Executive Committee Meeting

Date: October 10, 2012 (Wednesday)
Time: 7:15 PM to 9:00 PM

Executive Committee Members:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>X President</td>
<td>Kristi Gemperline</td>
<td>X Vice President</td>
<td>Sean Franklin</td>
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<tr>
<td>X Secretary</td>
<td>Dan Mogen</td>
<td>X Treasurer</td>
<td>Jeremy Begley</td>
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<td>Conference Chair</td>
<td>Luke Whalen</td>
<td>X Publicity</td>
<td>Cory Arnold</td>
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<td>X Historian</td>
<td>Robert Lankford</td>
<td>X Membership Chair</td>
<td>Jake Leins</td>
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<td>X Community Service Chair</td>
<td>Vaishak Gopi</td>
<td>X Funding Chair</td>
<td>Nicole Hodges</td>
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<td>X Webmaster</td>
<td>Kirsten Sargent</td>
<td>X Activities Chair</td>
<td>Tyler Lund</td>
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<td>X Concrete Canoe</td>
<td>Andrew Peterson</td>
<td>X Steel Bridge Chair</td>
<td>Tony Grasso</td>
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<td>X Freshmen Liaison</td>
<td>Sydni Gurnett</td>
<td>X Faculty Advisor</td>
<td>Dr. Mahmoud</td>
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<td>X Student Advisor</td>
<td>Don Silar</td>
<td>Graduate Student Liaison</td>
<td>Joel Sholtes</td>
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<tr>
<td>Past President</td>
<td>Richard McBeth</td>
<td>Practitioner Advisor</td>
<td>Dr. David Frick</td>
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EXECUTIVE COMMITTEE REPORTS and DISCUSSIONS

The meeting began at 7:15 PM and ended at 9:00 PM.

OFFICER REPORTS

Student Advisor: (Don Silar)

Discussion:
1. No comments at this time.
Faculty Advisor: (Dr. Mahmoud)

Discussion:
1. No comments at this time.

President: (Kristi Gemperline)

- **Agenda Items**: New Office Hours Posted

  Discussion:
  1. Please make sure to work the hours that are signed up to work.

- **Agenda Items**: Office Use

  Discussion:
  1. The office is for ASCE use.
  2. It is not to be used to store personal items or other non-ASCE use such as group meetings.

- **Agenda Items**: FE After Party

  Discussion:
  1. Chi Epsilon President, Marianne Pascoe, is here and interested in being involved in this event.
  2. At this time, a sponsorship has not been secured to pay for the event.
  3. If sponsorship is not available, do we want to still to move forward?
     a. An event form must be submitted to hold the event.
     b. Schlumberger will be contacted again to try to gain their financial support.
     c. If sponsorship is not secured, ASCE will pay for the event, which should be between $300-400.

- **Agenda Item**: Constitution and By-Laws

  Discussion:
  1. Proposed changes have been compiled and we will go through them.
  2. Change “objectives” to “purpose” in Article I, Section 2.
     a. Vote denied.
  3. Add quotes around “ASCE at CSU” in Article I, Section 1a.
     a. Vote approved.
  4. Capitalization change of “Professional” and “Engineering” in Article I, Section 2b.
     a. Vote approved.
  5. Rewording of Article I, Section 2c to “To create a better spirit of cooperation between the student body, student organizations, faculty, and professionals in the surrounding communities.”
     a. Vote approved.
6. Rewording of Article II, Section 1a from “the local chapter” to “ASCE at CSU” and Capitalization change of “Constitution” and “By-Laws.”
   a. Vote approved.
7. Rewriting of Article III, Section 1a to include Associate member and Alumni and adding subsections to define each member.
   a. Vote approved.
8. Definition of honorary member to be “A person, who has significantly contributed to ASCE at CSU and voted on by the officers.”
   a. Vote approved.
9. Rewording of Article III, Section 1c to replace “student organization” with “ASCE at CSU.”
   a. Vote approved.
10. Remove first “disability” in Article III, Section 1d due to redundancy.
    a. Vote approved.
11. Add “except as noted in this Constitution in Article III, Section 1a” to Article III, Section 1e.
    a. Vote approved.
12. Removal of Article III, Section 1h.
    a. Vote approved.
13. Addition of Article III, Section 1h to read “Removal of Members: If a student is asked to leave CSU for any reason, they will be removed from ASCE at CSU as well.”
    a. Vote approved.
14. Change of Article IV, Section 1a to replace “this organization” with “ASCE at CSU” and capitalize “By-Laws.”
    a. Vote approved.
15. Change of Article IV, Section 2a to capitalize “By-Laws.”
    a. Vote approved.
16. Change of Article IV, Section 3a.
    a. Section will be rewritten and vote will take place next meeting to see if it is approved.
17. Change of Article IV, Section 4a to change “faculty” to lower case.
    a. Vote approved.
18. Change of Article IV, Section 4b to capitalize and change to “Advisor(s).”
    a. Vote approved.
19. Change of Article V, Section 1a to capitalize “By-Laws.”
    a. Vote approved.
20. Change of Article V, Section 2 to capitalize “Be.”
    a. Vote approved.
21. Change of Article V, Section 2b to capitalize “By-Laws” and rename as Section 1a.
    a. Vote approved.
22. Change of Article VI, Section 1a to capitalize “By-Laws.”
    a. Vote approved.
23. Change of Article VI, Section 2a to replace “regular” with “officer” and change “three-fourths” to “two-thirds (2/3).”
    a. Vote approved.
24. Change of Article VI, Section 3a to capitalize “By-Laws” and to replace “regular” with “officer.”
    a. Vote approved.
25. Change of Article VI, Section 4a.
   a. Section will be rewritten and vote will take place next meeting to see if it is approved.

26. Change to By-Laws Article I, Section 1a to replace “person” with “member” and remove “(s)”.
   a. Vote approved.

27. Change to By-Laws Article I, Section 1b to read “…majority vote at the last general meeting of the fall semester.”
   a. Vote approved.

28. Change to By-Laws Article I, Section 2b to be “To be eligible to run for the position of President and Vice President, the person(s) must be of, at least, Junior academic status by the next Fall semester.” and move current Section 1b to Section 1c.
   a. Vote approved.

29. Change to By-Laws Article I, Section 3 to change “Chairperson” to “Chair” for all applicable positions.
   a. Vote approved.

   a. Vote approved.

31. Removal of By-Laws Article I, Section 3o Concrete Toboggan Captain(s).
   a. Vote approved.

32. Addition to By-Laws Article I, Section 3 to include additional subsections for “Historian,” “Graduate Student Representative,” “Activities Chair,” and “Freshman Class Representative.”

33. Remainder of By-Law changes to be tabled to a future meeting.

**Vice President: (Sean Franklin)**

- **Agenda Item:** Golf Tournament Review

  **Discussion:**
  1. Ultimately had participation from 11 teams of four people.
  2. More than $1500 was raised for the chapter.
  3. Muller Engineering Company’s team won the tournament with a score of 52.
  4. Brad Anderson of Anderson Consulting Engineers had a hole-in-one on the 14th hole and will be honored by having the tournament named after him next year.

- **Agenda Item:** October General Meeting

  **Discussion:**
  1. October 18 in Glover 130 at 6pm.
  2. Peter Marxhausen will present on being a Forensic Structural Engineer and some of the projects he has worked.

- **Agenda Item:** Shirts

  **Discussion:**
1. Encore has come back with prices that are much more affordable and we will be ordering through them rather than the bookstore.

- **Agenda Item:** ASCE Northern Colorado Branch Joint Meeting

  **Discussion:**
  1. Currently scheduled for November 8th but conflict with math exams on that date.
  2. Going to be talking with NCB to move it to the 15th this week.

**Secretary:** (Dan Mogen)

- **Agenda Item:** Finalization of minutes

  **Discussion:**
  1. Dan made a motion to approve the minutes for the September 26th officers’ meeting. Tyler seconded the motion. At this time, Kristi opened for discussion. As there was no discussion, it was brought to a vote. By a majority vote, the minutes were approved.

- **Agenda Item:** Annual Report

  **Discussion:**
  1. Begin working on this soon in order to avoid a rush before the deadline in February.
  2. Two copies of good-example Annual Reports are now in the ASCE office.

- **Agenda Item:** Record of Minutes

  **Discussion:**
  1. Meeting minutes need to be stored in the Minutes folder on the T: Drive

**Web Master:** (Kirsten Sargent)

- **Agenda Item:** Website and Other Changes

  **Discussion:**
  1. Update office hours on the website.
  2. Update officers on the website.
     a. Joel Sholtes, Graduate Student Liaison.
     b. Sydni Gurnett, Freshmen Liaison
     c. Tony Grasso, Steel Bridge Captain.
     d. Andrew Peterson, Concrete Canoe Captain.
  3. Add copies of the minutes to the website.
Treasurer: (Jeremy Begley)

- Agenda Item: Reimbursements and Payments

  Discussion:
  1. Switched accounts for Steel Bridge and Concrete Canoe to new team members to allow them to use the accounts as necessary.

Publicity Chair: (Cory Arnold)

- Agenda Item: Message Boards

  Discussion:
  1. The bulletin board in the hallway needs to be updated.
     a. Get new pictures up.
     b. Make sure to post upcoming events on the board, as well as throughout the Engineering Building, if possible.
  2. Rearrange the awards display.

Historian: (Robert Lankford)

  Discussion:
  1. October newsletter has been sent out.
     a. Will get the newsletter resent to include distribution to all Civil students and faculty, as some people did not receive it.

Community Service Chair: (Vaishak Gopi)

  Discussion:
  1. Would like to organize an event/competition at CSU involving non-structural elements of Civil Engineering, such as hydrology or hydraulics.
     a. Discussion was tabled to a future officer meeting.

Activities Chairs: (Tyler Lund)

- Agenda Item: Webelos Engineering Badge Day

  Discussion:
  1. Still working on fulfilling the number of volunteers that Dr. Atadero has requested.
     a. The response from the freshman class has been virtually non-existent at this point.
     b. The number of volunteers committed will be sufficient to get the job done, but more volunteers would be helpful.
**Freshman Liaison:** (Sydni Gurnett)

**Discussion:**
1. Will be working to get the freshman class more involved by making announcements in class and talking with students also.

**COMMITTEE REPORTS**

**Membership Committee Chair:** (Jake Leins)

**Discussion:**
1. Will be processing new membership forms that came out of the safe box.
2. Correction is being worked on to get some people emails that are not making it to them.

**Steel Bridge Chair:** (Tony Grasso)

- **Agenda Item:** First Meeting Recap

**Discussion:**
1. 10 people were in attendance including Don Silar and Dr. Mahmoud.
2. Went through PowerPoint discussing Steel Bridge and feel that those there will be committed to the team.

**Concrete Canoe Chair:** (Andrew Peterson)

- **Agenda Item:** Concrete Canoe

**Discussion:**
1. The preliminary budget has been established.
2. Funding letters are being prepared to be sent out.
3. Four people including one female are on the senior design team.
   - Two of the three males on the team are having shoulder surgery over winter break.
   - Help will be needed for the competition to put the rowing team together.
Fundraising Chair: (Nicole Hodges)

- **Agenda Item:** SLiCE and Community Service

  **Discussion:**
  1. Will be sending out email to get interested participants available to help earn money for the chapter later this semester through the SLiCE program discussed at the last meeting.

### UPCOMING MEETING(S) AND EVENTS

- **Engineering Exploration Days**
  - Saturday, October 13th in the Engineering Basement

- **General Meeting**
  - Thursday, October 18th at 6pm in Glover 130

- **Webelos Engineering Badge Day**
  - Saturday, October 20th in the Engineering Building

- **Officer Meeting**
  - Wednesday, October 24th at 7:15pm in the Civil Engineering Conference Room

- **FE After Party**
  - Saturday, October 27th from 5:30 – 8:00pm in the Ramskellar

- **STEM Night**
  - Thursday, November 8th at night at Shepardson Elementary

### ACTION ITEMS

- **ALL OFFICERS**
  - **✓** Office Hours!

- **Kristi**
  - **✓** Talk to NCB about date change in November

- **Sean**
  - **✓** Fill out Event forms for meetings

- **Dan**
  - **✓** Submit a copy of the minutes from the October 10th meeting to all officers so they can be revised.
  - **✓** Work on the Annual Report
  - **✓** Get meeting minutes added to the T: Drive
• Kirsten
  ✓ Update website calendar and pictures where needed
  ✓ Add minutes to the website

• Jeremy
  ✓ Reimbursements

• Cory
  ✓ Update ASCE board in the hallway
  ✓ Reorganize trophy case

• Robert
  ✓ By-Laws changes

• Vaishak
  ✓ Ideas for non-structural competition

• Tyler
  ✓ Webelos

• Jake
  ✓ Process new member forms from safe box
  ✓ Correct email addresses

• Tony
  ✓ Steel Bridge

• Andrew
  ✓ Work on getting funding letters sent out to potential sponsors

• Richie
  ✓ Continue assisting Concrete Canoe where needed

• Nicole
  ✓ SLiCE fundraising opportunity

• Sydni
  ✓ Get the freshmen involved

End of Minutes