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| Meeting Name: | December Board Meeting |
| Meeting Date: | 12/03/2019 at 12:00pm |
| Meeting Location: | Call In |
| Attendees: | Ashwin Ranna (President)  Jayne Marks (VP)  Lauren Dziagwa (Past President)  Jeff Argyros (Social Chair)  Erin Feichtner (Technical Events Chair)  Justin Towsey (UPJ President)  Jared (UPJ President Elect)  Dan Phillips (Franciscan PA/Secretary) |
| Handouts: | Dec. Board Meeting Agenda (included at end of minutes) |

ACTION ITEMS

* *PAs to gather exam and break schedules from schools to avoid scheduling events at times when students can’t attend*
* *Lauren to submit awards*
* *Jayne to look into ERYMC social events registration*
* *Jeff and Jesse to think more about women’s networking event in January*
* *Jayne to coordinate with Point Park to choose a date for the mentorship kickoff event*
* *Jayne to send email regarding mentorship program to student chapters, YMF, and past mentors*
* *Jayne to add call for Slippery Rock Practitioner Advisor to email blast*
* *Ashwin to look into restaurants that offer fundraising opportunities*
* *Sylvia to ensure there’s an item in the December Dinner budget to pay Jason for photos*
* *Sylvia to ensure there’s an item in the December Dinner budget to pay for printed items*
* *Erin to get bio, headshots, summaries from December Dinner speakers for program*
* *Erin to get PDH certificates for December Dinner*
* *Ashwin (and Erin for program and PDHs) to make printed items for December Dinner*
* *Lauren to review printed items for December Dinner*

NOTES

* President
  + Recap Nov. Meeting
    - Jayne is VP, Dan is Secretary
  + Upcoming Events
    - December Dinner - December 12
    - Pittsburgh Section Board Meeting moved to December 12th at 3:30pm at Jerome Bettis Grill
    - Mentorship Kickoff is to be rescheduled to after New Years
    - ERYMC - January 28 thru February 2
    - Legislative Fly In
  + Ashwin received feedback from CMU that events are too close to exams
    - Give PAs responsibility of getting student exam schedules at the beginning of the year to work around them
    - *PAs to gather exam and break schedules from schools to avoid scheduling events at times when students can’t attend*
* Past President
  + Awards
    - ERYMC awards due Thursday
      * 5 ERYMC awards we’re applying to
      * *Lauren to submit awards*
    - CYM awards due February
* Treasurer
  + Waiting on checks from sponsors for December Dinner
  + ERYMC funds request in January ($3000)
* Secretary
  + ERYMC Registration and ERYMC social event registration are in two different spots online
    - *Jayne to look into ERYMC social events registration*
  + Member database from Linda Kaplan is for all Pittsburgh members and should not be added to YMF email list
* Social Committee
  + Women’s networking event
    - Ashwin reached out to self defense instructor
    - *Jeff and Jesse to think more about women’s networking event in January*
    - Ascend event was well received
    - Jeff would like assistance from a woman for planning the women’s event
  + Spring Joint Social
    - Shadyside Marios Friday April 3rd booked
    - Agreements from five societies ($500 sponsorship from each)
    - CAWP has pulled out but would like to stay involved (-$500 for budget)
  + December Dinner
    - Only 6 spots left
    - Remove December Dinner from weekly YMF email blast
    - Student feedback about event:
      * Too expensive
      * Too close to finals week
    - Printed “Items to Make” for December Dinner
      * Name Tags - *Ashwin*
      * Programs - *Erin*
        + Template in the google drive folder
      * Powerpoint Slide Show - *Ashwin*
        + Template in the google drive folder
      * Sponsorship Signs - *Ashwin*
        + Template in the google drive folder
        + These will need to be printed at Office Max or Staples
        + Allow a few days lead time on these so they will need to be made Monday or Tuesday
      * PDH Certificates - *Erin*
      * Toy Drive Sign - *Ashwin*
      * Welcome Sign - *Ashwin*
      * Raffle Prizes Signs - *Ashwin*
      * The price of the above should be included in the December Dinner Budget
      * *Sylvia to ensure there’s an item in the December Dinner budget to pay for printed items*
      * *Ashwin and Erin to make printed items for December Dinner*
      * *Lauren to review printed items for December Dinner*
* Student Outreach
  + Mentorship Kickoff Event moved to January to avoid conflicting with holidays, December Dinner, and finals
    - *Jayne to coordinate with Point Park to choose a date for the mentorship kickoff event*
    - Priority will be given to accommodate the host school when choosing starting time
    - Point Park students are primarily available from 4-6pm on weekdays due to their class schedule
  + *Jayne to send email regarding mentorship program to student chapters, YMF, and past mentors*
* Pitt
  + Career fair volunteers will be needed for February 7th
    - Prepare a presentation to show
* CMU
  + Got feedback that student costs are too high for them to attend December Dinner
    - Ask board to sponsor students more to reduce price next year?
* UPJ
  + No attendees for December Dinner due to finals week and travel
  + Planning to submit a few awards
  + Looking into dates for spring section dinner meeting
    - Will coordinate with Jesse
  + Looking into attending WSCL
* Point Park
* Fransiscan
* Slippery Rock
  + Dr. Wei in charge of setting up ASCE chapter
  + Looking for Practitioner Advisor
    - PA does not need to be a Slippery Rock Alum
    - *Jayne to add call for Slippery Rock Practitioner Advisor to email blast*
* Fundraising
  + *Ashwin to look into restaurants that offer fundraising opportunities*
  + Jason Tai to be taking photos at December Dinner
    - Need to pay him
    - *Sylvia to ensure there’s an item in the December Dinner budget to pay Jason for photos*
* Membership
* Community Outreach
  + Carnegie Science Center Mentorship Program
  + E-week February
* Technical Events
  + *Erin to get bio, headshots, summaries from December Dinner speakers for program*
  + *Erin to get PDH certificates for December Dinner*
  + January technical event for GBM is TBD
* Misc
  + Ashwin to be out of the country from January to February
    - Jayne to run meetings in Ashwin’s absence

AGENDA

**Meeting 5: Dec 3rd , 2019; Call-In**

1. **Call to Order – 12:00 - 12:05**
   1. Introductions
2. **President’s Report – 12:05 - 12:10**
   1. Long-term strategic goals review
      1. Membership: increase active membership and separate Board-specific meetings with
      2. Technical and industry information: hold more frequent, shorter technical presentations and plan for some longer technical presentations
      3. Outreach and mentorship: Visit student chapters and increase engagement with mentorship program
         * + Recommend coordinating the student associated events with school schedules. Request all student advisors to retrieve academic calendars to help plan events in advance.
      4. Nomination of Jayne Marks to Vice President role and Dan Phillips to Secretary (in absentia)

* 1. Upcoming events
     1. December Dinner: December 12th Jim Beam Left field Lounge 6 to 10 PM PNC park
        1. Thanks to all members
        2. Prinout
     2. Reschedule Mentorship Kickoff date (January)
  2. Section update
     1. Next Section meeting December 5/6, 2019
     2. ERYMC Call for Resolutions for the 2020 Business Meeting
     3. Legislative fly-in planned for March 11-13, 2020

1. **Past President’s Report – 12:10 - 12:15**
   1. Annual Report Awards
2. **Treasurer’s Report – 12:15 - 12:20** 
   1. Current YMF Balance: $3,563.95
      1. Outstanding Items:
         1. Payments:

* ~~December Dinner deposit $1,480.00 (Paid)~~
  + - 1. Incoming Funds:
         * December Dinner Sponsorship
         * Section EYRMC fund $3000 (Will request in Jan 2020)
    1. Balance one year ago: $5,963.46 (More sponsorship paid with check for December Dinner last year)

1. **Secretary’s Report – 12:20 - 12:25**
   1. SRU Students added to email list
   2. Email read rate: 23.7% (60) of the 253 subscribers opened the 11/17-11/23 email
   3. 269 total contacts with 267 of them subscribing
   4. 8 attendees at October GBM
   5. YMF database from Linda Kaplan?
2. **Committee Reports – 12:25 - 12:40**
   1. Committees are actively seeking co-chairs to help plan events
   2. Social:
      1. Women’s networking event?
         1. Have reached out to self defense instructor. should be hearing back shortly
      2. Spring Joint Social: Agreement with Shadyside Mario’s for Friday, April 3rd
   3. Student Affairs
      1. Student/YM Mentor Program
         1. Mock Career Fair Nov 13, 2019 completed, feedback and photos received
         2. Mentorship sign ups ongoing
         3. Mentorship Kickoff Event

- Early Jan?

* + - * + Date/Time/Location (Point Park University)
        + Ice cream social again
    1. Pitt:
       1. Spring Career Fair - February 7th, 2020
          - Would like YMF to create a plan/presentation to advertise mentorship program and other events
    2. CMU:
       1. Feedback from college that cost of attending was prohibitive for students. Reach out to student body / professors /sponsors for attending?
    3. Geneva:
    4. UPJ:
       1. Jesse communicated December Dinner and Section SAF awards info to Houston/officers
       2. Still trying to nail down dates during Spring term for “Intro to Institutes” and Section Dinner meeting.
       3. Still haven’t heard if any students signed up for WSCL
    5. Point Park:
    6. Franciscan:
    7. Slippery Rock University:
       1. Met with Dr.. Wei, (will be attending december Dinner). Need Practitioner advisors for the ASCE club through student chapter process.
  1. Fundraising
     1. Benefits night at restaurants:
        1. BJ’s / California Kitchen Pizza (2020 GBM or Happy Hour)
     2. Penguins tickets sale: Tickets requested to Willis Towers Watson, denied. Engineering firms?
     3. December Dinner Sponsorship outside of work:

1. Field Environmental Instrument, MSA (verbal commitment, waiting on the payment)
   * 1. Jason Tai photos for December Dinner
     2. Reach out to other institutes offer reduced fees: Talked to ASHE, do not offer sponsorship.
     3. Door Prize for December Dinner: Children’s Museum, Andy Warhol Museum, National Aviary
   1. Membership
      1. Active members (2018 - 2019)
      2. YMF survey results
   2. Community/ Outreach
      1. Carnegie Science Center Mentors in the Making program - applications being accepted
   3. Technical/Employment:
      1. Pennsylvania Report Card - Nothing new to report. State committee is still working on video for the college clubs. Roll-out/event probably next semester.
      2. SWANK coordination aka Sr 19 and Shaler St. self-propelled modular transporter installation of superstructure - working with Section TDI and contact at Lochner for presentation. Lochner prefers to be after open to public. December or later dates.

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| **Adjourn – Next Meeting December 2019, Location: PNC PARK!** |