Seattle Post Board Meeting– September 5, 2019

*REVISED* MEETING MINUTES

Date/Time: Thursday, September 5, 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>Faith Batrack</th>
<th>Bob Galteland*</th>
<th>Ryan Peterson*</th>
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<tr>
<td>Manny Bautista*</td>
<td>Melissa Grasso</td>
<td>John Souza</td>
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<td>Kathryn Bost*</td>
<td>LT Matty Haith*</td>
<td>Larry Toimil</td>
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<td>Greg Burgess (AECOM liaison)</td>
<td>Tom Nichols*</td>
<td>Nick Vlahovich</td>
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<tr>
<td>Debbie Chinn*</td>
<td>Mark Ohlstrom*</td>
<td>Steve Woolery*</td>
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<tr>
<td>Julie Erickson*</td>
<td>Wendy Oresik</td>
<td>Jim Shellooe</td>
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**Not in attendance**

<table>
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<tr>
<th>Scott Blount</th>
<th>LCDR Sam Lee*</th>
<th>Caroline Roberts*</th>
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<tr>
<td>Mary Ann Carlson</td>
<td>Allison MacEwan</td>
<td>Karen Sullivan</td>
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<tr>
<td>Kristie Casarez*</td>
<td>Terry McCann</td>
<td>Ray Spees</td>
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<tr>
<td>Kevin Fagot</td>
<td>Dave Newkirk*</td>
<td>Kevin Stoll</td>
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<td>Ralph Field*</td>
<td>Andy Park</td>
<td>Matt Veenstra</td>
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<td>John Hickey</td>
<td>Bob Parker</td>
<td>Allan Wycoff</td>
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<td>Evan Lakin</td>
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* Voting member

**Welcome and Announcements**

1. Roll call
2. Quorum declared
3. No guests at the meeting
4. September 5 Agenda approved
5. August 1 Minutes approved
6. Announcements
   a. Two events in October: Projects of Excellence Awards on Friday, October 18, and the Veterans Assistance Luncheon Program on Friday, October 25. Allison MacEwan, the Post’s Veteran Assistance Committee chair and the Veterans Luncheon Program lead, is moving to California and leaving the Seattle Post. Mark Ohlstrom asked for volunteers to assist with the Veterans luncheon and for help in finding a new Chair.

**Standing Reports**

TREASURER (Ryan Peterson)

1. Ryan gave a summary of the August Treasurer’s Report.
2. The July Treasurer’s Report was sent out in August.
3. For August 2019, the main expenses were the golf tournament and engineering camps. Checks came in from players and event sponsors and were deposited. The quarterly dues payment was made to National.
4. The Seattle Post and Tacoma Post will share the golf tournament proceeds. Income was approximately $13,000 gross, with approximately $6,000-$10,000 net, including the annual sponsorships that were paid earlier in the year. Mark Ohlstrom will discuss the percentage split with both Boards.

MEMBERSHIP (Scott Blount)

Not in attendance. Mark Ohlstrom will follow up with Scott.

PROGRAMS (Nick Vlahovich)

1. Meet the Agencies (MTA): Nick asked the Board to approve the event date. MTA date was set for Thursday, January 23, 2020.

2. Meet the Chiefs (MTC): This will be a regional event in 2020. Nick, Dave Newkirk, Allan Wycoff, and Claire Inslee from ACEC met to start planning this event. Their next meeting will include representatives from the Tacoma and Portland Posts to get their input. MTC is currently scheduled for June 16th at a hotel in Tacoma. The program will be focused on military construction program updates and will not include an education track.

3. Small Business Symposium (SBS): Nick, Manny Bautista, Caroline Roberts and LCDR Sam Lee had a phone meeting to discuss the April 2020 event. Sam, as president of the Kitsap Chapter, will work closely with the SBS committee chair to help make the event a success for the Chapter.

4. November Luncheon Program: The USACE-Seattle District will present a program on Emergency Preparedness. Doug Webber (USACE) committed to provide a speaker but is unable to confirm availability until a few days before the event. If a substitute speaker is needed, Mark Ohlstrom and/or Andy Park can fill in and make the presentation for the Corps. Mark will contact Doug to verify that a presentation is prepared and that a speaker can be confirmed.

Annual Event Updates

GOLF TOURNAMENT (TBD – Chair needed)

1. Mark Ohlstrom thanked everyone who participated in this year’s event—all the volunteers, golfers, and sponsors. All were important in helping make this year’s event a success.

2. There were 106 golfers this year. Final net profit from this event is still being calculated and will be reported at the October meeting.

3. The hot wash occurred last week and suggestions were made to improve next year’s event.

4. Mark thanked Nancy Yee who filled in this year as Committee Chair. She will support the event next year.

5. Seattle Post will once again host the tournament in 2020. Need to discuss the Seattle Post’s annual sponsorship program and how that factors into the fundraising for this event since the Mount Tacoma Post does not have an annual sponsorship program.

HOLIDAY SOCIAL (Nick Vlahovich)

Nick will start planning the event at the end of this month or early October, and will report to the Board at the October meeting.
MEET THE AGENCIES (MTA) (Kevin Stoll)

Not in attendance. Mark Ohlstrom said the focus of the January 2020 MTA program will be state and local agencies’ upcoming projects and procurements.

MEET THE CHIEFS (MTC) (Allan Wycoff)

Not in attendance. Mark Ohlstrom thanked Allan for volunteering to chair the event, which is scheduled for the third Tuesday in June in Tacoma.

PROJECTS OF EXCELLENCE AWARDS BANQUET (John Hickey)

Not in attendance.
1. Mark Ohlstrom said the event, which celebrates the A/E/C professions and project successes over the past year, has received enough project nominations and is now seeking sponsors.
2. Eventbrite registration will open soon.

SMALL BUSINESS SYMPOSIUM (TBD – Chair needed)

Not in attendance. LCDR Sam Lee, Manny Bautista, and others will help lead the event. It is tentatively scheduled for April 20-21, 2020 in Bremerton at the Kitsap Conference Center.

Email Update from Sam on 9/11/19:
1. Sam spoke with Jim Niles, the NAVFAC NW Small Business Representative, who said April 20-21 should work for him to attend the Small Business Symposium.
2. Sam contacted the Kitsap Conference Center about event dates and will be meeting with them soon to confirm.

TECHNO BOWL (LT Matty Haith)

1. Matty said he will meet with Nick Vlahovich to get the event on the 2020 calendar. He was concerned about a date conflict with the SBS in April.
2. Techno Bowl is usually scheduled at the end of the UW’s Engineering Week activities, usually the third or fourth Saturday in April. Matty will contact the UW Student Chapter or the UW School of Engineering to find out when Engineering Week is. He will have an update at the next Board meeting.

VETERAN ASSISTANCE LUNCH PROGRAM (TBD – Chair needed)

1. Allison MacEwan is unable to continue in her role as Chair for this committee due to a new job opportunity in California; the Post is seeking a new committee chair.
2. Mark Ohlstrom asked for volunteers to help support activities until a new chair is named. He is also willing to help with the upcoming Veterans Appreciation Luncheon event.
3. Larry Toimil will see if Nancy Yee is available to assist. He also suggested checking with Bob Parker, Andy Park, Kevin Stoll, and Manny Bautista to get their assistance.
Committee Updates

CENTENNIAL CELEBRATION (Julie Erickson, Manny Bautista)

1. Julie reported that a planning call was held with the Portland, Tacoma and Seattle Posts to discuss the possibility of a regional event to celebrate the Centennial. All three Posts will be involved in planning efforts for the event. Each Post is deciding what tasks they can do separately and together.

2. The final Centennial Celebration event will be the 2021 National JETC Conference planned for May 19-21, 2021 in Portland, Oregon. The JETC conference will be the final bookend for closing the year-long celebration. The Portland Post will need help from the Seattle and Tacoma Posts for the planning and execution of this event.
   a. **Volunteer Efforts for the JETC 2021 Centennial Celebration:** Many volunteers will be needed in both the planning phase and during the event. The Portland Post will need a large volunteer network to support the event including facilitators for each individual session scheduled. Steve Woolery said that National will most likely put out a call to all posts nationwide to ask for volunteers to assist as well.

3. The theme of the Centennial celebration is “*The art of the possible,*” focusing on projects and issues that are unique in the Pacific Northwest. The goal is to demonstrate and celebrate how engineering and technology have solved some of the toughest challenges of our region. Melissa Grasso said that the Centennial theme could feed into PDH topics and luncheon programs.

4. National is encouraging each Post to create their own celebration programs and events throughout 2020-2021. Those programs and events will be added to the SAME National calendar. National will set up the closing event in Portland; the regional Posts are to supply volunteers and provide needed support.

5. Dave Newkirk is involved from a Regional perspective with the June 16, 2020 Regional Meet the Chiefs program. As a first-time regional event, the goal is that this program will be a bigger event focused on the Centennial kick-off.

6. At the next Board meeting, the agenda will include a discussion on how to budget and plan for costs of the celebration over the next year-and-a-half. Since Posts are not funded by National, each Post needs to provide their own funding. The following items were suggested for raising money for the celebration:
   a. Every event or program should open with an acknowledgement of the Centennial Celebration to encourage participation and donations. This can be done verbally at the meetings, printed in programs, and noted in registration reminder emails. Julie will work with Nick Vlahovich to coordinate announcements at every Post meeting and event.
   b. Event registration fees could be increased by several dollars to start raising money for the celebration.
   c. Donations for helping fund the Celebration could be requested at each meeting and event. People and firms that donate would be acknowledged and thanked in printed event programs.
   d. A separate line item in Eventbrite could be added for donations.
   e. A percentage of the profit from each of the Post’s events could be designated to go to funding the Centennial Celebration.
   f. The Post could sell Challenge Coins or lapel pins at every event. Julie Erickson has developed a budget for the coins and is determining costs. Coins would be available for purchase at each program and event.
7. Melissa Grasso suggested the Seattle Post website create a separate webpage for the Centennial that gives an overview of the celebration and upcoming activities. It could also have a “Donate” button.

8. Mark Ohlstrom suggested that each of the Post’s programs/events open with a five-minute talk by a speaker to share the importance of SAME’s Centennial, announce upcoming celebratory events, and tell people how they can get involved.

9. Mark thanked Julie and the group for their work to date on planning the event.

COMMUNICATIONS (Melissa Grasso)
1. Melissa updated the event calendar on the website, adding the Projects of Excellence program and the Veterans Luncheon. She will be getting more information from John Hickey soon about the Projects of Excellence Awards Banquet. Save-the-Date emails will be sent soon. Mark Ohlstrom will work with Ryan Peterson to open Eventbrite next week to take registrations for those two events.

2. The frequency of email notifications was discussed. Prior discussion by the Board indicated email announcements would be sent out twice a month, including one week before a program. Mark Ohlstrom said that until the email schedule is more thoroughly defined, Melissa will send out an email reminder this Friday and next Friday for the upcoming luncheon program on September 17th at the Seattle District, USACE building.

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

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

ENERGY AND SUSTAINABILITY (Wendy Oresik)
1. Wendy will connect with Nick Vlahovich regarding PDHs for upcoming luncheon programs.

ENGINEERING & CONSTRUCTION CAMPS (Terry McCann)
   Not in attendance. Mark Ohlstrom said everything went well as indicated in last month’s report.

FIELD TRIPS (Evan Lakin)
   Not in attendance. Send suggestions for field trips to Evan or Mark Ohlstrom.

KITSAP CHAPTER (LCDR Sam Lee, Julie Erickson, Manny Bautista)
1. Sam will provide an update next week and information will be sent out to the Board. The kick-off event is tentatively scheduled for October 22nd.

   Email Update from Sam on 9/11/19:

2. The Kitsap Chapter’s first event will be in the evening of October 22nd, possibly at the Kitsap Conference Center to accommodate attendees from the shipyard and anyone who wants to attend from Seattle.
3. Retired Seabee Master Chief Doug Heiner will be the guest speaker. He will talk about the Navy's Mobile Utilities Support Equipment units. More information to come.
4. Sam is working on the Kitsap Field Chapter Charter which hopefully can be signed at the first meeting in October.

**MEMBERSHIP – RETENTION AND NEW (Scott Blount)**

Not in attendance. Mark Ohlstrom will follow up with Scott.

**MEMBERSHIP – SUSTAINER FIRMS (Jim Shellooe)**

No report.

**MEMBERSHIP - YOUNG MEMBERS (LT Matty Haith)**

1. Matty attended the Post Leaders Workshop (PLW) in Bonita Springs, Florida, last month. Dave Newkirk, LCDR Sam Lee, and Caroline Roberts also attended.
2. Matty said the PLW provided guidance engaging young members in SAME and how to encourage volunteers. He said he’s been a member of SAME for 10 years but has been active only the last three years, and he wants to build on what he’s learned to help grow the Post. He is wants to reach out to new members and encourage them to attend events. He thanked the Board for the opportunity to attend the PLW and he will be applying the membership techniques he learned.
3. Caroline Roberts also sent notes about tactics for engaging members.

**NOMINATIONS (Larry Toimil)**

1. There are chair and committee positions to fill. Mark Ohlstrom encouraged everyone to help recruit people for board positions and committees.

**PROFESSIONAL DEVELOPMENT (Wendy Oresik)**

No additional information from the earlier discussion.

**SCHOLARSHIPS (John Souza)**

1. John is wrapping up the 2019 scholarship program and is getting ready for the 2020 campaign. The scholarship submittal period will start in late January 2020.
2. John will present his annual scholarship briefing at the November Board Meeting. He will need approximately 20 minutes on the agenda.
3. The Puget Sound Engineering and Scholarship Fund (PSE&SSF) will meet in October to discuss the 2020 scholarship campaign. John will ask the Board at its November meeting for a monetary commitment to the 2020 scholarship fund.
4. 2019 was the first year scholarships were funded by local firms and individuals. Those scholarships were also available to college students.
SMALL BUSINESS COMMITTEE (TBD – Chair needed)
1. Mark Ohlstrom asked for a volunteer to chair the committee and who can help promote small businesses. The chair does not have to lead the SBS event, and will be supported by the Board and the Post.

STEM (Mary Ann Carlson)
Not in attendance.

STRATEGIC PLANNING AND STREAMER AWARDS (Terry McCann)
1. Mark Ohlstrom briefly covered the five major tenets of National’s Strategic Plan, and asked for input on specific actionable items that the Post can do in the coming year.

UW STUDENT CHAPTER (TBD – Chair needed)
1. LCDR Sam Lee is trying to find a student chapter leader, with the goal of recruiting a military person for the role.

Email Update from Sam on 9/11/19:
2. Takunda Masike has agreed to continue as the Student Chapter President and Dr. Bender has agreed to continue as the Faculty Adviser. Sam will host them and a few other professors and students at NAVFAC NW on October 4th.
3. There will be a few more Navy CEC officers working on their Master’s degrees at the UW this fall, and Sam has been recruiting them to serve as the Student Chapter Mentors for the year.

VETERAN ASSISTANCE (TBD – Chair needed)
1. Mark Ohlstrom asked for ideas to promote veterans throughout the year. It would be beneficial to have a current or former military person to lead this committee.

OTHER BUSINESS
1. 2020 Committee Budgets: Mark Ohlstrom asked everyone to start thinking about committee budgets for 2020 and to submit proposals to the Board prior to the November meeting. Budgets need to be approved for the start of the new calendar year.
2. Review Action Items Table: See below.

ACTION ITEM TABLE

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<th>COMMITTEE / ACTION ITEM</th>
<th>PERSON(S) RESPONSIBLE</th>
<th>DATE ASSIGNED</th>
<th>STATUS</th>
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<tr>
<td>MEMBERSHIP</td>
<td>Mark Ohlstrom suggested a group of volunteers put a survey together to send to past members and find out why are not signing up.</td>
<td>Scott Blount, Jim Shellooe, LT Matty Haith to coordinate</td>
<td>Aug 1, 2019</td>
<td>Mark to contact Scott &amp; Manny</td>
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<td>CENTENNIAL CELEBRATION</td>
<td>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>MEMBERSHIP &amp; YOUNG MEMBERS / Ray Spees will coordinate with Jim Shellooe to get Sustainer Firm contacts, with a goal of combining efforts of the three membership committees (Retention &amp; New, Sustainer Firm, and Young Members) to encourage sustainer firms to add young members.</td>
<td>Ray Spees</td>
<td>Jul 11, 2019</td>
<td>In process.</td>
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<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>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>TECHNO BOWL / 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 MINUTES