LOCATION: KLEINFELDER OFFICE, 500 ENTERPRISE DRIVE SUITE 4B, ROCKY HILL, CT

The following people were in attendance at this meeting: Hudson Jackson, Chris Beaulieu, Amy Petrone, Sara Ramsbottom, David Semnoski, Kassim Tarhini, Dan Valentine, Aaron Foster, Tom Loto, David Chapman, and Jim Sime.

The meeting began at 9:12 a.m. and the following items were discussed:

1. Dinner and Board Meetings – The following is the proposed schedule of monthly/board meetings for 2016-2017:

<table>
<thead>
<tr>
<th>Date of Meeting</th>
<th>ASCE Chapter/Location</th>
<th>Board Meeting?</th>
<th>Technical Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/12, 14 or 20/2016</td>
<td>UHA</td>
<td>Yes-4:00 p.m. – Set up of ACE Criteria, etc.</td>
<td>Government</td>
</tr>
<tr>
<td>10/19/2016</td>
<td>UConn</td>
<td>No</td>
<td>Construction</td>
</tr>
<tr>
<td>11/14/2016</td>
<td>UNH</td>
<td>No</td>
<td>Geotechnical</td>
</tr>
<tr>
<td>1/31/2017</td>
<td>CCSU</td>
<td>Yes-4:00 p.m. - Review progress &amp; promotion of ACE</td>
<td>Structures</td>
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<tr>
<td>February 2017 (TBD)</td>
<td>TBD</td>
<td>No</td>
<td>Joint Eng. Soc. Meeting</td>
</tr>
<tr>
<td>March 2017 (TBD)</td>
<td>TBD</td>
<td>No</td>
<td>Fairfield Branch</td>
</tr>
<tr>
<td>4/5/2017</td>
<td>USCGA</td>
<td>Yes-4:00 p.m. - ACE project reviews, deadlines, prep for ACE</td>
<td>Water Resources</td>
</tr>
<tr>
<td>4/19/2017</td>
<td>Elizabeth's Restaurant, Rocky Hill</td>
<td>Yes-5:00 p.m. - ACE final prep as necessary</td>
<td>n/a</td>
</tr>
<tr>
<td>5/10/17</td>
<td>Aqua Turf Club</td>
<td>No</td>
<td>ACE Awards</td>
</tr>
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Related to the dinner meetings above, the following actions will be taken:

• Amy Petrone will contact Ron Hill to determine the date/location/topic of the March dinner meeting in Fairfield County.

• Related to the ACE Awards, Amy Petrone will reserve the Wagon Room at the Aqua Turf Club for the 2017 ACE Awards for 5/10/17. She will ask the Aqua Turf to leave the appetizers out until dinner is beginning to be served and to put the appetizers on the side or back of the room near the bar so that more tables can be located in the center of the room. She will also contact Tony Puntin, Executive Director of the Boston Society of Civil Engineers Section, to coordinate the attendance of the ASCE President-Elect at the ACE Awards and her visit with other local sections in New England and contact John Greenleaf to see if he is interested in hosting the Awards again.

• Benjamin Wright Award – Kassim Tarhini is looking for nominations for this award.

• For the November monthly meeting, a suggested meeting location was the New Haven Lawn Club.

• Dinner meetings should begin with student presentations and the registration time should be referred to as, “check-in”.

• Amy Petrone will prepare a postcard of the meeting schedule and distribute it in August.
• CSCE could put an option to donate to CSCE on the registration page for dinner meetings. Amy Petrone will check with Bob Gomez about setting this option up via Constant Contact/PayPal.
• Hudson Jackson and Kassim Tarhini will develop a general script for use at dinner meetings for Board members to refer to if the President or President-Elect is not in attendance.

2. ASCE National Activities
• Annual Fly-in to Washington, DC (March 14-15, 2017) – Dan Valentine is interested in going to this activity.
• New England Council – Sara Ramsbottom will contact the Council to find out the date of the next meeting.
• 2017 Multi-Region Leadership Conference for Regions 1, 2, 4 & 5 in Newark, NJ on January 20-21 – Hudson Jackson and one Younger Member are interested in going to this conference.
• Annual Report – Amy Petrone will send a copy of last year's report to Hudson Jackson.

3. Budget
• Related to scholarships, CSCE would like to consider setting aside $10,000 from its operating budget for scholarships and plans to spend approximately $500 per student chapter annually. Hudson Jackson will put together a letter to schools that requests an action plan for how the student chapter plans to spend money that CSCE provides to it.
• The Board would like to receive a budget and quarterly reports from the Treasurer.
• The Younger Members Committee requests $1,000 for 2016-2017.
• Scholarship Committee – Jim Sime provided an update and some background on CSCE’s scholarship fund. To help celebrate the 100th anniversary of the Connecticut Society of Civil Engineers, the CSCE Board decided to start a scholarship fund with $2,250 of private funds in the 1980s. The purpose of the fund was to provide future scholarships to students. Since then, any profits from continuing education events were deposited first into certificates of deposit and then into a Charles Schwab investment account. The Board hasn’t set a financial goal of the fund. There are 2 names on the fund, Jim Sime and a professor at UNH. The CSCE Treasurer, Bob Gomez, could be added as a third name on the account.

4. Goals for 2016-2017:
• Report Card (apply for SPAG grant) – Hudson Jackson will contact Omkar Jambotkar to set up a meeting about the Report Card. Dave Chapman volunteered to help with the Report Card. Younger Members will also be asked to help with the Report Card.
• Revise/improve our website – ASCE has recently emphasized awards for chapter websites and a template/expertise in website design for chapter websites. CTAWWA worked with Star Chapter to update its website a few years ago. Chris Beaulieu will be the contact person for the Website Committee.
• Update Operations Manual to reflect recent changes, etc. – Kassim Tarhini and Sara Ramsbottom will manage the updating of the Operations Manual. To help Younger Members Committee with developing new bylaws, Amy Petrone will send a copy of the CSCE bylaws to Aaron Foster.
• Increase members participation – To increase participation, young civil engineers should be encouraged to contact the Younger Members Committee of CSCE and Younger Members could be paired up with more experienced CSCE members to record answers to questions about their engineering experience for use in a future anniversary celebration/publication.
• Increase membership/encourage continued membership to pay dues - Ideas to increase membership included 1) CSCE could send an email to people who sign up for CSCE events as
non-members about how to join CSCE and ASCE and 2) CSCE could contact ASCE to see if companies get a discount when many of their employees become ASCE/CSCE members.

5. **Committees/Groups/Institutes:**
   - CT Valley Geo-Institute (formerly known as the Geotechnical Technical Group):
     - Geotechnical Fall Seminar – Foundation Reuse at Sheraton in Meriden – 9/30/16
     - Geotechnical Spring Workshop – CT Valley Varved Clay at UNH – 4/7/17
   - Continuing Education Committee - Dave Chapman offered to be the contact person for this Committee.
   - Legislative Affairs Committee – The Board would like to vote on actions taken on behalf of CSCE members and it needs regular updates on legislative actions.

6. **Administrative Items**
   - Telephone Number for CSCE – CSCE needs a new phone. Its current 2G phone will no longer be supported by Tracfone. CSCE could get a free telephone number through Google Voice since it has a gmail account, but it needs a phone to accept and make the calls. Amy Petrone offered to use her own smartphone to make/receive the calls or CSCE could purchase a phone. The Board discussed the options and asked her to look into how much it would cost to upgrade her smartphone minutes to cover the costs to use the phone for CSCE business.
   - Business cards – If CSCE Board members would like CSCE business cards, please contact Amy Petrone.
   - CSCE email addresses – In January 2017, Amy Petrone will change the CSCE email forwarders to include “2017” instead of “2016”.

7. **Younger Members/Student Chapters**
   - Review annual reports – CSCE needs to determine when student chapter annual reports get submitted to CSCE and ASCE.
   - CSCE should encourage student chapters to have 2 Practitioner Advisors.
   - CSCE/ITE Golf outing – This outing will be at the Timberlin Golf Course in Berlin on 7/22/16.

8. **Newsletters** - Hudson Jackson will review the current sponsorship opportunities to help determine if CSCE could reach out to companies’ marketing departments for support in highlighting the work and volunteer activities of CSCE Board members.

9. **ASCE Dream Big IMAX Movie** – Hudson Jackson will coordinate CSCE’s promotion of the ASCE Dream Big Movie.

10. **Summer or Holiday Social** – Hudson Jackson will determine if CSCE will hold a Summer or Holiday social in 2016-17.

The meeting adjourned at 12:12 p.m.