Minutes of the Connecticut Society of Civil Engineers Board Meeting
November 19, 2008 – Memorial Hall, CCSU – 4:15 p.m.

CSCE Members in Attendance:
Rob Barakat*  Chris Holden*  Jay Silva*
Jeff Benoit  Greg Holness*  Randy States
Billy Cunningham*  Ron Nault*  Jason Waterbury*

Administrative Staff:
Amy Petrone

*Note: CSCE Board Members

1. President’s Report (Chris Holden):

1.1 ACE Awards

1.1.1 Establish ACE Rules/Evaluation Criteria (Chris, Ron N., Jason) – Status of Edits to Application & Evaluation Forms – The application and evaluation forms will be edited as necessary prior to the next Board meeting.

1.1.2 Status of Emcee – Request out to Matt Scott, Meteorologist for WTNH – Chris Holden and Jason Waterbury are coordinating the emcee for the event.

1.1.3 Status of National Officers – The Director for Region 1 (Tony Putin) is committed to attending the event and CSCE has contacted the head scheduler for ASCE President Klotz inviting him to attend. If the ASCE President cannot attend, the ASCE President-Elect will be invited instead. ASCE Executive Director Patrick Natale should be invited to attend the event as well. CSCE should determine if Board members will develop a CSCE-centered itinerary (including meeting with local legislators and or State Commissioners) for the ASCE National Officers during their visit to Connecticut.

1.1.4 Miscellaneous

- Photographer Again? – Chris Holden and Jason Waterbury will hire a photographer for the event.
- Program Booklet – Jay Silva and Amy Petrone will compile the program.
- Awards – Chris Holden will obtain the awards. CSCE should let the Life Members’ place of employment know about the event as early as possible so that fellow employees may be able to attend the event to honor their colleague.
- Past Presidents & Life Members – These two groups of individuals will attend for free again this year. In addition, past Benjamin Wright Award winners and the Legislator of the Year Award winner will be invited to attend as well at no cost to them.
- Advertising Rates – The rates will remain the same as last year. Amy Petrone will confirm that the final iteration of the Silver Sponsorship included 4 seats in its price.
- Younger Members Role – Younger members will be asked to assist with registration and public relations for the event.
- Evaluation Committees - Ron Nault and Greg Holness will develop a list of possible Committee members as well as suggestions for evaluation forms in early December.
- Open Bar – Greg Holness will determine the liability that CSCE will undertake if the event offers an open bar all night again.
- Non-CSCE Members who Attended the ACE Awards - CSCE should contact attendees from last year’s event who were not CSCE members and suggest that they join CSCE. Amy Petrone will forward a copy of the final attendee list to Chris Holden and Jason Waterbury to assist in this effort.

1.2 Outreach

1.2.1 Develop closer relationship with other engineering groups (Chris) – Connecticut Society of Professional Engineers – Pneumatic Fracturing Seminar 1/21/09 6:30 p.m. If we advertise our members with get the member rate. – The Board reacted favorably to this opportunity.

1.2.2 Joint meeting with the design and construction industry – Ron Nault will contact the AIA and offer to have CSCE advertise the upcoming joint meeting in exchange for CSCE being listed as a co-sponsor of the meeting.

1.2.3 Establish a closer relationship with Student Chapters (Chris, Rabih, Billy) Student Chapter social? – Rob Barakat will organize such a meeting with the student chapters in Middletown.

1.3 Miscellaneous

1.3.1 Establish a EWB-USA Committee – ASCE would like to formalize its connection with Engineers without Borders-USA (EWB-USA). To support this effort, Chris Holden would like to establish an EWB-USA Committee within CSCE.
1.3.2 **Life Member’s rate for meetings** – The CSCE Board decided to not establish a separate rate for Life Members at CSCE dinner meetings.

2. **President-Elect’s Report (Ron Nault):**

2.1 **SPAG Grant Application** – CSCE submitted two SPAG grant applications to ASCE: one for $1,500 to support “Keep Connecticut Moving” and one for $1,500 to help CSCE celebrate the 125th anniversary of CSCE.

2.2 **Legislative Affairs Committee (Roy)**

2.2.1 **Establish a Legislator Award (Chris, Roy)** – Roy Merritt will develop criteria for this type of award.

2.2.2 **Attendance at Fly-Ins** – Chris Holden would like to have two CSCE Board members or their designees attend the upcoming ASCE and CCIA Fly-Ins to meet with political representatives.

3. **Vice-President’s Report (Rob Barakat):**

3.1 **Public Relations Committee**

3.1.1 **Establish protocol for press releases/notification of each meeting (Chris, Rob)** – Rob Barakat will develop this type of protocol. Rob Barakat will also contact the Hartford Courant to determine the cost of running ads.

3.1.2 **Contact all faculty advisors and student chapter presidents to schedule a planning meeting (Rob)** – Rob Barakat will contact the faculty advisors and schedule a pizza party/meeting in the Middletown area.

4. **Secretary’s Report (Jason Waterbury):**

4.1 **Administrative Activities**

4.1.1 **Annual Report Due November 30** – Amy Petrone distributed copies of the draft annual report via email prior to this meeting and had paper copies of the draft report available at this meeting for all to review. The annual report will be submitted to ASCE prior to November 30, 2008.

5. **Treasurer’s Report (Greg Holness):**

5.1 **Budget** – Greg Holness distributed a draft budget for the Board to review. The Board suggested the following changes be made to the budget:

- Increase the amount budgeted for Account# 36 (Educational Courses) from $0 to $500.
- Increase the amount budgeted for Account# 49 (Professional Contributions) from $1,000 to $2,000.
- Increase the amount budgeted for Account# 52 (Postage) from $0 to $50.
- Increase the amount budgeted for Account# 65 (ASCE Council/Region) from $0 to $1,000.
- Establish an account of $2,000 to pay for the activities associated with the celebration of the 125th Anniversary of CSCE.

Greg Holness made a motion to approve the budget with the suggested changes listed above. Billy Cunningham seconded the motion and the Board members present unanimously voted in favor of it.

Randy States will look into the recent activities of the Qualification Based Selection (QBS) Council to see if it is an organization that CSCE would like to support.

Greg Holness also submitted a Treasurer’s report for September and October. He intends to submit a Treasurer’s report in a similar format at each future Board meeting.

5.1.1 **CD Rates** – Greg Holness will research rates on certificates of deposit for approximately $5,000.

5.2 **Scholarship Committee**

5.2.1 Update the address information on the account and add the Treasurer to the mailing list for the quarterly reports (Jim) – This item was not discussed.
6. **Newsletter Editor (Peter Heynen)** – This item was not discussed.

7. **Director-II (Billy Cunningham):**

7.1 **Audit Committee**

7.1.1 Set firm date to audit CSCE books (Billy) – This item was not discussed.

7.2 **Nominating Committee**

7.2.1 Solicit for Benjamin Wright nominations all year (Billy) – This item was not discussed.

7.2.2 Lifetime Achievement Award - This item was not discussed.

8. **Director-I (Jay Silva):**

8.1 **Awards** - This item was not discussed.

8.3 **Website**

8.3.1 Update Committee Pages to appear similar to Technical Groups – Chris Holden would like the Committee pages on the website changed to appear similar to those of the Technical Groups.

8.3.2 Update ACE Awards section to include all the winners, not just the sponsors – Chris Holden will provide information about the award winners to Peter Heynen for posting on the website.

9. **New Business:**

9.1 **Rededication of the Benjamin Wright Birthplace** – Randy States suggested that CSCE take an active role in rededicating the birthplace of Benjamin Wright in 2009.

9.2 **CSCE Sign** - Ron Nault asked Amy Petrone to find out the cost of purchasing a CSCE sign with an arrow directing CSCE meeting attendees to a CSCE meeting location.

9.3 **Rededication of the Bulkeley Bridge Book** - Rob Barakat asked if the CSCE Board would be supportive of the placement of a link on the CSCE website to sell an AASHTO book written to honor the 100th anniversary and rededication of the Bulkeley Bridge. The Board was supportive of this suggestion.

9.4 **History of Connecticut Department of Transportation Book** – Randy States suggested that CSCE add a link on its website to link people up with a book describing the history of the Connecticut Department of Transportation. The Board was supportive of this suggestion.

9.5 **March CSCE Dinner Meeting Date Change** – The March CSCE Dinner Meeting date will be changed from March 18, 2009 to March 11, 2009 due to scheduling conflicts with Spring Break and other meetings.

9.6 **Invoicing No-Shows at CSCE Dinner Meetings** – Greg Holness made a motion, which was seconded by Jason Waterbury, to invoice people who request to be added to a dinner meeting attendee list, but do not attend the dinner meeting, beginning January 1, 2009. All the Board members present voted in favor of this motion. This change of policy will be added to the next issue of the CSCE newsletter.

10. **Adjournment** – The meeting adjourned at approximately 6:00 p.m.