

**Maine Section ASCE
Summer Planning Meeting
July 20, 2007
Neill & Gunter
Scarborough, Maine**

Role: Executive Board:

Tim Merritt, President	Present
Erik Wiberg, President Elect	Present
Chris Taylor, Vice-President	Present
Walter Fagerlund, Secretary	Present
Ralph Nelson, Treasurer	Present
Patti Korbet, 2 nd Year Director	Absent
Sarah Ashley, 1 st Year Director	Present
Scott Gorneau, NE Delegate	Present
Jen Tooley, NE Delegate & Co-Editor	Present

Other Attendees:

Jennifer Tooley, Younger Member Chair	Present
Phil Dunn, Awards Chair	Present
Lauren Swett, Newsletter Co-editor	Present
Jen Paul, Diversity Committee Chair	Present
Lynn Farrington, Co-editor	Present
Peter Merfeld, Past President & Membership	Present

Meeting Minutes:

Pre-meeting for Public Relations Committee, Membership Committee, Infrastructure Report Card @ 11am

1. 12:30 pm start; Welcome new Board members (Sarah Ashley, Lynn Farrington, and Lauren Swett) and those returning. (Tim)
2. Confirm new Committee chair and member appointments. (Tim)
 - Jeremy continue with assisting Be with Government Relations/Legislative Committee? He has expressed interest unless somebody else has strong desire.
 - Jeremy, Peter, Phil to assist Be
 - Phil and Peter listed on committee
 - Travis Noyes is golf committee chair
 - Board voted on accepting positions
 - Walter moved, Peter second, unanimously accepted
3. Approve April Board Meeting Minutes. (Chris/Walter)
 - Peter, Scott, unanimously approved.
4. Diversity Committee (Jen Paul) – recruiting committee members, plans for the year.
 - New committee, establishing goals
 - track current status of woman and minorities in Maine civil engineering
 - compare to National, UMaine statistics
 - Mission statement created
 - Recruit committee members

- Coordination with Society of Women Engineers (SWE), National Association of Women in Construction
 - Informant article, maybe produce a video for eWeek leveraging SPAG
5. Review/approve Treasurer's Report and FY 07-08 draft budget. (Ralph)
- a. Report (Transportation Conference receipts, MBTA disbursement (SPAG), A/E golf, etc.
 - Still pending
 - West Point, Scholarship
 - Report unanimously approved
 - b. Draft budget – Ralph to update full details
 - Receipts
 - Section dues, allotment, interest income – no change
 - Meetings – Increase receipts by \$2000
 - Tech seminar - \$10,000
 - Trans. Conf - \$9000
 - Golf – break even
 - SPAG – keep \$7500
 - YM – proposed own budget – can spend excess if in spirit of YM
 - Disbursements
 - Meetings – Increase \$1000
 - Special events - \$0
 - Tech Seminar - \$6000 disbursements
 - Committee expenses increased to \$2000
 - Unanimous - Budget approved, finance sub-committee to be created to study future revenue and cost cutting measures
6. Maine Section/Region 1/National events calendar (Tim)
- a. SPAG reports due August 3rd.
 - SPAG reports are all set to be submitted
 - b. Region 1 Assembly & NEC, West Point, NY – Sept 15th
 - Jen, Scott to attend, to make reservations
 - Future of NE Council to be determined – need Section position
 - Tim to look into more details
 - c. Outstanding Section application deadline – October 27, 2007
 - Tim and Erik to lead
 - d. Outstanding Newsletter deadline – November 1, 2007
 - e. National Conference – Orlando, FL – Nov. 2-4, 2007
 - Send one YM
 - President
 - f. SPAG application deadline
 - g. Annual Report deadline
 - h. YM Group and Web page award deadlines
7. Committees
- a. Government Relations / Legislative Task Force
 - Committee: Be, Phil, Peter, Jeremy
 - Current legislative issues, recap, lessons learned
 - LA bill had last minute changes that ASCE did not have the opportunity to respond
 - Legislation not in session?
 - Short session this year January to April

b. Membership (Peter)

- Goals for this year? Increase membership thru:
 - Poster for MDOT to promote ASCE
 - Website promotion of membership
 - Students who are graduating, gift and invitation
 - Meeting attendance of non-members
 - ASCE GIS database with members

c. Public Relations (Erik)

- Re-cap pre-meeting. – Erik is leading committee
- Service projects for next year (West Point Bridge Contest, Rebuilding Together, Habitat for Humanity, Maine Ski-a-thon, others)
 - Focus on Rebuilding, Habitat
 - Tim is on the Board for Rebuilding Together
- Issue more media alerts/press releases and develop list of local reporters that commonly write stories regarding engineering/construction/ infrastructure.
 - Board to gather a list of reporters
 - Maybe an ASCE award for reporters who report on infrastructure
- West Point Bridge –Help for Jeremy? Lessons learned.
 - Tie into e-Week activities
 - Either start or end at e-Week
 - or use e-Week to launch and end at Annual Meeting
- Rebuilding Together – sponsor our own house, matching fund drive with ACEC, ACM, AIA, etc, Tim has volunteered for their Board, can co-captain again.
 - Spring service project
 - Seek matching sponsors for house costs
- Habitat for Humanity – have fall dinner meeting with Ellen O’Brien presenting on New Orleans HFH efforts and Vinal Applebee/Steve Bolton presenting on how civil engineers can assist with professional services.
 - Project in Fall
 - Simply provide staff
- Ski-a-thon
 - Scott leads, Section to look further for sponsors

d. Program Committee (Chris, Erik, Patti)

i. Monthly Meetings (Chris)

- Tentative schedule of meetings
- Meeting ideas – HFH, jt. Meeting with SAME
- May meeting location & format - TBD
 - Consider awards before presentation
 - Awards before dinner
 - no tech presentation

ii. E-Week (Erik)

- Orono this year
- Seeking SPAG

iii. Transportation Conference – December 6, 2007 (Tim/Peter) – first full planning mtg, 7/31, then every 2 weeks until agenda is set.

iv. Technical Seminar (Patti/Sarah)

- Patti did last year, Sarah to take lead with support from Patti, use Program Committee to assist in planning.

- Topics possibly to range from LEED to environmental to technology
 - Committee to meet
- v. Special Programs – none.
- e. Infrastructure Report Card (Peter)
- Formation of Task Force
 - Recruit companies to participate
 - Match firms to categories
 - Timeline?
 - Recruit – now to Dec
 - SPAG – Dec
 - Prepare report card – Jan to August
 - September presentation, press releases, etc.
- f. Younger Members (Jen/Lynn/Lauren)
- Upcoming events
 - SeaDogs
 - BBQ
 - Happy Hour
 - Disbursement for camping trip – subject to Treasurer approval
 - Budget - approved
 - Joint meeting with ACM group
 - Committee to work on it
 - YM Group Award
 - Committee to look into award. February deadline.
 - Committee organization
 - Jen as Chair
 - Lauren to be YM liaison with Treasurer.
 - Lynn as Secretary
 - Committee to look into National templates
 - Mentor Day
 - Companies to sign up to host students for job shadow (freshman, seniors)
- g. Scholarship (Leslie)
- Letter from one recipient who attended May mtg.
 - Carry same scholarship amount + \$200 for printing.
- h. Awards (Phil)
- Dedicate more time for Awards at May mtg? Maybe have a hand-out that has bios for EOY, YEOY, and Life Members?
 - Consider format change
 - Increase number of EOY and YEOY nominations.
 - More proactive approach for nominations
 - Letters direct to companies
 - Handouts at meetings
- i. Newsletter (Lynn/Lauren)
- Successful hand-off and summer edition. Thanks for Walter and Patti's efforts over past few years.
 - Printing and submission deadlines – 20th of the month prior to newsletter.
 - Newsletter Award submission in November.

j. Web page (Ralph)

- Update
 - added Volunteer section
 - about 2700 hits since December 2006
 - Annual fee is about \$100
- Outstanding Web Page Award submission.
 - Applied earlier this year for award.

k. History & Heritage (Greg)

- Bailey Island Bridge plaques
 - MDOT to relocate plaque
- Status of applications
 - Dams
 - Others as can be identified by Board
- Brochure printing/distribution to continue

l. Maine DEP Task Force (Kathy K/Dave K) – no updates.

m. Nominating Committee (Peter)

- Bill Scott back in Maine and has expressed interest in coming back to board, but not at entry level. He left as Secretary.

n. Student Chapter (Eric/Lynn)

- Concrete canoe results
- How can we help become more sustainable for concrete canoe/steel bridge?
- Job shadowing.
- Brown bag speakers

8. Old Business

a. By-Law Change Status (Peter)

- Still pending.

b. Status of Dana Humphrey's bid for UMaine Dean of Engineering

- Dana was selected.

9. New Business – R1 Assembly 9/15-9/16 in West Point, NY; who and make reservations soon (7/31 tour & 8/14 hotel).