

Minutes of the Connecticut Society of Civil Engineers Annual Planning Meeting
June 17, 2008 – Traditions, Wallingford, CT – 8:00 a.m.

CSCE Members in Attendance:

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| Rob Barakat* | Ron Hill | Ron Nault* |
| Bryan Busch | Chris Holden* | James Sime |
| Billy Cunningham* | Tom Loto | Jason Waterbury* |
| Peter Heynen* | Roy Merritt | |

Administrative Staff:

Amy Petrone

*Note: CSCE Board Members

1. President (Chris Holden):

1.1 Welcome Remarks and Overview - Goals for Upcoming Year: Chris Holden discussed the following goals with those present at the meeting:

- Establish a planning committee for next year's ACE/annual meeting;
- Establish a rules/evaluation criteria for ACE Awards;
- Develop closer relationship with Fairfield County Branch;
- Develop closer relationship with other related groups including CCIA, CSPE, ACEC, Connecticut Engineers without Borders (EWB), etc. - Billy Cunningham wants to determine whether ASCE should financially support the professional chapter or the student chapters of Engineers without Borders in Connecticut;
- Reinvigorate all active and inactive committees (how can we help?);
- Establish a closer relationship with Student Chapters & Clubs – Rob Barakat will set up a meeting in the fall with the student chapters to discuss upcoming activities like the pancake breakfasts that were suggested to be held at the U.S. Coast Guard Academy;
- Actively pursue career guidance opportunities at schools and other venues;
- Provide active support to Legislative Affairs Committee; and
- Get the CSCE name out to the media - establish procedure for getting press releases to the media on a regular basis.

1.2 Miscellaneous Business (Amy): Amy Petrone will electronically distribute revised letterhead, expense forms and an updated action item list based on this meeting's minutes to the Board members, Committee Chairs, and the Technical Group Chairs. She will also provide Peter Heynen an updated directory list for the CSCE website.

1.3 Operations Manual: Billy Cunningham will work with Amy Petrone and Peter Heynen to make sure that the most up to date CSCE Operations Manual is on the CSCE website. Billy will also work with Jay Silva to determine the responsibilities of the ACE Awards Planning Committee and will include a description of the responsibilities and other ACE Awards related information in the Operations Manual.

1.4 Achievement in Civil Engineering Awards:

- 1.4.1 Recap of the first annual ACE Awards** – An email from Jason Waterbury with suggestions to improve upon the success of the First Annual ACE Awards was included in the attachments to this meeting's agenda. In addition to those comments, members suggested that CSCE work with CCIA on the awards next year and that CSCE reach out to the contractors and the owners of civil engineering projects throughout the state when publicizing next year's ACE Awards.
- 1.4.2 Establish a committee to develop a more thorough process for applying and evaluating projects. Develop an evaluation grading sheet** – Chris Holden, Ron Nault and Jason Waterbury agreed to serve on this ACE Planning Committee. Another possible member of this Committee is a member of the Younger Member Committee.
- 1.4.3 Set date for next one** – The members suggested that next year's ACE Awards ceremony be held during the first week of May. The ACE Planning Committee will check the schedules of other engineering organizations prior to setting the date to avoid any conflicts with their events.
- 1.4.4 Invite national officers** – With enough notice, the members thought that ASCE National Officers should be able to attend the 2009 ACE Awards ceremony.
- 1.4.5 Student Awards** – CSCE should consider awarding the Outstanding Student Award and the Student Scholarship to the students at their respective colleges.
- 1.4.6 Good Samaritan Legislation** – Ron Nault noted that CSCE Past President Mario Ricozzi suggested that CSCE help support new legislation to extend liability protection to engineers when they are responding to a disaster, similar to what protection doctors are afforded in emergencies.
- 1.4.7 Public Relations** – Publish press releases of ACE award winners and the new CSCE President and Board in newspapers throughout Connecticut.

1.5 Summer Social – When and Where?: Jason Waterbury will be coordinating the Summer Social for CSCE Board Members, Committee Members, and Technical Group Members. Members should check their calendars for available dates in August and contact Jason Waterbury ASAP.

1.6 History & Heritage Committee: The members received a copy of an email from Committee Chair Randy States describing an opportunity to work with the New Haven Museum and Historical Society (NHMHS) to digitize, archive and publicize a collection of photographs of 20th century infrastructure in Connecticut taken by Charles Rufus Harte. CSCE would be able to use the photos for the CSCE website and other venues (legislative offices, children’s museums, science center, etc.) in exchange for some financial support for the NHMHS’ project. If this project could meet the SPAG grant guidelines, CSCE would be interested in submitting such an application. Chris Holden, Peter Heynen and Randy States will visit the NHMHS to gather more information on this opportunity prior to submitting a SPAG grant application.

1.7 Website Committee (Peter Heynen): Improvements have been made to the CSCE website and now Board Members, Committees and Technical Groups need to provide interesting content for it. Randy States and Peter Heynen are working together to update the photographs on the site. Jason Waterbury noted that the Younger Member Committee would like its own portion of the website to manage. Peter Heynen suggested that CSCE could link to a separate Younger Member website instead. Peter Heynen and Chris Holden will contact Sara Ramsbottom regarding a Younger Member page of the CSCE website. Upcoming events like the Fairfield County Summer Social in July could be added to the website’s calendar of events.

1.7.1 E-Blasts – The members discussed the pros and cons of sending email blasts from the CSCE website as opposed to through ASCE. The company that redesigned the CSCE website (Quasar Enterprises) can set up the capability for sending e-blasts from the CSCE website for approximately \$400. For e-blasts sent from the CSCE website, it is possible that there could be two email lists: one of CSCE members and one of state agencies and non-CSCE members who request to be on an email distribution list. E-blasts are most critical for sending legislative alerts in a timely manner. To help the Board with this decision, Jason Waterbury requested that Peter Heynen obtain a written proposal from Quasar Enterprises for providing CSCE with the capability of sending e-blasts from the CSCE website and distribute it to the CSCE Board members via email.

1.7.2 Credit Cards - To help the Board decide whether to begin taking credit card payments for CSCE dinner meetings and other events, Jason Waterbury requested that Peter Heynen obtain a written proposal from Quasar Enterprises for providing CSCE with the capability of processing credit card payments and distribute it to the CSCE Board members via email.

1.8 Programs Committee: Committee Chair Jeff Benoit was not at this meeting. In his absence, Amy Petrone suggested that to save money, CSCE should change dinner formats to buffets instead of individual meals to reduce the time spent taking reservations and dinner choices.

1.9 Dinner Meetings – Schools, Committees, Dates:

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| Structures Technical Group | Place = University of New Haven | Date = 3/18/09 (Wed) |
| Geotechnical Technical Group | Place = UConn | Date = 9/16/08 (Tues) |
| Water Resources Committee | Place = USCGA | Date = 4/15/09 (Wed) |
| Construction Technical Group | Place = CCSU | Date = 11/19/08 (Wed) |
| Government Engineers | Place = University of Hartford/Convention Center | Date = 10/21/08 (Tues) |

The joint meeting in February has not been scheduled yet. CSCE will also organize with the moles for the UConn Meeting as they present their award at the CSCE meeting.

1.10 Fairfield County Branch (Ron Hill): Ron Hill discussed the following points:

1.10.1 Meetings - There will be a Fairfield County Branch Summer Social in July. The Branch hosted three meetings last year and he discussed suggestions he received to increase attendance at meetings including holding the meetings earlier in the day and offer PDH-approved presentations. In an effort to increase attendance at meetings in 2008-2009, Ron will send meeting announcements via e-blasts, first class mail, and via fax as well as place advertisements in publications like the Fairfield County Business Journal. The January Fairfield County Branch meeting is scheduled for January 20, 2009 at the Three Bears Restaurant in Westport.

1.10.2 Email Address and Business Cards - Peter Heynen will assign a CSCE email address for Ron Hill over the summer. This email address will be included on his CSCE business cards.

1.11 Professional Development Hours (PDH): Since the offering of PDHs for attendance at CSCE dinner meetings and seminars was mentioned several times at this meeting, Peter Heynen and Gary Fuerstenberg will contact ACEC and the Boston Society

of Civil Engineers Section to find out how those organizations manage PDHs and Continuing Education Units (CEU) for members. Tom Loto will also determine how Malcolm Pirnie manages the provision of PDHs to its employees. Peter, Gary and Tom will share the results of their research with the CSCE Board by July 31, 2008 so that the CSCE Board can take action to become an organization that provides PDHs and/or CEUs to its members prior to its first dinner meeting in September (9/16). Ron Nault will determine if this effort could be the topic of a future SPAG grant.

2. President-Elect (Ron Nault):

2.1 Structures Technical Group (Bryan Busch): The Structures Technical Group (STG) Chair Bryan Busch discussed STG's agenda and financial commitments expected from CSCE for the upcoming year. The STG plans to host a minimum of 1-day seminar in 2009. The \$400 listed in the 2008-2009 CSCE budget should be sufficient for the expected STG expenditures. He suggested that CSCE should either be able to certify Professional Development Hours (PDH) or partner with an organization that can certify PDHs (i.e., ACEC). If CSCE had that certification ability, it would benefit the CSCE members. He and Ron Hill also asked for the percentage of CSCE members who required PDHs and who have their P.E. license.

Bryan Busch left the meeting at this point (10:15 a.m.)

2.2 Geotechnical Technical Group: Peter Heynen told the members that the DFI Seminar is scheduled for September 12, 2008 at the Hawthorne Inn in Berlin, CT.

2.3 Legislative Affairs Committee (Roy Merritt): Committee Chair Roy Merritt discussed the following topics:

- 2.3.1 State Contracting Standards Board Nomination** – He will follow-up with Tom Roy regarding Tom's nomination to the State Contracting Standards Board. In the meantime, he will also develop a list of other people who could be nominated to serve on the Board.
- 2.3.2 E-Blast** – He will send the content of a future e-blast to Chris Holden and Peter Heynen this week concerning past and present legislative affairs topics.
- 2.3.3 Legislative information for CSCE Website** – He will forward legislative information to Peter Heynen for posting on the CSCE website. CSCE Board members should send future legislative topics of interest to Roy Merritt via email (rmerritt@hntb.com).
- 2.3.4 Agenda for this year and financial commitments expected from CSCE** – The \$400 set aside in the budget line item 64d "Government" should be sufficient for general costs for the Committee. That amount does not include costs associated with the CCIA Fly-In in 2009.
- 2.3.5 Collaboration with CCIA** – Chris Holden, Ron Nault and he met with CCIA and State Representative Joe Courtney a couple of weeks ago.

Roy Merritt left the meeting at this point (12:10 p.m.)

2.4 Construction Technical Group (Billy Cunningham): Billy Cunningham anticipated scheduling tours of local construction projects this year.

2.5 Water Resources Committee (Tom Loto): Committee Chair Tom Loto discussed the following topics:

- 2.5.1 April Dinner Meeting Speaker** - Tom is looking for speakers to give presentations on geothermal/renewable energy projects at the April CSCE Dinner meeting. People can forward suggestions to Tom Loto via email (tloto@pirnie.com).
- 2.5.2 Increase Committee Membership** – Potential Committee members may be found by looking at which CSCE members have signed up for the ASCE Water Resources & Environmental Institute.
- 2.5.3 Water for People Golf Tournament** – Billy Cunningham made a motion to have CSCE sponsor a hole in the 2008 Water for People Golf Tournament for \$150. Rob Barakat seconded the motion and it passed unanimously (Voting members – Rob Barakat, Billy Cunningham, Peter Heynen and Chris Holden).

3. Vice-President:

3.1 Public Relations Committee: This item was not discussed.

3.2 Continuing Education Committee (Ron Nault): Ron Nault discussed the following possible topics/speakers for continuing education seminars or dinner meetings in 2008-2009:

- *The Writing Workshop* (onsite persuasive writing training that teaches engineering professionals how to think clearly and write what they mean);

- *Stuff You Don't Learn in Engineering School: Skills for Success in the Real World* by Carl Selinger;
- Professional Speakers from The Speaker Agency;
- A Pump Station Seminar; and
- A Septic System Design Seminar.

Of the 859 CSCE members who have paid their Section dues, 40-50 attend CSCE's monthly dinner meetings. CSCE should strive to increase the number of people who attend its dinner meetings in 2008-2009. To improve upon the dinner meetings in 2008-2009, Ron Nault suggested that:

- Students should be asked to give a short talk at the dinner meetings; and
- Speakers should begin during dinner or dessert so that the evening's program does not run too late. The person coordinating the speaker should inform the speaker of an appropriate ending time for his/her talk.

Ron Nault left the meeting at approximately 9:45 a.m.

3.3 Government Engineers Committee (Rob Barakat): Rob Barakat would like to invite the new DOT Commissioner to speak at the October dinner meeting.

Rob Barakat left the meeting at approximately 12:30 p.m.

3.4 Career Guidance Committee (Kiran Majmudar): This item was not discussed.

4. Secretary (Jason Waterbury)/Administrative Assistant (Amy Petrone): Jason Waterbury discussed the following topics:

- 4.1 New letterhead (electronic version) -** Amy Petrone will electronically distribute a revised letterhead to the Board members, Committee Chairs, and the Technical Group Chairs.
- 4.2 Revised CSCE Directory -** Amy Petrone will electronically forward a revised directory to Peter Heynen for posting on the CSCE website.
- 4.3 List of Past CSCE Presidents -** Amy Petrone will electronically forward the lists of past CSCE presidents to Peter Heynen for posting on the CSCE website.
- 4.4 Membership Committee –** Jason Waterbury will brainstorm on how to increase membership, and how to increase current members' participation in dinner meetings, committees, technical groups, etc. He will contact new members personally and invite them to a dinner meeting.
- 4.5 Business Cards for Board Members –** Amy Petrone distributed business cards to the CSCE Board members. At the request of Chris Holden, she will order business cards for Ron Hill as well. Amy Petrone will mail their business cards to Jay Silva and Greg Holness.
- 4.6 Official Roster Form due to ASCE National –** Amy Petrone forwarded the CSCE Leadership Directory to ASCE National in early June 2008.
- 4.7 Annual Report (Due to National by November 30th) –** Amy Petrone and Jason Waterbury will coordinate the submittal of the annual report to ASCE National. A draft report will be available for review by the CSCE Board by November 23, 2008.
- 4.8 Eblast list/protocol –** Please see item 1.7.1 above for a description of this topic.
- 4.9 Update CSCE Logo (professionally) –** Jason Waterbury will coordinate the update of the CSCE logo.
- 4.10 New Banner for September meeting -** Jason Waterbury will obtain a new CSCE banner.

Jason Waterbury left the meeting at this point (10:30 a.m.)

5. Treasurer (Rob Barakat): Rob Barakat will meet with Chris Holden and Greg Holness at the bank where the CSCE checking account is located to revise the required signatures on the CSCE checking account since Greg Holness is now the Treasurer.

5.1 Younger Members Committee (Sara Ramsbottom): Since Committee Chair Sara Ramsbottom could not attend this meeting, she forwarded the following list of planned events for the Younger Members Committee:

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| 5.1.1 Participate in CSCE's Annual Golf Tournament | 5.1.5 Conduct a survey of CSCE's Younger Members |
| 5.1.2 Participate in a river clean-up this fall | 5.1.6 Participate in a volunteer day with Habitat for Humanity |
| 5.1.3 Organize a tour of the Science Center | 5.1.7 Organize an outing to the Hartford Wolf Pack hockey game |
| 5.1.4 Organize a trip to see the New Britain Rock Cats | 5.1.8 Add a Younger Member webpage and links |

5.2 Scholarship Committee (Jim Sime): Committee Chair Jim Sime reviewed Bob Brinker's Marketimer Newsletter (Volume 23, No. 6), an email regarding his future subscription Bob Brinker's Marketimer Newsletter and pod-casts of Bob Brinker's radio broadcasts, and a summary of the CSCE Scholarship Fund with the Board members.

- 5.2.1 2008-2009 Expenses** - Since an opportunity arose for Jim Sime to share the newsletter with two colleagues and Bob Brinker's weekly radio broadcasts are often pre-empted for other radio programs, Billy Cunningham made a motion to reduce the amount spent by CSCE on Bob Brinker's Marketimer newsletter from \$185 to \$125/year, payable to Jim Sime, wherein, Jim Sime will purchase a) a subscription to the audio program of Bob Brinker's weekly radio broadcast (\$60/year) and b) a 1/3 share of the Bob Brinker's Marketimer newsletter subscription (1/3 of \$185 subscription cost + postage = \$65/year). Rob Barakat seconded the motion and it passed unanimously (Voting members – Rob Barakat, Billy Cunningham, Peter Heynen and Chris Holden).
- 5.2.2 Update Mailing Address on Charles Schwab Quarterly Reports** – Since the recipient names and mailing address of the quarterly reports have not been changed for many years, Jim Sime will update the address information on the account and will add the Treasurer to the mailing list for the quarterly reports.
- 5.2.3 Fund Changes in Scholarship Fund** – Jim Sime reviewed the performance of CSCE's international investment funds (EGINX and SWOIX) and alternatives available from Charles Schwab with the members. Based on this review, Rob Barakat made a motion to conduct a swap sale of approximately \$6,000 from EGINX and SWOIX to Harbor International Investments (HIINX). Billy Cunningham seconded the motion and it passed unanimously (Voting members – Rob Barakat, Billy Cunningham, Peter Heynen and Chris Holden).
- 6. Newsletter Editor (Peter Heynen):** Peter Heynen discussed the following points:
- 6.1 Postcards** – Instead of a full CSCE newsletter, CSCE will be mailing postcards directing members to view the newsletter on-line. Peter Heynen will work with Amy Petrone to coordinate the postcard mailings.
- 6.2 Advertising rates** – Peter Heynen, Greg Holness and Gary Fuerstenberg will contact local ASCE sections to gather information about the rates they charge for advertising in their newsletters and on their websites.
- 6.3 Complimentary Newsletters** - Ron Nault suggested that complimentary CSCE newsletters should be sent to large employers of civil engineers in Connecticut (i.e., state agencies) and contractors that many not already be CSCE members.
- 7. Director-2 (Billy Cunningham):** Billy Cunningham discussed the following points:
- 7.1 Nominating Committee** – The Committee will solicit for the Benjamin Wright award all year.
- 7.2 CCIA Construction Career Days** – The CCIA days are scheduled for October 7th & 8th from 8:30 a.m. to 1:00 p.m. In the past, the students and the majority of the presenters focused on careers in the trades, not in engineering. CSCE will be looking for volunteers at its booth. Jim Sime suggested that CSCE distribute clothing with the CSCE logo on it.
- 7.3 Alternate Ways to Reach Out to Students** – CSCE members could volunteer wearing and distributing CSCE-logo clothing at Math Counts!, the Invention Convention at the University of Connecticut, and at the Connecticut Pre-Engineering Program (CPEP).
- 7.4 Aligning Local Technical Groups with ASCE Institutes** – The goal is to increase membership in the ASCE institutes.
- 7.5 Updating CSCE's Governing Documents** – The CSCE Operations Manual needs to be updated based on suggestions from ASCE. Billy Cunningham will coordinate the latest update of the manual with Amy Petrone
- 8. Director-1 (James Silva):** This item was not discussed.
- 9. Open Discussion:** This item was not discussed.
- 10. Other Business:**
- 10.1 HomeBenefitIQ (HBIQ) Program** – The Board will revisit the agreement approved at the May 5, 2008 Board meeting regarding the HomeBenefitIQ (HBIQ) Program at the September 2008 Board meeting.
- 10.2 Votes Taken Via Email** – The following votes were taken via email during the months of March, April, May and June of 2008:
- 10.2.1 Four Seats in Silver Sponsorship for ACE** - On March 27, 2008, Chris Holden made a motion to include four seats in a Silver sponsorship for the ACE Awards. Greg Holness seconded the motion and Chris Holden, Greg Holness, Jay Silva, Rob Barakat, and Jason Waterbury voted in favor. Ron abstained. No one voted against the motion.
- 10.2.2 Benjamin Wright Award** – On April 25, 2008, Ron Nault made a motion to select John Dugan as this year's Benjamin Wright Award winner. Jason Waterbury seconded the motion and Ron Nault, Jason Waterbury, Greg Holness, Jay Silva and Chris Holden voted in favor. No one voted against the motion. The motion passed.

- 10.2.3 Draft Legislative Alert: False Claim Act** – On April 30, 2008, Greg Holness made a motion to have CSCE send out to its members the materials developed by the Legislative Affairs Committee regarding the proposed enactment of a false claims act in Connecticut. Ron Nault seconded the motion and Jay Silva, Jason Waterbury, Greg Holness, Ron Nault and Tom Roy voted in favor. No one voted against the motion. The motion passed.
- 10.2.4 Donation to honor Kristen Nolan** - On May 6, 2008, Billy Cunningham made a motion that that CSCE donate \$500 to the Scott and James Nolan scholarship fund in memory of Tom Nolan's wife, Kristen. The motion was seconded by Rob Barakat and Jay Silva, Peter Heynen, Billy Cunningham and Rob Barakat voted in favor. No one voted against the motion. The motion passed.
- 10.2.5 Donation in honor of Len Cilli's Parents** - On June 5, 2008, Billy Cunningham made a motion that CSCE make a donation to the Diabetes Foundation in the amount of \$500 to honor the memory of the parents of Region 1 Governor Len Cilli's who passed away. Jason Waterbury seconded the motion. No vote was taken on the motion. At this meeting, Ron Nault suggested that CSCE donate \$500 to the CSCE Scholarship Fund in the names of Len Cilli's parents from funds designated to go into the CSCE scholarship fund.
- 11. Adjournment:** The meeting adjourned at 2:00 p.m. The next meeting of the CSCE Board will be on September 16, 2008 at the University of Connecticut prior to that evening's dinner meeting.