

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

**QUARTER #1 PLANNING MEETING MINUTES**

**SEPTEMBER 23, 2018**

**9:00 AM – 12:00 PM**

<b>Attendees:</b>	<b>Executive Board Members &amp; Committee Members:</b> Jessica Regier (President), Cassie Burger (Vice President), Tyler Eaton (Treasurer), Elain Moua (Secretary), Kiana Negoro (Events Coordinator), Jason Staicer (Communications Director), Michael Massoudi (k-12 Outreach Chair), Kyril Buckalew (Website Chair), Juan Reynaga (Activities Chair), Trisha Barlow (Membership Chair), & Alex Jones (Community Outreach Chair)
-------------------	---

---

**Meeting called to order at 9:17AM**

**UNFINISHED BUSINESS:**

- Review of *ACTION ITEMS* from previous meeting:
  - Julian was not present. Not sure what the status is on following up with Jeannine is.
  - Alex Jones reached out to people who expressed interest early on for Yosemite Facelift but did not receive any responses.
  - Analisa was not present. Juan said that once Analisa gets more information on the tailgate, he will let everyone know.
  - Tyler was able to coordinate getting Cassie added on the bank account.
- YMF Board Polos
  - The polos are Nike dri-fit. The cost is about \$52 per shirt totaling about \$690 for the cabinet (12 people). The discussion is does the cabinet want to split the cost in half and have the Chapter cover the other half?
    - A motion was made by Tyler Eaton to cover half of the polo shirt cost for each board member not to exceed \$370. Trisha seconded it. Motion passed.
    - **The cabinet is to get their shirt sizes to Jessica by October 4.**
    - Jason/Trisha to set up the link from Paypal.
- Yosemite Facelift Update (*September 28-30*)
  - Alex Jones discussed doing a day trip for the Facelift activity on 9/29 instead of an overnight trip. Jones discussed that there was a lot of interest when the activity was first advertised but since it was so far away from the date of the actual trip and we were put on a waitlist, people who originally expressed interest are not responding at this time if they are still interested.
    - Jessica expressed that she doesn't want to put on an event that half of the cabinet cannot commit to going; a show of hands showed that less than

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

half the cabinet was interested in going, therefore the trip will be postponed to next year.

- ASCE/LCOE Tailgate (*October 13*)
  - Juan discussed that there is still no start time for the tailgate but will forward any information from Analisa as soon as he gets it.
- Strengths Finder Material
  - Jessica asked if the cabinet was still interested in reading this book and taking the personality style test. The total for books will not exceed \$170 and it comes with the online test. After reading the book during this first quarter, the book can be discussed at the second quarter meeting.
    - A motion was made by Tyler to have the chapter cover the cost of the book. It was seconded by Michael. Motion passed.

**NEW BUSINESS:**

- Review New Structure
  - The executive board will meet monthly, as well as each of the committees (at their discretion). It was decided that since there was no candidate to fill the position of Social Media Chair that it was split among the Executive Board members. These quarterly meeting will however include everyone in the Executive Board and Committees.
- Mission Statement
  - The group concurred that they wanted to focus on community and letting our members know they can get involved and making them feel welcomed.
  - The cabinet brainstormed what they felt described what this group has to offer their members.
  - The new mission statement is:
  - To provide opportunities for the Fresno younger members to connect within, outreach to our community, and bridge the gap between students and professionals.
- Review Expectations -
  - Jessica explained her expectations of everyone and herself as everyone serves their roles this coming year. She wants communication to be open and honest, always assume good intentions from others, stay proactive and be proud to be a member of this board.
  - The group expressed some expectations of Jessica as the incoming president: stay consistent with her level of enthusiasm and passion.
- Finances – 2018-2019 Budget
  - Tyler said that last year we started with roughly \$4,000 in the bank account. Julian's year end goal was to be up by \$1,000. We exceeded that expectation

## ASCE FRESNO YOUNGER MEMBER FORUM

# BOARD MEETING MINUTES

thanks largely to the joint golf tournament with LCOE Alumni Association. We ended up with about \$8,800 at the end of the fiscal year.

- Tyler asks the cabinet to try to account for every expenditure as soon as possible so that those line items can be added and/or adjusted in to the budget.
- Executive Board Meeting Date & Location
  - The next board meeting will be Thursday, October 4, 2018 at Mark Thomas.
- Quarter #1 Brainstorming – Communications & Events Committees
  - Events Committee
    - Kiana said they want to organize more diverse events, increase involvement, have better communication and coordination with the communications teams, and create a schedule for events. They will be having monthly in-person meetings the first Wednesday of the month or the Wednesday before the Executive Board meetings.
    - In the first quarter, events they have planned are
      - 10/11 – Gazebo Gardens Social
      - 10/13 – Tailgate with LCOE Alumni Association
      - 11/14 – Fresno Soccer Club Game Social
      - 11/15 – Distribute Toys 4 Tots boxes at Student Chapter banquet
      - 12/13 – Toys 4 Tots Social
    - **Jessica is to reach out to Dr. Tehrani to discuss times for 180B presentations.**
  - Communications Committee
    - Jason said that they are going to set some hard deadlines to get emails out on a more regular basis. Some of their goals include: streamlining information to increase member involvement, new formatting/re-vamping of the website, better communication, better deadlines and accountability.
      - Trisha stated that on the second Tuesday of every month, a reminder email will be sent and on the fourth Tuesday, the monthly email for the following month will be sent. For example, in the month of October, the reminder email will be sent on 10/9 and the November newsletter will go out on 10/23.
      - Events further away will be advertised as a Save the Date. Student Chapter and Parent Branch events will now be shown as a link to their websites. The email format is to be updated.
      - To get an event advertised, the following must be submitted:
        - Event contact, name, description, date, time, location, cost and method of payment. If you want a reminder sent out, specify when.

## ASCE FRESNO YOUNGER MEMBER FORUM

# BOARD MEETING MINUTES

- This information must be received no later than the Thursday before the scheduled monthly email.
- To get a save the date advertised, the following must be submitted:
  - Event contact, name, date, description and estimated date of when you will have full event details (see previous bullet)
- Crossroads 2019
  - The whole group concurred that they wanted to do this event again. It will be headed by Cassie, along with Elain, Kyril and Tyler. There was discussion on increasing the cost of registration, as some students mentioned they would be willing to pay more for an event like this. The Chapter can always ask Section for additional funds as well.
  - Some dates discussed were:
    - E-week, February 24, 2019 (first option)
    - February 17, 2019 (second option)
  - Some locations discussed were Veterans Memorial in downtown Clovis and Bitwise in downtown Fresno.
  - Trisha suggested we revisit the meeting minutes after Crossroads for feedback from the group. Kyril mentioned students really liked the Leaders in the Industry Panel. Jessica mentioned that Parent Branch wants to change up the resume workshop style; they want a more mock interview style where it's timed and people are rotating.
  - **Cassie is to try and book a location by the Student Chapter banquet so that we can advertise the event early on.**
- WRYMC 2019 (March 6-9, 2019) in Hawaii
  - Those interested in going are Kiana, Tyler, Juan, Cassie, Elain, Jessica and Michael's M & S. Jessica asks everyone to start researching cost of hotels and flights. She also asks everyone to ask their companies for sponsorships. Tyler said that all the expenses will be put in to one pot and everyone will be reimbursed equally. If a company decides to do a sponsorship, that money will also go to the entire group, unless it is specifically specified for one person.
  - Elain asked if people were opposed to AirBnB, none were, some say it may be cheaper. **Jessica to start an email chain to discuss.**
  - Funding
- Open Discussion:
  - Tyler mentioned that the budget will shared on the drive.
    - **Jessica is to make sure everyone has access to the drive.**

**Meeting adjourned at 11:59AM**

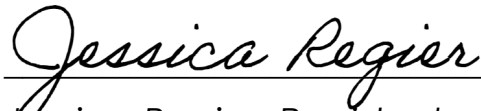
ASCE FRESNO YOUNGER MEMBER FORUM  
**BOARD MEETING MINUTES**

Respectfully submitted,



**Elain Moua**

Fresno YMF Secretary 2018-2019



*Jessica Regier, President*

<b>NAME</b>	<b>ACTION ITEM</b>
Everyone	<i>Get your polo shirt sizes to Jessica by Oct. 4</i>
Juan Reynaga	<i>To forward information about tailgate</i>
Jason Staicer/Trisha Barlow	<i>Set up the Paypal link for cabinet polo shirt payments</i>
Elain Moua	<i>Get Trisha's list of requirements to get event/activity in the emails</i>
Jessica Regier	<i>Reach out to Dr. Tehrani to discuss times for 180B presentations</i>
Cassie Burger	<i>Book a venue for Crossroads by the Student Chapter Banquet in order to advertise the event at the banquet</i>
All those interested in WRYMC 2019	<i>Research travel and lodging</i>
Jessica Regier	<i>Start email chain regarding WRYMC 2019</i>