

CSCE Board Meeting Agenda – October 11, 2011 – The Graduate Club, New Haven

1. **President - Jason Waterbury**

- 1.1 Achievement in Civil Engineering (ACE) Awards
- 1.2 Goals for upcoming year
 - 1.2.1 Services for members
 - 1.2.2 Media/Public Outreach (public relations)
 - 1.2.3 Increase meeting attendance
 - 1.2.3.1 Member Poll Discussion
 - 1.2.4 Town Hall-style meeting – during Engineers Week in February 2012
- 1.3 Programs Committee (Jeff Benoit) - Dinner Meetings

Government Engineers	Place = UHA	Date = November 15, 2011
Structures Technical Group	Place = CCSU	Date = March 14, 2012
Water Resources Committee	Place = USCGA	Date = April 10, 2012 (possibly joint meeting with RI Section)
ACE Awards	Place = The Aqua Turf Club	Date = May 8, 2012

- 1.4 History & Heritage Committee (Randy)
 - 1.5 Fairfield Branch (Ron Hill) – Plans, Budget, Disbursement of funds
 - 1.6 Public Outreach Efforts – Habitat for Humanity, Rebuilding Together, Adopt-a-Highway Maintenance Corporation
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2. **President-Elect – Robert Gomez**

- 2.1 SPAG Grant - Decide on upcoming applications
- 2.2 Structures Technical Group (Ben Souza)
- 2.3 Geotechnical Technical Group (Gary Fuerstenberg)
- 2.4 Legislative Affairs Committee (Roy Merritt)
- 2.5 Construction Technical Group (Billy Cunningham)
- 2.6 Water Resources Committee (Tom Loto)

- 5.1 Draft Budget & Monthly Report
- 5.2 Younger Members Committee (Sara Ramsbottom)
 - 5.2.1 Golf Tournament
 - 5.3 Scholarship Committee (Jim Sime) – Update and Place the new Treasurer on the mailing list for the quarterly reports

3. **Vice-President –Sara Ramsbottom**

- 3.1 Public Relations Committee - Develop initiatives now for Engineers Week in February 2012, Protocol for press releases
- 3.2 Student Chapters – Presentations at high schools, practitioner advisors, guest speakers at ASCE student chapters
 - 3.2.1 Concrete Structures Class Request (See attachment)
 - 3.2.2 Student Chapter Status – UNH & CCSU
- 3.3 Continuing Education Committee - Seminars planned for this year.
- 3.4 Government Engineers Committee (Rabih Barakat)
- 3.5 Career Guidance Committee

6. **Newsletter Editor – Jen Buchanon**

- 6.1 Advertising rates – Develop ad request form – Different rates for web only advertising, ads for courses

7. **Director-II – Ron Nault**

- 7.1 Audit Committee (set firm date to audit Books)
- 7.2 Nominating committee – solicit for Ben Wright award all year
- 7.3 Aligning local technical groups with ASCE Institutes
- 7.4 Updating CSCE's governing documents (Billy Cunningham has worked with Tara Hoke of ASCE National to revise the CSCE constitution and bylaws to reflect the national model. CSCE will need to review this document sometime so that it can be forwarded to ASCE National for approval)
- 7.5 Updating Operations Manual
 - 7.5.1 Add one sentence regarding number of Executive Board members needed to constitute a quorum
 - 7.5.2 Include ACE information and Legislator of the Year Award)

4. **Secretary/Administrative Assistant – Greg Holness/Amy Petrone**

- 4.1 Administrative - Review/Discuss/Accept Meeting Minutes from previous meetings (see attachment)
- 4.2 Membership Committee – Brainstorm on how to increase membership, and how to increase current members' participation in dinner meetings, committee, technical groups, etc.
- 4.3 CSCE Polo Shirts – Amy will distribute them at this Board meeting.

8. **Director-1 – Rabih Barakat**

- 8.1 Status of Past President Council
- 8.2 Awards
- 8.3 Website Committee – Develop advertising cost sheet

5. **Treasurer – Tom Loto**

9. **Open Discussion**

10. **Adjournment**

3.2.1 Concrete Structures Class Request

-----Original Message-----

From: crosbie@hartford.edu [mailto:crosbie@hartford.edu]
Sent: Wednesday, September 07, 2011 1:15 PM
To: nl-editor@csce.org
Subject: Concrete structures course
Importance: High

The University of Hartford Department of Architecture is looking for an adjunct professor to teach a concrete structures course in the Spring 2012 semester (starting January 26). Do you know of anyone who might be interested, and can you help us get the word out among your membership?

Thanks,

Mike

Michael J. Crosbie, Ph.D., AIA
Chair and Associate Professor
Department of Architecture
College of Engineering, Technology, and Architecture
University of Hartford
200 Bloomfield Avenue
West Hartford, Connecticut 06117
860-768-4755 p
860-768-5198 f
www.hartford.edu/architecture
Offering degree programs accredited by NAAB and ABET

Dr. Crosbie,

I have received your email, and it has been circulated throughout the CSCE executive board. Would you like to place an ad in our upcoming newsletter?

Jason F. Waterbury, P.E.
Project Engineer
Clean Water Project
The Metropolitan District
555 Main Street, P.O. Box 800
Hartford, CT 06142-0800

Tel: (860) 278-7850 Ext. 3380
Mobile: (860) 209-8181
Fax: (860) 525-5013
Email: jwaterbury@themdc.com

-----Original Message-----

From: crosbie@hartford.edu [mailto:crosbie@hartford.edu]

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4.1 Administrative - Review/Discuss/Accept Meeting Minutes from previous meetings

DRAFT Minutes for the CSCE Board Meeting –September 14, 2011– 4:30 p.m. – Nathan Hale Inn, UConn, Storrs, CT

CSCE Members in Attendance:

Rob Barakat*	Bob Gomez*	Jay Silva
Jen Buchanon*	Greg Holness*	Randy States
	Sara Ramsbottom*	Jason Waterbury*

Administrative Staff:
Amy Petrone

*Note: CSCE Board Members

1. President – Jason Waterbury

- 1.1 Achievement in Civil Engineering (ACE) Awards – Amy Petrone updated last year’s forms. She will send them via email to the Board members for their review and comments after this meeting. Board members should send their comments to her within the next week.
- 1.2 Goals for upcoming year
- 1.2.1 Media/Public Outreach (public relations) – To publicize the ongoing efforts of civil engineers and CSCE in Connecticut, Bob Gomez made a motion to spend \$3,000 for a one-month billboard campaign (ten sites throughout the state) that will run this fall for a month using the same artwork that CSCE used in April 2011. Greg Holness seconded the motion and it passed unanimously.
- 1.2.2 Increase meeting attendance - Member Poll Discussion – Jason Waterbury would like to poll the CSCE membership to learn why CSCE members go to monthly dinner meetings (possible reasons include topic, location, day of the week, and price). He will draft a survey and distribute it to the Board members for their input. CSCE would like to add such a survey to its website.
- 1.2.3 Town Hall-style meeting – CSCE will look into holding this meeting the night after the ACEC meeting during Engineers Week in February 2012
- 1.3 Programs Committee (Jeff Benoit) - Dinner Meetings – CSCE would like to invite an engineer who serves in the military to speak at an upcoming CSCE dinner meeting (possibly the one in April 2012 at the U.S. Coast Guard Academy). Greg Holness will contact the Connecticut National Guard’s Engineering Unit about this suggestion.
- 1.4 History & Heritage Committee – Jay Silva recently located some boxes of previous year’s CSCE meeting minutes and some framed photos of civil engineering sites of interest in Connecticut. Randy States offered to look at them and store them on behalf of the History and Heritage Committee.

2. President-Elect – Robert Gomez

- 2.1 SPAG Grant – Bob Gomez has made modest progress on this topic.

3. Vice-President –Sara Ramsbottom

- 3.1 Student Chapters
- 3.1.1 Presentations at high schools, practitioner advisors, and guest speakers at ASCE student chapters – Sara Ramsbottom may have a contact who can assist with these presentations.
- 3.1.2 Student Chapter Status – UNH & CCSU – Sara Ramsbottom will contact these two schools to see how CSCE can assist them in regaining student chapter status.
- 3.2 Continuing Education Committee – CSCE is planning a construction law seminar in March 2012 at the MDC training facility. CSCE should contact the MDC at least a month in advance to reserve meeting space.

4. Secretary/Administrative Assistant – Greg Holness/Amy Petrone

- 4.1 Administrative - Review/Discuss/Accept Meeting Minutes from previous meeting – Greg Holness made a motion to accept the minutes from the July 2011 Planning meeting. Jason Waterbury seconded the motion and it passed unanimously.
- 4.2 CSCE Polo Shirts – Amy Petrone ordered navy CSCE polo shirts from A2Z Printing. She will let the Board know when they are ready. CSCE will look into the possibility of selling these shirts on its website.

5. Treasurer – Tom Loto

- 5.1 Monthly Report – Bob Gomez will update the Quicken file for the CSCE accounts.
- 5.2 Younger Members Committee - Golf Tournament – This year’s golf tournament went well and 20 golfers participated in it. Next year, CSCE may have the tournament on a Monday in June (possibly after Father’s Day).

6. Newsletter Editor – Jen Buchanon

- 6.1 Deadlines – Newsletters should be finalized 1-2 weeks before the dinner meetings.
- 6.2 Ad Request Form – Jen Buchanon will develop such a form for CSCE.
- 6.3 Advertising rates – At this time, CSCE will not change the ad rates for non-employment classified ads for the 2011-2012 program year. CSCE will change the rate for employment classified ads by charging by different amounts of characters instead of charging by the line to in order to reduce the time spent editing ads for the newsletter.

7. Director-1 – Rabih Barakat

- 7.1 Status of Past President Council – Rob Barakat will send an email out to the Council members to gauge their interest in coordinating and participating in some upcoming activities.
- 7.2 Website Committee – Rob Barakat would like to find out information about hits on the CSCE website since ad rates on the web can be based on number of hits. Also, Amy Petrone will look into adding a hit counter to the website.

- 8. Adjournment** – The meeting adjourned at 5:30 p.m. The next Board meeting will be at 4:30 p.m. at the Graduate Club in New Haven, CT.