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| Meeting Name: | September General Body Meeting |
| Meeting Date: | September 3, 2019 |
| Meeting Location: | Smallman Galley |
| Attendees: | See sign-in sheet |
| Handouts: | Meeting Agenda, December Dinner Venue List |

Max Wallack motioned to open the meeting.

Jesse Fresh agreed with the motion

Lauren Dzigawa seconded the motion

Passed.

Ashwin Ranna motioned to suspend Robert’s Rules of Order for the year

Jim Palmer seconded the motion.

All in favor: 7 (not including Max)

All opposed: 0

Passed.

Introductions

Board and General Body Meeting Logistics

* Board Meeting
  + Call in during lunch hour
  + Half hour duration
  + Send poll to see when the best times would be
  + 1st Tuesday
  + Manageable for students
* General Body Meeting
  + Happy Hour
  + Brief Update
  + Technical Presentation
  + 3rd Thursday is taken by Geo Institute
  + 3rd Tuesday instead?
    - Point Park might have classes on Tuesday
    - *Justin Brooks will check student schedule to find a good time.*
    - *Kaitie will check with Pitt students schedule to find a good time.*
  + Erin suggests skipping GBM on months where there’s a lot of other events planned
    - GBM gives us a chance to meet up, socialize, PDHs, etc.
  + *Max will finalize schedule and add to section website.*
* General Body agrees to try out new schedule.

President’s Report

* Goal 1: Increase Membership
* Goal 2: Technical Info: at GBM
  + Erin planning site visit
* Goal 3: Increase outreach and membership with student chapters
  + Mentorship program
* Upcoming Events:
  + Sign up for ESWP Summer Social
  + Sign up for COPRI for free!
  + Sign up for softball
    - *Jayne to send email reminder for this event?*
    - *Students welcome? Follow up with Pitt.*

Past President’s Report

* STAY Grant Application due end of September
  + *Jayne and Lauren to complete application.*
  + “Intro to the Institutes” in conjunction with the mentorship program
* Past President is responsible for annual report
  + *Lauren to send email with event summary forms*
  + Used to track event attendance, planning, budget, etc.
* *Lauren will bring list of ERYMC, Region 2, CYM, and National awards due dates to next meeting.*
  + November December time frame

Treasurer’s Report

* Women’s networking event funds coming in
* $1000 Year to year discrepancy from STAY grant
* Looking for co-chair
* December Dinner budget was slashed
  + Need corporate sponsors
* *Sylvia/Max to send ASHE $200 check for softball tournament.*

Secretary’s Report

* *Jayne to reach out to those who are unsubscribed*
* Be careful about sending emails to unsubscribed
* Once you unsubscribe you can’t re-subscribe

Committees

* Actively seeking co-chairs
  + Fundraising
  + Technical – Jim Palmer?
    - PDH’s associated with technical events
    - What is process to get PDH title?
  + Social – Jesse Doss
  + Membership
* Student Affairs
  + *Max to give Jayne PA emails.*
  + *Jayne to send email to PA’s for mentorship program kickoff events.*
  + *Jayne to send email to past participants to remind of program.*
  + Pitt
    - GBM 3rd Thursday at 9pm
    - Picnic September 27th (YMF Table?) 1-4pm Friday
    - Career Fair October 4th (YMF Table) 1-4pm Friday
      * Option to come later in the day at 4pm
      * Potential extra room
      * *Max to find “swag” for career fair table.*
      * *Jayne/Max to find volunteers for career fair (email).*
      * *PA’s to email other schools to come to the career fair.*
    - Grad students organizing?
      * *Kaitie and Ashwin to email grad students to check in.*
  + CMU
    - First meeting tomorrow
    - *Ashwin to email Jayne event announcement for YMF blast.*
  + Geneva
  + UPJ
    - Prof. Houston reached out about getting YMF visit set up and planning section meeting (inform about Intro to Institutes event)
    - Waiting to hear about dates
    - *Jesse and Lauren to check in for dates.*
  + Point Park
    - First meeting tomorrow
    - Charity bike ride continued this year
    - Faculty advisor retiring?
  + Fransiscan
    - No updates.
  + Slippery Rock
    - Just starting new program
    - Looking for practitioner advisor
      * Jonathan Shimko?
    - Pitt can help with setting up new chapter
      * Conference call or meeting to assist
      * *Max to provide Pitt with contact info for Slippery Rock.*

Fundraising

* Lauren inquired for every Saturday possible except for last Saturday in October
  + Reserved for 20 people to volunteer. Potential to make significant amount of money for YMF
  + Awaiting notification from KW

Membership

* Survey results from 2018-2019 can be used to inform decisions for this year
* Goal to increase active membership
* Points system?
  + Board members are not in running
  + Committee members are either not in the running or get extra points?
  + *Max will discuss with Dan if we want to do a point system.*
  + Rewards not only for top runner but tier system to give everyone who earns a certain amount of points gets a prize or becomes member of the month

Community/Outreach

* Carnegie Science Center Mentors in the Making Program - 2.5 hours November through April at BNY Mellon Fab Lab in Carnegie Science Center (email Max if interested)
  + *Jayne to add to email blast.*
* Science Day Saturday October 26 2019 2-9pm East Liberty Library
  + Section needs volunteers
  + *Jayne to add to email blast.*

Technical/Employment

* Sign up for news brief for ASCE current events and news update
  + Read article and discuss as a technical event at a GBM
* PA report card video presentation at colleges
  + Greg Scott to speak
  + *PAs to reach out to schools about report card presentation.*
* Pre-fab ABC projects in PA field trips
  + Erin to reach out to Swank to coordinate site visit
  + Weekends or after work preferred
  + Erin reached out to SEI to coordinate
* Possible technical presentation topics:
  + Bentley and/or AutoCAD marketing presentation
  + GIS presentations
    - Jesse can help with this
  + How to be a witness in court
    - Ashwin’s company has a lawyer
    - Panel of lawyers
    - Lauren’s old boss was an expert witness
    - Count as an ethics PDH
    - Open to section
  + Ethics
  + Jim’s cool forensic presentation
  + *Jayne to post on facebook to ask for presentation topics.*
  + Erin is hesitant about scheduling technical events each months
    - Alternate smaller and larger events
    - Every other month have a member do a short presentation as a “smaller” event
    - Try not to conflict with existing technical events, instead combine them and coordinate with institutes and section to increase attendance
    - *Max will evaluate schedule of GBMs so they don’t conflict with existing events*

Social

* *Max will coordinate with Jeff on Octoberfest*
* December Dinner
  + Limited on budget, need sponsors
  + Jeff has compiled some venues
    - Engine House 25 – Expensive (ELIMINATED)
    - Pittsburgh Glass Center – Inexpensive with Glass Blowing
    - Museum Lab – Inflexible with catering (*Jeff to see cost of catering)*
    - Mattress Factory – Price could be more reasonable than the past? Cool place
    - Children’s Museum – Expensive (ELIMINATED)
    - PNC Park – Tours, reasonable price, inflexible with catering
    - Slate – (ELIMINATED)
    - Heinz History Center – Can you access the rest of the museum? Hard to keep everyone together for the event.
    - Soldiers and Sailors – (ELIMINATED) expensive and kind of boring
    - Andy Warhol Museum – Expensive, what is current price? (ELIMINATED)
    - Science Center – Expensive, Expensive Caterer (ELIMINATED)
  + *Lauren to send Jeff info from previous years*.