources that will assist us in getting the information we need to complete the report card.
- Timeline and estimate associated costs: ASCE national may be able to help in estimating a realistic cost and timeline. Kassim and Hudson will reach out to them for assistance before sending out the letter of intent.

4. Updates/Revisions to CSCE operating manual

Kassim is working on completing the updates. The Board agreed that the changes should be tracked in the draft document so that they can be easily identified during review by the Board.

5. Possible Structural Bridge workshop

Background Information:

At the last board meeting Hudson suggested having a one day/0.5 day seminar on NDT bridge assessment/evaluation. He spoke to his former advisor, Dr. Nenad Gucunski at Rutgers who has been involved in extensive work for the FHWA. He was involved in developing RABIT bridge assessment tool:

<http://www.fhwa.dot.gov/research/tfhrc/programs/infrastructure/structures/ltpb/products.cfm#sec3>:

Dr. Gucunski is willing to do a seminar for CSCE if we are interested. This would be great since the Structures group has not had a seminar in the last year or two. He is happy to bring his equipment to do hands on demos on an actual bridge if CSCE could get ConnDOT to set that up. There is also the possibility of inviting him as a guest speaker for one of our monthly meetings.

- Hudson is still awaiting feedback from the Structural Committee Chair. It might already be too late to facilitate this year.

6. Young Members activities

- College to Career program (Co-op and internships): This will include structured summer internship opportunities with potential for year round engagement with professionals. This would be a good recruiting opportunity for ASCE and CSCE. The Board approved having YMC go ahead with plans to start implementation. There is currently no request for fund, but this might change as the program becomes established.
- Provision of tax deduction information for meals at dinner meetings: The board was in agreement that the efforts to track this would far out way any benefit to members. This would be very difficult for Amy and Bob to manage. It was agreed not to pursue further. The option to occasionally provide complementary dinners to Board members, especially those who pay out of pocket (those who are not compensated by their employers).

7. Financial Report

- Current checking account balance is \$85K.

- It was proposed last month to transfer \$8,000 to the scholarship fund. Bob should work with Jim get this done as soon as possible. No changes will be made to the investment portfolio at this time.
- The treasurer still needs to be added as an administrator to the scholarship account. Bob and Jim should get this done as soon as practical.
- It was agreed that all student scholarship awards should be increased to \$1,000.
- Contribution to UCONN: It was agreed to donate \$1,500 to UCONN as support for the ASCE Steel Bridge and Concrete Canoe competitions. Amy/Bob should fill out the donation form and send in the check. CSCE will be recognized as a “Gold Sponsor” and can have a large logo on the banners and conference T-shirt. Amy will provide the logo. This should probably be attached to the donation form.