

SOCIETY OF AMERICAN MILITARY ENGINEERS SEATTLE POST BOARD MEETING

MEETING MINUTES
NOVEMBER 4, 2010

MERCURY ROOM, SEATTLE DISTRICT CORPS

MEETING OBJECTIVE: PLANNING AND COORDINATION OF POST OPERATIONS

1.0 Welcome and Opening Remarks

- Review and approval of October Board Meeting Minutes – motion to approve October minutes as posted - approved

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

2.1 PROGRAMS – (Nick Vlahovich)

- November luncheon – set up for UW Center of Urban Horticulture – providing box lunches – location can accommodate up to 100.
- Holiday Social – Nick provided spreadsheet detailing budget – talking to the Harbor Club as the venue.
- 5 options for financing the 2010 social (presented in spreadsheet) – Option 1 is the recommended option.
- Analysis based on headcount from last year (53 attendees).
- Nick – I think we're undervaluing the event.
- COL Wright – I've typically paid around \$50/event for a holiday social. Not sure we should extent the \$10 cost to military members – this is different than a meeting.
- Nick – we charged \$25 last year, \$35 might be a big enough jump for one year
- Nick – Bob Parker, Bob Schlesinger, Bob Galteland have expressed interest in sponsoring.
- Manny – what about raising it to \$40?
- Nick – what about \$5 more for non-members? Yes, we should.
- What about subsidies for potential new members? Marines associated with Toys for Tots? Marines should be covered.
- Summary: \$40 for members/military, \$45 for non-members, free for students.
- Larry - how many sponsorship opportunities will be offered? Consider advertising the sponsorship opportunity to other sustainer firms.
- Sponsorship opportunities will be made available for \$250.
- Nick – will work with MaryAnn to get sponsorship logos on foam core board – will need to budget for this.
- February Program - NAVFAC NW presentation and Command Roundtable.
- Working with Kitsap Conference Center – generally the same program as last year.
- Rick – recently at a Greening of the Government conference – a lot of \$ will be put into these initiatives – is it an opportunity for a local/regional seminar?
- COL Wright – a good idea – need to think about how it is presented – needs to be broad-based.

- Terry – what about the April timeframe?
- Rick – it would be more than just a lunch time presentation
- What to call it? “Federal Sustainable Initiatives” was suggested.

2.2 PROFESSIONAL DEVELOPMENT (Ed Kilduff)

The following report from Ed via email:

- I have someone lined up for professional development training for this month and for January. I will prepare the announcement and send it to Mary Ann by tomorrow (Friday).
- November PD Session – Wetlands Science from a Hydrogeologist’s Perspective by Steve Neugebauer of SNR Associates.
- January PD Session – Latest Developments in Water Law by Kurt Ungar of the Washington Department of Ecology.

2.3 TREASURER (Mike Reynolds)

The following report from Mike via email:

- Cash flow statement for October is provided. Items to note: a) For general operating activity, proceeds from the Golf Tournament were transferred to the Education & Mentoring Fund; and b) For regional conference activity, the early results look good.
- Also attached is a budget planning worksheet. Final figures are still two months out, but please start thinking about 2011 activities.
- A notice of Puget Sound Engineering Council membership dues for 2010-2011 was received. Dues are based on the number of current members.
- Per Rob's membership update, 622 members equates to \$255.50.
- Larry – did we make \$72k on the regional conference?
- Rick – still working through the conference budget and pulling in costs – this is not the final number, but we will most likely will be in the black – looking to report to the Board in January with final numbers. Profits are shared with other Posts – the Board will then need to decide what to do with profits. The report will include recommendations for distribution.
- COL Wright – do we need to approve dues to PSEC?
- No, already approved via the budget.

2.4 CURRENT MEMBERSHIP (Rob Leet)

The following report from Rob via email:

- So far this year, 61 individual members have joined our Post, including six students and seven young members. We are currently 622 strong (IMs + REPS; includes 12 students and 16 young members), and are on track to meet the membership streamer criterion. Twenty-five sustaining members have joined or renewed membership in our Post since January 1.
- I intend to forward the latest list of new members to Bob Parker by the end of this week for the new member welcome letter mailing.

2.5 NEW AND SUSTAINER MEMBERSHIP (Jim Shellooe)

- Saybr is scheduled for the November luncheon.
- Still getting up to speed on mechanics – more detail to follow in December.

2010 Seattle Post Luncheons and Meetings		Sustainer Firm Presentation
Tuesday, November 16, 2010		Saybr Contractors, Inc.
Tuesday, December 07, 2010	Social No Luncheon	

2.6 YOUNG MEMBERS (Joy Chen)

The following report from Joy via email:

- We held our first SU student chapter meeting on campus on 10/21. I gave a short 5 min presentation about SAME and my co-worker, Jim Mavis (process engineer), gave a presentation on integrating various types of engineering. Several dozen students ranging from freshman to seniors came to the meeting and 8 students signed up for the annual mentorship program. I'll send an e-mail in the next few days to recruit mentors and schedule for a mentorship night. Please let me know if you'd be interested to participate.
- Several students signed up for the Polar Sea field trip.
- Will start applying for sponsorship requests for Technobowl this month.
- Will continue to work with UW students to work on starting up the UW student chapter.
- Larry – will students be invited to lunch at UW? Might need to subsidize. Nick to look into it.
- Rick – last year with Technobowl, SAME got the facility for free – there may be a future cost associated with the use of UW facilities.
- Larry – since the SU chapter has been stood up, maybe we should do it there?

2.7 COMMUNICATIONS (Mary Ann Carlson)

- Still looking for fall newsletter articles.
- Has asked Rob to prepare a conference write up. We should also try to get a Design Excellence write up in the fall newsletter.
- Holiday Social announcement will go out soon.
- Committee Chairs – winter newsletter submittals due 1/30.
- November's luncheon announcement is posted on the website.

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	Jim Shellooe	Winter, Spring, Summer, Fall
Submission Deadlines:		
Winter: 30 January		
Spring: 30 April		
Summer: 30 July		
Fall: 30 October		

2.8 OUTREACH (Bob Parker)

- Bob has a number of "welcome aboard" letters for signature by COL Wright.
- Bob had sent out "SAME Seattle Post Recognition to Military units/individuals" Point Paper
- Committee received and reviewed input – Point Paper summarizes recommendations - received 4 inputs – 3 individuals, 1 unit level.

- See recommendations in Point Paper.
- Total recommendation is \$2,900, would like to get this out to units prior to the end of the year.
- Larry – what was the selection criteria? Bob – we provided Commands a standard format to use doing the evaluations.
- Motion to approve the recommended requests as presented in the Point Paper – approved.
- Bob will need to coordinate presentation visits with COL Wright.
- Well done Outreach Committee!

2.9 INDUSTRIAL AFFAIRS (John Butts)

The following report from John via email:

- Sent out “Official” invitations to the Service Chiefs and their Chief Engineers and Contract Officers, for our Third Annual Command Round Table Event. It will be held February 15, 2011 at the Kitsap Convention center, prior to our February meeting. John has also developed an announcement which should go into the newsletter and become an e-mailer in the near future. The ACEC and APWA have also been notified and asked to distribute the announcement to their memberships.
- MaryAnn – just pulled together the announcement – it will be added to the fall newsletter.

2.10 SCHOLARSHIP REPORT (John Souza)

- PSE&SSF has a Board meeting later this month – questions related to the amounts to be allocated will be addressed.
- John will report to the SAME Board next month.
- Will need to know by sometime in December how much SAME will contribute so announcements can get set up in January.
- Rick – an action item for December Board meeting should be to decide how much to contribute.
- Larry – will require some input related to revenue from the conference.
- Rick – we can count on \$3,200 from the Design Excellence dinner – for the rest of the proceeds, we won't necessarily know until January.
- COL Wright – let PSE&SSF meet, get a report from John next month, and then we'll see what the Post will do – we'll discuss next month.
- Bob S – it would be a good idea to get something in the fall newsletter. John will provide a write up to Mary Ann.

2.11 NOMINATIONS (Bob Sundin)

- Bob – provided several suggestions. COL Wright – thought they were good, just hasn't taken action yet.

2.12 READINESS (Pam Cobley/Rob Frazier)

The following report from Pam via email:

- Committee is working to meet the new Streamer Requirements that do not go into effect until 2011.
- Anyone planning to attend TISP Conference in December?
- Larry - do we need to have someone there to meet streamer requirements?
- Rick – optional last year, required this year.
- Terry – yes, it is required.
- COL Wright – happening the same time as the Small Business Conference in December.
- Larry – Small Business Conf starts on 12/6; TISP starts on 12/7 at the same location. COL Wright thought he could cover but USACE Commanders Conference is also happening at the same time - will check to see if he has any staff going and will also check with Rob for recommendations.
- Response from Pam via email on 11/4 – Optional for 2010; required for 2011.

2.13 AWARDS/DESIGN EXCELLENCE AWARDS (Marty Boivin)

- Rick - approximately 300 people at Design Excellence banquet.
- Difficulties with getting Norm Dicks to commit. COL Wright – there are ways to communicate with elected officials and we can probably do a little better job in the future
- USACE policy is to not invite an official in the middle of an election season – can imply a degree of endorsement by the organization.
- Larry – really difficult to get elected officials at events like this – frequently cancel at last minute and you get their replacement.
- Bob S – this kinds of people are a big draw – what about new AF Commander for an upcoming event?
- Rick - let's tentatively set the next Design Excellence for September 2011 – will need to coordinate with Marty. Typically, there has been around 200-250 at these events. The recent banquet surpassed that number.

2.14 STRATEGIC PLANNING (Jim Boone / Terry McCann)

- Working to incorporate the new streamers and review the current program for where the Post is relative to streamers.
- Terry – collecting information throughout the year – will start to pull package together soon, due at the end of January 2011.
- Terry - there are 20 “large posts” throughout the world – the “bar” is slightly higher for these posts – Seattle Post has made distinguished for quite a few years in a row.

2.15 FIELD TRIPS (Susan Selby)

- Polar Sea tour scheduled for November 10th, 3:00 pm.
- Estimate that we'll have 50 people – will divide into 4 groups.
- Will not be available to spouses or kids.
- After RSVP list is confirmed, Susan to send out another memo with directions/parking availability, etc.

2.16 2010 REGIONAL EDUCATION AND TRAINING CONFERENCE (Rob Frazier)

- Rick – thanks to sponsors, committee, volunteers that helped out – through these significant efforts, it is the only way the Post was able to pull this off.
- Pulling together an After Action Report/Lessons Learned – send any input to Dale Clark.
- Conference organizer is also sending out a survey.
- Rick – we're projecting making money on the conference – had a total of 454 registrants
- Mary Ann – there were a lot of senior level/corporate decision-makers in attendance.
- COL Wright – what brought these senior folks to the conference? Mary Ann – the government has money. Larry – programs were attractive. Jim S – shift in the ways companies are doing business – limited marketing dollars, more selective in who they send – not a flock of Project Managers.
- COL Wright – noticeable change in the demographics of who he was talking to.

2.17 OTHER

By-laws Review/Question - Question surrounding Article VII, Item 2, and the issue of Post Dues. John Callahan will come to the December meeting with a recommendation for revision.

Bob S – Joe Souther did a nice job at recent mentor night – good attendance by mentors and students. Another coming up at UW Bothell

Rick – next golf tournament is in August 2011. Committee is forming – volunteers needed – contact Rick or Michelle. Date/location: August 12 at Ft Lewis course.

COL Wright – it was “fun” being President of the Post sponsoring the conference – a lot of people commenting on how great a conference it was – a lot of very positive, strong feedback related to the organization, quality of program, etc. And, Dr. Wolff really liked it.

Mary Ann – with a few exceptions, all presentations are available on the website. Still trying to track down a few from the Navy.

3.0 CLOSE BOARD MEETING – Bold Those in Attendance

BOARD POSITION	PERSON	ORGANIZATION	E-MAIL	PHONE
PRESIDENT	COL Anthony Wright	USACE	anthony.wright.col@usace.army.mil	206.764.3690
1st VICE PRESIDENT	CAPT Pat Rios, USN	NAVFAC NW	jorge.p.rios@navy.mil	360.396.0043
2nd VICE PRESIDENT	CDR Manny Bautista, USN(ret)	Collins Engineers, Inc.	mbautista@collinsengr.com	206.276.3533
YOUNG MEMBER VICE PRESIDENT	Joy Chen	CH2M Hill	Joy.chen9@ch2m.com	425.802.0582
SECRETARY	Jason Strayer	TEC	jsstrayer@tecinc.com	425.453.4040
ASSIST SECRETARY	Eric Pefley	NuMark	eric.pefley@numarkoffice.com	425.274.7506
TREASURER	Mike Reynolds	Shannon & Wilson	mrs@shanwil.com	206.632.8020
ASSIST TREASURER	Erik Blumhagen	Shannon & Wilson	edb@shanwil.com	206.695.6708
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	206.764.6546
Director 2011	Larry Toimil	EHS International	larryt@ehsintl.com	425.455.2959
Director 2012	Mike Weaver	Indian Health Service	michael.weaver@ihs.gov	206.615.2460
Director 2012	Bob Galteland	Reid Middleton	bgalteland@reidmidd.com	425.741.3800
IMMEDIATE PAST PRESIDENT	Rick Beseler	GSA	RichardF.Beseler@gsa.gov	206.719.9007
APPOINTED DIRECTOR				
APPOINTED DIRECTOR				
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		johnebutts1@gmail.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	Happy Times	bsundin@wolfenet.com	425.643.1553
Readiness	Pam Cobley	Roth Hill	pcobley@rothhill.com	(425) 289-7309
Prof Development	Ed Kilduff	CH2M Hill	Edward.Kilduff@ch2m.com	360.472.0076
Programs	Nick Vlahovich	Steelcase, Inc.	nvlahovi@steelcase.com	206.326.5545
Assistant Programs	Allison MacEwan	HDR	Allison.MacEwan@hdrinc.com	425.450.6318

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	Jim Shelloe	AMEC	jim.shelloe@amec.com	425.985.6835
Field Trips	Susan Selby	Confluence Environmental	Susan.selby@confenv.com	425.372.6041
LIASON COMMITTEES				
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OTHERS	Harry Ehlers	USACE	Hearld.r.ehlers@usace.army.mil	206.764.6712
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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