**Meeting 8: April 7, 2020; Call-In**

1. **Call to Order – 6:00 - 6:05**
   1. Introductions (Cheers+ A little about the drink being drunk)
2. **President’s Report – 6:05 - 6:10**
   1. COVID 19 bulletins
   2. New board inauguration
   3. Congratulations to Erin Section VP
   4. Nomination for Secretary process? 4 different people were nominated by others through write-in vote
   5. Mentorship: Virtual Meetings encouraged
   6. Upcoming events
      1. Section update
      2. Next Section meeting May 7 , 2020
      3. ASCE YMF mentorship program underway
   7. Discuss alternatives to Call in meetings
3. **Past President’s Report – 12:10 - 12:15**
4. **Treasurer’s Report – 12:15 - 12:20** 
   1. Current YMF Balance: $4,919.66
      1. Outstanding Items:
         1. Payments:
         2. Incoming Funds:
            * Joint Social from other organizations (Received check from SAME, hasn’t deposited yet)
      2. Balance one year ago: $3,670.15
5. **Secretary’s Report – 12:20 - 12:25**
   1. Email Subscriber Growth ( March 2, 2020 - April 9, 2020))
      1. 303 subscribers (down from 305 subscribers)
      2. Added 2 new members. Some current members unsubscribe.
   2. Email Subscriber Engagement
      1. 7% frequently open emails (up from 6%)
   3. Campaign Performance

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| Week | Unique Opens | Unique Clicks | Audience |
| 4/5-4/11 | 77 (25.4%) | 6 (2%) | 303 |
| 3/22-4/4 | 93 (30.8%) | 18 (6%) | 302 |
| 3/15-3/21 | 102 (33.6%) | 18 (5.9%) | 304 |
| 3/8-3/14 | 81 (26.6%) | 11 (2.6%) | 305 |

* + 1. Average open Rate = 27.6% (up from 25.4% )
    2. Average click Rate = 2.6% (up from 1.9% )
  1. Update official membership list
     1. Requested and received current ASCE Pittsburgh Section member list.
  2. Switching Email Clients
     1. The new Constant Contact email account is set up.
        1. The account is set up with the asceymfpgh@gmail.com account.
     2. The account is free and is being paid by ASCE National.
     3. It is a premium account with access for multiple users.
     4. I have begun the process of moving contacts over to the new account.
     5. We can now drop our premium Mailchimp subscription but will keep the standard (free) account active
  3. Create a calendar of events.
     1. Includes: Final exam schedules, YMF events, ASCE events, Student Events
        1. Haven’t started yet.

1. **Committee Reports – 12:25 - 12:40**
   1. Committees are actively seeking co-chairs to help plan events:
      1. Fundraising Committee
      2. Membership Committee (Jeff)
   2. Social:
      1. Spring Joint Social: Agreement with Shadyside Mario’s for Friday, April 3rd (Confirmed with our Mario’s contact in January). Societies confirmed:
         1. ASCE
         2. ASHE (payment received)
         3. PSPE
         4. SAME (payment received, hasn’t deposited yet)
         5. ESWP
      2. Summer Camping Trip
         1. Camping Committee is considering cancelling or postponing camp trip this year due to Covid-19.
   3. Student Affairs
      1. Student/YM Mentor Program
         1. 12 mentor/student pairs matched up 2/24/2020
         2. All in person meetings canceled
      2. Pitt:
         1. OVSC and Steel Bridge cancelled
         2. All activities cancelled
         3. All classes moved online for spring and summer semesters
      3. CMU:
2. All activities closed for now
   * 1. Geneva:
        1. construction site tour in March (21st) Canceled.
           + J.B. Fay Super. was open to a tour for the YMF at a later date during the week.
     2. UPJ:
        1. UPJ/Section dinner meeting at UPJ to be rescheduled for Fall 2020.
        2. All other events cancelled
     3. Point Park:
        1. Hosted mentorship kickoff event
        2. 2 students attended WSCL
     4. Franciscan:
     5. Slippery Rock University:
        1. Practitioner Advisor: Greg Rumbaugh
   1. Fundraising
   2. Membership
      1. Re-evaluate how membership is tracked
      2. How to increase membership
   3. Community/ Outreach
      1. (Section outreach committee) Events were cancelled due to Covid-19. Look for opportunities in the future, Fall 2020.
   4. Technical/Employment:
      1. Pennsylvania Report Card - Recorded version is now available and can be used when visiting student chapters to give them a better understanding of the Report card and State needs/impacts. Web Version: <https://stephtheengineer.clickfunnels.com/asceparc1>
      2. “Tips for Interacting with Lawyers and the Media for Young Professionals” event cancelled, hope to reschedule for fall/winter 2020 or 2021.
      3. Don’t forget about the section free PDH webinar and other webinars included with ASCE membership. Also ASCE SmartBrief daily email to stay informed on news across the nation. <https://www2.smartbrief.com/signupSystem/subscribe.action?pageSequence=1&briefName=asce&campaign=in_brief_signup_link&utm_source=brief>

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| **Adjourn – Next Meeting May 2020, Location: ON Phone** |