Seattle Post Board Meeting - August 1, 2019

MEETING MINUTES

Date/Time: Thursday, August 1, 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

Attended (alphabetical order)

<table>
<thead>
<tr>
<th>Name</th>
<th>LT Matty Haith*</th>
<th>Jim Shellooe</th>
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<tbody>
<tr>
<td>Faith Batrack</td>
<td></td>
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<tr>
<td>Manny Bautista*</td>
<td>LCDR Sam Lee*</td>
<td>Karen Sullivan</td>
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<td>Kathryn Bost*</td>
<td>Allison MacEwan</td>
<td>Larry Toimil</td>
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<td>Greg Burgess (AECOM conf. rm. liaison)</td>
<td>Monica Manthey*</td>
<td>Nick Vlahovich</td>
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<tr>
<td>Debbie Chinn*</td>
<td>Tom Nichols*</td>
<td>Steve Woolery*</td>
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<tr>
<td>Kevin Fagot</td>
<td>Mark Ohlstrom*</td>
<td>Allen Wycoff</td>
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<tr>
<td>Ralph Field*</td>
<td>Wendy Oresik</td>
<td>Nancy Yee</td>
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<tr>
<td>Bob Galteland*</td>
<td>Andy Park</td>
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<td>Ryan Peterson*</td>
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Not in attendance

<table>
<thead>
<tr>
<th>Scott Blount</th>
<th>John Hickey</th>
<th>Caroline Roberts*</th>
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<tbody>
<tr>
<td>Mary Ann Carlson</td>
<td>Evan Lakin</td>
<td>John Souza</td>
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<tr>
<td>Kristie Casarez*</td>
<td>Terry McCann</td>
<td>Ray Spees</td>
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<tr>
<td>Julie Erickson*</td>
<td>Dave Newkirk*</td>
<td>Kevin Stoll</td>
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<tr>
<td>Melissa Grasso</td>
<td>Bob Parker</td>
<td>Matt Veenstra</td>
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* Voting member

Welcome and Announcements

1. Roll call
2. Quorum declared
3. Acknowledge guests – None in attendance
4. August 1 Agenda approved
5. July 11 Revised Minutes approved
6. Announcements
   a. Greg Burgess is the AECOM conference room contact today. He reviewed building safety procedures.
   b. Monica Manthey will provide the golf tournament committee report first due to a schedule conflict. (See report under “Annual Event Updates” on page 3.)
   c. Mark Ohlstrom was invited to attend the Seattle Post Fellows meeting on July 22. Discussion focused on supporting the Post including STEM and membership efforts.

Standing Reports

TREASURER (Ryan Peterson and Kevin Fagot)

1. Ryan will be added August 2 to the Verity account and will take over treasurer reports from Kevin.
2. Kevin Fagot said when Board meetings occur on the first of the month, the treasurer report will go out a few days later.
3. He is handling a few outstanding reimbursement accounts.
4. Kevin has been researching different accounting software programs that serve small groups—nonprofits—charities and has been using a couple trial versions. He emailed his findings during the meeting:
   a. There are different levels of accounting software available, and the prices below are for two versions that meet the capabilities we need:
      1) Aplos (specifically for non-profits and seems to be one of the more user-friendly programs) = $49 per month
      2) Xero (tailored more to small businesses but has features compatible with non-profit needs) = $30 per month
   b. Kevin has spent more time investigating Aplos than Xero. That software may also be able to replace the Square store for annual sponsorships, and he believes it could also be used as a replacement for Eventbrite. We would have to compare the fees.
5. A question was asked about using Intuit’s Quickbooks. Kevin said based on reviews he read, the program seems to work best with for-profit and commercial businesses. It also seems more expensive than what we need. He said online comments indicated that while Quickbooks could be made to work for non-profits, the software is not tailored specifically for those organizations.
6. Kevin to provide cost breakdowns in more detail.

MEMBERSHIP (Scott Blount)

Not in attendance.
1. Jim Shellooe said he talked with Scott about the Posts low membership numbers and they will be meeting soon to discuss further. They will divvy up the list of sustainer members and contact each firm asking to fill membership slots. They will make calls over the next month or two. Jim would like a membership sign-up table at the golf tournament to register new members.
2. Mark Ohlstrom suggested a group of volunteers put a survey together to send to past members and find out why are not signing up. The information will be valuable in gaining perspective for future membership drives. Jim needs volunteers to help contact former members whose membership has lapsed.
3. Improving membership numbers will be team effort among Scott Blount, Jim Shellooe, and Matty Haith’s committees.
4. Jim Shellooe said Power Engineers is the sustainer firm presentation for the September luncheon, and Wood/Harbinger will present at the November luncheon. Jim said there use to be a waiting list for sustainer firms as presenters, but now there are slots that need to be filled.

PROGRAMS (Nick Vlahovich)

1. There are five months in 2020 that need luncheon programs. Nick will be working to fill those in the next 90 days. February and March 2020 are the first openings that need programs. Two potential programs:
   a. Bob Parker at AECOM will help put together a Sound Transit program presentation.
   b. Bob Galteland said Reid Middleton is working on the Naval Air Weapons Station China Lake Earthquake Recovery project which could be made into a program presentation.
Annual Event Updates

GOLF TOURNAMENT (Chair TBD)

1. Monica Manthey and Nancy Yee reported on event status:
   c. 16 holes have sponsors. Need two more sponsors for a total of 18 holes.
   d. 97 golfers are registered; we need 100 golfers to break event. There may be a few that register on the day of the event.
   e. We are short on raffle prizes—have only five at this time.
   f. Need additional volunteers to help during the event. Volunteers need to arrive early, preferably at 8:30 am, or 9:30 am at the latest. Shotgun start is at 10 am. Awards will be at the end of dinner. Volunteers do not need to stay all day.
   g. There will be a golf pro at one of the holes of the event to give golfing tips and to hit the group’s tee shot for the hole for a donation to charity if the group so desires.
   h. Anyone over 18 is welcome to attend the tournament.

2. Steve Woolery and Mark Ohlstrom are willing to volunteer for the event. Let Monica Manthey or Nancy Yee know if there are others who can volunteer. Karen Sullivan volunteered to help at the event.

3. Monica Manthey thanked Nancy Yee for the amazing job she’s done as the chair of the event this year. She also thanked Dave Newkirk for his help, as well as everyone who has pitched in to make the event a success this year.

HOLIDAY SOCIAL (Nick Vlahovich)

1. Nothing to report at this time. Planning will start in October.

MEET THE AGENCIES (Kevin Stoll)

Not in attendance.

1. Mark Ohlstrom talked with Kevin Stoll yesterday and will help set up the event. Will look at potentially getting several additional speakers from other State and Local agencies in the area that have not participated in the past.

MEET THE CHIEFS (Allen Wycoff)

1. Allen Wycoff has volunteered to chair the committee. Thanks to Allen for taking this on!
2. The main task of the new chair will be to reach out to speakers and put an agenda together, and coordinate the logistics for the day.
3. The event will be coordinated with ACEC.
4. Dave Newkirk will arrange the facility.
5. Mark Ohlstrom said the goal is to energize and enhance this event. He will help Allen.
6. Event date is June 16, 2020 and it will be a regional event involving the Seattle, Tacoma and Portland Posts and the new Kitsap Chapter. Will look at getting speakers from additional Federal agencies in the region.
7. Allen and the committee will work with speakers to ensure they are presenting upcoming project opportunities for planning, design and construction firms since that is what the audience is most interested in hearing.
PROJECTS OF EXCELLENCE (John Hickey)

Not in attendance

1. Mark Ohlstrom talked with John Hickey yesterday and there are enough project submittals to proceed with the event.
2. The event is scheduled for the evening of October 18 at the Pacific Tower on Beacon Hill.
3. Monica Manthey has arranged for Stacie Anderson, from Open Square, to take on her role as lead with the raffle since Monica will sadly be leaving us after the Golf Tournament for a new opportunity on the East Coast with her current company.
4. Melissa Grasso will help get an event announcement out in mid-August.

SMALL BUSINESS SYMPOSIUM (TBD)

1. Sam Lee is setting up Kitsap chapter and this will be their hallmark event. Sam said he will start planning the event early next year. Mark Ohlstrom encouraged him to start sooner to ensure the Kitsap Conference Center will be available and to set the date. Target date is the fourth Tuesday in April 2020.
2. Nick Vlahovich recommended Sam talk with Michele Percussi and Julie Erickson who have run the event in the past. He will help coordinate and set up a conference call.
3. Manny Bautista will also help with the event, since he is the Board’s contact with the Kitsap Chapter.

TECHNOBOWL (LT Matty Haith)

1. Matty Haith met with Ray Spees about initiatives for new young members.
2. TechnoBowl 2020 will be the third Saturday in April. He will start planning later this year.
3. Mark Ohlstrom encouraged the Board and the Post membership to support this event since it helps us meet a streamer requirement and it helps us to reach out to students interested in STEM.

VETERAN ASSISTANCE LUNCH PROGRAM (Allison MacEwan)

1. Allison MacEwan said the event will be on October 25. There are two speakers lined up as of now.
2. She is working on the other details including the honor guard and getting the event flyer out this month.
3. Mark Ohlstrom and Allison discussed bringing in two other guests/speakers: Work of Honor and Operation Family, organizations that help veterans and their families with transitions.
4. Mark Ohlstrom is on the program to welcome attendees.
5. Larry Toimil suggested checking with Terry McCann regarding streamer criteria for the program.

Committee Updates

CENTENNIAL CELEBRATION (Julie Erickson, Manny Bautista)

Julie Erickson not in attendance. Manny Bautista said they will be meeting again soon.
COMMUNICATIONS (Melissa Grasso)

Not in attendance.

1. Mark Ohlstrom is working with Melissa Grasso on scheduling email announcements to go out to membership regularly twice a month.

2. Committees and Board Members: Please send your announcements to Melissa by the 8th and 25th of each month and she will send out the general emails on the 15th and the 1st of each month.

COMMUNITY OUTREACH (Erik Van Buskirk, Brian Blevins)

Not in attendance

EMERGENCY PREPAREDNESS (Andrew Park and Matt Veenstra)

No new information at this time. Andy Park said he and Matt are meeting next month.

ENERGY AND SUSTAINABILITY (Wendy Oresik)

1. Wendy Oresik is focusing on what we need to accomplish next year for Professional Development. She is working with Nick Vlahovich on making one of the 2020 luncheons focused on Energy and Sustainability.

2. Mark Ohlstrom will help with logistics to get something on the 2020 calendar soon.

3. Wendy will start planning this fall for the next Sustainability Forum currently scheduled for the Spring of 2021.

4. Wendy is attending a leadership retreat with ASCE next week and will talk further with Mark after that about the possibility of partnering with ASCE for the next Sustainability Forum.

ENGINEERING & CONSTRUCTION CAMPS (Terry McCann)

Not in attendance. Emailed report:

1. Engineering & Construction Camps: He received travel expenses for all three of the Post-sponsored Engineering & Construction campers, as well as one of the two Camp mentors. By the end of the day today, all travel expense reports he received to-date will have been submitted to Kevin Fagot and Ryan Peterson for processing.

2. He is contacting each camper and mentor to ask that they provide a written paragraph or two about their experience at the Engineering & Construction Camps to post on our website.

FIELD TRIPS (Evan Lakin)

Not in attendance.

1. Mark Ohlstrom says Evan is looking for ideas for field trip. If you have suggestions, please send to Evan and/or Mark.
KITSAP CHAPTER (LCDR Sam Lee, Julie Erickson, Manny Bautista)

1. Sam Lee says the Chapter’s first meeting will be October 22. He will need help setting up EventBrite, collecting funds, and preparing payments/reimbursements. He will coordinate with Ryan Peterson and Nick Vlahovich on this.

2. The first meeting will be an evening event to make it easier for civil service employees to attend.

3. Manny Bautista will be out of town that day and requested Board members attend the Chapter meeting to show support. Mark Ohlstrom will be there and encouraged others to attend also.

MEMBERSHIP – RETENTION AND NEW (Scott Blount)

Not in attendance.

MEMBERSHIP – SUSTAINER FIRMS (Jim Shellooe)

See comments under “Standing Reports - MEMBERSHIP” above.

MEMBERSHIP - YOUNG MEMBERS (LT Matty Haith)

1. Matty Haith talked about initiatives for the coming year. He is attending the Post Leaders Workshop (PLW) in late August with Caroline Roberts and Sam Lee. He will discuss his notes at the next Board meeting. One of his goal is to find out how other Posts are encouraging young members.

2. Mark Ohlstrom said we are looking for someone to lead and enhance the UW Chapter. Sam Lee has a candidate—a Navy service member who is participating in the UW’s one-year Masters Program. Mark Ohlstrom said he will be happy to support him.

3. Andy Park said he is attending the UW’s Executive MBA program and can also help with the Chapter.

NOMINATIONS (Larry Toimil)

1. Marty Boivin has three candidates for Fellows and is coordinating the submittal process. There are six candidates total from the Seattle, Tacoma and Portland Posts.

PROFESSIONAL DEVELOPMENT (Wendy Oresik)

1. Mark Ohlstrom will work with Wendy to make sure that the Post has enough activities to meet streamer requirements.

SCHOLARSHIPS (John Souza)

Not in attendance. Emailed report:

1. The 2019 Scholarship Program is complete. All scholarship checks have been awarded.

2. He will be making some refinements to the 2020 program and process this fall as there were more scholarships and applications to process—which is a good thing. We just need to become more efficient with the increasing numbers.
3. He will get the final awards summary table to Melissa Grasso for posting to our website along with some new thank-you letters.

4. He will provide a synopsis to the Board next month.

5. Terry McCann asked John to send him the list of scholarship recipients once he has it finalized.

SMALL BUSINESS COMMITTEE (TBD)

   Nothing to add.

STEM (Mary Ann Carlson)

   Not in attendance

STRATEGIC PLANNING AND STREAMER AWARDS (Terry McCann)

   Not in attendance. Emailed report:
   1. Nothing new to report. He and Mark Ohlstrom are reviewing streamer requirements.

UW STUDENT CHAPTER (TBD)

   Previously discussed under “Membership – Young Members” above.

VETERAN ASSISTANCE (Allison MacEwan)

   Nothing to add.

OTHER BUSINESS

1. Interest was expressed in re-starting a discussion on service dogs for veterans and what it would entail for the Post to become involved with and support/promote state and local service dog organizations. This was a topic that arose a while ago when the late Thom Booth was our Post President. For example, we could help plan an event that would give people interested in dog rescue and training a chance to donate.
   a. Wendy Oresik volunteered to lead a future discussion and would like to partner with someone involved in that area. Mark Ohlstrom suggested including Allison MacEwan and the Veterans committee. This could be a topic during the Veterans Lunch in October, and falls in line with the mission of SAME.
   b. Mark reviewed Action items table (see next page).

CLOSING

   Meeting adjourned at 9:11 am. Next meeting is Thursday, September 5, 2019.

ACTION ITEM TABLE:
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<tr>
<th>#</th>
<th>COMMITTEE / ACTION ITEM</th>
<th>PERSON(S) RESPONSIBLE</th>
<th>DATE ASSIGNED</th>
<th>STATUS</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>TREASURER / Kevin Fagot to provide a report to the Board for a decision on purchasing a new accounting program.</td>
<td>Kevin Fagot</td>
<td>Aug 1, 2019</td>
<td>Kevin provided by email to the Board on 8/1/19.</td>
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<tr>
<td>2</td>
<td>MEMBERSHIP / Mark Ohlstrom suggested a group of volunteers put a survey together to send to past members and find out why they are not signing up.</td>
<td>Scott Blount, Jim Shellooe, LT Matty Haith to coordinate</td>
<td>Aug 1, 2019</td>
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<tr>
<td>3</td>
<td>CENTENNIAL CELEBRATION / Julie Erickson will forward information on what other Posts across the US are planning to do.</td>
<td>Julie Erickson</td>
<td>Jul 11, 2019</td>
<td>In process</td>
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<td>4</td>
<td>ENERGY AND SUSTAINABILITY / 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.</td>
<td>Mark Ohlstrom, Wendy Oresik, and Caroline Roberts</td>
<td>Jul 11, 2019</td>
<td>Mark and Wendy will meet.</td>
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<td>5</td>
<td>KITSAP CHAPTER / Mark Ohlstrom and Sam Lee will work on standing up a Kitsap Chapter; prepare a report to the Board on proposed budget, organizational structure, and schedule of events; and determine what needs to be done to have National recognize the new Chapter.</td>
<td>Mark Ohlstrom, Sam Lee, Manny Bautista</td>
<td>Jul 11, 2019</td>
<td>Sam will talk with other attendees at the PLW to get feedback on organizing a new chapter</td>
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<td>6</td>
<td>MEMBERSHIP – YOUNG MEMBERS / Ray Spees will coordinate with Jim Shellooe to get Sustainer Firm contacts.</td>
<td>Ray Spees</td>
<td>Jul 11, 2019</td>
<td>Combine efforts of the three membership committees (Retention &amp; New, Sustainer Firm, and Young Members) to encourage sustainer firms to add young members.</td>
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<td>7</td>
<td>TECHNOBOWL / Ray Spees will connect with Dave Walt who coordinated the April 2020 event.</td>
<td>Ray Spees</td>
<td>Jul 11, 2019</td>
<td>LT Matty Haith, Dave Walt and Ray Spees will work together to set up the event.</td>
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END OF MEETING MINUTES