

SOCIETY OF AMERICAN MILITARY ENGINEERS SEATTLE POST BOARD MEETING

MEETING MINUTES FROM 4 FEBRUARY 2010

7:30-9:00

MERCURY ROOM, SEATTLE DISTRICT CORPS

1.0 Welcome and Opening Remarks

- Introduction of Pam Cobley (Roth Hill) as the Readiness Committee Chair.
- January meeting minutes – **motion to approve as posted – approved.**
- Streamers submissions are in – successfully completed.
- 2009 membership numbers in – post membership increased by 60 members (13% growth).
- Nominations for Post National Awards in 2010 – there are post, regional, and national level awards – each Director should take a look at committees to determine if there are opportunities for nominations – let's not wait until December to start the process.
- Bob Schlesinger – a lot of RVP coins, medals from turnover – we should put them to use.

Annual by Law Report (John Calhoun)

- Reviewed SAME national documents and the Seattle Post by-laws and developed proposed amendment to Seattle Post by-laws. Proposed changes would provide a Post focus and funding for Young Member, Education and Mentoring activities.
- Distributed the proposed amendment. The Board to review and vote at next meeting on the amendment and it would then go to the general membership at a luncheon for vote. If approved, should be in place by April.
- CAPT Weaver – do we need to define what a young member is? Do we need it in by laws?
- It is defined by SAME HQ and is include in another section of the by-laws.
- **Rick – need to put the amendment on the March Board meeting agenda for approval.** In the proposal, need to define when the amendment takes effect.
- Include a copy of the proposed amendment with the February minutes.

2.0 Updates by Programs/Committee Chairs (briefs, actions items only)

2.1 PROGRAMS – (Nick Vlahovich)

- Distributed latest event calendar – no major updates.
- February 16th – Command Roundtable 8:30 a.m. and NAVFAC MILCON Luncheon 11:30 a.m.
- For Command Roundtable we'll have a capacity up to 75 – it will be theater seating, chairs only.
- Transition from the Command Roundtable to the luncheon will be important – we must get people out of Command Roundtable space in a timely manner so hotel staff can prepare for the luncheon.
- Capacity for entire room is 150 – Nick will direct Michael Young to stop taking reservations for the luncheon at 150.
- Bob Schlesinger – if space is becoming an issue, consider the convention center in Bremerton for next year.
- Check in/registration – we can set it up any way we want. Scott G.- who is going to man those tables? Scott and Erik will be there all day – need two more to assist – Joanmarie, Manny, Jason expressed they would be available to help.
- John Butts – we already have 70 signed up for the Command Roundtable.

- Agenda for Command Roundtable – Nick to send last year’s agenda to Rick.
- Meet the Chiefs - ACEC has already contacted Nick about a joint event in 2010, date will be June 15th – same format, Seattle will also invite Tacoma Post (the Post netted approximately \$5,400 last year).
- Rick – have we sent out invitations yet? Nick – no we haven’t – it’s around this time of year when I usually send out a “save the date” announcement and will do so.
- Rick will to talk to COL Wright about his participation.
- Bob Schlesinger – we should consider inviting General McMahon, Division Commander - will assist with trying to get him on board.
- ACEC handles all logistics with hotel; the agenda will generally remain the same
- March and April are set – March, Wildlands Inc. will present on Mitigation and Conservation Banking at the Coast Guard Bear Room.

2.2 PROFESSIONAL DEVELOPMENT (CDR Bautista – via email)

- The January Professional Development session did not happen - trying to reschedule it (engineered log jams) for April.
- The next session is March 16th which is confirmed – topic is Cultural Resource Preservation Compliance.
- SAME U – the individual Manny was dealing with moved on and there has been a change in opinion – SAME U staff does not want to combine SAME U with a large Regional event.
- Manny trying to get them to Seattle next year.
- John C - can we at least have a SAME U track(s) at the Regional conference?
- Manny will look into it and coordinate with Terry if necessary.

2.3 CURRENT MEMBERSHIP (Rob Leet)

- Rob not in attendance.
- Rick – any online activities with regard to posting the sustaining member list?
- Maryann – created a page with login/password but there is nothing there yet – waiting for a list to post.
- Maryann to coordinate with Rob.

2.4 NEW AND SUSTAINER MEMBERSHIP (Kristie Dunkin)

- Kristie not in attendance.
- Firms generally appear to be lined up for luncheon presentations – see below.

2010 Seattle Post Luncheons and Meetings		Sustainer Firm Presentation
Tuesday, January 19, 2010	China Earth Quake	PBS&J
Tuesday, February 16, 2010	Milcon FY10	Kennedy/Jenks
Tuesday, March 16, 2010	Mitigation Banking	EHS-International, Inc.
Tuesday, April 20, 2010		Roth Hill
Tuesday, May 18, 2010		Burgess and Nipple
Tuesday, June 15, 2010	Meet the Chiefs	
Tuesday, July 20, 2010	Golf Tournament	
Tuesday, August 17, 2010		Sparling
Tuesday, September 21, 2010		Magnusson Klemencic Associates
Wednesday, October 13, 2010	Regional Conference	

Thursday, October 14, 2010	Regional Conference	
Friday, October 15, 2010	Regional Conference	
Tuesday, November 16, 2010		Saybr Contractors, Inc.
Tuesday, December 07, 2010	Social No Luncheon	

2.5 YOUNG MEMBERS (Joy Chen)

- The Post previously voted to fund a student at the leadership conference but the Seattle University Student Chapter could not identify a student due to schedule conflicts (finals week).
- TechnoBowl is coming up – Joy is coordinating and is looking for donations for prizes. She has called a number of local teachers regarding participation but may need some help identify and contacting schools to get increased participation.
- Sponsorship – sent out approximately one dozen requests – have not had any responses.
- Rick – are we lined up with UW to use facilities? Joy has not heard back - trying to get any facility fee waived, or reduced.
- Rick – brought up whether the Post wanted to sponsor a **young member** to attend national conference in May. Is it in budget?
- Erik – no line item/money at the moment.
- Rick – requested that the Board consider this initiative – put it on March agenda for discussion.
- John C – is there a company that would like to sponsor an individual to go?
- Amanda Thorton will be taking the lead on scheduling a Young Member After Hour event – looking at March timeframe.
- Mary Ann – created a new young member page – Joy to review.

2.6 COMMUNICATIONS (Mary Ann Carlson)

- Articles for winter newsletter are still coming in – still need articles from others to complete the newsletter.
- Somebody recently contacted Maryann with regard to sending correspondence to the Post.
- Maryann determined the Post does have a P.O. Box – raised the question as to whether we want to keep it?
- Was determined/agreed that the Post does need to keep it and that the address should be added to the website.
- Maryann – all Board and Committee members are requested to check the Post website for correct contact information and content of committee pages.
- The winter newsletter will not to go out for at least another week.

Committee	Chairperson	Issue
Awards/Design Excellence	Marty Boivin	Winter, Fall
Scholarships	John Souza	Winter, Summer
House	Francis Brito	None
Industry Affairs	John Butts	
Outreach	Bob Parker	Winter, Spring, Summer, Fall
Constitution/By Laws	John Callahan	Winter
Membership	Rob Leet	Winter, Spring, Summer, Fall
Nominations	Bob Sundin	Spring
Readiness	Pam Cobley	Spring, Fall
Professional Development	CDR Bautista	Winter, Spring, Summer, Fall
Programs	Nick Vlahovich	Winter, Spring, Summer, Fall
Strategic Planning	Jim Boone	Winter

Sustainers	Kristie Dunkin	Winter, Spring, Summer, Fall
Submission Deadlines:		
Winter: 30 January		
Spring: 30 April		
Summer: 30 July		
Fall: 30 October		

2.7 OUTREACH (CAPT Bob Parker)

- Bob not in attendance but working on developing a plan for Outreach to Deployed Forces.

2.8 INDUSTRIAL AFFAIRS (John Butts)

- Well set up for the Command Roundtable event – we have over 70 people already signed up representing approximately 40 firms.
- Recently sent an email to all Service Chiefs to confirm their attendance – received no RSVPs yet and will be following up.
- Starting to receive questions for the Roundtable.

2.9 FINANCE REPORT (Erik Blumhagen, Scott Gaulke)

- Proposed budget for 2010 distributed – attempting to structure it to correspond to committees and major events.
- Some line items still don't have budgets associated with them but are there as place holders.
- If there are any suggestions for better organization/presentation, contact Scott or Erik.
- Attempted to present the budget in enough detail to reduce the “amount of business” associated with changes/deviations that might occur throughout the year.
- Rick – we're still not where we need to be but the Board should consider adopting the budget as presented so we have something on the record – committee chairs to take a close look and bring forward changes/refinements.
- **Motion to approve budget as presented – approved.**
- John C – for management purposes, it's important to be able to track against each line item – are we there yet?
- Scott G – we can follow committees individually, we're attempting to expand so that within committees, we can pull out individual costs.
- Summary of Monthly Meeting Income presented.
- Bob Schlesinger - what about the Holiday Social – good attendance but still losing money? Is the venue too expensive?
- Scott G – we did comp a number of people associated with the new member introduction/orientation.
- Nick – income number on social don't seem right? Francis was managing to a budget of 30+ people attending.
- Erik – Harbor Club bill way over what was budgeted.
- Bob Sundin – overall we're doing very well compared to previous years.
- Rick – in general, we've been trying to price events to pay for themselves. Venues for first half of year are set - can we look at second half of year for improvements? Overall, this is a good example of continued improved with our financial management – because we're not losing money at lunches, we can do more with scholarships, outreach, etc.
- Moving forward with the transfer of Treasurer duties from Erik to Scott so that Eric can serve as Regional Conference Treasurer.
- Rick - suggest that the audit be approved by the Board prior to the transfer of responsibilities – also suggested that the transfer of Post Treasurer duties and approval of the audit be combined into one motion.

- Erik – By-law amendments, Article 7 – agree that we should have a separate fund for the Young Members - should checks be able to written directly from those accounts – does Erik need to do anything with the Credit Union - no.
- Bob Schlesinger– last year we were late on filing the Post tax statement.
- Erik – last year’s extension request was filed on time, and the statement was submitted on time in accordance with the extension.

Audit Committee Report (John Souza)

- John – had to make a few minor changes – will email report to Board within the next few days.
- Rick – requested that the Board to do an electronic vote in order to keep things moving.
- Rick – in general, any issues?
- John S – not really – needed some minor clarifications – everything reconciled, just needed to move funds from one account to another.
- **Motion – to move funds designated for the scholarship fund currently in the operating fund (i.e., net proceeds from the 2010 Golf Tournament and the Design Excellence Awards). Motion approved.**

2.10 SCHOLARSHIP REPORT (John Souza)

- Scholarship applications are now available on website.
- Applications are also available on the PSE&SSF website.
- Mailings have been completed – approximately 200-300 letters went out to high schools with regard to SAME scholarship opportunities.
- The deadline for applications is March 12th.
- John to resend updated application form in pdf format to Maryann – it will include the Post P.O. box address.
- Rick - 2010 ROTC awards – keep in mind we have a line item in 2010 budget.

2.11 NOMINATIONS (Bob Sundin)

- Time to kick off nominations for new Board Members and Officers.
- Schedule for 2010-2011 Board Member Nominations
 - April – Board approved recommended slate.
 - May – Membership approves 2010-2011 Board
 - June – 2010-2011 Board Installed at “Meet the Chiefs”

2.12 READINESS (Pam Cobley)

- A task group formed in the fall to look at streamer requirements – the criteria has changed making it more difficult to obtain a streamer of distinction. For example, one of the new criteria appears to be that a post representative needs to attend the Infrastructure Security Partnership conference later this month. There might be another option (preparing a paper) to obtain this streamer but requirements are unclear.
- Also appears as if SAME HQ wants to start criteria retroactive – beginning this year.
- Pam has sent an email to SAME HQ requesting clarification of requirements and justification for making requirements retroactive.
- Rick requested that Pam summarize concerns in an email.

2.13 AWARDS/DESIGN EXCELLENCE AWARDS (Marty Boivin)

- Marty not in attendance.

2.14 STRATEGIC PLANNING (Jim Boone / Terry McCann)

- Jim and Terry not in attendance.

2.15 FIELD TRIPS (Susan Selby)

- Susan not in attendance but working on setting up three field trips.

2.16 2010 REGIONAL EDUCATION AND TRAINING CONFERENCE (Rob Frazier)

- Next committee meeting is next Thursday (2/11).
- Making good progress - soliciting for registration support; finalizing programs/speakers; contract in place with hotel; getting renewed support from SAME HQ.
- Getting ready to get all announcements out on the Post website and through SAME HQ – target is 2/19.
- John Butts is handling sustaining member activities.
- Ralph Graves is handling the other/side events including Design Excellence Award Banquet – this will be open to people not attending the conference.
- Larry T – is pricing worked out yet?
- Rob – no but we will finalize during the next committee meeting – it’s needed for the announcement that will be posted on the website.
- John C – we just put out a request for quote to four firms to support registration. We’ll attempt to finalize sponsorship opportunities at the next meeting.
- The slate has been cleared for Erik to serve as the conference treasurer.
- John C – Terry has 4 people on the programs committee – he could use some help.
- Bob Schlesinger – considering that this is a joint regional conference – we should be asking people in the geographic footprint for help.
- Rick – can we make an announcement at February meeting?
- John C – we can make a general announcement including dates – most likely will not be prepared to discuss much more than that. John or Rob to make an announcement at the February luncheon.
- Scott G – the Design Excellence competition will be opened up to the entire region this year.
- The golf tournament is scheduled for Tuesday, October 12th

2.17 OTHER

- Rick – volunteers are in place to support the Engineering Fair at the Museum of Flight.
- John C – we spend a lot of time trying to meet certain streamer requirements, does it take away our ability to be doing things out in the community, becoming better recognized, better serving our members, etc.?. How important is it that we be a “distinguished post” – what’s the payback? We seem to not have had many new initiatives - we just keep doing the same thing over and over to meet requirements.
- Larry – we need to take a look at the alignment of streamer criteria with direction of Post Board.
- Bob Schlesinger – streamers criteria are generally aligned with goals of post, if we set up our programs to align, we’ll be adding value to members.
- Rick –if there are new/different things we can do for membership, then bring them forward. We have the flexibility to customize programs and PD sessions and can still meet goals of HQ. The Command Roundtable is a good example of that.
- Joanmarie – involved with Rainier scholars, they identify minority students at the 5th grade age, get them aligned to be on the AP tract. The program just had their first graduating class – now looking for summer internship availability for high school seniors and college students. Joanmarie would like to prepare an article on the program to be included in an upcoming newsletter - approved.

3.0 CLOSE BOARD MEETING – Bold Those in Attendance

BOARD POSITION	PERSON	ORGANIZATION	E-MAIL	PHONE
PRESIDENT	Rick Beseler,	GSA	RichardF.Beseler@gsa.gov	206.719.9007
1st VICE PRESIDENT	COL Antony Wright	USACE	anthony.wright.col@usace.army.mil	
2nd VICE PRESIDENT	CAPT Mike Weaver	PHS	Michael.weaver@ihs.gov	206.615.2460
YOUNG MEMBER VICE PRESIDENT	Joy Chen	CH2M Hill	Joy.chen9@ch2m.com	425.802.0582
SECRETARY	Joanmarie Eggert	Kennedy/Jenks	joanmarieeggert@kennedyjenks.com	206.225.7505
ASSIST SECRETARY	Jason Strayer	TEC	jsstrayer@tecinc.com	425.453.4040
TREASURER	Erik Blumhagen	Shannon & Wilson	edb@shanwil.com	206.695.6708
ASSIST TREASURER	Scott Gaulke	Shannon & Wilson	swg@shanwil.com	206.695.6893
DIRECTOR 2009	John Souza	KTA Inc.	jsouza@ktainc.net	206.447.1430
DIRECTOR 2009	Bob Parker	Westsound BOSC	rparker@ejbfs.net	360.396.4302
DIRECTOR 2010	Martin Boivin	Shannon & Wilson	MJB@shanwil.com	206.695.6923
DIRECTOR 2010	Scott Adamek	CDM	Adameksh.cdm.com	425.453.8383
Director 2011	Rob Frazier	USACE-PPMD	robert.l.frazier@usace.army.mil	360.779.5165 (Home Phone) 360.981.0385 (Mobile)
Director 2011	Larry Toimil	EHS International	larryt@ehsintl.com	425.455.2959
IMMEDIATE PAST PRESIDENT	CAPT Bob Schlesinger, USN (ret.)	Michael Baker, Jr., Inc.	bschlesinger@mbakercorp.com	360.598.6802
APPOINTED DIRECTOR	CAPT Pat Rios, USN	NAVFAC NW	jorge.p.rios@navy.mil	360.396.0043
APPOINTED DIRECTOR	BUCS Eric Davis, USN	NAVFACNW	Eric.C.Davis@navy.mil	360.396.0054
COMMITTEE CHAIRS				
Design Excellence	Marty Boivin	Shannon & Wilson	mjb@shanwil.com	206.695.6080
Scholarships	John Souza	KTA Inc.	jsouza@ktainc.com	425.301.8920
House	Francis Brito	USCG	Francis.A.Brito@uscg.mil	206.220.7380
Industry Affairs	John Butts	White Shield	jbutts@whiteshield.com	253.867.6070
Outreach	Ken Valder	Cooper Zietz Engineers	kenv@coopercm.com	206.768.8500
	Capt Bob Parker, USN (ret)	Westsound BOSC	rparker@ejbfs.net	360.396.4302
Constitution/By-Laws	John Callahan		JKCallahan@q.net	206.789.6622
Membership	Rob Leet	GeoEngineers	rleet@geoengineers.com	206.239.3230
Nominations	Bob Sundin		bsundin@wolfenet.com	425.643.1553
Readiness	Pam Cobley	Roth Hill	pcobley@rothhill.com	(425) 289-7309

Prof Development	CDR Manny Bautista, USN	NAVFAC NW	Emmanuel.bautista @navy.mil	360.396.0247
Programs	Nick Vlahovich	Steelcase, Inc.	nvlahovi@steelcase.com	206.326.5545
Assistant Programs	Allison MacEwan, PE	HDR	Allison.MacEwan@hdrinc.com	425.450.6310
Communications	Mary Ann Carlson	Carlson Communications	Mcarlson@carlsoncom.biz	425.736.8687
Strategic Planning	Jim Boone	CH2M Hill	Jim.Boone@CH2M.com	425.233.3415
Young Members	Joy Chen	CH2M Hill	Joy.Chen9@CH2M.com	424.802.0582
Assistant Young Members	Amanda Thornton- DeWitt	EMR	athornton@emr-inc.com	425.861.4561 ext 18
Sustainers	Kristie Dunkin	AMEC	Kristie.dunkin@amec.com	425.368.0963
Field Trips	Susan Selby	Hit the Ground Running	susanjselby@gmail.com	425.372.6041
LIASON COMMITTEES				
PSEC	Joe Souther	CDM	SoutherJT@cdm.com	425.519.8328
OTHERS	Harry Ehlers	USACE	Hearld.r.ehlers@usace.army.mil	206.764.6712
Email communications	CDR Michael Young	PHS	Michael.Young@seattlepostsam e.org	206.615.2489
Streamer Award & Eng. Camp Coordination	Terry McCann	Blumen Consulting Group	terrym@blumencg.com	425.284.5401
Education Support	Andy Hough	Skanska, USA	Andy.hough@skanskausa.com	206.726.8000
Design Excellence Committee	Michele Percussi	GHD	Michele.Percussi@ghd.com	206 838 8584