

SOCIETY OF AMERICAN MILITARY ENGINEERS SEATTLE POST BOARD MEETING

MEETING MINUTES
6 OCTOBER 2011

MERCURY ROOM, SEATTLE DISTRICT CORPS

MEETING OBJECTIVE: PLANNING AND COORDINATION OF POST OPERATIONS

The following constitutes the non-verbatim minutes of the meeting. Additions, corrections and comments to these minutes should be made to Toby Hemphill (themphill@hntb.com) no later than seven days following publication. Finalized minutes will be posted to the SAME Seattle Post web site at www.seattlesame.org/home.htm.

1.0 Welcome and Opening Remarks

- Manny Bautista provided opening remarks
- Review and approval of September meeting minutes – **motion to approve September Board Meeting Minutes as posted – motion carried**

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

2.1 PROGRAMS – (Allison A. MacEwan)

- Tue, 20 Sept – Topic: Madigan Design and Construction – Location: Swedish Club – Speaker: Mike Carico, Facilities Manager – Sustainer Presentation: DLR Group
- Fri, 14 Oct – no luncheon – Design Excellence Awards Banquet – Location: Bell Harbor Conference Center – Speaker: BG John McMahon
- Tue, 15 Nov – UW Design & Construction – Location: UW Center for Urban Horticulture
- Wed, 7 Dec – no luncheon – Holiday Social – Location: Harbor Club Seattle
- Tue, 17 Jan – Topic: SR 99 Tunnel – Location: TBD – Speaker: HNTB
- Tue, 21 Feb – Topic: NAVFAC Design & Construction – Location: Bremerton Convention Center – Speaker: TBD
- Tue, 20 Mar – Topic: U.S. Coast Guard Energy Management – Location: TBD – Speaker: TBD
- Tue, 17 Apr – Topic: LEED Project Applications – Location: TBD – Speaker: TBD
- Discussion of event registration process
 - Electronic registration discussion points were distributed to the Board
 - Manny – electronic event registration was discussed at the Post Leaders Workshop, many posts have gone electronic
 - Average fee of 3%
 - Further investigation of options needed before the Board can make a decision
 - Decision made to form a Electronic Registration Subcommittee under Treasury to perform additional investigation and report findings at the November Board Meeting

2.2 PROFESSIONAL DEVELOPMENT (Ed Kilduff)

- Continuing Education Program 12-14 October at Holiday Inn Sea-Tac Hotel; looking for event volunteers; lunch will be provided

2.3 DESIGN EXCELLENCE (Ralph Graves)

- 125 confirmed attendees to date

- Donations are approximately half of what they were this time last year; shortfall expected to shrink in final week before the event
- Slow response from sponsors; Manny to personalize event solicitation and Mary Ann to distribute

2.4 TREASURER (Mike Reynolds)

- Treasurer's Cash Flow Statement distributed
- Mike recently participated in a Post financial management seminar; key messages included:
 - Event volunteers can deduct mileage from their federal taxes
 - SAME Seattle Post is in good standing with National
 - Board approval of the Budget should be in December
- Action items:
 - Manny and Mike to review the by-laws and current Seattle Post procedures to evaluate compliance with applicable metrics
 - Audit Committee to be appointed at November Board Meeting with an Audit to occur in January 2012
 - Mike to distribute additional seminar guidelines to the Board
 - Mike to present preliminary 2011 scholarship funding at the November Board Meeting

Electronic Registration Subcommittee		
Person	Position	Action Item
Mike Reynolds	Chair	<ul style="list-style-type: none"> • Perform additional evaluation of electronic registration options and report findings at the November Board Meeting

2.5 CURRENT MEMBERSHIP (Rob Leet)

- Individual membership in the Seattle Post has increased from 435 in January 2008 to 667 in September 2011, an increase of over 50% in less than 4 years

2.6 NEW AND SUSTAINER MEMBERSHIP (Jim Shellooe)

- Discussion of sustainer firm presentations at monthly luncheons
 - Continue to include luncheon presentations from two sustainer firms
 - Presentations will now be planned up to two years in advance
 - There are a total of 16 slots available each year
 - Jim to email request for presentations to all sustaining firms on 14 October

2011 Seattle Post Luncheons and Meetings	Location	Sustainer Firm Presentation
Friday, 14 October	No luncheon – Design Excellence Banquet	N/A
Tuesday, 15 November	UW Center for Urban Horticulture	TBD, TBD
Wednesday, 7 December	No luncheon – Holiday Social	N/A
Tuesday, 17 January	TBD	HNTB, TBD
Tuesday, 21 February	Bremerton Convention Center	TBD, TBD
Tuesday, 20 March	TBD	TBD, TBD
Tuesday, 17 April	TBD	TBD, TBD

2.7 YOUNG MEMBERS (Amanda Thornton-DeWitt)

- Amanda not present, no update

TechnoBowl Subcommittee		
Date: TBD, 2012 – Time: TBD – Location: UW School of Forest Resources		
Person	Position	Action Item
Amanda Thornton-DeWitt	Chair	• Finalize date and time for 2012 TechnoBowl
Matt Donahue	Member	
Michele Percussi	Member	
Toby Hemphill	Member	
Larry Toimil	Member	
Rick Beseler	Member	
Tara Olson	APWA contact	

2.8 COMMUNICATIONS (Mary Ann Carlson)

- Mary Ann requested that MaryJo Juarez be copied on all Communications emails
- Discussion of new Social Media Subcommittee
 - CMDR Jason Wood interested in joining the Social Media Subcommittee
 - Discussion of which social media outlets to interface with. Consensus of those present was to include widely used outlets such as Facebook, Twitter and LinkedIn
 - Jason Wood to develop a proposal for social networking implementation that links between social media outlets
 - Military personnel are permitted to use social media outlets
 - Mary Ann – we should ensure a maintenance process is in place to remove inappropriate posts
 - Michele Percussi to forward Portland Water Bureau social media policies to Cogan as an example

Social Media Subcommittee		
Person	Position	Action Item
Mary Ann Carlson	Chair	
Cogan Semler	Member	• Prepare progress report and present along with action proposal at November Board Meeting

Seattle Post SAME Newsletter		
Committee	Chairperson	Issue
Awards/Design Excellence	Ralph Graves	Winter, Fall
Scholarships	John Souza	Winter, Summer
House	Adam Parga	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	Ed Kilduff	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: 12 August

Fall: 30 October

2.9 OUTREACH (Bob Parker)

- Bob distributed selection criteria for recognition of deployed troops/units
- The Outreach Committee will present recommendations for merit awards at the November Board Meeting
- Young Members Committee to evaluate ROTC participation and report findings at the November Board Meeting

2.10 INDUSTRIAL AFFAIRS (Ken Valder)

- The 2012 Roundtable will be held 21 February at the Kitsap Conference Center

2.11 SCHOLARSHIP REPORT (John Souza)

- John described scholarship funding sources
 - Annual Golf Tournament, Raffle and Design Excellence Dinner are the primary sources of scholarship funding
 - Average of approximately \$15,000 raised each of the past 2 years
- Geoff Compeau presented a Puget Sound Engineering and Science Scholarship Fund (PSE&SSF) Board of Direction briefing
 - Presentation slides to be distributed with November Board Meeting Minutes

2.12 NOMINATIONS (Bob Sundin)

- No update

2.13 GOLF TOURNAMENT (Michele Percussi)

- Mary Ann Carlson to attend the Mt. Tacoma Post Monthly Meeting on 10 November

2.14 READINESS (Pam Cobley)

- Harry Ehlers will attend conference; typically help in conjunction with small business conference Nov/Dec 2011 in Washington DC. Required for streamer.

2.15 STRATEGIC PLANNING (Jim Boone / Terry McCann)

- Jim provided a recap of the 20 September Strategic Plan discussion
 - Diverse thoughts on direction
 - Current Strategic Plan is driven by annual programs
 - We need to set clear annual objectives, consider decoupling from streamer objectives
 - We need to improve document tracking
- Strategic Plan Discussion scheduled for 6 October (after Board Meeting)
- Strategic Plan Decision Meeting scheduled for 21 October
- Objective is to vote on proposed Strategic Plan changes at the 3 November Board Meeting

2.16 FIELD TRIPS (Harry Ehlers)

- Hiram M. Chittenden Locks Tour (Ballard), Wednesday, 16 November, 1300-1500 hrs
 - Announcement & first-come invitation by 14 October (30 maximum per guide; will gauge interest, see if more than one group can be accommodated)
 - Lock will be drained for maintenance during visit, but cannot enter tunnels or the pumping plant

- Recruiting USACE staff to describe the maintenance work, routine operation, and will tour the lock site (including Tower)
- Future field trip opportunities:
 - 520 Bridge Replacement Project (target 1st/2nd quarter, 2012)
 - WSDOT Pontoon Construction Facility – Grays Harbor? (target 2nd/3rd quarter, 2012)
 - Alaskan Way Tunnel – Toby Hemphill to serve an HNTB contact for potential field trip

2.17 OTHER

- Joe Souther presented a summary of upcoming events for the Puget Sound Engineering Council

3.0 CLOSE BOARD MEETING – Bold Those in Attendance

Board Position	Person	Organization	E-Mail	Phone
PRESIDENT	CDR Manny Bautista, USN (Ret.)	Collins Engineers	mbautista@collinsengr.com	206.276.3533
1st VICE PRESIDENT	CAPT John Hickey	USCG	john.j.hickey@uscg.mil	206.220.7401
2nd VICE PRESIDENT	Michele Percussi	GHD	michele.percussi@ghd.com	206.838.8584
YOUNG MEMBER VICE PRESIDENT	Amanda Thornton-DeWitt	EMR	athornton@emr-inc.com	425.742.1385
SECRETARY	Toby Hemphill	HNTB	themphill@hntb.com	425.450.2588
ASSIST SECRETARY	Steve Swope	Pacific Groundwater Group	steve@pgwg.com	206.329.0141
TREASURER	Mike Reynolds	Shannon & Wilson	msr@shanwil.com	206.632.8020
ASSIST TREASURER	Erik Blumhagen	Shannon & Wilson	edb@shanwil.com	206.695.6708
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	CAPT Mike Weaver, USPHS (Ret.)	Indian Health Service	michael.weaver@ihs.gov	206.615.2460
Director 2012	Bob Galteland	Reid Middleton	bgalteland@reidmidd.com	425.741.3800
Director 2013	Rick Beseler	GSA	richard.beseler@gsa.gov	206.719.9007
Director 2013	Ken Valder	Cooper Zietz Engineers	kenv@coopercm.com	206.768.8500
IMMEDIATE PAST PRESIDENT	COL Anthony Wright (Ret.)	USACE Seattle District	Anthony.wright.col@usace.army.mil	206.764.3690
NW Regional Vice President	Bob Schlesinger	Michael Baker Jr.	bschlesinger@mbakercorp.com	360.598.6802
APPOINTED DIRECTOR	COL Bruce Estok	USACE Seattle District	bruce.estok.col@usace.army.mil	
APPOINTED DIRECTOR	CAPT Pat Rios	NAVFAC Northwest	jorge.p.rios@navy.mil	
COMMITTEE CHAIRS				
Design Excellence	COL Ralph Graves (Ret.)	Port of Seattle	graves.r@portseattle.org	206.728.3729
Scholarships	John Souza	KTA Associates	jsouza@ktainc.net	425.301.8920
House	LTJG Adam Parga	USCG	adam.l.parga@uscg.mil	206.217.6572

Board Position	Person	Organization	E-Mail	Phone
Industrial Affairs	Ken Valder	Cooper Zietz Engineers	kenv@coopercm.com	206.768.8500
Outreach	CAPT Bob Parker USN (Ret.)	Westsound BOSC	rparker@ejbfs.net	360.396.4302
Constitution/By-Laws	John Callahan		jkcallahan@q.com	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	nvlahovi@steelcase.com	206.326.5545
Assistant Programs	Allison MacEwan	TetraTech	allison.macewan@tetrattech.com	206.728.9655
Communications	Mary Ann Carlson	Carlson Communications	mcarlson@carlsoncom.biz	425.736.8687
Newsletter	MaryJo Juarez	Juarez Group	juarezmj@msn.com	360.471.4269
Strategic Planning	Jim Boone	CH2M Hill	jim.boone@ch2m.com	206.784.8191
Young Members	Amanda Thornton-DeWitt	EMR	athornton@emr-inc.com	425.742.1385
Sustainers	Jim Shellooe	AMEC	jim.shellooe@amec.com	425.985.6835
Field Trips	Harry Ehlers Susan Selby Chris Cziesla	USACE Seattle Confluence Environmental Company	harald.r.ehlers@usace.army.mil susan.selby@confenv.com chriscz@confenv.com	206.764.6712 425.372.6041 206.321.6537
LIAISON COMMITTEES				
Email communications	CDR Michael Young	PHS	michael.young@seattlepostsame.org	206.615.2489
PSEC	Joe Souther	CDM	southerjt@cdm.com	425.519.8328
Streamer Award & Eng. Camp Coordinator	Terry McCann	EA Engineering, Science, and Technology	tmccann@eaest.com	425.284.5401
Event Support	Andy Hough	Skanska, USA	andy.hough@skanskausa.com	206.726.8000
Event Support	Amanda Thornton-DeWitt	EMR	athornton@emr-inc.com	425.861.4561 x18
Golf Tournament	Michele Percussi	GHD	michele.percussi@ghd.com	206 838 8584

Also Attending October 2011 Board Meeting: LT Cogan Semler, Geoff Compeau