Seattle Post Board Meeting – October 3, 2019

MEETING MINUTES

Date/Time: Thursday, October 3, 2019, at 8:10 AM
Location: 1111 3rd Avenue (3rd & Seneca), Seattle, 16th floor AECOM reception
Call-In: Dial-in 866.583.7984  Conference code 4479740

<table>
<thead>
<tr>
<th>Attended (alphabetical order)</th>
<th>* voting member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faith Batrack</td>
<td>LT Matty Haith*</td>
</tr>
<tr>
<td>Manny Bautista*</td>
<td>John Hickey</td>
</tr>
<tr>
<td>Kathryn Bost*</td>
<td>LCDR Sam Lee*</td>
</tr>
<tr>
<td>Gina Bryan</td>
<td>Terry McCann</td>
</tr>
<tr>
<td>Debbie Chinn*</td>
<td>Tom Nichols*</td>
</tr>
<tr>
<td>Julie Erickson*</td>
<td>Mark Ohlstrom*</td>
</tr>
<tr>
<td>Ralph Field*</td>
<td>Andy Park</td>
</tr>
<tr>
<td>Melissa Grasso</td>
<td>Ryan Peterson*</td>
</tr>
</tbody>
</table>

Welcome and Announcements

1. Roll call.
2. Quorum declared.
3. Acknowledged guest – John Rosner, our AECOM liaison for this month.
4. October 3 Revised Meeting Agenda approved.
5. September 5 Revised Meeting Minutes approved.
6. Announcements
   a. The Portland Post will host a 100th birthday celebration for longtime S.A.M.E. member and Fellow Bud Ossey. The celebration will November 13 at the US Army Corps of Engineers-Portland District headquarters, from 4:00 pm to 5:30 pm. Melissa Grasso will send out an email announcement and post the event on our website. Invitation link: [https://www.same.org/Portals/0/posts/seattle/documents/2019/Bud%20Ossey%20Celebration%20Word.pdf?ver=2019-10-08-125500-613](https://www.same.org/Portals/0/posts/seattle/documents/2019/Bud%20Ossey%20Celebration%20Word.pdf?ver=2019-10-08-125500-613)
   b. S.A.M.E. National Update:
      1) Centennial Celebration planning is underway.
      2) The 2019 Federal Small Business Conference is November 20-22 in Dallas, Texas.

Standing Reports

TREASURER (Ryan Peterson)

1. Treasurer Report was emailed to Board attendees. Ryan reviewed account balances, revenue and expenses. There was a net increase of $3,000 at the end of September.

MEMBERSHIP (Scott Blount)

Not in attendance.
PROGRAMS (Nick Vlahovich)

1. Planning for the Meet the Agencies (MTA) event has started. Going forward, the focus of MTA will be non-federal agencies, and Meet the Chiefs (MTC) will be focused on federal agencies, including military and other federal government agencies.

2. Nick is trying to get a US GSA representative this year for the MTC program, and have the Veterans Administration representative attend the MTC rather than the MTA they attended last year.

3. Agencies presenting at the last MTA included WSDOT, Port of Seattle, King County, Sound Transit, the University of Washington and VA VISN 20. There is room to add another agency or two; suggestions included Snohomish County, Pierce County, Port of Tacoma, Puget Sound Energy, various City of Seattle agencies and Tacoma Public Utilities. PTAC could be invited to cover non-federal opportunities. If anyone has a connection to any of these groups, please let Nick know.

4. The Holiday Social being planned. It will be held at Elysian Fields Brewpub in Seattle on December 4.

5. The November luncheon program is one month away. Nick needs information on the speaker and presentation within the next 10 days. Mark Ohlstrom is meeting with his contact today and will forward the information to Nick.

6. Mark Ohlstrom thanked Nick and Tom Nichols for the September 17 luncheon program that featured an overview of JBLM’s Construction and Sustainment Program.

Annual Event Updates

GOLF TOURNAMENT (TBD – Chair needed)

1. Efforts are underway to find new volunteers and designate a committee chair for next year’s golf event.

HOLIDAY SOCIAL (Nick Vlahovich)

Reported above.

MEET THE AGENCIES (MTA) (Kevin Stoll)

Reported above.

MEET THE CHIEFS (MTC) (Allan Wycoff)

1. There was a conference call on September 19 with the Tacoma and Portland Posts to discuss combining the Seattle MTC event with Portland’s Meet the Primes event. This will be one of the kick-off events for the northwest Posts’ Centennial Celebration. The goal is to have 200-250 attendees at the event in Tacoma on June 16 2020, with an ice-breaker reception the evening before on June 15. Claire Foy of ACEC is working to find a local hotel to accommodate the event.

2. The Portland Post will manage the communications and publicity for the event.

3. Allan will have another planning meeting call this month with the Posts. Need to determine how to coordinate a four-way split of event revenue among three Posts (Seattle, Tacoma, Portland) and ACEC.
PROJECTS OF EXCELLENCE AWARDS BANQUET (John Hickey, Ralph Field)
1. Arrangements are being finalized and additional sponsorships are coming in along with the annual sponsorships that support the program.
2. Attendance is lagging; as of today fewer than 50 people are registered. The program usually has 100 attendees. The Board is encouraged to contact colleagues, associates, and friends and invite them to attend.
3. Outstanding needs:
   a. More raffle prizes. Money collected goes to the scholarship fund.
   b. Someone to take photos of the event, particularly the award entries. The goal is to have photography that can be used by the awarded firms for marketing and PR purposes.
4. Mark Ohlstrom encouraged all Board members and meeting attendees to register for the event.

SMALL BUSINESS SYMPOSIUM (SBS) (TBD – Chair needed)
1. Sam Lee sent an email to the Board on October 2 with an update on the SBS.
2. The date of the April 2020 event was decided. Due to schedule conflicts and local schools’ spring breaks, the date of the SBS will be Tuesday, April 28, 2020, with the ice-breaker reception on Monday evening, April 27.

TECHNO BOWL (LT Matty Haith)
1. Matty will be reaching out to the University of Washington (UW) to decide the best date for the event. Sam Lee will send Matty his contact at the UW for assistance. The date for Techno Bowl 2020 will be decided by the November Board meeting.
2. Mark Ohlstrom said the Board needs to support Matty to help make the event successful.
3. Ray Spees asked the Board for information on potential new young members. Send names and contact information to him, Matty and Sam Lee. Ray and Matty met earlier this month to plan a Happy Hour event for young members.

VETERAN ASSISTANCE LUNCH PROGRAM (TBD – Chair needed)
1. The announcement for our 3rd annual veterans’ celebration lunch was sent out. This is a free event for up to 50 registrants. The date is October 25 at Tukwila’s Bahama Breeze restaurant, from noon to 2:00 pm. There are two speakers lined up:
   a. SGT Aaron Quinonez, Q Missions, who will talk about suicide prevention; and
   b. LDCR Sam Lee, PE (CEC, USN), who will talk about his experience with, and support for, transitioning vets.

Committee Updates

CENTENNIAL CELEBRATION (Julie Erickson, Manny Bautista)
1. Julie presented a summary of recent meetings and discussions with the three Posts (Seattle, Tacoma, and Portland) and Dave Newkirk (Northwest Regional Vice President).
2. Julie clarified the need for volunteers for the Centennial Celebration in 2021: The JETC May 2021 is a National SAME Event and is being hosted by the Portland Post. The event will need about 150 volunteers. If there is a need for more volunteers than the three Posts (Seattle, Tacoma, Portland) can supply, S.A.M.E. National will help recruit additional volunteers as needed. An incentive for the Posts to supply the volunteers is that each Post will receive a portion of the proceeds from the event. The more volunteers per Post, the more proceeds go to that Post. However, revenue from the event won’t be available until late 2021 or early 2022.

3. For the Centennial Celebrations in the Northwest, each Post will produce their own individual centennial event and are considering whether to have a joint event as well. Coordination, dialogue, and collaboration among the three posts is ongoing.

4. **Centennial Coin**: It was decided that the three Posts would generate a Centennial coin. This would be used to help drive the volunteer initiative (volunteers would get a coin for their efforts). The committee requested the Board’s approval to order approximately 200 coins, at a cost of about $10-$15 each. Cost would be for graphic design and coin production. The Seattle Post will front the costs for the graphic design and production set-up for the coin and each Post will pay for the production costs for the number of coins they desire. The coins will be used at the individual Posts’ Centennial Celebration events and at the Regional MTC event to interest volunteers in assisting at the May 2021 JETC. Nick Vlahovich suggested leftover coins could be given as speaker gifts at future programs.
   a. Mark Ohlstrom proposed the Board allocate $3,000 from the budget to produce a coin for the Centennial. The proposal was approved.

5. **Seattle Post Centennial Celebration Event**: National has given Posts permission to do what they want to celebrate the centennial; however, each Post must have their event vetted by National. Dave Newkirk said we need to plan a “big event” since National wants each event to be special and significant, not something tacked on to a regular monthly program. The result of national efforts will be a commemorative book that will capture all Post events throughout the centennial year. The book will include photos and a summary of how each Post celebrated the contribution of engineering to America’s growth. Each celebration event is encouraged to incorporate community leaders and organizations such as utility companies and private industry to emphasize the importance of engineering and what’s been accomplished over the past 100 years.
   
   Julie asked the Board for feedback on what the Seattle Post wants to do for the celebration. Options include:
   b. Plan a centennial event as part of the Regional MTC event; or
   c. Be included in the Tacoma Post’s Centennial Ball scheduled for early 2021, a few months ahead of JETC 2021. Lori Revely is the planning lead for Tacoma’s formal Centennial Ball; or
   d. Select one of the Seattle Post’s major events, such as the SBS or the Projects of Excellence Banquet, and make it Centennial-focused.

6. Terry McCann suggested our event could feature speakers and displays that showcase the region’s major engineering accomplishments, such as SR 99 tunnel and viaduct demolition, the SR 520 program, or other large infrastructure projects.

7. Mark Ohlstrom suggested:
   a. Plan a lunch program at the MTC Regional event where each of the Posts present highlights of up to five local engineering projects; or
   b. Revamp the Projects of Excellence Awards banquet to focus on special engineering projects.
8. The Board will revisit this discussion at the November meeting. Manny Bautista said a decision must be made by the beginning of 2020 in order to allow time for National’s approval and planning the event. A decision about the Seattle Post’s celebration event will be made at the December Board meeting. Mark Ohlstrom asked everyone to provide input to Julie Erickson or Manny Bautista.

COMMUNICATIONS (Melissa Grasso)
1. Melissa will send out email reminders next Tuesday for the upcoming Projects of Excellence and Veterans luncheon programs.
2. Melissa asked that Tom Nichols send her Bud Ossey’s 100th birthday celebration information to post on the website.
3. We have signed up for Constant Contact. Analysis shows our contact list has grown by 9%, and top performing emails are those that demonstrate what the Post is doing, such as luncheon programs and the three-Post survey.
4. Mark Ohlstrom thanked Melissa for her all her efforts on communications.

COMMUNITY OUTREACH (Erik Van Buskirk, Brian Blevins)
Not in attendance.

EMERGENCY PREPAREDNESS (Andrew Park, Matt Veenstra)
1. Andy Park said making they are making progress on emergency response.

ENERGY AND SUSTAINABILITY (Wendy Oresik)
Not in attendance.

ENGINEERING & CONSTRUCTION CAMPS (Terry McCann)
1. The Post sponsored three students to attend each of the camps this year. In addition, the Post sent two mentors to the camps. Although that increased costs, the effort will reflect positively in our streamer submission.
2. Streamers: Terry is waiting for the new criteria to come out. He will report back.

FIELD TRIPS (Evan Lakin)
Not in attendance.

KITSAP CHAPTER (LCDR Sam Lee, Julie Erickson, Manny Bautista)
1. Sam Lee sent an email to the Board on October 2 with an update on planning efforts for the first meeting of the Kitsap Chapter. Costs seem high for holding the first meeting at the Kitsap Conference Center; in addition, that venue may be too large and too formal.
2. Sam suggested several other venues, but is concerned the locations may be challenging for attendees.
3. Manny Bautista suggested making a deal with a local restaurant for regular meetings, which could keep costs down.
4. Sam needs a budget allowance for the first meeting. Mark Ohlstrom proposed allowing up to $350 for meetings until the end of the year. Then a new budget would be set for 2020. The proposal was approved by the Board.
MEMBERSHIP – RETENTION AND NEW (Scott Blount)
Not in attendance.

MEMBERSHIP – SUSTAINER FIRMS (Jim Shellooe)
1. The November program presenters will be Wood Harbinger and KPFF.
2. Jim will email Nick Vlahovich the sustainer presenters signed up for 2020 programs.
3. When reviewing sustainer firms’ membership rolls, he discovered one slot was not filled within his own firm. He asked Board members to check their own firms to see if all membership spots are filled. He also requested help making calls to other sustainer firms to promote membership.

MEMBERSHIP - YOUNG MEMBERS (LT Matty Haith)
No report.

NOMINATIONS (Larry Toimil)
1. He is making progress on nominations for open positions. For the Veterans Committee Chair, he is talking with Karl Himes from FourBlock, an organization that focuses on Veteran Career Readiness.
2. He has some candidates lined up to discuss their interest in committees. By the November Board meeting he will have some candidates identified.

PROFESSIONAL DEVELOPMENT (Wendy Oresik)
Not in attendance.

SCHOLARSHIPS (John Souza)
1. John will provide his annual scholarship briefing at the November Board Meeting.
2. He has a PSE&SSF meeting next week to discuss the January 2020 scholarship campaign. At the November Board meeting, he will discuss the proposed changes in the 2020 program that seeks efficiencies in applications processing.
3. In addition to named scholarships, the Post has $50,000 more in scholarships available for 2020.

SMALL BUSINESS COMMITTEE (TBD – Chair needed)
See report above.

STEM (Mary Ann Carlson)
Not in attendance.

STRATEGIC PLANNING AND STREAMER AWARDS (Terry McCann)
See report above.
UW STUDENT CHAPTER (TBD – Chair needed)

1. Sam Lee is working on finding a committee chair. Mark Ohlstrom asked him to finalize a candidate this month in order to get a students’ meeting scheduled.

2. Ray Spees volunteered to help Sam. Sam will be meeting with Bill Bender, UW faculty student advisor, tomorrow.

VETERAN ASSISTANCE (TBD – Chair needed)

See report above.

OTHER BUSINESS

1. Mark Ohlstrom reminded the Board of the two events coming up: The Projects of Excellence Awards Banquet and the Veterans luncheon event.

END OF MEETING MINUTES