1. **President - Kassim Tarhini**
   1.1 ACE Awards - Recap of 2014 event – how did it go, issues, etc.?
      1.1.1 Date/location for 2015
         • Deadline for registration & award recipients to be determined
         • Who from ASCE & Region 1 to invite? Who will coordinate this?
      1.1.2 Changes to award categories (some suggestions)
         • New award for small projects (what $$ threshold?) or subrecipient (?)
      1.1.3 Application format – changes/improvements? Shorten?
      1.1.4 Need to get application out as soon as possible – should start advertising the event in September. Needs to be more prominent on website (see separate website item)
   1.2 Goals for upcoming year
      1.2.1 Better communications – “Communications Committee” (see Page 4)
         • Nearby Sections/Branches
         • Related organizations
         • Media/public outreach/PR (change ‘outreach’ to ‘relations’ so as not to confuse with ‘community service’ outreach)
         • Increase meeting attendance with better communication
         • Disseminate info via additional routes (LinkedIn, etc.)
         • Postcard @ beginning of year with monthly dinner dates – make sure it is clear there are two sides! Use postcard rate stamp. At some point should we discontinue?
         • Increase membership – work with membership committee
         • Critical Infrastructure Workshop (can we try for 2014?)
         • Annual Fly-in to Washington, DC.
         • Report Card
         • Annual ASCE Conference attendance – October 7-11, 2014 – Panama City, Panama
         • MRCL (ERYMC & WSBL) attendance – January 9-10, 2015 – Miami, FL
         • Billboards (see also SPAG)
         • Activities with other organizations (CCIA Fly-in, other dinners/luncheons)
         • New England Council – we are current chair (Bob)
         • Review annual report
   1.3 Operations Manual (see also 7.4 governing docs)- Update the Manual (include ACE information and Legislator of the Year Award)
      • Needs to be updated, including bylaw/constitution change last year
      • Needs to go up on website (replace old version)
   1.4 Programs Committee (Jeff Benoit)
      1.4.1 Dinner Meetings – Schools, Committees, Dates

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Rosh Hashanah: 9/25/14, Yom Kippur: 10/04/14, Veterans Day: 11/11/14, Ash Wednesday: 2/18/15
1.4.1 When scheduling monthly meetings, please consider that Greg Broderick of UNH has requested in the past that CSCE 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. (contact Tom Gelormino)

1.4.3 Postcard of 2014-2015 meeting schedule to members – Send via 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 (LinkedIn CSCE account updates, etc.)

1.5 Summer Social – When and Where?

1.6 History & Heritage Committee (Mario & Randy)

1.7 Fairfield County Branch (Ron Hill) – Plans

1.8 Public Outreach (a.k.a. Community Service)

1.8.1 YM has tried several times with no luck with either organization. However, I think it is worth it to keep trying.

1.8.2 See also YM activities (trail clean-up, etc.)

1.8.3 Adopt-a-Highway

- This was discussed briefly in the past; here is a link to the DOT info: [http://www.ct.gov/dot/cwp/view.asp?A=2094&O=503162](http://www.ct.gov/dot/cwp/view.asp?A=2094&O=503162)
- The sponsoring group pays a fee to a company to arrange for litter pickup and a sign gets put up.
- First step would be to determine how much this would cost. It is for a one-year period and may be renewed.

1.8.4 Coordinate a local volunteer effort with an organization like Habitat for Humanity or Rebuilding Together

1.8.5 CSCE could support the Adopt-a-Highway Maintenance Corporation

1.9 Region 1 Governor -

1.10 2014-2015 Executive Board meetings

- Would like to not always have them before dinner meetings. Possibly every other month have a longer one outside of the monthly dinner meeting, and the other months have a short one prior to the ‘cocktail hour’. Depends on what there is to discuss and the location on the dinner that month.

1.11 Committees (general)

- General comment to all committees about expectations when contacting others on behalf of CSCE.
- Use of ‘official’ logo (see also ‘logo’ item below)

2. President-Elect – Gary Fuerstenberg

2.1 SPAG Grant

2.2 Structures Technical Group (Omkar Jambotkar) - Agenda for this year and financial commitments expected from CSCE

2.2.1 Possibly upgrading from a Technical Group to an SEI local chapter

2.3 Geotechnical Technical Group (Gary Fuerstenberg) - DFI Seminar, 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 - Agenda for this year and financial commitments expected from CSCE

2.6 Water Resources Committee (Tom Loto) - Agenda for this year and financial commitments expected from CSCE

3. Vice-President – Hudson Jackson

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 2015

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 Student Award Nominations – Deadline March 1st

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 – David Semnoski/Amy Petrone
4.1 Administrative - New letterhead and revised directory (electronic versions), 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 – David Chapman
5.1.2 Annual dues – increased
5.2 Obtain CT sales tax exemption status for CSCE
5.3 Younger Members – why is this committee under the Treasurer? Should it be changed?
   • Trail clean-up, Golf Tournament information - other events for 2014-2015
   • New Bylaws
   • Twitter account
   • Calendar of events and financial commitments expected from CSCE
   • Younger Member Board Bylaws
5.4 Scholarship Committee (Jim Sime)
5.4.1 Quarterly Reports - Place the new Treasurer on the mailing list for the quarterly reports
5.4.2 Fundraising activities planned by the Committee

6. Newsletter Editor – Christopher Beaulieu
6.1 See also “Communication Committee” on Page 4 of this agenda
6.2 Sponsorship rates need to be in conformance with tax status & guidelines for a non-profit organization

7. Director-II – Bob Gomez
7.1 Audit Committee (set firm date to audit Books)
7.2 Nominating committee – solicit for Benjamin 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 Updates to the CSCE Constitution and Bylaws - Billy Cunningham has worked with Tara Hoke of ASCE National to revise the CSCE constitution and bylaws to reflect the national model.
7.4.4 What needs to be done now that bylaws have passed?
7.4.5 Does this need a committee?
7.4.6 Includes Operations Manual (7.4.1)
7.5 Website Committee (Sara Ramsbottom)
   • Status of Website Improvements
   • Website maintenance/postings
   • Committee pages content
   • “Communications Committee” (see Page 4 of this agenda)
   • Website needs overhaul/improvements
   • How much do we pay per month? What services do we get? What are the limitations of this service?
   • How do updates get made & who has access?
   • Need to add YM twitter feed when it goes live; should add LinkedIn 'link';
   • need better calendar - it is hard to navigate.
   • need search function;

2014 CSCE Planning Meeting Agenda - Page 3 of 4
• need to routinely make sure links are still valid.
• links should open in a new tab/window (seems some do/some don’t).
• Add info about graduating student membership & prorated dues.
• Where does the “news” go when it has been replaced by something else?
• Remove counter – I believe we can get this info if we want it.

8. Director-1 – Sara Ramsbottom
8.1 Status of Past President Council
8.2 Awards

9. Open Discussion

Communications Committee

Information from Sara Ramsbottom from the 2013 CSCE Planning Meeting Agenda

I believe we can improve our communications to members. Last September at the Presidents & Governors Forum, I sat through a presentation by the Dallas Branch about their “communications” via the website & newsletter (presentation was done by the “Communications Committee” chair). They have also recently redone their website (& won the ASCE award for it). I think this would be a great thing for us to set up. I was able to get a copy of the presentation about their website & newsletter, presented by their “Communications” chair – please take a look. Here is a link to their website:
http://www.dallasasce.org/.

I believe a “Communications Committee” could oversee the website, e-blasts, newsletter, and getting information & notices out to members. Plus media & public relations, and other items, and work with other committees & technical groups to get info out. All of these are individual items dispersed throughout the planning agenda, but all really are related to communication.

The Committee members to start would be the Newsletter Editor, Secretary, YM President/Chair (unless they have designate a ‘communications’ person – some other YM groups have them), Vice-President, and Director-I at the least, including Amy, and/or someone not in another role – at least to get it going. (Roll the Website Committee into this one.) Each of these positions has some sort of ‘communication’ topic under their purview. Or maybe we don’t need all those positions to be on the Committee, but can work it out as it goes. Section President can be member if necessary as the Committee gets going (and since I am proposing it). There does need to be some consistency to the members, since I think part of the problem currently is the rotation of certain committee chairs out, as they are based on one-year board positions.

Some of the activities of the Committee would be:
• Coordinate website – posting of new information, updating, removal of outdated job postings (entire website needs to be overhauled).
• Messages & notices to members, e-blasts, etc. Can give Amy better direction on what to send out to members & timing.
• Newsletter – NL Editor still has same job, but some of the info that goes into the NL would be gathered by the Committee, rather than be disjointed from several people/Committees.
• Expect that Amy would still send e-blasts, make updates to website, etc., but would get more direction about what to do and how we want it to look, etc. Also should have regular communication with our regional governor (Tony Chioffi - LI Branch of Met Section). We should also submit items of significant news for Region I website.
• Communication with nearby Sections & Branches – share notice of our events, etc.
• Communication with related organizations
• Media/Public relations – this is a separate committee, but not sure much has been done recently, since the chair constantly rotates with new board position.
• Promote our events through these channels – this will increase our recognition and hopefully increase attendance, participation, & membership
• Use of letterhead & logos
• Better consistency for some items where the “chair” is a board position, and therefore constantly changes.

It may take some time to get this all up & running, but I think better communication is key to some of the other activities that are typically on the agenda – increase membership, participation, etc., and will help considerably.