



Seattle Post Board Meeting March 4, 2021 | Meeting Minutes

Date/Time: Thursday, March 4, 2021, 8:00 am – 9:30 am

CALL-IN MEETING ONLY: Join via GoToMeeting link in calendar invite, or

call-in 1-877-309-2073 or 1-646-749-3129; Access Code: 162-361-933

Attended (alphabetical order)

*** voting member**

Scott Adamek
Stacie Anderson
Manny Bautista*
CAPT Jed Boba*
Ginette Chin
Jackie Corley*
Ralph Field*
Melissa Grasso
LCDR Sam Lee
Terry McCann
Tom Nichols*
Mark Ohlstrom*

Wendy Oresik
Ryan Peterson*
Faith Powell
John Souza
Larry Toimil
Caroline Roberts*
Nick Vlahovich
Allen Wycoff
Nancy Yee*

Welcome and Announcements

1. Roll call
2. Declare quorum – Quorum called
3. Approve March 4, 2021 Agenda - Agenda approved
4. Approve February 4, 2021 Meeting Minutes – Minutes approved
5. Announcements
 - Red Shirt Friday: It is encouraged to send Caroline photos of your team wearing red shirts to remember all the deployed service members. She will send to National and Dave Newkirk for exposure highlighting the Seattle post. Caroline will also post on SAME Seattle social media to be highlighted on a Friday.
 - Bi-laws need to be reviewed. This is something that John Callahan does and needs to happen ASAP. Caroline has the link and it needs to be reviewed every five years, Caroline will look into it.
 - National voting for SAME national board members is up on the national page; one of the candidates for a national board seat is Dave Newkirk. It is encouraged to login and vote. April 15th is the closing date for elections.



- Post Leaders workshop is going to be held virtual. All events through August from National are virtual and are making decisions month by month. They figure that by the 1st of June they will finalize a decision on the Small Business Conference (currently want to do Atlanta in November).

Standing Reports

TREASURER (Ryan Peterson)

- For treasury report, had some income from three different virtual events for February. No expenses.
- Audit committee for the annual financial audit had a kickoff meeting last week. Are looking to provide that report prior to the next board meeting.
- Ryan is working on the Annual Tax Return that is due mid-April.

MEMBERSHIP (Scott Blount)

- Absent.

PROGRAMS (Nick Vlahovich)

- Meet the Agencies: we had the second MTA which went well. The UW MTA is coming up on the 16th: Lou Cariello and his team (same one we had before when we were down in SeaTac). We are going to integrate the shell house presentation as well.
- Raffle: Faith has all the names for who contributed to the raffle.
- Nick plans to have a practice session with the UW still. Nicole Klein is leading the efforts for the shellhouse, should be a 20 minute presentation. Her content must fit overall into the structure/content of our program.
- Confirmed: US Public Health Service is coming in May.
- Still looking for two programs for September and November, potentially October as well depending on what we do with Design Excellence.
- Thinking ahead on the Holiday Social: if we are all vaccinated, we can do something in person.
- Still working on the West Seattle bridge program: Nick has reached out to Simean Taylor at HDR who is leading it on the HDR end. Thinks it would be great to approach from both ends to get things nailed down – openings are currently in September and November. Nick wants to move forward on this.
- Manny sent the note over to Matt Donohue at SDOT; has not heard back yet.
- Send any program ideas to Nick, currently looking at 2022.



Annual Event Updates *(in calendar order)*

FEBRUARY/MARCH 2021 | MEET THE AGENCIES (MTA) (Kevin Stoll)

- See above notes.
- For Meet the Agencies on the 16th, when you go to the page there is an error with registering.

APRIL 2021 | TECHNOBOWL (LT Bo Wowtschuk)

- Bo was not present at the meeting but here are his updates via email:
 - o Has sent a couple of email requests and a flyer to several area high schools requesting interest in the event, only one school: Shoreline HS said they were potentially interested in building a team.
 - o Will send another request when he gets back next week.
- Will any sustaining members want to donate gifts or company merchandise for Technobowl? If yes, send message to Bo.
- The date is still TBD (says April/May) so Caroline will work with Bo to pick a date and move forward with next steps. Want to still work with Chris Stuvek and use his Zoom license.

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

- Update: Kitsap County and the Navy have both gone to Phase 2, so in person events are allowed. Sam yesterday spoke with Mary from Kitsap Conference Center and they did have an event recently with 75 people; they set up the whole ballroom to give everyone space, set up their 6-foot round tables six feet apart, two people per table, and everyone is socially distanced.
 - o Sam has a meeting with her to walk through what an in person event would be like; will need to have the event by the 31st of December to retain our deposit.
- Another Note: Sam is leaving WA on or about April 13th. If we proceed with the event on April 27th, Sam will need assistance running the in-person event.
- Another option: April 6th is available if we want to move up to that date.
- Board thinks it is a steep ramp up if you are targeting April date.
- Manny recommendation: do not do an in person event; will be a lot to try to get someone up to speed.
- Either way it will be a scaled back event, question is if we want to have a post live event and have speakers.
- Sam has a few speakers lined up, gauging if they want to speak in person.
- Larry: agree with Manny about not doing it in person.
- Pulling off the virtual event: Nick V. will help nail down the speakers and pitch in to make it a fully virtual program.



- Thoughts about delaying it a little bit longer: move to May or June by itself or combine it with a May or June event. Meet the Chiefs is in June and there is a “noon” speaker in May.
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- Without a champion, do not want to set up the attendees for a marginal experience.
- If it was virtual, might as well make it a monthly program, instead of a long all-day virtual symposium. You can just make it a regular luncheon.
- Considering reaching out to Jim Niles at the Navy and see if he can do a monthly program or 30 minute talk, want to keep the tradition of involving the Kitsap side and the Navy.
- Reimagine it and make it a Small Business Roundtable with NAVFAC, maybe Jim can facilitate a discussion.
- One option to consider especially if we cannot get deposit back is that we could do an event in person in October and combine with Design Excellence over at the conference center.
 - o We could even do the holiday party at the Kitsap Conference Center.
- April Suggestion: Small Business presentation and get NAVFAC and USACE Seattle to present about small business initiatives for lunchtime. Think we should at least make sure to have the program.
- Additional Idea: Prime Contractors talk/present?
- Final decision: Virtual SIA presentation: leader names and make it a noon program and have them speak for an hour.
 - o Date will depend on SIA availability.
 - o Nick already has Bob and Dave contact information.
 - o Sam has been in contact with SIA already. Nick to work with SIA availability (Bob and Dave) and get their schedules/offer up both dates to have them talk about opportunities for small businesses moving forward.

JUNE 2021 | MEET THE CHIEFS (Allen Wycoff)

- There was a meeting about sponsorships and Larry could report on that.
- Regional kickoff meeting: idea is that all posts to make it a true regional event including Mount Tacoma and Portland posts. This being a virtual event, need to loop in speakers, get on their schedule and getting the presentations going. Allen worked on the spreadsheet for that yesterday.
- Do we want to break Meet the Chiefs into two events/meetings instead of an all-day event?
 - o Caroline: sees pros and cons either way but for MTC likes keeping it together for coordination efforts.
 - o Board would like to see it as a one day event.
- Allen sent out last year’s agenda, added a column for the Portland post and Mount Tacoma; think we are in good shape.



- Just need to know about sponsorships.
- Yesterday at Portland Board Meeting: Major Col. Shaft is working with sustaining member firms as far as sponsorships goes for Portland.
- Has a standing meeting twice a month as a brief check-in.
- Are the other posts interested in helping host/emcee the event? Reading bios and talking about their posts. Allen has them on the agenda to share those duties with Seattle.

ANNUAL SPONSORSHIPS

- Team has had some discussion and one of the ideas is to eliminate sponsorships and refund the annual sponsors.
 - o \$16,500 to refund all unused portions of last year's sponsorships.
 - Of those, there was two that had golf sponsorships that they forwarded to this year. Since we are not running golf tournament, we are refunding that as part of the \$16,500.
 - A portion of the funds that we collected would need to be allotted towards scholarship funds: \$4,250 (that was the golf tournament portion that was collected and used).
 - o This year, we would just do individual event sponsor and charge a fee with whatever we think is appropriate. We do need to raise fund for scholarships even though our event fees are much less.
 - o Did not think it was fair to charge the flat fee this year because we are unsure about events this year.
 - o Need to contact all sponsors we had last year and potential ones for this year with the plan and encourage them to support us.
- Process: refund the \$16,500 and the portion of that was used needs to go towards the scholarship fund.
- For MTA: we did give sponsors partially what they were supposed to get but not fair to charge the full amount for what they got.
 - o Suggesting for Meet the Chiefs charge them 50%.
 - o No Symposium, Centennial, Design Excellence: portions be refunded at total. Golf tournament ones: people that used that portion needs to go towards scholarship fund and those that did not use their portion will get refunded.
- From HDR's perspective, it would be complicated for them to get a refund and would just donate it to the scholarship fund. Maybe when approaching the sponsor, give them the option of the refund or putting their money towards the scholarship funds.
- From Ryan: no issues on the process of refunding the money, will connect with Nancy on the amounts.
- Board Decision: motion to offer to refund our annual sponsors from last year on the amounts that Nancy is talking about. All in Favor. No objections.



AUGUST 2021 | GOLF TOURNAMENT (Mark Corcoran)

- Absent.

Fall 2021 | PROJECTS OF EXCELLENCE (John Hickey/Ralph Field)

- Caroline Update:
 - o Did get an email and John is leaning towards postponing for another year.
 - o Emailed Julie
 - o Thinking that Projects of Excellence and Centennial are both on hold.

Committee Updates

COMMUNICATIONS (Melissa Grasso)

- Sent an email blast out:
 - o MTA Session #3
 - o Call for registration at the camps for nominations as well as a Save the Date/registration for Leadership Development.
 - Whenever that becomes available, she will post on the website.
- Will want to send out another e-blast out, at least for MTA Session #3. Melissa sent out about 1,000 emails and only 120 were opened.

COMMUNITY OUTREACH (Scott Adamek)

- Scott connected with ASCE (Seattle Chapter).
- Identified four candidate months for 2022 for having potential joint SAME/ASCE event: February, March, November, or December.
- There is the main chapter of the ASCE Seattle section, and they usually have mid-month Wednesday dinner presentation. And then there is the Environmental and Water Resources Institute Chapter (portion of the local ASCE) and they have mid-month Thursday lunch time presentations.
- ASCE is interested in doing a joint program with us.
 - o What would be good for us for candidate dates/times? Or if we want to do an evening program more on their terms?
 - o We have co-hosted programs in the past and is easy to do.
- Program Idea:
 - o To marry up big federal clients/facilities/projects.
 - o Emerging or well emerged contamination and water supply, affects federal facilities and municipalities.
 - o Having several presentations to offer technical and project insight at the federal or large facility level.
- Concern: zoom fatigue.
- 2022 – thinking more in person; ASCE having a tough time getting their programs together. be an in person meeting then.



- Energy and Sustainability will be next year February 2022, so keep that in mind when looking at dates.
- A lot going on in March that are competing, so advice is to lean towards September.
- Scott will move forward with September.

EMERGENCY PREPAREDNESS (Chair TBD)

- No Update.

ENERGY AND SUSTAINABILITY (Wendy Oresik)

- Environmental part is well established.
- Calling for committee members for the building part of the program.

ENGINEERING & CONSTRUCTION CAMPS (Terry McCann)

- Notices went out last month and all applications are due to SAME National by middle of this month (March 15th). Larry and Terry did it last year and will take a look at applications to determine best candidate.
- Have three spots available.

FIELD TRIPS (Chair TBD)

- No Update.

KITSAP CHAPTER (LCDR Sam Lee, Manny Bautista)

- Caroline will be the Point of Contact for Kitsap Conference Center.
- Mark Swink, Supervisor General Engineer in Bremerton, will step in for Sam at Kitsap chapter.

LEADERSHIP DEVELOPMENT (Stacie Anderson, CAPT Jed Boba)

- May have to move a week back to the 25th.
- Still trying to find a speaker for this month.
- Attendance for last month: 9, Julie lead it, ended up going long.
- This month, national leader development call, the talk is by Jen Campbell who is local to the Seattle area and she is a Navy veteran. Facilitator at SAME National to help with program.
- It is on the same day we have ours scheduled.
- Because she is local, we could direct our cohort to attend that meeting for this month.
- Was thinking of getting a recruiter to talk about the future and becoming an engineer or splitting into Business Development.
- Topic: on starting their own businesses. Have Manny or Ray Spees speak.
- Shoutout for Women's History Month.
- Stacie and Jed will connect on speakers.



MENTORING (Ginette Chin)

- Larry Toimil and Ginette have touched base but have not been able to have our meeting yet.
- Anyone interested in participating in the development of a mentoring program, please contact Ginette or Larry regarding participating in our meeting.
- Planning on getting fellows together with Ginette this month.

MEMBERSHIP – RETENTION AND NEW (Scott Blount)

- No Update.

MEMBERSHIP – SUSTAINER FIRMS (Jim Shellooe)

- Absent.

MEMBERSHIP - YOUNG MEMBERS (TBD)

- No Update.

NOMINATIONS (Larry Toimil)

- Two notices that Melissa sent out with nominations call for board members.
- Larry will put out a draft late for the next board meeting.
- Major area of concern: no candidates for young member VP.
 - o Young member is 39 and younger.
 - o Will discuss with Faith.

PROFESSIONAL DEVELOPMENT (Wendy Oresik)

- No Update.

SCHOLARSHIPS (John Souza)

- A bit behind on getting things out.
- Major push and kickoff will be this weekend.
- Going through approval of documents before post on website.
- We have more scholarships this year. Everything will be up by next week and will run until the end of April.
- Will run the scholarship campaign during the prescribed number of weeks.
- Will be over \$60,000 in total scholarships.
- Contact John about more information.

SMALL BUSINESS COMMITTEE (SBS) (LCDR Sam Lee)

- No Update.

STEM / UW STUDENT CHAPTER (LT Bo Wowtschuk)

- Absent.



STRATEGIC PLANNING AND STREAMER AWARDS (Terry McCann)

- Everything submitted end of January and have not heard anything else from that.

VETERAN ASSISTANCE (Karl Himes)

- Absent.

OTHER BUSINESS

- Our May luncheon meeting conflicts with JETC (May 18). We should move our May luncheon meeting.
- Matt Martinson is our May speaker. Nick will work with Matt on a new date.
- JETC is May 17-20.

END OF AGENDA