

YMF Meeting Minutes
Tuesday, October 4, 2005
Sam Snead's Tavern

- 1.0 Call Meeting to Order – 5:20 pm
- 2.0 Secretary's Report (Lisa absent/Florence)
 - 2.1 September YMF Meeting Minutes to be approved via e-mail due to lack of quorum
- 3.0 President's Report (Florence/Paulette)
 - 3.1 Update status of the September Meeting Action Items
 - 3.1.1 Jamie (5/3/05) – T-shirt order to be placed. Completed - Shirts will be available for community service volunteers.
 - 3.1.2 Paulette (8/2/05) – Find out details regarding volunteers for Popsicle Stick Bridge Competition at UH on November 18. Florence to follow-up at EC meeting on October 6.
 - 3.1.3 Officers (8/2/05) – Organize/prepare files for turnover. Completed - Treasurer files to be turned over after completion of Treasurer's Annual Report.
 - 3.1.4 Paulette (9/6/05) – Obtain contact information of high school and engineering companies regarding interest in participating and sponsoring West Point Bridge Competition. Completed – Letters to be sent to schools and companies. Paulette to query other YMFs to see how they handled competition.
 - 3.1.5 Morgan (9/6/05) – Signature card from FHB. Signature card obtained by Jamie. Absent officers to sign at November meeting.
 - 3.1.6 Florence (9/6/05) – Signed September YMF Minutes for signature card. Completed.
 - 3.1.7 Officers and Chairpersons (9/6/05) – Forward contact information for website to Paulette. Completed.
 - 3.1.8 Paulette (9/6/05) – Thank You/Welcome Dinner notice to incoming/outgoing Officers and Chairpersons. Completed.
 - 3.1.9 Aaron/Emi (9/6/05) – Storm Drain Stenciling announcement for distribution, website, and Wiliki. Completed.
 - 3.1.10 Jeff (9/6/05) – Articles for website and Wiliki for MDA Catch a Cure and Golf Outing. Completed.
 - 3.1.11 Lisa (9/6/05) – Follow up with speaker regarding How To Design session. Paulette to forward info received from Community Planning to Officers
 - 3.1.12 Paulette (9/6/05) –Field Trip Chairperson and if Chris will continue as Job Shadowing Chairperson.
- 4.0 Vice-President's Report (Scott absent)
 - 4.1 Calendar of Events – Updates sent to Joanna for posting on website.
 - 4.2 Absentee Committee Reports – None received
- 5.0 Treasurer's Report (Jamie/Morgan absent)
 - 5.1 September Treasurer Report to be approved via e-mail due to lack of quorum
 - 5.2 Signature Card –Signed September YMF Meeting Minutes given to Morgan to submit with Signature Card. Absent officers to sign card at November meeting.
 - 5.3 Treasurer's Annual Report – Florence to check with EC on due date of Treasurer's Annual Report.
- 6.0 Past-President's Report (Paulette/Jamie)
 - 6.1 T-Shirt Inventory/Reorder – Jamie currently has shirts, which will be given to community service volunteers. Shirts to be passed to Aaron.
- 7.0 Officer Business (Florence/Paulette)
 - 7.1 Field Trip Committee Chairperson – Vacancy currently exists. Officers to share duties until position filled. Tony assisting in filling vacancy.
 - 7.2 Officer Turnover – Treasurer files to be turned over after completion of Treasurer's Annual Report.
 - 7.3 Officer/Committee Chair Contact Information - Information provided to Paulette for website updates.
 - 7.4 Bylaws – Revisions suggested by Tony to be incorporated. Bylaws to be posted on YMF website.
 - 7.5 2006 WRYMC at Salt Lake City, Utah from January 13-15, 2006 – Three representatives to attend. Registration form due October 28.
 - 7.6 Officer/Committee Chairperson Responsibilities: Draft sent to officers and committee chairs for review via e-mail. Any comments/suggestions to be forwarded to Florence.
 - 7.7 FY06 Committee Budgets – Florence to forward committee budgets to chairpersons.

7.8 Banner Keeper Schedule – October 20, 2005 at 5:45 PM at Shogun Restaurant at Pacific Beach Hotel. Banner not required.

8.0 Committee Reports

8.1 Community Service (Aaron/Emi)

8.1.1 Storm Drain Stenciling – Saturday, November 19 from 8:00 AM – 11:30 AM in Waikele. Meet at Waikele Elementary School. Lunch outing to follow organized by Social.

8.1.2 Special Olympics – Sunday, December 4 from 7:30 AM – 11:30 AM at MCBH Kaneohe Bay Lanes. Paulette point of contact.

8.2 Social Activities (Brian/Jen)

8.2.1 UH Wahine Volleyball – Held on Saturday, September 10. Lisa to provide article for website/Wiliki.

8.2.2 Lunch Outing – Saturday, November 19 after Storm Drain Stenciling. Brian/Jen to organize.

8.2.3 December Outing – Need to schedule.

8.3 Field Trip

8.3.1 How To Design Session for new engineers. Paulette to follow up with Community Planning, Inc. public affairs liaison to schedule next year.

8.4 PE Refresher (Lori) – No report

8.5 Website (Joanna) – No report

8.6 Awards (Lauren) – No report

8.6.1 WRYMC Awards – Deadline is December 15. Nominees needed for six awards: Private Sector (Lori Fong), Public Sector (Florence Ching), Community Activities (Chris Souza), ASCE Activities (Jamie Hikiji), Group Project, and ASCE Student Chapter (UH Manoa). Possible nominees discussed and listed above. Notice to be e-mailed seeking additional nominees.

8.6.2 National Younger Member Awards – Deadline is February 1. Nominees needed for Collingwood (technical paper), Daniel W. Meade (ethics paper), Edmund Friedman, Young Government, and Younger Member Group. Notice to be placed in Wiliki seeking nominees. Need to verify criteria for Collingwood as single author or coauthors.

8.6.3 Hawaii Young Engineer of the Year – Nominee to be submitted to Hawaii Section.

8.7 Practitioner Advisor / Student Chapter (Chris/Zac)

8.7.1 Student chapter meeting scheduled for October 18 at 4:30 PM in Holmes 244

8.7.2 Fundraisers to be held by manning concession booths at UH Wahine volleyball on October 7 and NBA Exhibition match on October 11.

8.7.3 Designs beginning on concrete canoe and steel bridge. Also testing concrete mixes.

8.8 Job Shadow Program (Chris) – No report

8.9 Golf Activities (Jeff)

8.9.1 November Golf Outing – Need to schedule.

8.10 Softball (Stuart)

8.10.1 Stuart to provide article seeking interested participants for website/Wiliki. Games will begin in January or February and last for 4 months. Games held after work on weekdays.

8.11 Wiliki (Eric)

8.11.1 Location of November 1, 2005 Meeting – Ryan's Grill at Ward Centre

8.11.2 Location of December 6, 2005 Meeting – Gordon Biersch Brewery Restaurant at Aloha Tower

8.11.3 National Younger Member Awards – Nominations being accepted – Lauren to write

8.11.4 UH Wahine Volleyball Outing held on September 10 – Lisa to write

8.11.5 Softball Team – Stuart to write.

9.0 New Business – Lori Fong suggested adding a couple of lines in emails to the membership asking for suggestions for activities.

10.0 Next YMF Meeting – 6:00 pm, November 1, 2005 Ryan's Grill. Joint meeting with Hawaii Section EC and UH Student Chapter officers.

11.0 Adjourn Meeting – 6:20 pm.

Action Items:

1. Florence (8/2/05) – YMF assistance with Outreach for Popsicle Stick Bridge Competition at UH on November 18. Florence to follow up with EC.

AMERICAN SOCIETY OF CIVIL ENGINEERS
y m f
HAWAII SECTION YOUNGER MEMBER FORUM

2. Officers (8/2/05) – Organize/prepare files for turnover. Treasurer files to be turned over after completion of Treasurer's Annual Report.
3. Morgan (9/6/05) – Signature card from FHB to be signed at November meeting.
4. Officers (10/4/05) – Approve September YMF Minutes and September Treasurer's Report via e-mail.
5. Paulette (10/4/05) – West Point Bridge Competition letters to be sent to schools and companies seeking participation and sponsorship. Query other YMFs to see how they handled competition.
6. Florence (10/4/05) – Check with EC on due date for Treasurer's Annual Report
7. Officers (10/4/05) – Availability in attending 2006 WRYMC at Salt Lake City, UT from January 13-15, 2006
8. Officers/Committee Chairs (10/4/05) – Review draft of responsibilities. Provide comments/suggestions.
9. Florence (10/4/05) – FY06 committee budgets to chairpersons
10. Lisa (10/4/05) – Article on UH Wahine Volleyball held on September 10 to website/Wiliki
11. Brian/Jen (10/4/05) – Organize lunch outing after Storm Drain Stenciling on November 19. Organize December social.
12. Paulette (10/4/05) - Follow up with Community Planning, Inc. public affairs liaison on scheduling a How To Design session next year. Forward information to Officers.
13. Lauren (10/4/05) – Nominees for WRYMC Awards, National Younger Member Awards, and Hawaii Young Engineer of the Year. E-mail notice requesting for WRYMC Award nominees. Wiliki notice for National Younger Member Award nominees.
14. Jeff (10/4/05) – Organize November golf outing
15. Stuart (10/4/05) – Announcement for softball team for website/Wiliki

Respectfully submitted,

Florence Ching

Florence Ching, President