

**Agenda**  
Connecticut Society of Civil Engineers Board Meeting  
September 16, 2008  
UCONN, Storrs  
4:00 PM

**1. President's Report (Chris Holden):**

**1.1 ACE Awards**

1.1.1 Establish ACE Rules/Evaluation Criteria (Chris, Ron N., Jason) – Set Meeting Date

1.1.2 Set date for 2009 ACE Awards (Chris, Ron N., Jason) – May 7, 2009 ?

**1.2 Fairfield County Branch (Ron Hill)**

1.2.1 Develop closer relationship with Fairfield County Branch (Chris, Ron H.)

1.2.2 Purchase CSCE business cards for Ron Hill (Amy)

1.2.3 Provide Ron Hill with a CSCE email address (Peter)

**1.3 Outreach**

1.3.1 Develop closer relationship with other engineering groups (Chris)

1.3.2 Reinvigorate all active & inactive committees (Chris)

1.3.3 Establish a closer relationship with Student Chapters (Chris, Rabih, Billy)

**1.4 History & Heritage Committee (Randy States)**

1.4.1 Preservation of NHMHS Harte Photos (Chris, Randy, Peter) - Status of the proposed digital/scan copies of Charles Rufus Harte photos with New Haven Museum and Historical Society.

1.4.2 Request for money for the History & Heritage Committee - \$200 for scanning archival copies of CSCE Transcripts to post on the web. \$200 will allow scanning up to about 800 pages. A few articles have been requested (e.g. Charles Rufus Harte's article on the New Haven Northampton Canal, Connecticut Boundary Survey, Cherry Hill freight yard in New Haven) and there are several more of general interest - Education and Civil Engineering, projects about the future written in decades past, memoirs of past presidents and significant contributions by Connecticut engineers, etc.

**1.5 Programs Committee (Jeff Benoit)**

1.5.1 Check college spring break schedules for dinner meetings (Jeff)

1.5.2 Schedule the joint meeting in February has not been scheduled yet. (Jeff)

1.5.3 Obtain Speaker Gifts (ASCE Paper Weights)

## **1.6 Professional Development**

1.6.1 Contact ACEC, the Boston Society of Civil Engineers Section and Malcolm Pirnie to find out how those organizations manage PDHs and Continuing Education Units (CEU) for members. (Peter, Gary, Tom)

## **1.7 Miscellaneous**

1.7.1 Thank you from Tom Nolan

1.7.2 Region I Assembly & NE Council Meeting

1.7.3 National Convention in Pittsburgh, PA - November 7-9

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

### **2.1 SPAG Grant Application**

2.1.1 Determine if preservation of NHMHS Harte Photos is eligible for SPAG grant application (Ron N.)

2.1.2 Determine if becoming a PDH/CEU provider is eligible for SPAG grant application (Ron N.) – Date Due: 09/16/08

### **2.2 Structures Technical Group (Bryan B>)**

2.2.1 Host 1 day seminar (Bryan)

2.2.2 Host 1 dinner meeting (Bryan)

### **2.3 Geotechnical Technical Group (Gary F.)**

2.3.1 Host seminar with DFI on 9/12/08 (Gary) – D

2.3.2 Host 1 dinner meeting (Gary) – Date Due: 09/16/08

### **2.4 Legislative Affairs Committee (Roy)**

2.4.1 Establish a Legislator Award (Chris, Roy)

2.4.2 Contact Tom Roy regarding his nomination to State Contracting Standards Board (Roy)

2.4.3 Develop list of potential nominations to State Contracting Standards Board (Roy)

2.4.4 Send the content of a future e-blast to Chris Holden and Peter Heynen concerning past and present legislative affairs topics (Roy, Chris, Peter)

2.4.5 Forward legislative information to Peter Heynen for posting on the CSCE website (Roy, Peter)

2.4.6 This years goals.

### **2.5 Construction Technical Group**

2.5.1 Schedule tours of local construction projects (Billy) - Date Due: 12/31/08

2.5.2 Host 1 dinner meeting (Billy) - Date Due: 12/31/08

## **2.6 Water Resources Committee**

2.6.1 Host 1 dinner meeting (Tom) - Date Due: 04/15/09

## **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) – Date Due: 09/16/08

3.1.1 Contact all faculty advisors and student chapter presidents to schedule a planning meeting (Rob) – Date Due: 09/16/08

### **3.2 Continuing Education Committee**

3.2.1 Schedule 2 continuing education seminars (Ron N.) – Date Due: 09/16/08

### **3.3 Government Engineers Committee**

3.3.1 Host 1 dinner meeting (Rob) – Date Due: 09/16/08

### **3.4 Career Guidance Committee**

3.4.1 Coordinate CSCE volunteers at CCIA Construction Career Days (Kiran, Billy) – Date Due: 09/16/08

3.4.2 Establish outreach program to schools (Kiran, Chris) – Date Due: 09/16/08

### **3.5 Student Chapters**

3.5.1 Set up meeting with all ASCE Student Chapters and their advisors.

## **4. Secretary's Report (Jason Waterbury):**

4.1.1 Annual Report

### **4.1 Administrative Activities**

4.1.1 Distribute revised letterhead, directory, expense forms and an updated action item list based on 6/17/08 meeting's minutes to the Board members, Committee Chairs, and the Technical Group Chairs (Amy Petrone) –

4.1.2 Add list of past CSCE presidents to CSCE website (Amy, Peter)

4.1.4 Distribute draft annual report to CSCE Board by November 23, 2008 (Jason, Amy, Greg, Jim Sime)

4.1.5 Submit annual report to ASCE National by 11/30/08 (Jason, Amy)

4.1.6 Update CSCE Logo (professionally) (Jason)

4.1.7 Obtain a new CSCE banner (Jason)

## **4.2 Membership Committee**

4.2.1 Brainstorm on how to increase membership, and how to increase current members' participation in dinner meetings, committees, technical groups, etc. (Jason)

4.2.2 Contact new members personally and invite them to a dinner meeting (Jason) – Date Due: 09/16/08

## **5. Treasurer's Report (Greg Holness):**

### **5.1 Budget**

5.1.1 Determine how much money CSCE needs for operation budget from 6/17/08 until 12/31/08 (Greg)

5.1.2 Provide draft budget to CSCE Board (Greg)

5.1.3 Provide calendar of events to CSCE Board (Greg)

5.1.5 Provide list of financial commitments expected from CSCE to Board (Greg)

### **5.2 Younger Members Committee**

5.2.1 Participate in a river clean-up this fall (Sara)

5.2.2 Organize a tour of the Science Center (Sara)

5.2.3 Organize a trip to see the New Britain Rock Cats (Sara)

5.2.5 Conduct a survey of CSCE's Younger Members (Sara)

5.2.6 Participate in a volunteer day with Habitat for Humanity (Sara)

5.2.7 Organize an outing to the Hartford Wolf Pack hockey game (Sara)

5.2.8 Add a Younger Member webpage and links (Sara, Chris, Peter)

### **5.3 Scholarship Committee**

5.3.1 Update the address information on the account and add the Treasurer to the mailing list for the quarterly reports (Jim)

5.3.2 Conduct a swap sale of approximately \$6,000 from EGINX and SWOIX to Harbor International Investments (HIINX) in the Scholarship Fund (Jim)

## **6. Newsletter Editor (Peter Heynen):**

6.1 Coordinate postcard mailing (Peter, Amy)

6.2 Contact local ASCE sections to gather information about the rates they charge for advertising in their newsletters and on their websites (Peter, Greg, Gary)

6.3 Determine if CSCE should send complimentary CSCE newsletters to large employers of civil engineers in Connecticut (i.e., state agencies) and contractors that many not already be CSCE members (Peter, Chris, Ron N.)

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

### **7.1 Audit Committee**

7.1.1 Set firm date to audit CSCE books (Billy)

### **7.2 Nominating Committee**

7.2.1 Solicit for Benjamin Wright nominations all year (Billy)

### **7.3 Operations Manual**

7.3.1 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, Amy, Peter)

7.3.2 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 (Billy, Jay)

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

### **8.1 Past Presidents Council**

8.1.1 Provide status report of council to Board (Jay)

### **8.2 Awards**

8.2.1 Provide status report of awards to Board (Jay)

8.2.2 Request for Life Time Achievement Award

### **8.3 Website**

8.3.1 Amy Petrone will provide Peter Heynen with an updated directory list for the CSCE website (Amy Petrone) – Date Due: 07/31/08

8.3.2 Update Committee Pages to appear similar to Technical Groups

8.3.3 Update ACE Awards section to include all the winners, not just the sponsors.

## **9. New Business**

## **10. Adjournment**

**Cash Flow - YTD**  
**1/1/2008 through 8/31/2008**  
**~ D R A F T ~**

**INFLOWS**

Uncategorized		\$0
21 Section Dues		
21a CSCE Dues	\$105	
21b ASCE Dues	\$805	
Other 21 Section Dues	\$18,057	
Total 21 Section Dues	\$18,967	\$18,967
30 Advertisements		\$16,710
34I Dinners & Luncheons		\$16,404
40I Other Income		\$16,265
<b>TOTAL INFLOWS</b>		<b>\$68,346</b>

**OUTFLOWS**

34E Dinners & Luncheons		\$13,785
35E ASCE Conf		\$645
40E Miscellaneous		\$1,980
49 Professional Contributions		\$100
51 Office Supplies		\$49
54 Newsletter		\$5,483
57 Meetings		\$2,638
58 Fairfield Branch		\$2,000
61 Secretarial Expense (Non Employee)		\$7,174
63 Official Travel		\$582
64 Committee		
64a Younger Members	\$4,651	
64b Geotechnical	\$50	
64f Structural	\$90	
Other 64 Committee	\$1,575	
Total 64 Committee	\$6,366	\$6,366
79 Prizes and Awards		\$2,874
80 Scholarship		\$2,000
<b>TOTAL OUTFLOWS</b>		<b>\$45,675</b>
<b>OVERALL TOTAL</b>		<b>\$22,671</b>

**Average Spending by Category**  
**Comparing 9/1/2007 - 8/31/2008 to the Last 5 Years 9/1/2003 - 12/31/2007**

**~ DRAFT ~**

Category Description	9/1/2007 - 8/31/2008	9/1/2006 - 8/31/2007	Avg. Spending for Last 5 Years
Uncategorized	\$0	\$0	-\$186
29E Grants	\$0	\$1,500	\$1,548
34E Dinners & Luncheons	\$16,410	\$9,063	\$8,678
35E ASCE Conf	\$645	\$3,149	\$2,281
36E Educational Courses	\$0	\$450	\$2,552
40E Miscellaneous	\$1,980	\$0	\$323
49 Professional Contributions	\$100	\$1,150	\$1,061
51 Office Supplies	\$175	\$38	\$69
52 Postage	\$0	\$0	\$48
54 Newsletter	\$9,019	\$16,481	\$11,608
56 Printing	\$0	\$77	\$300
57 Meetings	\$2,783	\$475	\$799
58 Fairfield Branch	\$3,256	\$1,000	\$1,811
60 Student Activities	\$500	\$1,000	\$1,135
61 Secretarial Expense (Non Employee)	\$8,600	\$1,244	\$534
63 Official Travel	\$582	\$0	\$63
64 Committee			
64a Younger Members	\$5,596	\$3,582	\$4,094
64b Geotechnical	\$50	\$46	\$19
64e Career Guidance	\$0	\$0	\$7
64f Structural	\$90	\$89	\$18
64h Website	\$575	\$945	\$647
Other 64 Committee	\$1,706	\$0	\$26
TOTAL 64 Committee	\$8,017	\$4,663	\$4,812
65 ASCE Northeast Council	\$0	\$910	\$201
79 Prizes and Awards	\$2,874	\$2,473	\$1,370
80 Scholarship	\$1,500	\$3,185	\$5,448
<b>TOTAL</b>	<b>\$56,440</b>	<b>\$46,858</b>	<b>\$44,455</b>