

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

CSCE Members in Attendance:

Rob Barakat*	Chris Holden*	Sara Ramsbottom*
Gary Fuerstenberg	Greg Holness*	Ben Souza
Bob Gomez*	Tom Loto*	Randy States
Ron Hill	Ron Nault*	Jason Waterbury*

Administrative Staff:
Amy Petrone

*Note: CSCE Board Members

1. President - Jason Waterbury

1.1 Achievement in Civil Engineering (ACE) Awards – The proposed date for the 2012 ACE Awards is either May 8th or 9th. Jason Waterbury will contact the Aqua Turf Club to reserve either date. If any Board members have suggestions for MCs, please send them to the Board by the date of the September Board meeting (September 14th).

1.1.1 Application changes – This year, CSCE will update the application in the following ways:

1. Request a 1-2 paragraph synopsis of the projects
2. Encourage applicants to send application in digital form as a pdf file (accept paperless submittals)
3. Request up to 6 photos be submitted electronically separate from the application
4. Set due date for applications as March 2, 2012 (must be postmarked by or received by that date)
5. Set internal due date for award nominations for the President’s Award, Benjamin Wright Award, the Student Awards and any other awards to be March 2, 2012
6. Order ACE Awards from Home Team Supply 30 days before the ACE Awards ceremony

1.2 Goals for upcoming year – Jason Waterbury put forth the following goals for CSCE this year:

1. Media/Public Outreach (public relations) – Begin an increase in public outreach with a billboard campaign funded in part with ASCE SPAG funding.
2. Increase meeting attendance – To increase attendance at meetings, CSCE should work with other organizations such as the Structural Engineer Coalition (SEC), American Public Works Association (APWA), the National Guard, the New England Water Environment Association (NEWEA), Women’s Transportation Society (WTS), and the Institute of Transportation Engineers (ITE) to publicize CSCE activities and hold joint meetings.
3. Town Hall-style meeting – Invite representatives from state offices including the Governor’s Office, the Department of Transportation (DOT), the Department of Energy and Environmental Protection (DEEP), the Department of Public Health (DPH), and the Metropolitan District Commission (MDC) to a meeting that would be held separately from a monthly dinner meeting.

1.3 Programs Committee (Jeff Benoit) - Dinner Meetings – Schools, Committees, Dates

Geotechnical Technical Group	Place = UConn	Date = September 14, 2011
Construction Technical Group	Place = UNH	Date = October 11, 2011
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

*Ask RI section if it wants to have this be a joint meeting

1.4.1 Amy Petrone will contact Tom Gelormino of VETS Explosives regarding the presentation of the Moles award at the September dinner meeting.

1.4.2 Postcard of 2011-2012 meeting schedule to members – Amy Petrone will send this out via e-blast and USPS mail in August.

1.4.3 This year, Board meetings will be held at 4:30 p.m. prior to the monthly dinner meetings.

1.5 CSCE Executive Board Social – The CSCE Board will hold its annual social on Saturday, November 12, 2011 at a time and location not yet determined.

1.6 History & Heritage Committee – CSCE would like to submit an application to ASCE to nominate the New Haven Northampton alignment for ASCE Landmark status. Billy Cunningham, Mario Ricozzi and Randy States will work with Amy Petrone to submit this application. In addition, Randy States provided CSCE will more scanned historical files for the website, which Amy Petrone will add to the website this summer. The proposed budget for this Committee is \$500, which will cover the anticipated costs to scan and photocopy additional historical files for CSCE.

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- 1.7 Fairfield County Branch – The Branch held a successful summer social on July 26, 2011 and plans to hold two dinner meetings (one in October 2011 and one in January 2012) at the Tuscan Oven in Norwalk. Ron Hill will close the Branch's checking account and send the resulting amount to the CSCE Treasurer.
- 1.8 Public Outreach - Rob Barakat will contact Habitat for Humanity, Rebuilding Together and the Adopt-a-Highway Maintenance Corporation to see if CSCE could coordinate a volunteer effort with one of these organizations.
- 1.9 Region 1 Governor - Billy Cunningham will complete his term as Region 1 Governor in September 2012, and he will be soliciting replacement candidates' names all year. Chris Holden may be interested in this position.

2. President-Elect – Robert Gomez

- 2.1 SPAG Grant – The subject of this year's application will be billboards promoting civil engineering, ASCE and CSCE. CSCE plans to submit a large grant application this year.
- 2.2 Structures Technical Group – The chair for this Group is Ben Souza and he will work with Sergio Cirillo to plan for its activities this year. One of the issues the Group will focus on during this upcoming year is establishing a specific license for structural engineers, which is also an effort supported by the Connecticut Structural Engineers Coalition (SEC). He would be interested in coordinating a monthly dinner meeting that could involve an afternoon seminar followed by the dinner.
- 2.3 Geotechnical Technical Group – The chair for this Group is Gary Fuerstenberg and he requests \$200 as a budget. Upcoming activities for the Group are a planning meeting in August, hosting the September monthly dinner meeting with a Geofoam presentation on September 14, 2011, and coordinating with DFI to host the annual DFI-CSCE Seminar on September 30, 2011, at the Hawthorne Inn in Berlin, CT. Gary Fuerstenberg attended ASCE's Geo-Institute Summit in July and is considering establish a local chapter. He will contact Jerry Salsgiver about becoming more active in CSCE based on a suggestion made by Randy States.
- 2.4 Construction Technical Group – The chair for this Group is Billy Cunningham and he requests \$500 as a budget. Billy Cunningham will work on increasing the membership on this committee and coordinating site tours of both the Q Bridge and the Moses Wheeler Bridge.
- 2.5 Water Resources Committee (Tom Loto) – Tom Loto is the chair for this Committee and he will work on increasing the membership on this committee and plans to sponsor a hole at the next Water for People golf tournament.

3. Vice-President –Sara Ramsbottom

- 3.1 Public Relations Committee – The billboards could serve as the beginning of this effort. Sara Ramsbottom will develop other ways to promote CSCE this year.
- 3.2 Develop initiatives now for Engineers Week in February 2012 – CSCE could display information in the Legislative Office Building hallway and coordinate activities with other engineering organizations.
- 3.3 Student Chapters – Sara Ramsbottom will contact all faculty advisors and student chapter presidents and hold a planning meeting with them ASAP.
 - 3.3.1 Practitioner advisors for the USCGA ASCE chapter and at other schools – Sara Ramsbottom will try to identify 1-2 engineers to serve as practitioner advisors at the schools with ASCE student chapters in Connecticut.
 - 3.3.2 Guest speaker at USCGA and other student chapter schools – Bob Gomez would be interested in giving a presentation at the USCGA and at other schools with ASCE student chapters in Connecticut. He will contact Hudson Jackson, ASCE student chapters faculty advisor at the USCGA, to set up a time and date to give this presentation.
- 3.4 Continuing Education Committee – CSCE would like to hold seminars at the MDC Training Center this program year. The topics suggested include ASCE webinars that are non-interactive, construction law (Greg Holness and other attorneys could give this presentation) and sustainability. Following a meeting with representatives of the National Society of Professional Engineers (NSPE) and the American Council of Engineering Companies (ACEC), Rob Barakat raised the issue of continuing education requirements in Connecticut and after much discussion, no clear consensus was reached amongst the Board members.

3.5 Career Guidance Committee

3.5.1 Volunteering in Engineering Magnet Schools – Bob Gomez, Greg Holness and the Younger Members Committee would be interested in coordinating a field trip to a local construction site for high school students from at least one of Connecticut's Engineering Magnet Schools. These schools are located at the University of Hartford and the University of New Haven.

3.5.2 National Engineers Week Future City Competition – Chris Holden would be interested in coordinating a team to participate in this event.

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

4.1 Administrative – Amy Petrone will order business cards and name badges for any of the Executive Board members who would like them. She will also provide them with new CSCE letterhead and a revised directory. Rob Barakat will update the CSCE logo for the Fairfield County Branch, the Younger Members Committee and the Fairfield County Branch's Younger Member Committee and forward it to Amy Petrone. CSCE polo shirts will be ordered by Amy Petrone and plan to be provided to the Board members and Committee Chairs at the September dinner meeting.

5. Treasurer – Tom Loto

5.1 Draft Budget – Bob Gomez presented a draft budget for CSCE. The Board reviewed the budget and suggested changes to it. These changes will be incorporated into the draft and the draft will be sent to the Board members for further review next week.

During the discussion about the budget, a suggestion was made that CSCE should look into purchasing an insurance policy to protect its assets. Greg Holness offered to contact ASCE National to determine if ASCE's insurance policy would cover CSCE.

Tom Loto will acquire Quicken through his employer for use with the CSCE finances. This year, Bob Gomez will prepare the taxes this year for CSCE.

6. Newsletter Editor – Jen Buchanon

6.1 Advertising rates – Jen Buchanon will work with Sara Ramsbottom, the former Newsletter Editor, Chris Holden and Amy Petrone to determine the rates to charge for various ads including web-only advertising and ads for courses.

7. Director-II – Ron Nault

7.1 Audit Committee – In order to set a firm date to audit CSCE's books, Ron Nault will consult with Bob Gomez on this subject.

7.2 Aligning local technical groups with ASCE Institutes – Ron Nault will work with Billy Cunningham on this topic.

7.3 Website Committee – Chris Holden, Jen Buchanon and Sara Ramsbottom will work with Amy Petrone to develop an advertising cost sheet before the September Newsletter is assembled.

8. Director-1 – Rabih Barakat

8.1 Status of Past President Council – This Council could meet once a year in an advisory or social capacity.

8.2 CSCE's Governing Documents – Rob Barakat will work with Billy Cunningham, Chris Holden and Amy Petrone to update CSCE's governing documents including updating the CSCE Operations Manual to include items such as descriptions of the ACE Awards, the Legislator of the Year Award and the number of Executive Board members needed to constitute a quorum. 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

8.3 Awards – CSCE should submit an application to ASCE for an Outstanding Section Award.

Adjournment The meeting adjourned at 2:45 p.m. The next Board meeting is scheduled for September 14, 2011 at the Nathan Hale Inn on the campus of the University of Connecticut at 4:30 p.m.