


**YMF Meeting Minutes**  
**Tuesday, September 7, 2004**  
**Murphy's Bar & Grill**

- 1.0 Call Meeting to Order – 5:16 pm
- 2.0 Secretary's Report (Scott)
  - 2.1 Vote for approval – some minor modifications were noted and will be incorporated into the final copy of the minutes. Paulette motioned for approval of the minutes based on modifications being made and Geoff seconded the motion. Motion approved to approve minutes.
- 3.0 President's Report (Jamie)
  - 3.1 Update status of the August Meeting Action Items
    - 3.1.1 Scott contacted Jeff about getting out an email regarding the September Golf Outing.
    - 3.1.2 Scott got out an email about the 9/4 MDA telethon. Jeff needed a headcount and tee shirt size. Scott thanked Jamie for her help in composing most of the two emails before final edit prior to mail out.
- 4.0 Vice-President's Report (Paulette)
  - 4.1 Calendar of Events – Paulette will email out the calendar.
  - 4.2 Absentee Committee Reports – Paulette received none.
- 5.0 Treasurer's Report (Geoff)
  - 5.1 Vote for approval – Eric DeRuyter exceeded the social committee budget and there was discussion as to where to cost code the monies. It was decided that the allocation made by Geoff was acceptable and that any overages in budget would be reflected in the next fiscal year budget. Paulette motioned to approve the minutes, Jeff seconded the motion, and the report was approved.
  - 5.2 Signature cards – with the new officers coming next month, the group discussed processing a new signature card. Discussion of new officers was tabled for later in the meeting under item 7.2.
  - 5.3 Annual Report – Geoff asked for some help on creating the annual report and Paulette explained how the template is organized. Geoff will start working on the Annual Report and if he needs help before he leaves for Taiwan, Paulette will step in to support. Geoff to try to have the report completed by the Thank You Dinner on 9/21.
- 6.0 Past-President's Report (Jeff)
  - 6.1 Committee Chair budget reporting – Jeff suggested that committee chairs be advised to alert the YMF officers if their budgets were going to be exceeded. This would allow the officers to better control YMF funds.
  - 6.2 YMF Budget – Jeff requested that the assumptions under Category 40 be changed to read "YMF logo items and other..." versus "YMF Banner(s), logo shirts, and other...". Paulette will revise the draft budget to reflect \$800 for the social committee and \$200 for the community service committee.
  - 6.3 2004 Golf Outing (9/17/04) – Jeff has filled 4.5 foursomes of the required six to fill the scheduled tee times. The golf round should be complete by 5:00 pm. The group wanted to ensure that non-golfers were advised that they were welcomed to join in on drinks and pupus after the outing. Jeff will send out an email reminder to folks that they are welcome to attend afterwards in the clubhouse. There was some discussion about giving away YMF tee shirts or other gifts for accomplishments like "closest to hole". Awards could also go to best male and best female scores.
- 7.0 Officer Business (Jamie)
  - 7.1 FY05 Budget – the final draft of the budget has been submitted to the Executive Committee, we are awaiting acceptance. YMF has requested \$1,450 in travel funds next year at WRYMC. Section will let us know if they are willing to help.
  - 7.2 FY05 officers – New officers for next year include Paulette Chang (President), Scott Jennings (Vice President), Florence Ching (Secretary), and Laura Smolinski (Treasurer). All of these officers will have signature authority for the Hawaii Section YMF checking account at First Hawaiian Bank. There was discussion as to when the signature card would be modified. Jamie will pick up the signature card and probably ask for signatures at the Thank You Dinner on 9/21.
  - 7.3 FY05 Committee Chairs – last month's chair positions were discussed and the following assignments on committee chairpersons are as follows: Aaron Kam (Community Service); Ann Mukai (Awards); Rhen Yamamoto (Field Trip); Morgan Branch, Sherrie Lum, and Lisa Takushi (Social); Joanna Seto (Website); Lorna Heller (P.E. Class); Chris Souza (Practitioner Advisor and Job Shadowing); Lori Nishida (Wiliki).
  - 7.4 Banner Keeper Schedule – Thursday, September 16, 2004 at Treetops will be Jamie.

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- 7.5 Email addresses – Scott will clean up the email addresses and attendance sheet to reflect most recent information available. This will also include the email distribution list.
- 7.6 Thank You Dinner – it will be 9/21. Jamie will email all on the location and time.
- 7.7 Possible seminar – Kelie Feng at M&E has offered to present a seminar on AutoCAD Lisp use and writing. Jamie will ask him to provide an agenda for the seminar for the YMF's review at the next meeting.

### 8.0 Committee Reports

- 8.1 Community Service (Eric/Jeff) – the MDA telethon money collection at the corner of Ala Moana Boulevard and Piikoi was a success bringing in about \$3,500. Eight members from ASCE showed up. This year the money raised was a little less due to the absence of many of the National Guardsmen. Jeff thanked everyone for their help.
- 8.2 Social Activities (Jon) – Morgan was presented with many ideas on past social events including wahine volleyball, UH football, picnic at Waimanalo Beach, and scuba. She suggested some other ideas like island tours, Sunset on the Beach, and Swing Dance. The group left it up to Morgan to pick an event and start scheduling it. YMF does want to try to include as many students as possible in whatever event is chosen. We are tentatively looking at a November event.
- 8.3 Field Trip (Flo) – Rhen hosted our visit to the Hokua Tower diamondhead of Ward Center on 8/29/04. The construction of the multistory condominium is proceeding well.
- 8.4 PE Refresher (Lorna) – no report.
- 8.5 Website (Joanna) – no report.
- 8.6 Awards (Jamie) – Jamie will email Phil Donovan to apply for the Young Government Civil Engineer of the Year Award.
- 8.7 Practitioner Advisor / Student Chapter (Chris/Ronald) – the school year is just starting so things are pretty slow now with the students. The new officers are preparing for the upcoming semester with officer meetings and the selection of committee chairs.
- 8.8 Job Shadow Program (Chris) – see 8.7.
- 8.9 Wiliki
  - 8.9.1 October and November Announcements – location of November 2, 2004 Meeting shall be Tiki's in Waikiki. There is free parking if you spend money in the restaurant. Tiki's is in the Aston Waikiki on the far east end on Kalakaua just before you get to Kapahulu. It is up above Kalakaua on the mauka side.
  - 8.9.2 Storm Drain Stenciling/Picnic Article – article completed and submitted.
  - 8.9.3 Field Trip article – Flo will submit an article to Lori on the Hokua field trip for inclusion in the Wiliki.

### 9.0 New Business

- 9.1 Other new business – none.

10.0 Next YMF Meeting – 6:00 pm, Tuesday, October 5, 2004 at Ryan's Grill at Ward Center (591-9132).

11.0 Adjourn Meeting – 6:33 pm.

### Action Items:

- 1. Scott (9/7/04) – Scott will clean up email addresses and phone numbers on sign in sheet to provide update of member contacts.
- 2. Paulette (9/7/04) – Paulette will email out the calendar of events.
- 3. Geoff (9/7/04) – complete Annual Report by 9/21.
- 4. Jeff (9/7/04) – send email reminder to golfers that non-golfers are invited to enjoy pupus with everyone after their golf round.
- 5. Jamie (9/7/04) – Jamie to talk to her coworker, Kelie, and collect a suggested class agenda for a possible seminar on CADD customization.
- 6. Scott (9/7/04) – make sure Joanna has all past minutes for the website.
- 7. Morgan (9/7/04) – come up with our next social event.
- 8. Jamie (9/7/04) – talk to Phil Donovan about applying for the Outstanding Governmental Employee Award.

Respectfully submitted,

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Scott Jennings, Secretary