



**Meeting Minutes**  
**Board of Directors Meeting**  
**Thursday, October 13, 2011**  
**Location: RA – Lynchburg, VA**

**Attendees: Jim Talian, Matt Pillow, Kelly Cole, Keith Thompson**

**Business:**

1. Brief review of current financials – No activity since previous report.
2. Discussion of upcoming branch events:
  - Discussed upcoming social event at neighbors to assign organizational duties.
  - Determined that members should be allowed to invite a guest to social events.
  - Discussed the branch hosting ASCE webinars in a central location to provide low cost PDH opportunities to the local engineering community.
3. Discussed branch email procedures and etiquette.
  - Discussed the need to balance keeping members informed versus being a nuisance.
  - Volume of emails will be kept reasonable and will be used to inform of upcoming events, branch news and local training opportunities.
  - Email notification responsibility will be shared equally among officers.
4. Decided that the Lynchburg Branch will sponsor Matt Pillow's attendance at the ASCE 2012 Regions 1, 2, 4, & 5 Workshop for Section and Branch Leaders in January.
5. Discussed Lynchburg Branch sponsoring an officer's attendance and the ASCE 2012 Legislative Fly-in. Decided to continue the discussion during the January 2012 quarterly meeting.
6. Discussed potentially increasing the number of board meetings per year to 12. The group decided to reserve judgment to a later date.

**Action Items:**

Jim Talian – Prepare updated email list.

Matt Pillow – Contact Neighbor's Place to make arrangements for the October 20<sup>th</sup> social hour.

Keith Thompson – Send a notification email to Lynchburg members to notify of upcoming events.

Kelly Cole – Look into available ASCE webinar topics to host.