



## Seattle Post Board Meeting

### March 12, 2020 | MEETING MINUTES

Date/Time: Thursday, March 12, 2020, at 8:10 AM

CALL-IN MEETING ONLY (due to coronavirus/social distancing) 866.583.7984, conf. code 4479740

| Attended (alphabetical order) |                | * voting member     |
|-------------------------------|----------------|---------------------|
| Manny Bautista*               | Matty Haith*   | Caroline Roberts*   |
| Kathryn Bost*                 | LCDR Sam Lee*  | John Souza          |
| Debbie Chinn*                 | Terry McCann   | Ray Spees           |
| Mark Corcoran                 | Mark Ohlstrom* | Larry Toimil        |
| Julie Erickson*               | Wendy Oresik   | Nick Vlahovich      |
| Ralph Field*                  | Faith Powell   | Steve Woolery*      |
| Melissa Grasso                | Ryan Peterson* | LT Bohdon Wowtschuk |
|                               |                | Allen Wycoff        |

### Welcome and Announcements

1. Roll call
2. Quorum declared.
3. No guests in attendance.
4. March 12 Agenda approved.
5. February 6 Meeting Minutes approved.
6. Announcements – No announcements today.

### Standing Reports

#### TREASURER (Ryan Peterson)

1. Ryan emailed the Treasurer Report to the Board on March 9. From the email: Income included ticket sales for the February Luncheon. Expenses included room and catering for the January Meet The Agencies event (MTA), lunches for the February Luncheon, and booth space at the PSEC Engineering Fair.
2. The Post's annual financial audit was conducted
3. Annual Sponsorships: One Silver-Level Annual Sponsor was added; Post totals are now four Silver-Level Sponsors, two Platinum-Level Sponsors, and two Gold-Level Sponsors.
4. Ryan is preparing the Post's annual report to SAME National. He will be contacting Board and committee members to obtain information from the past year to make a comprehensive report.
5. Treasurer's Report was approved.

#### MEMBERSHIP (Scott Blount)

Not in attendance.

1. Mark Ohlstrom reported that membership increased by seven people in February. He called on the Post to increase efforts to add new members. We should be contacting military officers, enlisted personnel and civilians; government agencies, universities and colleges; and other organizations and groups.



**MEETING MINUTES, MARCH 12, 2020 BOARD MEETING**  
PAGE 2

2. Wendy Oresik gave an update on attending the 2020 Alliance Northwest event on March 5. It was her first time attending the event and she thought it was worthwhile.
  - a. There were fewer attendees as expected due to coronavirus concerns.
  - b. There was a lot of activity at the SAME desk/booth while she was there. She talked with several small businesses, and several people signed up as new members. She suggested at next year's Alliance NW event the Post should have handouts and giveaways to distribute like other booths. In addition, rather than supplying only S.A.M.E. National information and member application forms, we should prepare handouts that show information about the Seattle Post with listings of our past and upcoming events, luncheons, programs and meetings, as well as information about our sister Posts (Mount Tacoma and Portland) and the Kitsap Chapter. Also, we should have a list of committees and Chair contact information, and encourage people to join a committee that interests them.
  - c. Mark Ohlstrom agreed, and he will work with Caroline Roberts and Melissa Grasso to prepare new materials for printed flyers and handouts.
  - d. Terry McCann said new flyers would also be good to have on hand for guests at monthly meetings and at all Post events as well.
3. Ralph Field commented on the USACE guidance documents recently signed and sent out by LTG Todd Semonite, Chief of Engineers and suggested that it should be posted on our website (it is already on S.A.M.E. National's site). Joseph Schroedel, S.A.M.E Executive Director, recently sent out the signed guidance documents to S.A.M.E leadership encouraging local posts to reach out to DoD civilians and military personnel to become involved with SAME.

### PROGRAMS (Nick Vlahovich)

1. Nick reviewed the upcoming March 18th luncheon program and asked the Board about cancelling the event due to the coronavirus threat. Only seven people are registered to date on EventBrite. Nick asked if there was minimum number of attendees we would want at the program. Further discussion resulted in a decision to cancel the March luncheon. Nick will contact the planned Sound Transit speakers to see if they can be re-scheduled for May.
2. He's been working on future programs and has booked a May luncheon speaker who could be rescheduled for our April 21st luncheon program if needed. The April luncheon will be discussed again at the April 2<sup>nd</sup> Board Meeting.
3. Faith Powell asked if she should issue refunds for the March luncheon. Mark Ohlstrom said yes, contact registrants and ask if they would like a refund or apply the registration to a future program, and to close Eventbrite for March.
4. Mark and Nick will compose an announcement for Melissa to post on our website about what the Post has planned for the next 90 days.

### Annual Event Updates *(in calendar order)*

#### JANUARY 2020 | MEET THE AGENCIES (MTA) (Kevin Stoll)

Kevin not in attendance. Ray Spees said a hot wash of the January MTA is scheduled for today (03/12/20). Overall, feedback and comments were favorable. He will provide more information at the April Board meeting.



**MEETING MINUTES, MARCH 12, 2020 BOARD MEETING**  
**PAGE 3**

**APRIL 2020 | TECHNOBOWL (LT Matty Haith)**

1. Matty emailed the Board on March 9th with an update on the event and a draft flyer to be sent to local schools encouraging participation. He is concerned about getting enough attendees even though it is scheduled for April 25th, due to the many public gatherings that are currently being canceled due to coronavirus.
2. He requested input from the Board about canceling or postponing this event as well as the April Small Business Symposium. He suggested waiting until UW classes are back in session before determining a date for TechnoBowl, and getting feedback from the UW about holding public events at this time.
3. Mark Ohlstrom suggested the Post could either cancel the event entirely, or postpone it until later in the year (early October) and schedule it again in April 2021.
4. Caroline Roberts suggested moving the event online, via Skype, Zoom, or other apps. Steve Woolery said the current quiz show format may not be the best fit for an online format.
5. It was decided to postpone TechnoBowl at this time and discuss again at the April Board meeting.

**APRIL 2020 | SMALL BUSINESS SYMPOSIUM (SBS) (LCDR Sam Lee)**

1. Sam has been preparing the announcement to be posted on EventBrite, but is concerned about going forward based on recent events. Four options were discussed:
  - a. Proceed with planning the SBS and hope things work out by end of April to hold it as regularly scheduled.
  - b. Hold the event as scheduled with preventative measures in place
  - c. Postpone the event until late July, or in September or October.
  - d. Completely cancel the event this year.
2. Steve Woolery asked if cancelling this large event will affect our streamer submittals next year. Terry McCann said the current situation will affect all Posts' streamers.
3. Manny Bautista said that since attendance at Alliance NW was down, he is concerned that registrants who show up will be dissatisfied if not enough people are there for networking.
4. Since attendance at our SBS is typically around 250 (which is the Governor's allowed maximum size for public gatherings) Mark Ohlstrom suggested we could postpone the event until late summer or early fall.
5. Sam would like to keep the event at the Kitsap Conference Center (KCC) and is working with them to reschedule. The contract says our deposit is nonrefundable and there is a liquidation clause. However, he said KCC is willing to work with us and apply our deposit to another date.
6. Larry Toimil said Annual Sponsors need to be contacted since they have already paid for sponsoring this event. Mark suggested altering next year's annual sponsorships so that this year's sponsors can have credit applied for sponsoring the 2021 SBS.
7. It was decided to cancel the SBS and notify the membership and sponsors. Mark Ohlstrom will work with Sam and Caroline to draft a response and Melissa will post it on our website.



**MEETING MINUTES, MARCH 12, 2020 BOARD MEETING**  
**PAGE 4**

**JUNE 2020 | MEET THE CHIEFS (MTC) (Allen Wycoff)**

1. MTC is still scheduled for June at this time. Allen has given the Murano Hotel our deposit and signed a contract. The event is being promoted.
2. Mark asked Allen to check with the hotel about options in case we decide to postpone or cancel MTC. Mark and Allen will discuss in more detail this week at their scheduled call, and will report at the April Board meeting.
3. Faith Powell discussed the registrations already received via EventBrite. Three tickets have been purchased to date. It was decided that she will put EventBrite on hold until late May or June and stop accepting registrations. An announcement will be on EventBrite saying the Post is evaluating options for MTC.
4. The Seattle Post is the lead on this event. Allen and Mark will discuss developments with the Mount Tacoma and Portland Posts tomorrow at the regularly scheduled conference call.

**AUGUST 2020 | GOLF TOURNAMENT (Mark Corcoran)**

1. The event is far enough in future that Mark says we should continue to move forward with planning. He is waiting for additional sponsors and planning for prizes.
2. EventBrite registration is planned to open in late April.
3. Mark Ohlstrom and Mark Corcoran will draft an announcement for Melissa to post on the website about the potential for rescheduling or cancelling this year's golf tournament.

**OCTOBER 2020 | CENTENNIAL CELEBRATION | PROJECTS OF EXCELLENCE AWARDS BANQUET**  
**(Julie Erickson, John Hickey, Manny Bautista, Ralph Field)**

1. Julie will email the proposed design for the Centennial Coin this week to the Board and the Mount Tacoma and Portland Posts to get feedback. She has examples of other Posts' coins for review.
2. The Tacoma and Portland Posts are working to draft an agenda and engage government agencies in the event.
3. Julie continues to evaluate venue spaces for the event, and prices are high. She is getting bids and will present options to the Board next month.

**OCTOBER 2020 | VETERAN ASSISTANCE LUNCHEON & PROGRAM (Karl Himes)**

Not in attendance.

**DECEMBER | HOLIDAY SOCIAL (Nick Vlahovich)**

Nick discussed current planned programs; no discussion on the Holiday Social.

**Committee Updates**

**COMMUNICATIONS (Melissa Grasso)**

1. Melissa discussed what people should see when they visit the Post's homepage, such as announcements about the March luncheon cancellation and the postponements of SBS and TechnoBowl.



**MEETING MINUTES, MARCH 12, 2020 BOARD MEETING**  
**PAGE 5**

2. It was decided to keep our messaging positive and indicate that we are rescheduling events as needed. An email blast on Constant Contact blast will be scheduled and updated with new information every two-three weeks to keep our membership informed. Contact Mark Ohlstrom with suggestions as to content.
3. Email/text Spam Messages: Ralph Field mentioned that several people have received spam emails from someone identifying as Mark Ohlstrom. He asked all members to be aware of spam texts and email and to verify the incoming email address.
4. Caroline Roberts indicated she is not comfortable with Board email addresses and phone numbers being shown on the Post's website. Suggested hyperlinks be used rather than actual addresses on the site. Melissa Grasso will check with S.A.M.E. National email managers to see what can be done and change our page to remove all contact information, except for Mark Ohlstrom Mark as Post president.

#### COMMUNITY OUTREACH (Chair TBD)

This committee no longer has active chairs. Larry Toimil will add this position to the Chair Nominations list.

#### EMERGENCY PREPAREDNESS (Andrew Park, Matt Veenstra)

Not in attendance.

#### ENERGY AND SUSTAINABILITY (Wendy Oresik)

1. Since Alliance NW event is over, Wendy needs to start planning for next year's March 2021 Sustainability Forum. Since there is a lot of coordination needed to line up speakers and an agenda, she asked the Board if she should start the planning process or wait for further direction due to the current uncertainty about holding public meetings.
2. Mark suggested waiting until June to start prepping the program. In the meantime, Wendy will start coordinating March 2020 dates with the University of Washington and Alliance Northwest.
3. Will discuss in more detail at April's Board meeting.

#### ENGINEERING & CONSTRUCTION CAMPS (Terry McCann)

1. Camps: The deadline for camp applications is next week. S.A.M.E. National will receive applications, and Terry and Larry Toimil will review local submissions based on established criteria to select three students. Their recommendations are due March 24th.
2. The following camps are currently being planned:
  - a. US Army Engineering and Construction Camp, US Army Corps of Engineers, Vicksburg, MS, June 14-20, 2020
  - b. US Navy Engineering and Construction Camp, Naval Construction Battalion Center, Port Hueneme, CA, June 21-27, 2020
  - c. US Air Force Engineering and Construction Camp, Scott Air Force Base, Scott AFB, IL, July 20-25, 2020
  - d. US Air Force Academy Engineering and Construction Camp, US Air Force Academy, Colorado Springs, CO, June 24-30, 2020



**MEETING MINUTES, MARCH 12, 2020 BOARD MEETING**  
**PAGE 6**

- e. US Marine Corps Engineering and Construction Camp, Camp Lejeune, Jacksonville, NC, June 21-27, 2020
  - f. USCG Academy Introduction Mission, US Coast Guard Academy, New London, CT. Session I: July 5-10; Session II: July 12-17; and Session III: July 19-24.
3. At this time there is no word from S.A.M.E. National as to whether camps will be cancelled this summer.
  4. Streamers: Terry sent out an email on March 10th with the Seattle Post's streamer results. We met criteria With Distinction for the Relationship, Leadership/Mentoring and Professional Development/ Personal Growth Streamers; we met the criteria for the Resilience Streamer; and we did not meet the criteria for Membership since our membership numbers were flat this year. As a result, we did not meet the criteria for Distinguished Post, unfortunately.

#### FIELD TRIPS (Chair TBD)

Seeking a chair for this committee. Field trips are postponed for now.

#### KITSAP CHAPTER (LCDR Sam Lee, Manny Bautista)

Manny and Sam are setting a goal is to increase membership and participation in the Chapter.

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

Not in attendance.

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

Not in attendance.

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

No report.

#### NOMINATIONS (Larry Toimil)

1. Nominations will close March 15th.
2. Larry will compile a list for Mark Ohlstrom and Caroline Roberts to review and a slate of candidates will be given to the Board at the next meeting in April.

#### PROFESSIONAL DEVELOPMENT (Wendy Oresik)

Reported earlier under Energy and Sustainability.

#### SCHOLARSHIPS (John Souza)

1. The scholarship program is up and running; application sites are open. More applications will be sent in during the last two weeks of April.



**MEETING MINUTES, MARCH 12, 2020 BOARD MEETING**  
**PAGE 7**

2. Announcements have gone out to schools, but with schools closed, there may be an issue with information getting to students in a timely manner.
3. Based on the number of applications that is received in April, the submission deadline may be extended a week, but he doesn't want to extend it to May, since that is the college applications period. He will be watching how things progress in the next few weeks.

#### **SMALL BUSINESS COMMITTEE (SBS) (LCDR Sam Lee)**

Reported above under Small Business Symposium above.

#### **STEM (LT Bohdon Wowtschuk )**

1. Boh asked the Board for information on past school programs and what the scope of the committee is.
2. One goal of the committee is to reach out to local schools to determine their interest in a program demonstrating STEM/engineering professions to students.
3. Mark Ohlstrom will review what other Posts are doing and pass on the information to Boh. He also suggested Boh talk with Terry McCann about engineering camps, John Souza about scholarship applicants, and Matty Haith about schools contacted for TechnoBowl.

#### **STRATEGIC PLANNING AND STREAMER AWARDS (Terry McCann)**

Reported earlier.

#### **UW STUDENT CHAPTER (LT Bohdon Wowtschuk )**

Boh will contact the UW Student Chapter about coordination with a Spring event.

#### **VETERAN ASSISTANCE (Karl Himes)**

Not in attendance.

#### **OTHER BUSINESS**

1. S.A.M.E. National cancelled the March 16-18th Capital Week event in Maryland.
2. JETC on May 27-29 is still on for now.
3. Seattle Post's next Board meeting will also be an all call-in meeting. Kathryn contacted AECOM to cancel our conference room reservation for April.

**END OF MEETING MINUTES**