

SOCIETY OF AMERICAN MILITARY ENGINEERS SEATTLE POST BOARD MEETING

MEETING AGENDA
4 MARCH, 2010
7:30-9:00

MERCURY ROOM, SEATTLE DISTRICT CORPS

1.0 Welcome and Opening Remarks

- February Board Meeting Minutes review and approval – **motion to approve meeting minutes as posted - approved**
- 2009 Streamer Results
 - Education and Training – Won
 - Outreach and Communication – Won
 - Relationships and Recognition – Won with distinction
 - Readiness and Homeland Security – Won with distinction
- Engineering Fair at the Museum of Flight – thank you to the volunteers
- Proposed By-law Amendment review and approval (amendment is attached to these minutes).
 - Put before the Board at February meeting for discussion.
 - No further discussion at March meeting – **motion to approve amendment as presented – approved.**
 - Following Board approval, the amendment must be made available to the general membership for comment 15 days prior to being put to vote. Attempts will be made to put the amendment before the general membership for approval at the April luncheon.
- Joint Mt. Tacoma / Seattle Post Golf Tournament – new date is Friday, August 6th. Michelle Percussi will take the lead on getting the word out.
- Erik filed the Post's 2009 Annual Financial Summary report..

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

2.1 PROGRAMS – (Nick Vlahovich)

- Comments on last month's Silverdale events – well attended, no final headcount
 - Will probably stay at same location for next year. Should tables be provided for the Command Roundtable? A consideration. Overall support from hotel was good.
- March – lunch announcement is out, professional development announcement is out. Luncheon presentation will be Mitigation and Conservation Banking in Washington State by Wildlands Inc. at ISC Seattle, Bear Room. Professional Development seminar will be Cultural Resources Preservation Compliance.
 - Rick will be out of town – Larry will host.
 - Joy – will be out of town, needs an announcement for Technobowl – she will prepare the announcement and get it to Rick for inclusion on the agenda.
 - Nick will be out of town - Allison M. will provide additional support.
- Meet the Chiefs – NW Division of the Corps has a Commanders meeting that week.
 - Recommended that the luncheon be moved out one week to June 22nd
 - Nick will work with ACEC and get an announcement to the Tacoma Post.
- COL Lewis will be retiring in the May/June time frame – some type of recognition is proposed for the June Meet the Chiefs. Nick will look into it.

- The golf tournament is now in August, consequently, will need to book a July program.
- Rick requested that Nick start to fill out the 2011 schedule.

2.2 PROFESSIONAL DEVELOPMENT (CDR Bautista)

- March – Cultural Resources Preservation Compliance presentation.
- April – tentative for Engineering Log Jam.
- SAME U and adding courses to regional conference - the door has been closed. SAME HQ will not support this effort.
 - The Post could try to do it independently – could bring select programs to the conference.

2.3 CURRENT MEMBERSHIP (Rob Leet)

- Rob not in attendance
- The Post's "Members Only" page is up and running – password/login previously provided by Mary Ann.

2.4 NEW AND SUSTAINER MEMBERSHIP (Kristie Dunkin)

- Kristie not in attendance.
- Sustainer Firm Schedule:

| 2010 Seattle Post Luncheons and Meetings | | Sustainer Firm Presentation |
|--|---------------------|--------------------------------|
| 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)

- Technobowl – 6 confirmed high schools, an additional 5 indicated interest and are working on the application form – Joy will continue with calls. Date is Saturday, 24 April.
 - Questions - need to circulate question for review – Francis, Larry, and Marty to review.
 - Donation status – we have 3 graphing calculators (one leftover from last year), pens, compasses, flashlights, t-shirts, etc. – need more.
 - Need to continue to make announcements and need to get to marketing people within firms. Rick suggested contacting Bob Parker – could help coordinate with getting in touch with the right people.
 - Rick – asked that Joy to put together an announcement for the March luncheon and can also suggest that people bring donations to the April meeting.
 - Volunteers – three so far plus Joy – still need a lot of people – John C will be there. How about checking with the Seattle University student chapter and ROTC for volunteers.

- Facility/space at UW – previously, SAME did not have to pay any fees – organizations now need to complete a form and describe event. The fee has been waived for this year but it will most likely be the last year for the waiver (fee would work out to about \$900).
- For next year need may need to consider other universities – e.g., Seattle Univ. Joe S. can offer a contact at SPU for consideration.
- Larry – are all the buzzers working? Joy has them and will check them out.
- Student chapter – last monthly meeting at student chapter at Seattle University was on Howard Hanson Dam – good meeting, well attended.
 - Should be having election of officers soon – Joy will find out who the new group is and will invite the new student chapter president to next possible board meeting as well as the Technobowl.
 - Post-poned junior member after hour event – Amanda and Joy working a new date.
- Rick – raised the topic of sponsorship for a young member to the SAME National Conference – will the board support sponsorship or seek a firm to help out?
 - Terry – it is a streamer requirement.
 - John C – we have done it in the past, if a young member firm would support it, great, if not, the Board would help with sponsorship.
 - John C – put forward a movement to sponsor a young member – sponsorship to include \$400 for airfare.
 - It was determined that there is a line item in the current budget so no need to vote.
 - Nominations should be sent to Joy.
 - Joy will send out a message to all young members.
 - John C – previous evaluation criteria has been based primarily on young member participation in post activities.

2.6 COMMUNICATIONS (Mary Ann Carlson)

- Mary Ann not in attendance.

| 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.

2.8 INDUSTRIAL AFFAIRS (John Butts)

- Command Roundtable review:

- 85 paying attendees – possibly more than that made it in - really great turn out.
- Will start to plan for next year.

2.9 FINANCE REPORT (Erik Blumhagen, Scott Gaulke)

- Erik and Scott not here but provided treasurer's report for review at meeting.
- No outstanding checks over a year old on the books.
- Transferred scholarship funds from checking account to scholarship account.
- An electronic backup of Post financial files has been created and is kept in Scott's office.
- 2009 Annual Post Financial Summary Report was successfully submitted on time.
- Erik working on State of WA Online Non-profit Annual report – due 31 March 2010.
- IRS Form 990 submission – due 15 May 2010.
- Rick will ask Erik to look at whether we want to move some funds into short term (6-9 month) fund – but would also be available for joint conference if necessary.
- Transferring primary treasurer responsibilities to Scott. **Motion to have Scott designated as primary treasurer, Erik as secondary – motion approved.**
- Marty – hard to follow monthly cash flow? Good to know what status is especially with regard to lunches – whether we made money or not. Transparency is improving but Rick will talk to Scott to see if any improvements can be made.
- Rick – post receives less than \$5k from dues, other revenue is from activities. Bottom line total assets has remained steady – just really working to get expenses to match income

2.10 SCHOLARSHIP REPORT (John Souza)

- John S – a few weeks away from scholarship applications being due. John will send a note to Michael Young and cc: Mary Ann to have a reminder sent out.
 - Due date is 3/12
 - John C – the post office box is checked weekly – applications are starting to come in.
 - John S – any restrictions on distance from the Post with regard to awards? John C – Post scholarships, no restrictions.
- ROTC Awards
 - Rick – last year 750 dollars to 3 awardees – asked John S. to look into it and make a suggestion to the Board.
 - John C – if new amendment is passed, Joy will be taking this over – John S should coordinate with Joy on this issue.
 - Suggested that the committee should also go to the head of the respective ROTC programs for input.
 - It is a merit award – not a scholarship

2.11 NOMINATIONS (Bob Sundin)

- 2010-2011 Board Member Nominations – schedule:
 - April – Board approved recommended slate.
 - May – Membership approves 2010-2011 Board
 - June – 2010-2011 Board Installed at “Meet the Chiefs”
- Starting to move out on nominations - COL Wright will be nominee for president; Jason S. will be nominee for Secretary.
- Any other suggestions/nominees - need to get information to Bob.

2.12 READINESS (Pam Cobley)

- Coordinating a luncheon presentation for September – Business Continuity and Resiliency, presented by the State of Washington Emergency Management Division.
- Working on getting a budget request together for TISP conference in December (Transportation and Infrastructure and Security Partnership) – national has been supporting, as part of streamer requirements – it's an annual conference – could be several thousand dollars to attend.
 - Pam is working on getting registration info

- Trying for 3 to 4 years to participate in the Partners in Emergency Preparedness conference in Tacoma – working with coordinator to try to have some kind of involvement but to just have a table to leave information requires a sponsorship of upwards of \$2,500. The other option is to present or a manned booth.
- The 2010 new streamer criteria has been approved – retroactive in 2010.

2.13 AWARDS/DESIGN EXCELLENCE AWARDS (Marty Boivin)

- Ralph Graves is handling the majority of the work.
- Marty has reviewed the proposed 2010 award criteria – should be available soon.
- Will be held in conjunction with regional conference – planning is moving along just fine. One possible dilemma will be “what to do with trophy” if an out of town firm wins – how do they get it back – may need to do plaques.

2.14 STRATEGIC PLANNING (Jim Boone / Terry McCann)

- Terry - Nothing additional to add.

2.15 FIELD TRIPS (Susan Selby)

- Susan not in attendance but working on getting something set up for late spring/early summer.

2.16 2010 REGIONAL EDUCATION AND TRAINING CONFERENCE (Rob Frazier)

- Rob not in attendance; John C. provided overview.
- John Butts has stepped up to lead the fundraising efforts.
- Finances – divided cost into 2 categories (1) to cover things we have to spend per individual (e.g., meals) – provides the basis of the registration cost – projected to be approximately \$475/person, (2) funds to cover the fixed costs of putting on a conference (e.g., AV equipment) – this is supported through the sale of booths/sponsorships.
- John Butts is putting together a package for sponsorship opportunities, cost for booths, etc. – there will be 71 booth spaces will be available - 65 to be sold (5-6 others given to public agencies). There will be approximately 12 large/prime spaces (probably around \$5,000) – associated sponsorship will be tied to events (opening ceremonies), advertisement in the program, etc.
 - Prices are pretty well set – still in the process of getting website set up – hope to have a “dummy” webpage by 10 March. Expect to go live with webpage at the end of the month for registration.
- Terry is working on programs, getting more volunteers
- The conference budget is approved, now meeting twice per month.

2.17 OTHER

- 2010 Engineering Camp Applications Update
 - US Army Camp, Vicksburg, MS - June 13-19, 2010 – applications due March 19, 2010
 - US Air Force Academy Camp, Colorado Springs, CO - June 25- July 1, 2010 – applications due April 23, 2010
 - US Navy Seabees Camp, Port Hueneme, CA - August 2-7, 2010 – applications due May 21, 2010
- Terry – Engineering Camp flyers went out earlier this week – posted on website.
- The indicated due date is when the applications need to be submitted – **Terry needs them sooner.**
- Joe Souther - SAME had a successful booth at the PSEC Science Fair (2/13) – lots of volunteers, exhibits – new banner looked good. An article will be prepared for the spring newsletter.
 - One of the exhibits used (a loch) is getting old – consider purchasing a new loch exhibit, cost is approximately \$50.
 - Rick – put together a request and submit to the Board.

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 |

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|---|--------------------------------|----------------------------|---------------------------------------|------------------------|
| 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 |

By-Law Amendment

Purpose: To provide a POST focus and for Young Member, Education and Mentoring activities.

Background: Present by-laws provide for a “student chapter” committee with responsibilities including Techno Bowl support and Student Chapters. There is no committee set up to handle Young Member Activities. Since the last edition of POST by-laws SAME National has developed a focus on Young Members , Education and Mentoring.

Proposed Changes to by-laws: The changes outlined below would provide a POST focus and specific funding for Young Member, Education and Mentoring activities. It would place responsibility for these connected activities which involve educational and developmental programs for Young Members and Students (i.e. merit awards, Technobowl and SAME Engineering or Construction camps, Young member continuing education, etc) under one committee and establish a special fund for these activities.

PROPOSED CHANGES

Article V

Officers

9. The Young Member Vice President shall: (a) be the focal point for promoting young member participation in the Post; (b) advise the Board and Post Committees of young members interests and desires; and (c) be the focal point for the Post’s interaction with and development of Student Chapters within the geographic area of the Post. The Young Member Vice President shall be considered as a primary candidate for chairman of the Young Member, Education and Mentoring committee.

Article VI

Committees, Task Forces and Special Advisors

- 2... c) Scholarship: Develops and administers the annual program of scholarship fund raising. Provides recommendations to the board for student nominations for scholarships to the PSE&SSF. Working in conjunction with the PSE&SSF, the committee establishes the number of scholarships and their amounts not to exceed the amount available for distribution as per the annual report of the PSE&SSF and as supplemented by Post fund raising efforts. Develops and recommends fund raising events to the Board of Directors. The Chairperson will be the principal point of contact with the PSE&SSF for Post input for the scholarship selection process. Works with the Young Member Vice President to develop programs and activities for young members and student Chapters.
- 3... g) Young Member, Education and Mentoring: Develops and administers Post Mentoring and Young Member activities including; Student Chapter support and development, educational pursuits for Young Members, merit awards to area students, the Techno Bowl and SAME Engineering or Construction camps. Acts as liaison with existing Student Chapters within the geographic area of the Post. Develops a working relationship with the Student Chapter Reserve Officer Training Candidate (ROTC) units, and the Seattle Post to foster communications and provide mutual assistance as needed. Encourages participation in each others’ programs and endeavors. Recommends and

participates in the development of new student chapters and with the Young Member Vice President encourages young member participation.

Article VII

Finances

4. There shall be three Post Funds: the General (operating) Fund; the Young Member, Education and Mentoring Fund; and the Scholarship Fund. These funds shall be accounted for and kept separate. Funds raised for specific named purposes shall be used for those purposes only. Funds raised for scholarships may be transferred to the Puget Sound Engineering and Science Scholarship Fund, Inc. for the purpose of awarding Post scholarships in accordance with established criteria and applicable state and local laws and regulations.