**YPT Boston Chapter Board Meeting**

March 8, 2016

Howard Stein Hudson Associates, Boston, MA

Meeting Minutes

Board Members Present: David Baumgartner, David Moyer, Jennifer Slesinger, Matt Moran, Ian McKinnon, Sam Piper, Natalie Raffol, Laura Riegel

Others Present: Michael Semerano, Jessica Lizza

1. Call to Order – David Baumgartner
2. Approval of December Meeting Minutes
3. Chair’s Report
	1. Distinguished Speaker Event - Gabe Klein is now a potential candidate. His office reached out to David Baumgartner and David is working to coordinate with them. There should be more information later in the week once Gabe returns from traveling. The available dates are April 5th or 6th. David Moyer also indicated he is potentially a candidate for being an advisor for YPT International.
		1. If Klein does not work out, there are probably other speakers but this would push them out to late April/early May.
		2. David also reached out to the Lt. Governor’s office to ask and had to fill out a form. The Lt. Governor was not available on the initial date asked but other dates are possible.
		3. Mike Tremblay suggested to could reach out to Stephanie Susskind about this or a future event.
	2. Distinguished Speaker Venues - Venues are still being discussed and programs will begin looking into it. The Bowling Center will be looked into as a potential location. The logistics could be somewhat complicated but the group agreed it should be looked into. Requirements for a venue include:
		1. Seating for 100 people
		2. Ability to cater or bring catering in for the event
		3. Bar in the facility or nearby is preferential
		4. Central or close to the T
	3. Distinguished Speaker Co-Sponsors - The group also discussed co-sponsors. The sponsorship rate is $350. Natalie is going to reach out to co-sponsors to discuss conceptual ideas. Potential co-sponsors included NEIT, MAIT, MIT, and WTS.
4. Deputy Chair’s Report– Jennifer Slesinger
	1. Chapters Call
		1. The chapter call discussed best-practice chapter events. Events discussed on chapter call:
			1. YPT Greenroads Webinar on either April 21 or 22.
			2. Cards Against Urbanity – potential event for groups. The idea is that groups could play this at a happy hour or other event.
			3. Book Clubs were discussed at the meeting.
			4. Incentives for happy hours and events, including bringing a new member and getting a free drink.
		2. Speaker on the Next Call: Mike Tremblay could potentially be the next speaker on the call on April 5th. Mike will confirm depending on his schedule.
		3. Automatic Renewals are now live on the CRM, which should help with membership. People are still having issues with CRM.
5. Treasurer’s Report–David Moyer
	1. Checks Received or Expected:
		1. A check arrived from Cambridge Systematics for $500. This is the same sponsorship level as last year.
		2. A NEIT check is still in the mail.
	2. Checks Sent or to be Sent:
		1. Matt Moran is owed money for administrative functions.
		2. Mike Tremblay is owed money for items he bought.
	3. Financial Impact of YPT Events:
		1. Ice skating got some money back because there were fewer people.
		2. Bocce Ball social was under budget.
		3. David ordered $300 bags, paid for by International money, to give out at Transportation Camp.
6. Old Business-Matt Moran
	* 1. No Thank You Notes were Sent this Month.
7. New Business
	1. Admin Items – Matt Moran
		* 1. Matt discussed his plan to reorganize the DropBox site to create a more comprehensive and efficient document storage network.
	2. Membership Update - Ian McKinnon
		1. Current membership and social media statistics are as follows (and increase from previous month):
			1. Friends – 1270 (up from 1247)
			2. Members – 175 (down from 179)
				1. New Members: 6
				2. Reactivations: 0
				3. Grace: 13
			3. Facebook Friends – 456 (up from 453)
			4. Twitter Followers – 750 (up from 744)
		2. Membership is overall stagnant right now. Usually people sign up at events but there were fewer events in February than typical months.
		3. Overall, there have been 490 people have been members over time and Ian will look into means of reaching out to them directly.
		4. Methods for increasing membership:
			1. Ian is looking into the possibility of having a raffle prize at Transportation Camp.
			2. At each event this month, Ian will have tickets to Transportation Camp to give out.
			3. It would also make sense to have a membership drive in the early fall around the start of the new semester.
		5. Should we look to see what expirations are coming up? This will enable us to reach out to them proactively.
		6. Shirt budget - $730 budget last year, which was too many. There should be fewer this year.
		7. Amanda Peters from Harvard is a grad student advisor who is interested in connecting Harvard grad students to YPT. Ian will reach out to her.
	3. Sponsorship Update – Mike Tremblay
		1. The Current State of Sponsorships Includes:
			1. CS Check arrived and they renewed as Silver (probably)
			2. Sam will connect with Alta on sponsorship.
			3. Mike is going to reach out to higher membership companies and ask about sponsorship.
			4. Mike does not believe there are any additional sponsorships coming until May.
	4. Programming Update – Natalie Raffol
		1. Old News
			1. Ice Skating – the event was very cold and only half of those who registered showed up. Natalie believed this was to be expected because of how cold it was. Hosting the post-skating reception at Commonwealth went well.
			2. Bocce – this event went well but there was severe weather and attendance at the event was more limited than anticipated.
			3. Transportation Showcase – The event went well and there were some good university contacts. It was held at the MIT Museum and there was sentiment among those who went that the MIT Museum could be a good spot for future YPT events.
		2. Future Events
			1. Networking happy hour event – This will likely be held at Highball Lounge at the end of April. Generally, this event space is only available for a Tuesday or a Wednesday. Sam suggested this should be a “celebration of the chapter.”
			2. Lunch and Learn – Bike and Ped lunch and learn. This could be scheduled for early April. This link will be sent this week.
		3. Bowling will be held on Friday at Central Park Lanes in East Boston. Logistics include:
			1. Food to be delivered there, probably from a local pizza restaurant. Other supplies will be bought from CVS or another local store. David Moyer will bring the YPT Boston banner.
			2. Bowling will be a BYOB event as in past years.
			3. 12 people are registered thus far, but the number of attendees will likely be higher after a reminder e-mail is sent out.
			4. YPT is paying for shoes and lanes.
		4. Transportation Camp Happy Hour – Transportation Camp Happy Hour will be sponsored by YPT and held at Firebrand Saints between 4 and 6 PM. This should be advertised in the e-mail but we can’t necessarily ask people to register for it because of the Transportation Camp registration.
		5. Lunch and Learn – MBTA and Maps – This is scheduled for Tuesday, May 5th and will discuss how maps are designed at the MBTA.
		6. Greenroads Webinar – This will be held on Thursday, April 21st. Natalie registered for this and will be looking to use a space to host the webinar, potentially MAPC. It would be after 5:00 PM.
		7. Potential Tech Tours
			1. A Western Ave Cycle Track tech tour could be hosted when the weather improves.
			2. New Government Center Station – Matt to send out an e-mail to co-worker and coordinate with Natalie.
		8. Book Club – Jen will begin a YPT book club and will host the first meeting in May. The first book will be *Big Roads* by Earl Swift.
			1. Jen called Trident booksellers and has a reservation for Tuesday, May 17th for the event.
			2. The book on Amazon is $15. As a member’s only perk, YPT will subsidize the cost of the book.
			3. An e-mail will go out soon so people have time to get the book, read it, and be able to prepare for it. This will be an individual e-mail because it’s a new type of event.
			4. People will have to pay for the book through the meeting invite. Money will also be provided at Trident for food.
			5. Jen will order the books and keep them at 10 Park Plaza.
	5. Communications Update- Jennifer Slesinger and Laura Riegel
		* 1. An email to be sent about upcoming events and also for the book club.
			2. Cards Against Urbanity will advertised on Twitter and Facebook.
			3. The YPT Boston website will be updated with upcoming events.
			4. The chapter LinkedIn page is not active now but could be again in the future.
	6. Member at Large – Sam Piper
		1. Sam got university contacts and got them into the spreadsheets. Once a week he will reach out to individual universities and discuss YPT. He wants to establish lines of communications with these groups. He has NU, Tufts, Harvard, MIT, Wentworth. He is still looking into a BU contact. David encouraged Sam to document his work to preserve the contacts for future years.
8. Other Business
	1. Google Group and E-mails in General
		1. All should be included on e-mails unless specific to one individual or group (such as Programming sub-committee).
9. Adjournment

**Next YPT-Boston Chapter Board Meeting: MassDOT, 10 Park Plaza, Boston, MA 02116**