

ASCE FRESNO YOUNGER MEMBER FORUM  
**BOARD MEETING MINUTES**

**EXECUTIVE BOARD MONTHLY MEETING MINUTES**

**NOVEMBER 7, 2018**

**6:00 PM – 7:00 PM**

<b>Attendees:</b>	<b>Executive Board Members:</b> Jessica Regier (President), Cassie Burger (Vice President), Tyler Eaton (Treasurer), Elain Moua (Secretary), Jason Staicer (Communications Director), Kiana Negoro (Events Coordinator) Sebastian (Student Chapter), Dillon Alameda (Student Chapter)
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**Meeting called to order at 5:59PM**

**UNFINISHED BUSINESS:**

- Review of *ACTION ITEMS* from previous meeting:
  - Jessica has an outstanding action item of sorting out the various email accounts and ensuring all Board and Committee members have access to the Google Drive.
- Review meeting minutes:
  - A motion was made by Tyler to approve October 4 meeting minutes. Jason seconded. Motion passed.
- Treasurer Report
  - Tyler said at the beginning of the month, the account balance was \$8,800 and is now at \$7,700 because of the hockey game tickets and polo purchases.
  - Tyler said there is an unresolved expenditure. Jessica has not cashed her reimbursement check for Crossroads.
    - **Jessica to find and cash reimbursement check.**
- Events Committee
  - October Review
    - Kiana said the tailgate had a good turnout. The tickets sold out. The line for food was really long so there were long wait times for tacos.
    - Cassie and others said the bar was good.
    - There was discussion amongst the Board that ASCE could help with setup and cleanup next year
    - Kiana asked Jessica if LCOE made any profits from ticket sales.
      - **Jessica to discuss with LCOE Alumni Association if they made any profit on ticket sales.**
  - Dream Big Update
    - Kiana said that DVDs would be distributed later this month. 605 schools were funded to receive a DVD.
    - **Kiana, Jessica and Michael will determine how to deliver the DVDs to all 605 schools.**

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- Kiana mentioned that the most schools are unaware that they are even receiving a movie. Before distribution of the DVDs can happen, the schools need to be informed somehow.
- Also need to send out Thank You letters to all of the donors.
- Communications Committee
  - Jason said the November reminder email should be going out tomorrow (Thursday 11/8)
  - Jason said the communication between the two committees is going well.
- Crossroads 2019
  - Cassie announced that the date and location for next year's Crossroads event would be February 16, 2019 at the Clovis Veterans' Memorial Center.
  - The Crossroads committee is meeting next week (11/14).
  - Cassie made a postcard-size flyer that would be distributed at the Student Banquet.
    - Feedback on the flyers:
      - Kiana said a link to the website should be added since there is a Crossroads page.
      - Jessica said to split the information for students and professionals into two columns on one side of the flyer
    - Sebastian mentioned that there is going to be twenty tables at the banquet.
  - Things that this committee needs to discuss are:
    - When to let the students know about Crossroads since winter break is coming up soon and there will only be a few weeks between when they start the second semester and when Crossroads is.
    - Create a Facebook event page to start circulating information about Crossroads.
    - Create a donation letter to companies.
- 180B Presentations
  - Jessica said the date and time for the presentations is November 28, 2018 at 3:30-6:20PM. Dr. Tehrani does not want to push the presentations back to 4PM.
  - Jessica is expecting Executive Board members to attend the presentations in shifts.
    - **Jason to add a blurb on this in the email.**
    - **Jessica to contact Dr. Tehrani for parking code.**
- WRYMC 2019
  - Jessica said the group is still trying to figure out housing. Those interested are to look in to the cost of hotels vs. AirBnB.
    - Jessica also said that the way the delegate costs are covered, they are required to stay in a hotel. Jessica will be staying in a hotel.
  - All interested are to look in to flight costs for themselves.
  - If there are no sponsorships, the out-of-pocket expense is \$741.
  - All interested also to ask their companies for sponsorships.

## NEW BUSINESS:

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- Events Committee
  - November
    - Toys4Tots box distribution at the Student Banquet. Kiana mentioned that there has been no mention of boxes even being ready yet. They usually are ready mid-November.
      - Jason mentioned that the two companies that are signed up were not going to pick the boxes up at the banquet anyways.
    - Monsters hockey game has sold 7 out of the 20 discounted tickets so far. After the first 20 discounted tickets are bought, people can still purchase tickets for \$16 for the same area.
  - December
    - Toys4Tots Social will be 12/13. If you bring a toy, you will get one free beer.
    - Jessica discussed with Melissa who received a letter about a family sponsorship. To be discussed at a later date.
    - Kiana also reported that the golf tournament chair have started talking about planning.
  - Grizzlies Game
    - Jessica spoke with Melissa, who is coordinating this event. The available dates for the suite desired are May 30 and June 13.
      - The Board decided May 30 is the first choice date and June 13 is the second option.
      - **Jessica to discuss with Melissa and make a reservation.**
- Communications Committee
  - Jason stated the deadline for advertisement in the December monthly email is 11/16.
    - So far, only the Toys4Tots Social is in the email. Jason already has in there as well for professionals to bring their business cards for a raffle.
    - Cassie mentioned that a Crossroads Save The Date might need to go out as well.
    - Kiana mentioned potentially a ski trip Save The Date.
- Social Media
  - Cassie said she would make a post about the Monsters hockey and post to the Facebook page.
  - Cassie will also create a Facebook event page for Crossroads.
  - Sebastian also asks that the Student Banquet be posted about as well.
- YMF of the Month (December)
  - The Board discussed to nominate Jessica.
    - **Jessica to have Neva forward the nomination forms to Elain and Cassie.**
    - **Elain and Cassie to fill out nomination forms once received.**

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- Student Chapter
  - Sebastian reported their upcoming banquet and that they just had elections. Results of the election will be announced at the banquet.
- The next Executive Board meeting will be on December 6 at 6:00PM at Mark Thomas office.
- A motion was made by Cassie to end the board meeting. Tyler seconded it. Motion passed.

**Meeting adjourned at 6:55PM**

**Respectfully submitted,**



**Elain Moua**

Fresno YMF Secretary 2018-2019



*Jessica Regier, President*

<b>NAME</b>	<b>ACTION ITEM</b>
Jessica Regier	<i>Find and cash Crossroads 2018 reimbursement check.</i>
Jessica Regier	<i>Discuss with LCOE Alumni Association if they made any profit on ticket sales.</i>
Kiana Negoro, Jessica Regier, Michael Massoudi	<i>Determine how to distribute Dream Big DVDs and inform school of receipt of DVDs.</i>
Jason Staicer	<i>Add a blurb on 180B presentations in the emails to go out.</i>
Jessica Regier	<i>To ask Dr. Tehrani for parking codes.</i>
WRYMC Interested Attendees	<i>Research hotel vs. AirBnB cost and flight cost.</i>
Jessica Regier	<i>Discuss with Melissa Grizzlies game date and put in reservation.</i>
Jessica Regier	<i>Tell Neva to forward nomination forms to Elaine and Cassie.</i>