

Steering Committee Meeting
ASCE Holston Branch
October 28, 2010
8:00 am Pardners Restaurant, Piney Flats, TN

Steering Committee Members:

Present: Jennifer Moore (President), Stacy Date (Vice-President/Section VP), Brian Johnson, Ron Smith

Absent: Randy Beckner, Will Witcher (Secretary/Treasurer)

Quorum present? Yes

Proceedings:

Meeting called to order at 8:00 a.m. by Moore

ASCE Section Updates:

- Moore, Date, and Johnson attended the Annual TN Section Meeting on October 7 and 8, 2010. Date was sworn in as the new Vice President for the TN Section.
- Moore to attend Region 4 Leadership Conference in Portland, ME, on Jan 14&15, 2011.
- Date will be attending the TN Section Meeting on Jan. 21st.
- Branch reviewed Nashville Younger Member By-Laws and will submit comments to Section.
- Region 4 meeting will be in Gatlinburg, TN in March. Committee discussed possible membership interest in attending and determined resources would be better focused elsewhere due to the nature of Region Meetings.
- TN Section Treasurer provided a spreadsheet needed to Tax Filings and requested that it be filled out and returned to him by December 31st. Failure to submit by the due date will cause the Branch their funding. Witcher has the spreadsheet in his possession.
- TN Section Treasurer gave Holston approval for obtaining a Branch Check Card for online registration purposes. Treasurer requested Branch inform him when we have the card in hand.

Website:

- Discussion about e-mailing the members to see if their company would like to post job listings on the Holston website or for us to provide a link to their job posting site. **Approved.**
- Discussed posting Steering Committee Minutes on website. **Approved.**
- Website to be updated to include current Steering Committee Membership companies. **Approved.**

Future Speakers and Meetings:

- Next Branch meeting is scheduled for February 24, 2010, in Kingsport. This will be an evening meeting. Location –TBD, Kingsport Library will be contacted. Speaker: Witcher is in contact with potential speaker, but Moore has possible Ethics speaker available.

- The Branch Meeting after that will be in April, which will be during the “Liquid Assets” Campaign. Discussed that it would take the place of a Branch Meeting. June would be the next official meeting. March Steering Committee Meeting will determine June speaker.

Branch Business:

- One Holston Member has achieved Lifetime Member Status. Branch will purchase Lifetime Member Pin from Headquarters on the member’s behalf to present at the February meeting.

Approved.

- Moore submitted SPAG (State Public Affairs Grants) to TN Section for \$1,500 for the “Liquid Assets” Campaign surrounding Earth Day (April 22, 2010). The grant will pay for advertising costs in the Tricities. Branch will pay for a scaled back version of the campaign if Grant is denied. The “Liquid Assets” Campaign consists of partnering up with various Public Entities, such as ETSU, Northeast State CC, Public Works Departments of Johnson City, Bristol (VA/TN), and Kingsport, the Bristol Library, and the TN Valley Authority. The campaign consists of showing the 90 minute DVD and having a panel of experts to answer any questions that public may have about the topics presented in the video. Copies of the DVD will be provided to the local public libraries after the campaign.

- Committee discussed a half-day speaker’s meeting for Branch members approximately in first week of October or last week of September. Gathering 3 to 4 speakers for PDH’s. Committee members to come up with potential speakers list for discussion for next meeting.

- Moore has contacts from the East TN Project Management Institute, they are a potential for providing Training classes or Project Management Certifications, should the Branch desire one for 2011. More information to follow once the ETPMI are finished with their annual meeting.

- Branch will raise awareness to the members to think now about potential Nominees for the TN Section Awards. Members will be asked to submit project ideas or nominate individuals. Some potential projects include the Welcome Center near Erwin, the new Bike/Walkway in Johnson City, and the revitalization of the JC train station.

- Witcher to find Holston Branch’s BY-LAWS for Committee to review.

- Committee members to consider future projects for the 2012 SPAG. Moore to provide SPAG details for committee members to consider.

- Participation in Habitat for Humanity House discussed. Website will be checked for current projects in the area. Members who discussed interest in Habitat will be contacted for ideal dates for them.

Future Steering Committee Meetings:

- Committee discussed and approved next Steering Committee meeting on March 24, 2011 at 8 am at Pardner's BBQ in Piney Flats.

Meeting adjourned at 10:00 a.m.

Minutes submitted by President, Jennifer Moore