SAME Seattle Post - Board Meeting July 11, 2019

REVISED MEETING MINUTES

Date/Time:  Thursday, June 6, 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>
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<tbody>
<tr>
<td>Faith Batrack</td>
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<td>Kathryn Bost*</td>
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<td>Kerrie Bridges (AECOM conf. rm. liaison)</td>
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<td>Julie Erickson*</td>
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<td>Kevin Fagot</td>
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<td>Ralph Field*</td>
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<tr>
<td>Scott Blount</td>
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<tr>
<td>Manny Bautista*</td>
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<tr>
<td>Mary Ann Carlson</td>
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<tr>
<td>Kristie Casarez*</td>
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<td>Debbie Chinn*</td>
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<td>Bob Galteland*</td>
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* Voting member

Welcome and Announcements

1. Roll call
2. Quorum declared
3. Acknowledge guests – None in attendance.
4. July 11 Agenda approved
5. June 6 Minutes approved
6. Announcements
   a. Kerrie Bridges is the AECOM conference room contact today.
   b. The Board recognized Mark Ohlstrom’s first meeting as Post President for 2019-2020.
   c. John Callahan, a long-time Post member has suffered a stroke. Mark asked Board members to send well wishes his way.
   d. The annual Post Leader’s Workshop (PLW) is August 4 - 6. Caroline Roberts and Matty Haith will attend and represent the Seattle Post.
   e. National has set up a Land’s End online store with the SAME Centennial logo available. A variety of items can be ordered for purchase. Melissa Grasso will send out a link.
   f. Mark reviewed some of the goals and objectives of the 2020 SAME Strategic Plan:
      1) Enhance relationships within the industry and government agencies.
      2) Develop leaders
3) Grow the STEM pipeline  
4) Prepare and support transitioning veterans  
5) Build and strengthen resilience committees

(Link to the Strategic Plan:  

Caroline Roberts and Matty Haith will report on National’s goals when they return from the August PLW.

  g. National is growing the SAME foundation in line with its strategic initiatives.
  h. The National Council of Examiners for Engineering and Surveying (NCESS) conference will be in Seattle in November 2019. One of its goals is supporting STEM in higher education. Dave Newkirk will attend.
  i. Mark Ohlstrom proposed two appointed directors for 2019-2020: Steve Woolery and Sam Lee. Steve is a past Post president and has served the Board and Post for many years. Sam was the UW SAME Student Chapter leader and has now moved to his new position with the Navy at Naval Base Kitsap. Sam has volunteered to stand up and lead the new SAME Kitsap Chapter.

Standing Reports

TREASURER (Ryan Peterson)
Not in attendance.

1. Kevin Fagot emailed the Treasurer's Report. He is now turning over the Treasurer’s Report development responsibility to Ryan Peterson.

2. He requested the Board vote to add Ryan Peterson and Faith Batrack to the Verity account. Verity requires a record of the vote in Post Board Meeting Minutes. A vote occurred and Ryan and Faith are now approved to be added to the for Verity banking account.

3. Kevin will be writing checks until August.

4. Mark Ohlstrom thanked Kevin for his work as Treasurer over the past year.

MEMBERSHIP (Scott Blount)
Not in attendance.

1. Minimal changes from last month’s membership numbers.

PROGRAMS (Nick Vlahovich)

1. The Meet the Chiefs (MTC) hot wash occurred. Attendance was down this year—148 attendees compared with 205 in 2018. Not sure why this occurred. Finances not yet finalized.

2. The November program needs a speaker. USACE won't commit until one week before the program. Mark Ohlstrom said we can find someone fill in if needed.
Annual Event Updates

GOLF TOURNAMENT (Chair TBD)

1. Nancy Yee was thanked for her efforts in helping Monica coordinate the event and sending out the reminder email encouraging people to register and signup for sponsorships.
2. Event date is August 8th. We can handle up to 144 golfers to be sold out. So far we only have about 60 golfers signed up. The event is always a money-maker for the scholarship fund.
3. Specific sponsorships are needed. See the email from Nancy or contact Nancy.
4. We need a photographer for the event.
5. Monica Manthey is relocating to the East Coast this September. Mark Ohlstrom thanked her for all her years of supporting the golf tournament and other Post activities. The events would not have been as successful without her involvement.
6. Monica thanked everyone for their support and leadership over the years. Even though she is leaving the west coast, she will remain a SAME supporter and will “plug in” to the Seattle Post whenever she can.
7. Mark Ohlstrom said we need a chair for next year’s golf tournament to continue and grow the scholarship fund. The chair will have Post support to ensure a successful event.

HOLIDAY SOCIAL (Nick Vlahovich)

No update.

MEET THE AGENCIES (Kevin Stoll)

1. Mark Ohlstrom will work with Kevin Stoll to line up speakers for the January 2020 event. The goal is to get State, County and similar agencies to participate.

MEET THE CHIEFS (MTC) (Chair TBD)

1. Mark Ohlstrom has discussed this event with the committee and the Tacoma and Portland Posts. It was decided to move forward and schedule the 2020 MTC event as a regional event in Tacoma. Adjustments to the format and venue can be made in subsequent years. A discussion ensued and included the following points:
   a. The 2020 Regional MTC should be a standalone event in June and not combined with the Small Business Symposium as a two-day event.
   b. Tacoma seems to be right location as it is located between Seattle and Portland, and will allow for more USACE/ Joint Base Lewis-McChord participation. A Tacoma location may also be easier for Navy attendees. With a regional event in Tacoma, a later start time was suggested to allow for travel time from Seattle and Portland.
   c. ACEC will stay involved as they provide a lot of valuable upfront planning and organization of the event. Also, keeping ACEC involved in MTC builds awareness of SAME and helps the Post meet a Streamer requirement.
d. Proceeds from the event will be distributed among the three Posts and ACEC; distribution percentage to be determined. EventBrite should be set up to allow registrants enter their Post or ACEC affiliation. (Addition) Dave Newkirk commented on the 50/50 proceeds split going to ACEC in the past. He questioned why this was done as 90% of the ACEC membership attending MTC are SAME members and said this needs to be reviewed.

e. The Small Business Symposium (SBS) will remain an April program and will be separate from MTC. The SBS has become a hallmark of the Bremerton locale and will be the focus of the Kitsap Chapter. Sam Lee will get the Navy more involved as well as local small businesses and Navy prime contractors. The SBS should stay focused on small businesses and the MTC will keep a focus on federal agencies, their respective programs, and upcoming opportunities. New agencies to consider include BPA; Western FHWA; USFWS; National Park Service; Forest Service; NOAA; GSA; VA; and National Guard in addition to other military agencies in the region.

f. Mark Ohlstrom asked for a volunteer to chair the 2020 MTC event and help line up speakers. ACEC will assist with organizing the event.

g. Contact Mark Ohlstrom with additional comments or discussion. The goal is to get planning for the event in place by this fall.

PROJECTS OF EXCELLENCE (John Hickey)
Not in attendance.
1. Ralph Field said an email was sent out calling for entries and describing the benefits of entering. Benefits include public recognition of the firm and its project(s) and potential for marketing use.
2. Attendance at the October event is encouraged as this will be a kickoff for the Centennial celebration.

SMALL BUSINESS SYMPOSIUM (SBS) (Chair TBD)
1. Michelle Percussi is retiring from the working world to enjoyed well deserved time with family. She will be available for advice and support on next year’s SBS, but will not be able to continue as Chair of the event.
2. We need a chair for 2020. If anyone is interested, please contact Mark Ohlstrom.
3. The SBS will scheduled for the fourth Tuesday in April, avoiding conflicts with school spring break schedules and occurring more than a month after the March Alliance Northwest networking event.
4. Sam Lee will be a key player in coordinating the 2020 SBS as he will be stationed in Bremerton and leading the Kitsap Chapter.

TECHNOBOWL (LT Matty Haith)
1. Ray Spees is working with Matty Haith on the 2020 Technobowl. He will connect with Dave Walt who coordinated the April 2019 event.

VETERAN ASSISTANCE LUNCH PROGRAM (Allison MacEwan)
1. Allison is coordinating with Monica Manthey to get the October 25th program set up.
2. Monica will stay involved until September and help with lining up speakers and developing the event flyer. Melissa Grasso will also help with the flyer.
3. A Save-The-Date email went out recently and the event will be posted on the website.
4. The event is expected to sell out and not a lot of marketing is needed. It will be held at the same venue as last year (Bahama Breeze at Southcenter).

Committee Updates

CENTENNIAL CELEBRATION (Julie Erickson, Manny Bautista)
1. Julie Erickson is coordinating with General Schroedel and others to get input from the Tacoma and Portland Posts about how we want to support the Centennial celebration.
2. National wants photos and social media posts to start spreading interest.
3. Julie will forward information on what other Posts across the US are planning to do.

COMMUNICATIONS (Melissa Grasso)
1. Melissa Grasso requests all Board members review the SAME Seattle website pages for “Officers” and “Committees” (links below) to ensure contact information is correct. Please email her edits.
   - [https://www.same.org/Get-Connected/Find-a-Post/Seattle/Officers](https://www.same.org/Get-Connected/Find-a-Post/Seattle/Officers)
   - [https://www.same.org/Get-Connected/Find-a-Post/Seattle/Committees](https://www.same.org/Get-Connected/Find-a-Post/Seattle/Committees)
2. Mark Ohlstrom said that the Post will start sending out general emails to membership only twice a month—on the first and fifteenth—to limit excess emails and keep people from unsubscribing. Emails will be in a newsletter-type format with announcements and links to upcoming events. Mark said communications within the Board and committees can continue as needed.
3. Larry Toimil will notify National about the changes in Board members for 2019-2020.

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

EMERGENCY PREPAREDNESS (Andrew Park and Matt Veenstra)
Not in attendance.

ENERGY AND SUSTAINABILITY (Wendy Oresik)
1. Wendy Oresik is looking at other organizations to co-sponsor the 2021 Sustainability Forum, such as the American Society of Civil Engineers (ASCE).
2. Before a decision is made, the Board needs to consider the pros/cons of having a co-sponsor and the potential impact on revenue, event scope and agenda.
3. Wendy said that one of the benefits of having ASCE as a co-sponsor is that they are a large national organization that can introduce their members to SAME to help grow the Post.
4. Mark Ohlstrom asked that Caroline Roberts provide input since she will be Post president next year.
5. Mark, Caroline and Wendy will meet to discuss and bring a proposal to the Board, summarizing past forums and the possible benefits of having a co-sponsor for sharing costs and event responsibilities.
ENGINEERING & CONSTRUCTION CAMPS (Terry McCann)

1. The Post sent three students and two mentors to Engineering Camps this summer. Expense reports will be coming to the Treasurer.

FIELD TRIPS (Evan Lakin)
Not in attendance
1. Looking for ideas for field trips in the next 12 months. Please contact Evan or Mark Ohlstrom with ideas.

KITSAP CHAPTER (Julie Erickson, Manny Bautista, Mark Swink)

1. Mark Ohlstrom and Sam Lee will put a Chapter report together and determine what needs to be done to have National recognize the new Chapter.

MEMBERSHIP – RETENTION AND NEW (Scott Blount)

Not in attendance.
1. Scott and Mark Ohlstrom are working on ways to increase Post membership and retain our current members. Working on a plan with the Post fellows and National regarding membership and the future of the Post and SAME. Please pass along any ideas you may have to Scott and Mark.

MEMBERSHIP – SUSTAINER FIRMS (Jim Shellooe)

Not in attendance.

MEMBERSHIP - YOUNG MEMBERS (LT Matty Haith)

Not in attendance.
1. Ray Spees and Matty Haith will be meeting on Monday. Focus will be on recruiting young members and preparing for Technobowl 2020.
2. Ray requested a list of Sustainer Firm contacts to ask them to send a young member to committee meetings. Mark Ohlstrom said one of the Post’s goals this year is to reach out to each member firm to increase membership and participation.
3. Ray will contact Jim Shellooe for Sustainer Firm information.

NOMINATIONS (Larry Toimil)

1. Larry Toimil announced that Allan Wycoff of ProDims will take on the House position and will support Program chairs. Allan helped Nancy Yee with the Small Business Symposium this year and is also helping with the August golf tournament. Welcome aboard, Allan!
2. Larry gave Allan’s contact information to Kathryn Bost for adding to the attendance table and email list.

PROFESSIONAL DEVELOPMENT (Wendy Oresik)

1. No update.
SCHOLARSHIPS (John Souza)
Not in attendance, but emailed a report:
1. The scholarship campaign for 2019 was a successful one. We have awarded most of the checks. John will send the final list of winners to the Communications committee next week to post to our website.
2. Mark Ohlstrom thanked John for all his efforts this year resulting in a record dollar amount going into the scholarship fund and the most applicants and awards given out.

SMALL BUSINESS COMMITTEE (Chair TBD)
No update.

STEM (Mary Ann Carlson)
Not in attendance.

STRATEGIC PLANNING AND STREAMER AWARDS (Terry McCann)
1. Terry McCann is performing a mid-year check-in and will be distributing a form for comment and input. This will be handled via email.

UW STUDENT CHAPTER (TBD)
1. The Chapter needs a new leader. Sam Lee is working on recruiting his replacement.
2. Ray Spees will help until a new person comes on.

VETERAN ASSISTANCE (Allison MacEwan)
1. No additional activities planned at this point.

OTHER BUSINESS
1. The first meeting of the Kitsap Chapter is October 22. Mark Ohlstrom invites everyone to attend, and he will work with Sam to get the Chapter set up. Meeting location is TBD, either in Bremerton or Bainbridge.
2. Mark Ohlstrom thanked Kerrie Bridges for today's conference room access and AECOM for hosting the meeting.
3. Action items:

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<td>NOMINATIONS / Kathryn Bost to add Allan Wycoff’s information to the Board attendance table and email list as the new House Committee Chair.</td>
<td>Kathryn Bost</td>
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<td>Done 7/20/19. Update made to attendance table</td>
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END OF MEETING MINUTES