



YMF Meeting Minutes
Tuesday, October 5, 2004
Ryan's Grill

- 1.0 Call Meeting to Order – 5:25 pm
- 2.0 Secretary's Report (Scott/Florence)
 - 2.1 September meeting minutes previously approved and posted on website
- 3.0 President's Report (Jamie/Paulette)
 - 3.1 Update status of the September Meeting Action Items
 - 3.1.1 Scott will clean up email addresses and phone numbers on sign in sheet to provide update of member contacts – Scott to email to Florence
 - 3.1.2 Paulette will email out the calendar of events - completed
 - 3.1.3 Geoff will complete Annual Report – Laura completed and Paulette to finalize for submission
 - 3.1.4 Jeff to send email reminder to golfers that non-golfers are invited to enjoy pupus with everyone after their golf round – completed
 - 3.1.5 Jamie to talk to coworker, Keli Feng, and collect a suggested class agenda for a possible seminar on CADD customization – completed
 - 3.1.6 Scott to make sure Joanna has all past minutes for the website – Scott to complete
 - 3.1.7 Morgan to schedule next social event – Morgan to finalize details
 - 3.1.8 Jamie to talk to Phil Donovan about applying for the Outstanding Governmental Employee Award – Ann to contact
- 4.0 Vice-President's Report (Paulette/Scott)
 - 4.1 Calendar of Events – Paulette emailed file to Scott to update/maintain
 - 4.2 Absentee Committee Reports – Paulette received none.
- 5.0 Treasurer's Report (Geoff/Laura)
 - 5.1 Vote for approval – Several expenses (Thank You Dinner and Golf Outing) need to be resolved after verification with Hawaii Section Executive Committee. Revision to be sent out next week for approval.
 - 5.2 Signature cards – Signatures of new officers obtained during Thank You Dinner
 - 5.3 Annual Report – Laura completed and Paulette to finalize for submission
- 6.0 Past-President's Report (Jeff/Jamie)
 - 6.1 EC Meeting – Jamie to attend October EC meeting for Paulette. Paulette maybe on TDY in November. If Paulette unavailable to attend, another officer will need to attend.
- 7.0 Officer Business (Paulette)
 - 7.1 FY05 Budget – Approved
 - 7.2 FY05 officers and committee chairs – Contact list updated with information to post on website and information that will be internal
 - 7.3 Officer/Committee Chairs Responsibilities – Officers and Committee Chairs to review draft and provide changes, which will be approved at the November meeting.
 - 7.4 Banner Keeper Schedule – Thursday, October 14, 2004 at Treetops will be Paulette.
 - 7.5 2005 WRYMC attendees – Florence, Jamie, and Laura will attend. Early registration due by October 29.
- 8.0 Committee Reports
 - 8.1 Community Service (Aaron) – Discussed several possible ideas – Santa Paws, Ronald McDonald House, Salvation Army, and Mathcounts. Aaron to obtain contact information from Eric and schedule project for November
 - 8.2 Social Activities (Morgan) – Discussed several possible ideas – UH football game and Oktoberfest. Morgan to find out information on UH wahine volleyball and schedule activity for October.
 - 8.3 Field Trip (Rhen) – Rhen to contact Kiewit Pacific to visit H-1 Waimalu Widening Project
 - 8.4 PE Refresher (Loma) – no report.
 - 8.5 Website (Joanna) – no report.
 - 8.6 Awards (Ann) – Ann will email Phil Donovan to apply for the Outstanding Government Employee Award. Discussed possible nominations for WRYMC Awards, which are due December 10. Private Sector – Jeff Kalani, Public Sector –

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HAWAII SECTION YOUNGER MEMBER FORUM

Paulette Chang, Community Activities - ?, ASCE Activities – Florence Ching, Group Project Award – None, Student Chapter – University of Hawaii

8.7 Practitioner Advisor / Student Chapter (Chris/Ronald) – Membership Drive held to increase membership. First general meeting held after the Membership Drive. Currently seeking committee chairs.

8.8 Job Shadow Program (Chris) – see 8.7.

8.9 Wiliki

8.9.1 Location of November 2, 2004 Meeting – Tiki's Grill & Bar at Aston Waikiki Beach Hotel.

8.9.2 Location of December 7, 2004 Meeting – Gordon Biersch Brewery Restaurant at Aloha Tower Marketplace

8.9.3 Hokua Field Trip Article – Florence submitted to Lori

8.9.4 MDA Community Service and Golf Outing – Jeff to submit to Lori

9.0 New Business

9.1 Technical presentation by Keli Feng on AutoCAD Lisp Programs tentatively scheduled for January 2005.

10.0 Next YMF Meeting – 6:00 pm, Tuesday, November 2, 2004 at Tiki's Grill & Bar (923-8454) at Aston Waikiki Beach Hotel

11.0 Adjourn Meeting – 6:30 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 and e-mail to Florence
2. Paulette (9/7/04) – Laura completed Treasurer's Report and Paulette to finalize for submission
3. Scott (9/7/04) – Scott to make sure Joanna has all past minutes for the website
4. Morgan (9/7/04) – Morgan to finalize details for October social activity
5. Ann (9/7/04) – Ann talk to Phil Donovan about applying for the Outstanding Governmental Employee Award
6. Scott (10/5/04) – Scott to email Calendar of Events to membership
7. Paulette (10/5/04) – Paulette to update September Treasurer's Report and email for review and approval
8. All Officers/Committee Chairs (10/5/04) - Review draft of Officer/Committee Chairs Responsibilities and provide changes, which will be approved at the November meeting
9. Aaron (10/5/04) – Schedule community service project for November
10. Rhen (10/5/04) – Schedule field trip
11. Paulette (10/5/04) – Paulette to update Committee Chair duties for next meeting.

Respectfully submitted,



Florence Ching, Secretary