September 30, 2013 – CSCE Board Meeting – Elizabeth’s Bar & Restaurant, Rocky Hill, CT – 6:00 p.m.

People Present: CSCE President Sara Ramsbottom, CSCE Treasurer Gary Fuerstenberg, CSCE History & Heritage Committee Chair Randy States, CSCE Director II Jason Waterbury, CSCE Director I Bob Gomez, and CSCE Administrative Assistant Amy Petrone.

The meeting began at 6:15 p.m. and the following items were discussed:

1. Audit Committee – A meeting of the Audit Committee was scheduled for October 28, 2013, at 5:00 p.m. at the office of Haley & Aldrich. Jason Waterbury, Bob Gomez, and Gary Fuerstenberg plan to attend.
2. NL/Website Sponsorship Form – After discussing the topic, the Board decided to change the form in a couple of ways including the removal of prices for employment opportunities from the form. Amy Petrone will send an email to Sara Ramsbottom on October 1, 2013 to discuss the resulting format of the form.
3. Region 1 Assembly Recap – Gary Fuerstenberg provided an overview of the Region 1 Assembly.
4. Geotech Group Seminar – Gary Fuerstenberg provided an overview of the Seminar. There were 6 speakers (4 local and 2 national) and 75 participants. The Group is now working on the details of its Spring Seminar at the University of New Haven in April.
5. Presidents & Governors Forum – Sara Ramsbottom attended this forum and provided the following notes to the Board:

Role of Presidents & Past-Presidents in their Section/Branch

- Past Presidents – how to keep them engaged – assign to committees (awards, nominating, etc.); ask to run for regional governor; ask them to write a “Best Practice”
- Institute Chapters – technical groups can transition to Institute Chapters. Usually a short MOU will be enough. The Institutes can help getting speakers for events, resources, etc. e.g. – the Cleveland Section has converted all but one technical group to an Institute Chapter. Cleveland also has new section website (using ASCE to host for free – note this option has some upload restrictions – i.e. review by ASCE before posting); also using constant contact (see more about websites later)
- Miami uses EventBrite to register for events – minimal fees if CSCE wants to use the website for payment, but easy to use. (more options than PayPal) (see more about website & on-line registration later)
- Constant Contact can handle event registration, but no payment option available.
- Boston Section revamped their Sponsorship requests and sends out one request annually for the sponsorships of many BSCE events – This may be something that CSCE can try as well.
- Contact with members who do not have email – call directly?

Panel Discussion

- Phases of (professional) life – transition students to YM & YM to Section involvement; use LinkedIn to foster contacts; need to make technical information available to members (there is a technical region of ASCE & 10 geographic)
- Outreach is important – elected officials, students, public, etc.
- Section operation is a team effort – keep track of interest – who can you go to for future involvement, future succession?
- Welcome new members – letters, etc. Who joined, but are not active locally? Who did not join local section?
- Have a board meeting accessible to all members, so people can attend if choose. (Might be a good way to identify those for future involvement.)

Resources available for fundraising

- People give to people – make sure to thank them; some token of appreciation? A certificate?
- What are corporations looking for with a donation? What does a sponsorship of CSCE give to the company?
- Establish a “sponsorship committee” – make sure members are on for more than one year to provide continuity. Have rotating schedule for changing committee members.
• $ amounts of sponsor levels based on visibility & value to sponsor, not the cost of the event.
• Identify the correct person to call a particular company, etc.
• How will the money be used – need to explain.
• If CSCE solicits a company directly for scholarship fund, show company’s logo at April meeting.
• Can’t thank sponsors enough – letter, phone call, etc. that may be enough if a company does not more ‘stuff’.

How to be an Effective Leader in your Section/Branch

• Make a difference thru leadership – influence others; you get others to want to do what needs to be done & accomplished to improve the organization.
• Readjust as necessary to improve leadership
• Know yourself, know others, & use this to influence
• Make connections – shared values
• Need to believe in & care about what you are doing & who you are leading

Student Members – IMPORTANT NEW INFO

• Student chapters report to Section. Part of our allotment depends on the # of students.
• Section members should try to attend a student conference. (NOT same as MRLC – WSBL/ERYMC) NE Region conference is April 25-26 @ UMass-Lowell. (Concrete canoe is same weekend @ UMaine). Participation includes funds & judging.
• EACH STUDENT ANNUAL REPORT IS SUPPOSED TO BE SIGNED OFF ON BY THE SECTION. Due February 1, 2014. CSCE should ask Student Chapters to submit their annual reports to CSCE earlier than February 1st.
• Cleveland Section provides funding to student chapters, but requires attendance at events as a condition (MRLC, section meetings, etc.)

Younger Members

• For student transition – don’t just leave it to the employer to mentor; have something to engage the students & want to join/continue with ASCE
• What opportunities are there for YM’s in the Section? Happy hours are not enough; community service Connect via twitter, Facebook, LinkedIn, etc. Geographic Services Resources
• Section & Branch handbook Script to install life members Sections can submit articles for publication in Section Informant – recap successful events, etc. Constant Contact – free service: email, event registration ASCE website – list of shortcuts from Geographic Services (On “Sections & Branches” page) Branding toolkit Link to FTP server – lots of documents
• Added YM column to member database
• Best Practices - Local section – legislative ‘drive-in’ – Illinois Baton Rouge YM involvement
• Realize where Younger Members are in life – what relates to them – outlet for enthusiasm Akron – sometimes has the ‘happy hour’ at the end of a dinner meeting Boston – has a YM liaison with the student chapters
• Miami-Dade – has mini-golf tournament; student chapters build holes as a contest (9) Cleveland has a “sustainability committee”, which has attracted younger members

President/Treasurer Information

• On-line updates are immediate – remind members to go on-line & update info E-room (lots of documents – individual sections can create a page & store & share documents)
• Next treasurer webinar in mid-November - Financial manual & accounting software is available on FTP site
• Letter to new presidents to go out in mid-October

Communications – ‘breakout session’ (Met Section speaker)

• Website is critical – first impression to many ASCE can host a website; would have to follow ASCE guidelines for posting (they would need to review each post before it goes live) Content Management Systems – web development
tool/software – “JOOMLA!” (used by Met Section); ExpressionEngine, etc. Update website immediately after events happen. Partner with other organizations to post events. Website info – AW Stats - check out Met Section calendar.

They use Constant Contact for email announcements; can only send one message per day. EventBrite – event registration; no need for RSVP; generates attendance list; does allow to pay by credit card for small fee to Section; can set limit on # of attendees; can set up way to document a member # & for attendance when offering PDH’s

- Board use of e-room – allows to survey board & for communication instead of always via email; archiving; good option to avoid missing an email; everything stays in e-room & is documented.

Membership – survey – ‘breakout session’ (Houston Branch)

- See Best Practices guide Is a module of their website Planning to do another one soon to follow-up on one done 2009-2010; with incentives; Limit of 20 questions offer a $5 discount to government employees & retirees for monthly luncheons; they have a main meeting with lunch & speaker then additional technical sessions in the afternoon.

Other – In NY, government employees are exempt from continuing education requirements.

6. Scholarship Fund – Bob Gomez will provide the Board with an example of a letter used by a Florida Branch of ASCE requesting companies to donate to the Section’s Scholarship Fund for possible use by CSCE.

7. October 16, 2013 Dinner Meeting – CSCE will ask students from the University of New Haven (UNH) to do a presentation of their recent activities at this dinner meeting. Jason Waterbury offered to talk to UNH Faculty Advisor Greg Broderick about this presentation.

8. Increase Section Dues – The Board would support an effort to increase its Section dues to better cover the costs of running the day-to-day activities of CSCE and to increase its investments in the Scholarship Fund. Jason Waterbury offered to look into the process involved in increasing dues.

9. CSCE Business Cards – Amy Petrone will order 100-200 CSCE business cards for Sara Ramsbottom. She will also check with other Board members to see if they would like business cards as well.

10. Golf Tournament – CSCE is planning to co-sponsor the 2014 golf tournament with another engineering-related organization.

11. University of New Haven Student Chapter Request for Donation to Concrete Canoe – The Board would like to support this request. This request will be discussed and potentially voted on via email later this week.

12. State Public Affairs Grant (SPAG) – CSCE will consider submitting an application this year. Possible topics include billboards and website upgrades. Applications are due to ASCE by November 1, 2013.

13. Budget – Gary Fuerstenberg submitted a draft budget for review by the Board. Adjustments need to be made to it to reflect the amount Committees spent in the past and to balance income with expenses. Since the costs for dinner meetings are much greater than their registration fees, CSCE will consider increasing the dinner meeting prices. To further cut costs, Amy Petrone will stop mailing paper copies of the CSCE newsletters to some CSCE members who had requested that in the past.

The meeting adjourned at 8:30 p.m. The next CSCE Board meeting is scheduled for 4:00 p.m. on October 16, 2013, at the Yale Graduate Club in New Haven, CT.