

2011 CSCE Annual Planning Meeting Agenda – July 29, 2011 – 8:30 a.m. – Seasons at the Tradition Golf Club in Wallingford

1. President - Jason Waterbury

- 1.1 Achievement in Civil Engineering (ACE) Awards - Recap of our fourth event and determine schedule for 2012 event
 - 1.1.1 Application deadline – just postmark by a certain date, not received by a certain date
 - 1.1.2 Rework application to reduce number of pages
 - 1.1.3 Accept paperless submittals (emailed or posted online)
- 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
 - 1.2.4 Town Hall-style meeting
- 1.3 Operations Manual - Update the Manual (include ACE information and Legislator of the Year Award)
- 1.4 Programs Committee (Jeff Benoit)
 - 1.4.1 Dinner Meetings – Schools, Committees, Dates

Structures Technical Group	Place =	Date =
Geotechnical Technical Group	Place = UConn	Date = September 13 or 14
Water Resources Committee	Place =	Date = March/April
Construction Technical Group	Place =	Date =
Government Engineers	Place =	Date =

<u>Colleges</u>	<u>First Day of Classes</u>	<u>Spring Break</u>	<u>Last Day of Classes</u>
CCSU	August 29	March 19-24	May 4
TRCC	August 26	March 18-25	May 14
UConn	August 29	March 11-17	April 27
UHA	August 30	March 17-25	May 7
UNH	August 29	March 12-18	May 2
USCGA	August 25	March 3-11	April 22

- 1.4.1.1 When scheduling monthly meetings, please consider that Greg Broderick of UNH has requested that we consider having their meeting earlier in our fiscal year than the past several years.
- 1.4.2 Organize with the Moles for the UConn Meeting as they present their award at our meeting. (get Moles contact)
- 1.4.3 Postcard of 2011-2012 meeting schedule to members – Sent via e-blast and USPS mail?
- 1.4.4 Sending e-blasts with meeting announcements separate from e-blasts with newsletters – Any other ways to provide more advance notice for meetings
- 1.5 Summer Social – When and Where?
- 1.6 History & Heritage Committee (Mario & Randy)
- 1.7 Fairfield Branch (Ron Hill) – Plans, Budget, Disbursement of funds
- 1.8 Public Outreach
 - 1.8.1 Coordinate a local volunteer effort with an organization like Habitat for Humanity or Rebuilding Together
 - 1.8.2 CSCE could support the Adopt-a-Highway Maintenance Corporation
- 1.9 Region 1 Governor - Billy Cunningham’s term as region 1 governor is up in September 2012, and he will be soliciting replacement candidates' names all year. Also, note that the region 1 assembly this fall 2011 will be held on the campus of UMass Amherst - details to follow.

2. President-Elect – Robert Gomez

- 2.1 SPAG Grant - Decide on upcoming applications.
- 2.2 Structures Technical Group (Need new chair) - Agenda for this year and financial commitments expected from CSCE
- 2.3 Geotechnical Technical Group (Gary Fuerstenberg) - DFI Seminar, Geofoam Presentation at Monthly dinner meeting, Agenda for this year and financial commitments expected from CSCE
- 2.4 Legislative Affairs Committee (Roy Merritt) - Agenda for this year and financial commitments expected from CSCE
- 2.5 Construction Technical Group (Billy Cunningham - [860] 329-3878 cell) – This Group requests \$500 as a budget. Billy Cunningham is working on growing this committee and putting on site tours of both the q-bridge and moses wheeler bridge.
- 2.6 Water Resources Committee (Tom Loto) - Agenda for this year and financial commitments expected from CSCE

3. Vice-President –Sara Ramsbottom

- 3.1 Public Relations Committee - Agenda for this year and financial commitments expected from CSCE
 - 3.1.1 Develop initiatives now for Engineers Week in February 2012

2011 CSCE Planning Meeting - Page 2 of 2

- 3.2 Student Chapters - Need to contact all faculty advisors and student chapter presidents and hold a planning meeting with them ASAP.
- 3.2.1 Ask student chapter representatives (college students) to go with CSCE Board members and speak at high schools, CSCE could send request to high schools for presentations.
- 3.2.2 Practitioner advisors for USCGA ASCE chapter – 1-2 engineers are needed to serve as practitioner advisors
- 3.2.3 Guest speaker at USCGA and other student chapter schools – CSCE Board members could give a presentation on engineering ethics or role of civil engineers in national development...with some emphasis on global perspectives or on an interesting project.
- 3.2.4 Deadline for Student Award Nominations – March 1st instead of April 1st? Reason: Once the Board makes its decision, there would still be a couple of weeks or a month left to let the students know about their award and to invite them to the April dinner meeting to accept their award in person.
- 3.3 Establish protocol for press releases/notification of each meeting.
- 3.4 Continuing Education Committee - Seminars planned for this year.
- 3.5 Government Engineers Committee (Rabih Barakat) - Agenda for this year and financial commitments expected from CSCE
- 3.6 Career Guidance Committee
- 3.6.1 Outreach program to schools – see item 3.2.1 above (suggest subcommittee or delegate to Younger Members Committee)
- 3.6.2 Agenda for this year and financial commitments expected from CSCE

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

- 4.1 Administrative
- 4.1.1 New letterhead (electronic version), Revised Directory (electronic version), Business cards
- 4.2 Membership Committee – Brainstorm on how to increase membership, and how to increase current members' participation in dinner meetings, committee, technical groups, etc.

5. Treasurer – Tom Loto

- 5.1 Draft Budget
- 5.1.1 Proposed budget – Billy Cunningham would recommend continuation of a line item for expenses for Region 1 governor, and expenses for CSCE members' attendance at section/branch leadership conferences.
- 5.2. Younger Members Committee (Sara Ramsbottom)
- 5.2.1 Calendar of events and financial commitments expected from CSCE
- 5.3 Scholarship Committee (Jim Sime)
- 5.3.1 Quarterly Reports - Place the new Treasurer on the mailing list for the quarterly reports
- 5.3.2 Fundraising activities planned by the Committee
- 5.4 Laptop purchase

6. Newsletter Editor – Jen Buchanon

- 6.1 Advertising rates – Develop ad request form (Sara and Amy) – 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
- 7.4.1 Operations Manual – Add one sentence regarding number of Executive Board members needed to constitute a quorum
- 7.4.2 Provide copies of the Operations Manual (at least the 51 page document without appendices] should be provided to all executive board members. It should be read through at least once.
- 7.4.3 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 Website Committee (Amy & Chris) – Develop advertising cost sheet
- 7.5.1 Status of Website Improvements
- 7.5.2 Website maintenance/postings
- 7.5.3 Committee pages content

8. Director-1 – Rabih Barakat

- 8.1 Status of Past President Council
- 8.2 Awards

9. Open Discussion

10. Adjournment