



Seattle Post Board Meeting

May 7, 2020 | MEETING MINUTES

Date/Time: Thursday, May 7, 2020, 8:00 am

CALL-IN MEETING ONLY (due to coronavirus/social distancing): **Join via Microsoft Teams link**
 or by calling 1-469-214-8538, Conf. ID 709 094 159#

Attended (alphabetical order)		* voting member
Scott Blount	Melissa Grasso	John Souza
Kathryn Bost*	Mark Handley (guest)	Ray Spees
Debbie Chinn*	LCDR Sam Lee*	Karen Sullivan
Mark Corcoran	Mark Ohlstrom*	Larry Toimil
Jackie Corley	Andy Park	Nick Vlahovich
Julie Erickson	Ryan Peterson	Steve Woolery*
Ralph Field*	Faith Powell	LT Bohdon Wowtschuk
Bob Galteland	Caroline Roberts*	Nancy Yee

Welcome and Announcements

1. Roll call (attendance shown above).
2. Quorum declared.
3. May 7 Agenda approved.
4. April 2 Meeting Minutes approved.
5. Announcements
 - a. Mark Ohlstrom introduced our guest: Rear Admiral **Mark Handley**, PE, Civil Engineer Corps, US Navy (retired), now AECOM's Senior Vice President for federal energy programs; he is also S.A.M.E. National Vice President. He joined our meeting by phone to show National's presence and support for Posts during this pandemic.
 - 1) Mark H. introduced himself and discussed National's mission moving forward: To keep Posts vibrant and support them in adjusting to the "new normal" of virtual meetings and social distancing. He advised our Board to maintain our programs and activities. National is moving forward with activities and there are a lot of programs coming up, including the virtual JETC meeting. (He asked everyone to engage in the virtual JETC event.) He said National has been working overtime to keep programs on schedule and has set up many activities in different formats.
 - 2) He said we need to find new ways to engage and get feedback from our membership. He referred to the book *Lean In* by Sheryl Sandberg, and suggested that in order to cope with our new reality, we need to seek and find new opportunities that work for our group, adapt to the hairpin turns we are now facing, and have leadership keep things moving in a positive direction.
 - 3) Finally, he thanked Mark Ohlstrom for his efforts and leadership in keeping the Seattle Post vibrant and active.
 - b. The Post will continue to have virtual meetings throughout June and possibly into July. The June 16th program will be virtual and the Board is determining how to have a virtual swearing in of new officers.
 - c. Mark Ohlstrom announced that he has officially joined Shannon & Wilson after 6-1/2 years at HDR. He will be taking on Marty Boiven's role, who is transitioning to retirement after many years with Shannon & Wilson and the US Coast Guard.



Standing Reports

TREASURER (Ryan Peterson)

1. Ryan submitted the Treasurer's Report for April via email on May 9.
2. Along with several small transactions there was a \$1,000 donation from Stantec to the scholarship fund.
3. Ryan submitted the Post's annual IRS Form 990 for tax-exempt organizations.

MEMBERSHIP (Scott Blount)

1. Scott reported that 30 members have dropped their membership. Scott said membership numbers do fluctuate month to month, but this month was unusual. The drop it may be related to National's dues collection; he will compare with next month's report.
2. Mark Ohlstrom asked if he could see a report with the names of members who have left. Scott indicated this was not an easy request since it would involve a line-by-line comparison of almost 700 members on separate lists. He proposed waiting until next month to see how membership numbers look then.
3. Mark Ohlstrom asked Mark Handley if National has had similar issues with membership numbers, and if it was possible to get a listing of people who dropped their membership. Discussed if this could be attributed to people just not renewing their membership, or if companies were not paying dues.
4. Decision made to work with National to determine if there are national/regional membership trends and to wait for next month's report to see what action, if any, needs to take place.

PROGRAMS (Nick Vlahovich)

1. There was a large turnout For the April 28 virtual program which featured CMDR Sam Lee, NAVFAC NW CAPT Ben Miller and Chief Engineer Matt Bonus discussing the impacts of COVID-19 on NAVFAC NW operations and their Capital Improvements Program. There were 125 people registered; 92 people called in.
2. Sam Lee thanked Faith Powell for her efforts in making the event a success. He said she was the lynchpin in bringing it all together, since it took the same amount of work to coordinate an online event as for an in-person event.
3. Debbie Chinn, USCG FD&CC Seattle Director, will be the main speaker for the May virtual program which will be a discussion on how the Coast Guard and the FD&CC are adapting to COVID-19 impacts.
4. The June virtual program will focus on the USACE and how they are coping with the coronavirus impact.
5. Because there was such a good turnout for the April program, Nick suggested that future in-person programs add a virtual component so that folks can call in.
6. Further comments and discussion included:
 - a. Several attendees had commented on how great it was that the April program was free, since firms' marketing budgets are now smaller. If they'd had to pay, they wouldn't have been able to attend.
 - b. Having events with free registration will eventually negatively impact the Posts finances.
 - c. Options going forward include charging reduced rates for the next events, or making the events free to members and charging non-members to attend. That would encourage membership.



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- d. We are saving expense costs for food and venues by having virtual programs.
 - e. Virtual events will reduce income to the scholarship fund since we are unable to hold our monthly raffles.
 - f. Registration fees, if any, for the May program need to be decided very soon as the program is May 19th.
7. Mark Ohlstrom decided that the May program will remain free of charge, due to economic and social aspects and to give back to our membership. For June, he suggests adding a donation for the scholarship fund. Mark O., Ray S., Caroline R., Nick V., and Faith P. will meet and figure out a plan for future programs and propose options and recommendations.
 8. Mark Ohlstrom is working with Faith Powell and Debbie Chinn to send out an announcement this week about the upcoming May program on Tuesday, May 19th, 12:30 to 1:30 pm. He is still hoping the June 16th program may be able to be held in person; but is planning as of now for it to be held virtually. The final decision will be evaluated as we get closer to that date.
 9. Nick said he is booking speakers out for end of this year and next year, and is planning now for the November luncheon. If you have suggestions for speakers, please let him know.

Annual Event Updates *(in calendar order)*

JANUARY 2021 | MEET THE AGENCIES (MTA) (Kevin Stoll)

Kevin not in attendance. Planning is still going forward for the January 2021 MTA.

APRIL 2021 | TECHNOBOWL (LT Matty Haith)

Technobowl was canceled this year. For next year's event, contact Mark O., Caroline R., or Matty H. with suggestions.

APRIL 2021 | SMALL BUSINESS SYMPOSIUM (SBS) (LCDR Sam Lee)

1. The Regional SBS scheduled for April in Bremerton was cancelled. Since S.A.M.E. National is planning the annual National SBS for this fall, it was decided that we will not pursue a fall reschedule of our SBS event.
2. Sam has started planning for 2021 SBS, which will be held April 26-27. He invited Mark Handley and other S.A.M.E. National representatives to attend. Mark H. said he will ensure this event will be included on National's calendar.
3. The program next year will feature the Navy's Shipyard Infrastructure Optimization Plan (SIOP), and will have David Sweet, NAVFAC NW's new Deputy Program Manager, as a speaker. Mark Ohlstrom said that since AECOM is the A/E consultant managing that program, Bob Parker should also be considered for a speaking role.

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

Allen not in attendance. Mark Ohlstrom reported:

1. The event is scheduled for September 21-22, with a Monday night Icebreaker Social, and all-day sessions on Tuesday.



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2. This event is a combined three-post event (Seattle-Tacoma-Portland).
3. Most speakers are already confirmed. Waiting for further developments at this point. Assuming a statewide phased opening will allow this event to occur in September. Registration is planned to open in July.

AUGUST 2020 | GOLF TOURNAMENT (Mark Corcoran)

1. Mark C. said he has been in a holding pattern for this event, but is now looking to move forward with planning. He said golfers will be ready to get out in August. He asked about combining the golf tournament with another program aspect for networking purposes.
2. Since the proceeds from this annual event go to our scholarship fund, one idea was to incorporate some STEM activities. Matty Haith is to be included in future STEM discussions.
3. Discussion and comments:
 - a. Current rules are two golfers per carts. If social distancing continues, a sit-down meal and program may be an issue. Typically, the event starts with a breakfast buffet; there's concern now about that format.
 - b. Some companies are cutting back on expenses. There are concerns about getting enough sponsors and golfers this year. The Post has \$5,500 in annual sponsorships in hand; we must ensure the annual sponsors receive benefit for the event. We need to keep costs top of mind.
 - c. The tournament is a great social event and it is hard to imagine it taking place with social distancing.
 - d. There is concern about logistics at this late date if we decide to go ahead with the tournament. Since the event encourages people to get out, network and have fun, if participants can't fully do that, it may be best to postpone. A lot of effort and planning is required to get sponsors and golfers committed; any postponements will make this task harder.
 - e. If the event is cancelled, it will significantly affect the Tacoma Post, as this is their biggest income producer.
4. Regarding venue commitments, Mark C. said the course is reserved, but we have not paid a deposit yet. Mark C. will talk with his contacts at the course to see if there is flexibility on dates and payment.
5. Mark O. suggested that Mark C., Nancy Y., Caroline R., and Steve W. meet to decide how to proceed and to coordinate with the Tacoma Post, as we cannot wait until mid-July to get go/no-go decision. If the governor allows the State to go to a Phase 4 opening in July, we should be able to have the event. However, he said he will support a decision either way, and asked the committee to report on their decision next month.

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

1. Julie said she appreciated the discussions today around COVID-19 affecting the Post's programs and events. At her last committee call, they discussed the current situation and agreed that it would be prudent to not plan an "over-the-top" program.
2. She requested support to facilitate the event and in getting things set up. No firm decision has been made yet on what we can do by October, and what social restraints will be in place at that time.
3. The Centennial coin has been selected and is going into production. Dave Newkirk is getting pricing.



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4. Manny is developing the event's agenda.
5. In summary, the committee is moving forward with planning while being mindful of the pandemic situation.

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

Karl not in attendance. Mark Ohlstrom wants to make sure the Post does something this fall for our veterans.

DECEMBER | HOLIDAY SOCIAL (Nick Vlahovich)

No report.

Committee Updates

COMMUNICATIONS (Melissa Grasso)

1. Melissa said an email went out this morning about the slate of nominations for next year, per Larry Toimil's request. Voting will be held virtually.
2. She is seeking input from the Board about sending out the May program announcement next week, along with any other COVID-19 announcements.
3. Mark Ohlstrom thanked Melissa for her continued efforts and good communications work on the Post's behalf.

COMMUNITY OUTREACH (Chair TBD)

No committee at this time.

EMERGENCY PREPAREDNESS (Andrew Park, Matt Veenstra)

No report.

ENERGY AND SUSTAINABILITY (Wendy Oresik)

Wendy not in attendance.

ENGINEERING & CONSTRUCTION CAMPS (Terry McCann)

Terry not in attendance. Mark Ohlstrom reported that the Air Force has cancelled their camp; he is anticipating similar decisions on the other camps.

FIELD TRIPS (Chair TBD)

No report.

KITSAP CHAPTER (LCDR Sam Lee, Manny Bautista)

1. Sam said he's been working with the local Kitsap ASCE Chapter to schedule a combined S.A.M.E./ASCE virtual Happy Hour. The date is planned for May 28th at 4:00 pm. The program will be a webinar on trends in protections systems, presented by WSP.
2. He is also suggesting planning a JETC-after-hours virtual event.



MEMBERSHIP – RETENTION AND NEW (Scott Blount)

Reported earlier.

MEMBERSHIP – SUSTAINER FIRMS (Jim Shellooe)

Jim not in attendance.

MEMBERSHIP - YOUNG MEMBERS (LT Matty Haith)

Matty not in attendance.

NOMINATIONS (Larry Toimil)

1. Nominations are closed. Larry will be talking with Caroline R. and Mark O. about how to handle the virtual voting to approve the slate of new officers. This will be first time the voting has been handled this way.
2. Mark O. thanked Larry for his efforts on filling the slate for the Board.

PROFESSIONAL DEVELOPMENT (Wendy Oresik)

Wendy not in attendance.

SCHOLARSHIPS (John Souza)

1. John said scholarship applications are being reviewed. Selections will be made by the end of May, and winners will be posted on our website.
2. The committee received many applications just in the last couple of days. Although, the number of applications received is lower than they would have liked, given the current situation, they have received enough to proceed with awards.
3. 70 applications were received for scholarships sponsored by the Post and PSF&SSF for high school students.
4. Almost 80 applications were received for the seven individual- and company-sponsored scholarships (managed by PSF&SSF)
5. John commented that selections are particularly difficult this year since the students were all very well-qualified. He will report the winners next month.
6. Mark Ohlstrom thanked John for all his work on the scholarship program for the Post.

SMALL BUSINESS COMMITTEE (SBS) (LCDR Sam Lee)

Reported earlier.

STEM / UW STUDENT CHAPTER (LT Bohdon Wowtschuk)

1. Boh talked with the UW student president; they agreed that it's difficult to get students together for a virtual event with the campus closed. They are working on planning events for next year.
2. Mark Ohlstrom said the Post will continue to support the UW student chapter in their efforts.



STRATEGIC PLANNING AND STREAMER AWARDS (Terry McCann)

Terry not in attendance.

VETERAN ASSISTANCE (Karl Himes)

Karl not in attendance.

OTHER BUSINESS

1. Caroline R. thanked Sam Lee for his involvement in National's Leadership Development Program (LDP). She has sat in on the debrief calls, and reports that Sam "hit it out of the park" on his presentation about the Kitsap Chapter. She thanked Sam for all the work he's done and the benefits he's brought to the Post.
2. Sam Lee thanked Manny Bautista for serving as his LDP advisor and for all his help.
3. Mark O. thanked Caroline R. and Manny B. for their support and involvement in National programs.
4. Mark O. said our next Board meeting in June will be another virtual call.

END OF MEETING MINUTES