



# Seattle Post Board Meeting

## June 4, 2020 | MEETING MINUTES

Date/Time: Thursday, June 4, 2020, 8:00 am

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

Attended (alphabetical order)		* voting member
Manny Bautista*	Karl Himes	John Souza
CAPT Jed Boba	LCDR Sam Lee*	Ray Spees
Kathryn Bost*	David Newkirk	Karen Sullivan
Debra Chinn*	Tom Nichols*	Larry Toimil
Mark Corcoran	Mark Ohlstrom*	Nick Vlahovich
Jackie Corley	Wendy Oresik	Steve Woolery*
Ralph Field*	Faith Powell	LT Bohdon Wowtschuk*
Bob Galteland*	Caroline Roberts*	Allen Wycoff
		Nancy Yee

### Welcome and Announcements

1. Roll call (attendance shown above).
2. Quorum declared.
3. June 4 Agenda approved.
4. May 7 Meeting Minutes approved.
5. Announcements
  - a. The National Virtual JETC conference and expo was May 27-29, 2020 and almost 2,000 people attended online. Mark Ohlstrom thought the first-time virtual event had value, engaged good speakers, and handled technical difficulties well. He encouraged people to register for and attend next year's JETC conference in Portland.
  - b. Mark Ohlstrom announced this is his last meeting as Board President. The swearing-in of new officers will be at the virtual luncheon program on June 16. Dave Newkirk will perform the swearing-in starting with Caroline Roberts who will be the new Post President. Everyone attending online is requested to remain muted during the ceremony.
  - c. The June program is planned to be on WebEx since that's the platform USACE uses. If that changes, it will be announced.

### Standing Reports

#### TREASURER (Ryan Peterson)

Not in attendance. Ryan emailed the Treasurer's Report to the Board on June 3. The report was approved at the Board meeting.



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## MEMBERSHIP (Scott Blount)

Not in attendance.

1. Mark Ohlstrom reported that the membership decline shown last month was accurate and has since leveled off. Other organizations are also experiencing membership reductions. The Post needs to continue its goal of growing membership.
2. Caroline Roberts asked for Board members' help in reaching out to members transferring from other Posts and inviting them to log-in to their SAME accounts online and affiliate themselves with the Seattle Post.
3. If members affiliated with a Sustainer firm want to change Posts, they need to work with the sustainer organization to be re-assigned.
4. For all membership referrals and questions, contact Membership Chair Scott Blount or any Board member.

## PROGRAMS (Nick Vlahovich)

1. **June 16<sup>th</sup> Program:** The Mt. Tacoma Post will participate in this joint virtual program on WebEx. The agenda will include announcements—five minutes for Seattle, five minutes for Tacoma; the Board Officer Installation—five minutes for the swearing-in ceremony; and then the program on USACE and COVID-19 strategies.
2. **July 21<sup>st</sup> Program:** Stacy Anderson, Steelcase, will be the presenter. Nick will coordinate with Stacy as to which online platform to use for the event.
3. **Future Post Programs:** Nick, Caroline Roberts, Faith Powell, and Ray Spees had met to discuss the format of future monthly programs. Three options were discussed for future programs:

**Option 1:** When COVID-19 is determined to be over, hold regular monthly in-person luncheon programs.

**Option 2:** Given the success of our virtual program attendance, hold in-person programs/luncheons with a virtual attendance option, to encourage a wider group of participants.

**Option 3:** Keep meetings all virtual.

- a. The third option, while not initially favored by the group, has several advantages: It is good for attendees with long commutes, and could also improve our government and military attendance. Disadvantages are not being able to meet people face-to-face for networking. To address that, it was suggested the Post schedule quarterly after-work networking events.
- b. Ray Spees said they performed a SWOT analysis. Financials indicated that the Post would bring in the same revenue per program since there would no lunch purchase. In addition, all-virtual meetings would benefit members since registration fees would be less. He said there have been more people attending the last two monthly programs than past in-person luncheons.
- c. Wendy Oresik suggested alternating the monthly programs—one virtual and one in-person—or move all monthly programs to virtual format. However, large annual events would remain face-to-face, such as the MTA, MTC, Projects of Excellence, and the Holiday Social.



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4. **Virtual platforms for monthly programs:** Mark Ohlstrom suggested checking with agencies to find out what platform works best for them. Discussion:
- LCDR Sam Lee (NAVFAC):** Sam said he uses MS Teams on his government computer; employees are all teleworking and using personal computers at home.
  - CAPT Jed Boba (US Coast Guard):** He has flexibility and brings his personal computer to the office to use. Zoom is not preferred on the DoD network.
  - LT Bohdon Wowtschuk (US Coast Guard):** He can work on any computer, but is not sure how many people can do that.
  - Sam Lee said to ensure the selected event platform works on mobile phones, since most younger members will use their phone and not a computer.
  - A concern was mentioned about integrating virtual platforms with Eventbrite registrations. Faith Powell said Eventbrite has changed and now sends weblinks to registrants only; those links cannot be forwarded to others.

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

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

Not in attendance. The event is still planned for January.

#### **APRIL 2021 | TECHNOBOWL (LT Matty Haith)**

Not in attendance. The event is still planned for 2021.

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

The event is scheduled for 2021. Sam wants to get a planning meeting scheduled soon.

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

- The event is still planned for September 21-22, with the Icebreaker networking event on the evening of the 21<sup>st</sup>, followed by a full day program on the 22<sup>nd</sup>. Eventbrite registration will open in July.
- This is planned to be an in-person event but is dependent upon the governor's phasing plan and Pierce County's opening status in September. The City of Tacoma will need to be in Phase 4 for the event to accommodate more than 50 people. Phase 4 is planned to occur in August; if things change the event will be postponed to June of 2021.
- If that happens, there will be some financial risk and labor involved as fees will need to be returned to registrants. However, the event is moving forward as planned at this time.

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

- Mark Ohlstrom and Mark Corcoran led a discussion about the status of the golf tournament. There are concerns about Seattle hosting the event this year due to funding, logistics, and pandemic-based accommodations needed for the event to occur.



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2. Dave Newkirk said the golf course is planning to go ahead with the event and the date is secured. One change is that there will be no big dinner gathering at the end. The golf course wants our business and is preparing its own safety protocols to meet liability and health concerns. He will contact the course to learn how they are planning to handle the event to ensure everyone remains safe and has a good time. Dave, Caroline Roberts, Mark Corcoran, and Nancy Yee will meet next week to finalize a decision about the event.
3. **Sponsorships:** Some sponsors contacted to date have expressed concern about the effects of the pandemic and suggested cancelling the event. There is also some concern about reaching out to our other sustainer firms to support the tournament given the current uncertain economic climate. The impact on annual sponsors needs to be determined if the event is cancelled. Three options for annual sponsors were discussed. Sponsors could:
  - a. Request a refund of that portion of their sponsorship fee; or
  - b. Credit their funds to next year's tournament; or
  - c. Donate their share to the scholarship fund.
4. **Mount Tacoma Post (MTP):** The MTP is the co-sponsor of the tournament. MTP has decided they definitely want the tournament to take place in August. They have volunteered to run the event and take over organizing and managing the tournament from Seattle going forward since this event is their biggest money raiser. There was discussion about the role of the Seattle Post in future golf tournaments. For this year, Mark Corcoran is willing to support Seth Mattos and MTP if they take over organizing and running the event. The discussion about Posts' roles in future years' tournaments is tabled until early 2021.
5. **Portland Post (PDX):** PDX has their own golf tournament every year in July. In 2021, their tournament will be coordinated with the National JETC event in Portland. Holding a three-Post combined golf tournament has not been discussed.
6. **Tournament proceeds:** The Seattle Post and MTP typically alternate hosting the tournament annually and proceeds are split accordingly. Since this event is a big scholarship fundraiser, it is important to ensure proceeds are split equitably going forward. Mark Corcoran, Dave Newkirk, Seth Mattos, and Sam Lee will meet to discuss revenue-sharing among the two Posts.

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

Julie not in attendance.

1. Dave Newkirk says the Centennial Coins have been ordered; quantities are 1,000 coins for Seattle, 500 for MTP and 500 for PDX. The coins should be delivered by mid-June.
2. The event is still planned to occur October 16<sup>th</sup>. The location/venue is TBD, and budget is a concern. The event may use the same venue as last year--Pacific Medical Center on Beacon Hill.
3. Mark Ohlstrom and Julie Erickson will meet to discuss the event; they will have more information for the Board next month.

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

1. Karl wants to talk with Larry Toimil about a plan for the event.





2. A virtual event could be considered.
3. Scheduling flexibility is important. We may want to have the veterans' luncheon in November, close to Veterans' Day, since there are other Post events in September (MTC) and October (Centennial Celebration).
4. Since the main goal of this event is to support vets, there are a lot of options that can be considered for a program. Karl to meet with Larry Toimil, Caroline Roberts, and Nick Vlahovich to brainstorm ideas for a program.

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

No report. Nick will have more information for the Board in July, which is when he typically starts the planning for this event.

### Committee Updates

#### COMMUNICATIONS (Melissa Grasso)

No report.

#### COMMUNITY OUTREACH (Chair TBD)

No report.

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

Not in attendance.

#### ENERGY AND SUSTAINABILITY (Wendy Oresik)

1. Wendy has been considering dates for the 2021 Sustainability Symposium, and is proposing November 4<sup>th</sup>, 2021. This event won't work as a virtual meeting. Since she would like UW students to participate, she is planning on a date after UW finals occur.
2. There are several National events she is working around, including the SAME Small Business Conference November 10-14, 2021, and JETC in Portland in the spring.
3. Wendy asked about the process for sending out PDH certificates to attendees of virtual luncheon programs. She will work with Nick Vlahovich and Faith Powell on this.

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

Not in attendance. Mark Ohlstrom said all camps have been cancelled this summer. He is looking into how to continue outreach to students.

#### FIELD TRIPS (Chair TBD)

No report.



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

1. Sam reported the Kitsap Chapter held a virtual happy hour joint event with ASCE last week. It went well and he wants to continue holding this type of event.
2. He's been working with Melissa Grasso on the Kitsap Chapter website and will post updates there.

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

Not in attendance.

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

Not in attendance.

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

Not in attendance.

#### NOMINATIONS (Larry Toimil)

No report.

#### PROFESSIONAL DEVELOPMENT (Wendy Oresik)

Reported above.

#### SCHOLARSHIPS (John Souza)

1. Scholarship award selections will be finalized this month and posted on the website.
2. John said they had a good number of applications this year considering the impact of COVID-19. The competition was close as all the candidates were well qualified.
3. Most company-sponsored scholarships have been awarded. Firms are trying to plan a virtual event for handing over checks to winning students and posting on social media.
4. Mark Ohlstrom asked John to make a short presentation about scholarship money and where it goes at the at July luncheon.

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

No report. Event is planned for April 2021.

#### STEM / UW STUDENT CHAPTER (LT Bohdon Wowtschuk )

1. The Student Chapter is having trouble maintaining engagement since the UW shut down due to COVID-19.
2. There are no replacement officers yet; Boh and Ray Spees are working together to maintain Chapter.
3. Ray will meet with Boh and Sam Lee to strategize how to go forward.



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

Terry not in attendance.

1. Mark Ohlstrom said the 2025 Strategic Plan is posted on the National site.
2. Mark and Caroline Roberts attended a virtual National Board meeting and the new streamer application process was discussed. The process has been simplified to reduce the number of pages submitted, and streamer applications can now be submitted online--no need to email a pdf. When planning and reporting on Post events, we can log-in to the online streamer site, review criteria, and update streamer applications continuously throughout the year.

**VETERAN ASSISTANCE (Karl Himes)**

Reported earlier.

**OTHER BUSINESS**

1. As this was Mark Ohlstrom's last meeting as Board President, he thanked all the officers, Board members, committee chairs all for their support and involvement this year. As Past President, he looks forward to supporting Caroline Roberts as the incoming President. The year after that, he will continue to serve the Board, the Post, and S.A.M.E by moving into the role of Regional Vice President, filling in behind Dave Newkirk.

**END OF MEETING MINUTES**