



Seattle Post Board Meeting

April 2, 2020 | MEETING MINUTES

Date/Time: Thursday, April 2, 2020, at 8:00 AM

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

* Number & code will change for the May 7th meeting; you will receive an email with new numbers.

| Attended (alphabetical order) | | * voting member |
|-------------------------------|-------------------|---------------------|
| Manny Bautista* | Matty Haith* | Jim Shellooe |
| Scott Blount | Karl Himes | John Souza |
| Kathryn Bost* | LCDR Sam Lee* | Ray Spees |
| Debbie Chinn* | Terry McCann | Karen Sullivan |
| Mark Corcoran | Mark Ohlstrom* | Larry Toimil |
| Ralph Field* | Wendy Oresik | Nick Vlahovich |
| Bob Galteland | Andy Park | Steve Woolery* |
| Melissa Grasso | Faith Powell | LT Bohdon Wowtschuk |
| | Caroline Roberts* | |

Welcome and Announcements

1. Roll call (*attendance shown above*).
2. Quorum declared.
3. No guests in attendance.
4. April 2 Agenda approved.
5. March 12 Meeting Minutes approved.
6. Announcements
 - a. The National JETC event in May is cancelled.
 - b. National will be sending an email soon to all Sustaining Member CEOs/Presidents, Sustaining Member Partners, and all Sustaining Member Points of Contact requesting input on the issues that firms and businesses are facing due to impact by COVID-19. SAME will serve as an advocate with the government and Congress on firms' behalf. Also, if your firm has services and capabilities to offer the government or needs specific assistance, let National know. Comments are requested by April 8, 2020 and will be presented to government leaders and Congressional decision-makers.

Standing Reports

TREASURER (Ryan Peterson)

Not in attendance. Ryan emailed the Treasurer Report to the Board on April 1st. From the email:

1. The March Treasurer's Report showed deposits of \$1,200 for memberships from SAME National and \$2,000 for a Silver Annual Sponsorship from HDR. Expenses included reimbursements for the Meet The Agencies hotwash and the purchase of a plaque for the Post President.
2. The Post Annual Report was submitted March 28th before the deadline of April 7th. He thanked everyone who provided input for the Annual Report.
3. Ryan is working on the IRS tax filing. The deadline has been extended to July 15th.



MEMBERSHIP (Scott Blount)

1. There was not much change in membership numbers last month, and there are no upcoming membership drives planned.
2. Scott will continue to monitor membership numbers. He suggested sending another outreach email to Sustainer Members in the next month or two asking them to fill their firm's sustainer membership slots.

PROGRAMS (Nick Vlahovich)

1. The planned April and May luncheons are now cancelled and Nick is exploring ideas for WebEx or virtual meetings. He asked for suggestions for speakers for potential virtual/online programs. He has contacted Mark Douglas, Logistics Program Manager with the Army National Guard, to discuss a program on the Washington State Military Department's Emergency Management System. He is awaiting a call back.
2. Mark Ohlstrom suggested the following for online/WebEx programs in April and May, with a potential in-person luncheon program planned for June. He would like NAVFAC, USCG, and USACE to present how they have been handling business and operations impacts due to COVID-19:
 - a. **April Program online – NAVFAC:** Mark asked Sam Lee to talk with the Commander of NAVFAC NW and plan for one to three people to present online on April 28th discussing current impacts to NAVFAC programs and facilities.
 - b. **May Program online – US Coast Guard:** Debbie Chinn will discuss with CAPT Jed Boba holding a virtual program on how the economy and coronavirus are affecting USCG operations.
 - c. **June Program online or in person – USACE:** Potentially this could be an in-person luncheon program in the Corps' Marginal Way offices focused on a status update of their programs. Mark with talk with USACE about a program for June 16th.
3. The format is planned to be a 15-30 minute discussion about current impacts of the virus on the specific agency presenting (no PowerPoint presentation needed) and the potential opportunities that may arise for A/E/C firms to assist their agency with programs and projects. The agency discussions will be followed by a Q&A session with online attendees.
4. Nick will investigate the costs for hosting a large conference call via WebEx to determine the number of registrants that could attend. A potential fee could be added to registration to help pay for WebEx costs. Mark Ohlstrom said we will not add an additional fee for registration for the April meeting, since time is short and we'd like to get as many people to attend as possible.
5. Larry Toimil briefly discussed planning for the election for next year's officers and open Board positions as well as the change of officers and post leadership in June. These activities may potentially have to be done virtually also.

Annual Event Updates *(in calendar order)*

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

Not in attendance. Focus is now on the planning for the January 2021 event.

APRIL 2020 | TECHNOBOWL (LT Matty Haith)

Cancelled. Matty will continue to work on outreach with the UW and local high schools for a 2021 event.



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

Cancelled. Sam said the Kitsap Conference Center has applied our deposit to a planned event April 26-27, 2021.

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

Allen not in attendance.

1. Mark announced that the 2020 Meet-the-Chiefs event at the Murano Hotel will not be held in June as previously scheduled due to the ongoing COVID-19 crisis. Options under consideration include moving the event to September 2020 or cancelling the event for this year and holding the event in June 2021. Strong preference was given by many on the call to investigate holding the event in September if possible. Questions at this time include:
 - a. Availability and willingness of currently scheduled speakers to participate in a September event
 - b. Availability of the Hotel Murano in September (to avoid cancellation fees)
 - c. Investigate any potential impact to the Projects of Excellence/Centennial Celebration event scheduled for October.

The following are follow-on actions needed:

2. Mark will coordinate with Allen; Dave Newkirk; and the Tacoma and Portland Posts on their thoughts/support for moving the 2020 Meet-the-Chiefs event to September 2020.
3. Mark will ask Allen to contact MTC speakers to see if moving the event to September (likely September 15th) will work for them.
4. Mark will ask Allen to contact the Hotel Murano to see if the venue is available on September 15th for a rescheduled event with no penalties or fees for rescheduling.
5. Mark will work with Melissa Grasso to post a notice on the website about the MTC event postponement.
6. Mark will contact Julie Erickson to verify that there are no concerns with rescheduling the Meet-the-Chiefs event to September 2020. The Projects of Excellence program in October is the Post's Centennial Celebration. Since it is a different type of event than MTC and will attract a potentially different audience, little impact on MTC attendance is expected. Registration fees will be about the same for both events (about \$150).
7. Mark will have more information and updates at the May 7th Board meeting.

AUGUST 2020 | GOLF TOURNAMENT (Mark Corcoran)

1. Currently, Mark Corcoran believes that it is appropriate to move forward with planning the event, although he is not contacting firms for sponsorships right now.
2. Mark Ohlstrom suggested revisiting this at the May Board meeting to review the COVID-19 situation and to verify the decision to proceed with the event and develop a schedule for opening up registration and advertising for sponsorships.
3. Since the golf course has event space available on site, Mark Corcoran suggested a joint/concurrent event could be planned, such as a presentation or networking program. Mark Ohlstrom will ask for Board feedback on this idea and discuss further at the May meeting.



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

Julie and John not in attendance. Manny reported on status:

1. **Event Theme:** The committee is considering a theme for the event based on the four classical elements: air, water, fire, and earth. These would be used to connect different types of building and infrastructure projects. Projects submitted for awards would identify their related element(s).
2. **Centennial Coin:** In process. Coins will be given to each Post for their use in the Centennial Celebration.
3. It was suggested that the Centennial Celebration also recognize the people who have stepped up to keep the event moving forward during the pandemic. Although the theme is still to celebrate 100 years of S.A.M.E., the contributions of people and committees should be noted for their efforts during this time.

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

1. Karl is reaching out to veterans. He works with FourBlock that helps transitioning veterans and teaches them to build relationships. They are using Zoom and meetings are going well. He is trying to present vets with networking opportunities.
2. Possible topics for the October luncheon will focus on transitioning veterans and student veterans to civilian jobs. Karl encouraged Post members to contact him for hiring outreach.

DECEMBER | HOLIDAY SOCIAL (Nick Vlahovich)

No update. Event is planned to occur in December as scheduled.

Committee Updates

COMMUNICATIONS (Melissa Grasso)

1. Melissa just updated the Post website announcing the MTC event is postponed. When the date is established, she will update it again.
2. She posted the scholarship email from John Souza.
3. She fixed non-working links to be functional now.
4. Mark Ohlstrom will send her monthly updates to post to website. Mark thanked her for all her time and effort to keep the website updated and in sending out timely announcements.

COMMUNITY OUTREACH (Chair TBD)

No report.

EMERGENCY PREPAREDNESS (Andrew Park, Matt Veenstra)

1. Andy Park has talked with the Tacoma Post about a possible October event or presentation from Washington State.
2. He is attending quarterly meetings focused on expanding support for medical events during disasters.



ENERGY AND SUSTAINABILITY (Wendy Oresik)

1. Wendy is planning for the Energy and Sustainability Symposium in March 2021. She met with ASCE and the Sustainability Committee to determine a level of interest and involvement in the 2021 event. Due to the amount of effort required to put together the Symposium, ASCE did not commit to co-sponsoring, but will help advertise the event and provide support. She will be adding an ASCE member to her committee.
2. Mark Ohlstrom said he will support Wendy to get the program planned.

ENGINEERING & CONSTRUCTION CAMPS (Terry McCann)

Terry said all applications were submitted to National. We have selected three candidates—one each for the Air Force, Navy, and Army camps.

FIELD TRIPS (Chair TBD)

No update. Planning is underway for a fall field trip. Looking for a volunteer to Chair this committee.

KITSAP CHAPTER (LCDR Sam Lee, Manny Bautista)

No new updates. They are working on planning future meetings.

MEMBERSHIP – RETENTION AND NEW (Scott Blount)

Discussed above.

MEMBERSHIP – SUSTAINER FIRMS (Jim Shellooe)

Jim asked about the decision for the May luncheon to determine if a sustainer presentation is required. Mark Ohlstrom said May will be an online program with no sustainer presentation needed.

MEMBERSHIP - YOUNG MEMBERS (LT Matty Haith)

No additional update.

NOMINATIONS (Larry Toimil)

1. Larry is preparing the slate of 2020-2021 officers which includes: Caroline Roberts as President; Jed Boba as First Vice President; Ray Spees as Second Vice President; Matty Haith as Young Member Vice President; Karen Sullivan as Secretary; Ryan Peterson as Treasurer and Faith Powell as Assistant Treasurer; and Wendy Oresik and Nancy Yee to fill the Directorship positions for 2020-2023. He is looking for candidates for the Assistant Secretary position.
2. Mark Ohlstrom and Larry will discuss how to hold elections for membership approval—potentially online.
3. Mark Ohlstrom thanked Ray for stepping into an officer role, Karen for moving into the Secretary position, and Wendy and Nancy for taking on Director positions.



PROFESSIONAL DEVELOPMENT (Wendy Oresik)

No additional update.

SCHOLARSHIPS (John Souza)

1. John reported that applications are coming in slowly—he has 20 so far from high-school seniors and college students. The PSE/SSF Board meeting will be next week (April 10th); they will discuss extending the date for applications if not enough have been received by then. They are taking a wait-and-see approach, since most applications normally arrive in last two weeks of the program.
2. Online advertising is underway for the program. He said some schools' server firewalls are preventing emails from getting through, and he is sending out separate emails and postcards. He noted that it appears that schools will be out the rest of the year.
3. The scholarship application deadline is currently April 24th. Mark Ohlstrom asked Board members to reach out to schools to increase the number of applicants. Melissa Grasso has already emailed outreach announcements to the Post distribution list.

SMALL BUSINESS COMMITTEE (SBS) (LCDR Sam Lee)

No additional report.

STEM (LT Bohdon Wowtschuk)

No additional report.

STRATEGIC PLANNING AND STREAMER AWARDS (Terry McCann)

1. S.A.M.E. National is revamping the Streamer program. Scoring will now be based on a point system, rather than on written summaries of a “how-we-did-it” approach.
2. Information on the new Streamer scoring will be distributed to the Board when finalized.

UW STUDENT CHAPTER (LT Bohdon Wowtschuk)

1. The University of Washington is practicing social distancing, and there are no in-person meetings planned for the rest of the quarter.
2. The Chapter is brainstorming potential virtual meetings and events.
3. He is tracking the new student officers for next year.
4. Mark Ohlstrom asked Boh to continue to reach out to the Student Chapter and check in monthly to stay active.

VETERAN ASSISTANCE (Karl Himes)

Discussed above.



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OTHER BUSINESS

1. The May 7th Board meeting will again be a call-in meeting. There will be a new call-in number, as HDR is discontinuing the current conference call number and code on April 30th. Mark Ohlstrom will forward new call-in number information before the next Board meeting.
2. The June 4th Board meeting is planned to be held in-person at AECOM's office. Mark encouraged in-person attendance at that meeting since it will be the last meeting of the 2019-2020 Board.
3. Ralph Field commented on the Annual Sponsorship program, saying the Board has a responsibility to ensure value is received for the money paid by our annual sponsors. We need to consider how to make up that value for cancelled events. Mark Ohlstrom will work with Melissa Grasso to ensure that sponsor logos and appropriate thank-yous are displayed on the Post website's home page and that annual sponsors are thanked at each event.

END OF MEETING MINUTES