

**ASCE SEATTLE SECTION - BOARD MEETING AGENDA**  
**September 10, 2018 5PM - 6:15PM PST**  
**LOCATION: Conference call (details below)**

<b>Item</b>	<b>Topic</b>	<b>Presenter</b>	<b>Time</b>
-			
<b>1.</b>	<b>Call to Order</b>	<b>Diana</b>	<b>5:00 PM</b>
<b>2.</b>	<b>Housekeeping</b> Additions to and approval of agenda Approval of June meeting minutes	<b>Diana</b>	<b>5:01 PM</b>
<b>3.</b>	<b>Old Business</b> Review Action Items and Follow-ups	Paul	<b>5:05 PM</b> 5:05 PM
<b>4.</b>	<b>Board Reports</b> Treasurer's Reports (June, July, August) Approval of 2018-2019 Budget Reminder to send all committees their budget after meeting  Membership Update  Standing Committees Legislative Committee Responsibilities and Recruiting  Branch Report  Technical Committee Report  YMF Report	Diana Eset  Eset A. Schweickert  Tony Homero Jared	5:07 PM 5:10 PM  5:17 PM 5:20 PM  5:25 PM 5:30 PM 5:35 PM
<b>5.</b>	<b>New Business</b> Fall Region 8 Assembly (Spokane) Open Topics	Henry all	5:40 PM 5:45 PM
<b>6.</b>	<b>Review Action Items</b>	<b>Paul</b>	<b>6:05 PM</b>
<b>7.</b>	<b>Next Board Meeting</b>	<b>Eset</b>	<b>6:10 PM</b>
<b>7.</b>	<b>Adjourn</b>	<b>Diana</b>	<b>6:15 PM</b>

**Announcements**

**Details for joining the meeting via conference call:**

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# ASCE SEATTLE SECTION - BOARD MEETING MINUTES

September 10, 2018

ASCE Seattle Section September Board Meeting

Meeting held via conference call

## **Attendees:**

### Voting Board Officers:

Diana Hasegan - President

Paul Fikse - Secretary

Eset Alemu - President-Elect

Amanda Schweickert - Director of Standing Committees

Tony Nguyen - Director of Branches

### Guests - newly elected officers:

Henry Haselton - President-Elect

Mike Harney - Director of Standing Committees

Don Nguyen - YMF Representative

Katie Sultani-Wright - Treasurer

Meeting minutes taken by Paul Fikse.

Meeting called to order at 5:02pm by Diana. MOTION to approve agenda by Eset. Paul seconds. Passed unanimously.

June Meeting Minutes to be approved during October board meeting.

**ACTION ITEM:** October Agenda to include June and September.

## **Old Business**

- Review Action Items and Follow-Ups Paul
  - Eset is coordinating with Alison with Oregon section to talk at one of our monthly meetings, December or after.
  - Paul to provide newsletters, board reports, and meeting minutes.

## **Board Reports**

- Treasurer's June, July August Report Shailee
  - Tony MOTIONS to approve, Eset seconds. Approved unanimously.
  - Region 8 approved \$500 pass-thru budget.
  - **ACTION ITEM:** Diana, Amanda, and Shailee to give google drive access to their successors.

## ASCE SEATTLE SECTION - BOARD MEETING MINUTES

- Approval of 2018-2019 budget Diana
  - Tony motions to approve budget. Eset seconds. Passed unanimously.
  - **ACTION ITEM:** Don to follow up with latest and greatest cost estimate for YMF, by a week before next board meeting.
  - **ACTION ITEM:** Mike, Tony, and Homero to send allocated the budget to their respective committee members.
  
- Membership Update Eset
  - 21 new members over June thru August.
  - No report.
  
- Standing Committees Amanda
  - No report.
  - **ACTION ITEM:** Amanda / Mike to resolve whether we want to combine Legislative comm. chair (also a AELC rep.) and State advocacy champion. Work with Conrad.
  
- Branch Report Tony
  - North branch -- upcoming meeting 9/19
  - Kitsap branch -- Shylo's recruited volunteers to help out
  - No report.
  
- Technical Committee Report Homero
  - No report
  
- YMF Report Jared
  - Backpacking trip to Lake Dorothy.
  - No report.

### New Business

- Region 8 new present - Brent Borchers.
- Awards:
  - **ACTION ITEM:** Diana to invite Brent Borchers to induction ceremony.
- Western WA Section
  - Henry had a breakout session with Columbia, Olympia sections. Sounds like there's more of a consensus that not.

## ASCE SEATTLE SECTION - BOARD MEETING MINUTES

- Columbia section not in favor of “Western Washington” for the name
- Henry suggests naming the section “Puget Sound Columbia”
- **ACTION ITEM:** Henry meet with Evan Sheesley to send the relevant name change / section consolidation documents for the board to review. Include the pros and cons.
- Canadian Chapters
  - Several Provinces of Canada have joined ASCE, including BC, Alberta, Yukon and NW Territories. The Region has placed them as branches under Seattle and is asking us to report back to Tony Lau on how we would like to proceed with this situation. One idea Henry has is for Yukon and NW Territories to become branches of Alaska and Alberta to become branches of Montana due to proximity. BC could be a branch of Seattle (or the new Section to be Named).
  - **ACTION ITEM:** Henry follow up with Dale and Tony to get some details, such as:
    - What our responsibilities would be
  - Steel bridge competition no longer being sponsored by ASCE. AISC is taking it on. So Canada can no longer participate, regardless if they are added to ASCE.
- Open Topics
  - Steel bridge competition no longer happening thru ASCE (AISC is sponsoring it)
  - **ACTION ITEM:** Eset to get with Madison to include the two positions open for Region 8 governor for 2019-2020.
  - Dinner meeting moving forward:
    - Eset proposes to do it in the Seattle Municipal tower, on a different day than the monthly meeting. Paul asked for Monday.

Meeting called to a close on 5:39pm (Motioned by Paul, seconded by Eset). Passed with a majority.

**ASCE - Seattle Section**  
**2018-2019 Budget**  
**Last Updated 9/6/2018**

No.	Category Description	Budget	Notes on Budget Use	Requestor
<b>INCOME</b>				
1	Dues	\$ 45,000.00	Estiamted based on last year's disbursement. (The allotment is sent monthly based on the dues paid the previous month.)	
2	Society Allotment	\$ 12,000.00	Based on 2% of National's set allotment of \$600,0000 (can be adjusted by National year-to-year). Typically provided in December or January.	
3	Dinner Income	\$ 14,000.00	Approximate amount based on 2017-2018 dinner income.	
4	Newsletter Ad Income	\$ 1,000.00	Based on last year's actuals	
5	Other Income	\$ -	Gifts, Grants, Entrance Fees, Order of the Engineer, Educational Courses, Awards, etc.	
<b>TOTAL INCOME</b>		<b>\$ 72,000.00</b>		
<b>EXPENSES</b>				
10	Region 8 Dues	\$ 2,100.00	\$500 plus \$0.75/member. Estimated to be same as last year.	
11	Dinners & Programs	\$ 17,000.00	\$17,000 reflects last year's actual costs.	
12	Speaker and Officer Gifts	\$ 250.00	Speaker Gifts (\$150) & Outgoing Officers (\$100)	
13	Office Supplies	\$ 20.00	\$20 for tax returns mailed to DC. No mail box fees are included this year - treasurer address (home or business) will be used.	
14	Archiving	\$ 100.00	Posting materials for archiving	Cindy Hirsch
15	Banking Fees	\$ -	No fees expected since the account is for a non-profit organization.	
16	Website and Newsletter	\$ 4,550.00		
17	Budget Review Meeting and Section Leadership Session	\$ 250.00	Food and drink for annual budget review meeting and annual section leadership session.	
<b>18 Branches</b>				
	18A. Kitsap Branch	\$ 500.00	Budget requested last year was not used. None requested this year. (150 members-5% - not vey active)	
	18B. North Branch	\$ 2,660.00	Requested \$2,660. May typically request up to \$4,000 but had left over funds from last year to roll over. (Approx. 140 members-5% - very active)	
19	Younger Member Forum (YMF)	\$ 12,916.00	(Approx. 760 members-30% - very active)	Bobbie Gilmour
20	Student Chapters	\$ 2,300.00	\$500 per chapter plus \$7/student member. Estimated base on last year's number of students.	
<b>21 Technical Committees</b>				
	21A. Lifeline & EE Technical Comm	\$ -	Nothing requested, committee not active	
	21B. Sustainability	\$ 250.00	Green apple day, technical tours and chapter meetings.	Bruce Erickson
	21C. Water Resources Comm. (WRE)	\$ 400.00	Two pizza lunches at \$200 ea.	Homero Flores
	21D. COPRI Seattle	\$ 400.00	Support funding.	Younes Nouri
	21E. SEI (SEAW Liason)	\$ -	SEAW is the local structural organization; SEI has no presence. It doesn't seem to make sense to have budget for SEI since SEAW is large and self-sufficient.	Ed Huston
	21F. Geotechnical Committee	\$ -	No funds required.	
	21G. Urban Development and Transp	\$ 250.00	Committee not active. This is placeholder funding. Last year nothing spent.	Homero Flores
	21H. Technical Committee Leadersip Mtg	\$ 150.00	Leadership meeting with food.	Homero Flores
<b>22 Standing Committees</b>				
	22A. Engineers Without Borders	\$ 2,000.00	Donation to EWB	Eset Alemu
	22B. University Advisory Committee	\$ 500.00	\$100 student presentations; \$200 student awards; \$200 student development	Amy Riley
	22C. History & Heritage Comm.	\$ 425.00	\$25 for annual committee expenses; \$200 for brochure image acquisition/prep; \$200 for Historic landmark images acquisition/prep (Burlington Northern tunnel downtown)	Cindy Hirsch
	22D. Puget Sound Engr. Council	\$ 1,250.00	\$750 dues + \$500 banquet	Paul Grant
	22E. Public Relations Comm.	\$ -		
	22F. Professional Practice Comm.	\$ 250.00		Ed Huston
	22G. R. H. Thomson Comm.	\$ 100.00	Committee meal	Amy Riley
	22H. Diversity	\$ -		
	22I. Membership Committee	\$ 100.00	Initiatives to increase membership	Always led by president-elect
	22J. K-12 Outreach	\$ 400.00	\$250 - registration fee for yearly PSEC engineering fair @ Museum of Flight; \$150 - Educational materials and activity supplies for various outreach events	Cristina Olivares
	22K. Community Service	\$ 3,300.00	\$3,000 to sponsor a house + \$300 for food	Ross French
	22L. Legislative Committee	\$ 9,800.00	\$8,000 for AELC; \$1,250 for one fly-in trip to DC; \$300 for two day-trips to Olympia; \$250 for Committee meeting.  DC fly-in estimate: \$50 fee + \$600 airfare + 3(\$135/night at hotel) + \$150 for food = \$1,205.	AELC budget - Shailee verified with AELC.
	22M. Order of the Engineer	\$ 200.00	\$200 split between UW and SU for graduate ceremony at the end of the year	Amy Riley
	22N. Program Chair	\$ -	This is speaker fees. No paid speakers anticipated this year.	Brandon Werner
	22O. Report Card	\$ 3,600.00	Report card distribution and marketing budget.	Bobbie Gilmour and Richard Fernandez
23	Awards	\$ 2,140.00	See following Excel tab.	
<b>24 Conferences &amp; Meetings</b>				
	24A. Region 8 Fall Assembly Meeting	\$ 1,275.00	Same as last year.	Henry Haselton
	24B. National Conference (Denver)	\$ -	No known award winners - Section not sending anyone this year.	
	24C. Western Multi-regional/Region 8 Winter	\$ 2,000.00	(National pays for 3 nights, airfare and the Section pays the remainder) 2019 in Hawaii. Budget assumes only one person attends and \$500 for group dinner.	
	24D. ASCE Headquarters Orientation	\$ 975.00	Same as last year	Henry Haselton
25	Past Presidents Comm.	\$ 125.00	This funds one dinner meeting for the Presidential Summit. This is the meeting where the President-Elect, President, and Immediate Past President meet with their respective predecessors to transfer the records and brief the in-coming officers.	Diana Hasegan
26	Nominating Committee	\$ -		
27	Educational Courses	\$ -		
28	Transfer to Student Activities Fund	\$ -	Not expected to be used this year.	
29	Reserve	\$ -	Reserve figure is not usually adhered to - Board decisions are made on a case-by-case basis. All Board decisions for additional fund requests during the year will be made with the context of Section reserves on a case by case basis. Section reserves should not be less than the recommended 30% of annual operating budget.	
<b>TOTAL BUDGETED EXPENSES</b>		<b>\$ 72,536.00</b>		
<b>INCOME MINUS EXPENSES</b>		<b>\$ (536.00)</b>		



**Membership Report**  
ESET ALEMU – August 2018

**New Members**

Based on the new information from the ASCE national database, downloaded on August 31, 2018: 21 members have enrolled with the Seattle Section. The enrolled members are: 4 new students, 7 members, and 7 associate members and 3 affiliate members. New members are shown in *Table 1* through *Table 3*.

**Table 1 - New Members: June**

First Name	Last Name
Scott	Stainer
Nicholas	Loutsis
Purvesh Kantibhai	Luhar
Tiffany	Neier
Michael	May

First Name	Last Name
Shivang	Gupta
Wayne	McNeal
Beau	Willert
Yi Hua	Ho
Paul	Clements

**Table 2 - New Members: July**

First Name	Last Name
Jon	Conner
Jacob	Hamilton
Jakob	Ward
Ryan	Jones

First Name	Last Name
Griffin	Brady
Adolfo	Luna
Caitlin	Wilhelm

**Table 3 - New Members: August**

First Name	Last Name
Svetlana	Dozorets
Jasper	Baarbe

First Name	Last Name
Carly	Schaeffer
Jan	Cassin

**Membership**

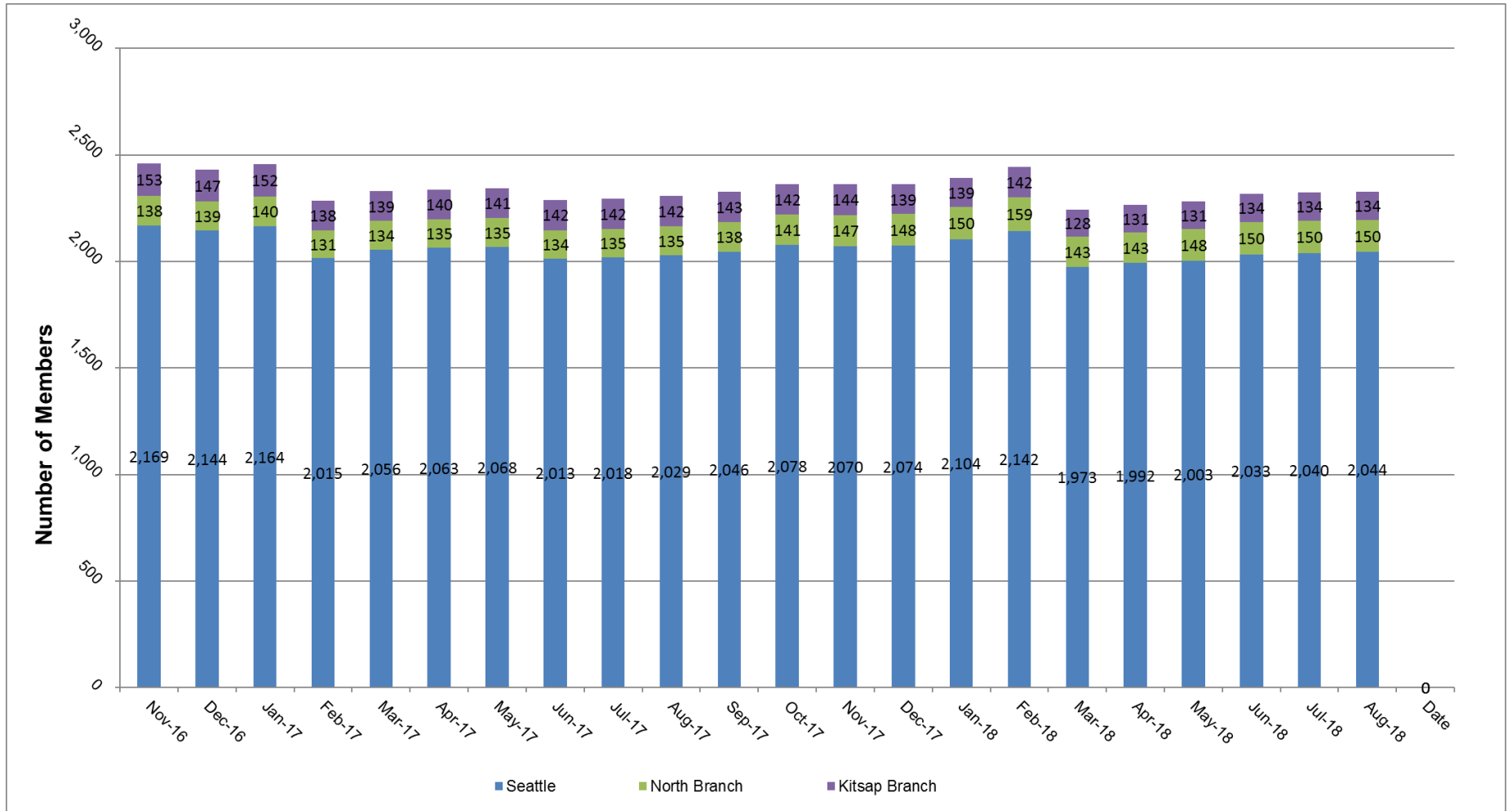
At the end of August, the Seattle Section and Branches has 2,328 members (Seattle 2,044, Boeing 0, North Branch 150, and Kitsap Branch 134). There are 458 YMF members now. *Figure 1* illustrates the breakout of Seattle Section membership by Section and Branch. *Table 2* shows a breakdown of members per Branch for the past 12 months of available data.

The membership database received from ASCE headquarters was found to have no duplicates this month.



## Membership Report

ESET ALEMU – August 2018



**Figure 1. Membership by Month for Past Twelve Months of Available Data**





## Membership Report

ESET ALEMU – August 2018

**Table 2. Membership Detail for Past Twelve Months of Available Data**

Date	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
Seattle	1,973	1,992	2,003	2,033	2,040	2,044
Boeing Branch	0	0	0	0	0	0
North Branch	143	143	148	150	150	150
Kitsap Branch	128	131	131	134	134	134
<b>Total</b>	<b>2,244</b>	<b>2,266</b>	<b>2,282</b>	<b>2,317</b>	<b>2,324</b>	<b>2,328</b>
Month to Month	-199	22	16		7	4
Year to Year	-100	99	-62	28	29	22
Download Date	3/31/2018	4/30/2018	5/31/2018	6/30/2018	7/31/2018	8/31/2018

**Table 2. Membership Detail for Past Twelve Months of Available Data (continued)**

Date	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18
Seattle	2,046	2,078	2070	2,074	2,104	2,142
Boeing Branch	0	0	0	0	0	0
North Branch	138	141	147	148	150	159
Kitsap Branch	143	142	144	139	139	142
<b>Total</b>	<b>2,327</b>	<b>2,361</b>	<b>2,361</b>	<b>2,361</b>	<b>2,393</b>	<b>2,443</b>
Month to Month	21	34	0	0	32	50
Year to Year	-133	-69	-95	77	64	105
Download Date	9/30/2017	10/31/2017	11/30/2017	12/31/2017	1/30/2018	2/28/2018



## Membership Report

ESET ALEMU – August 2018

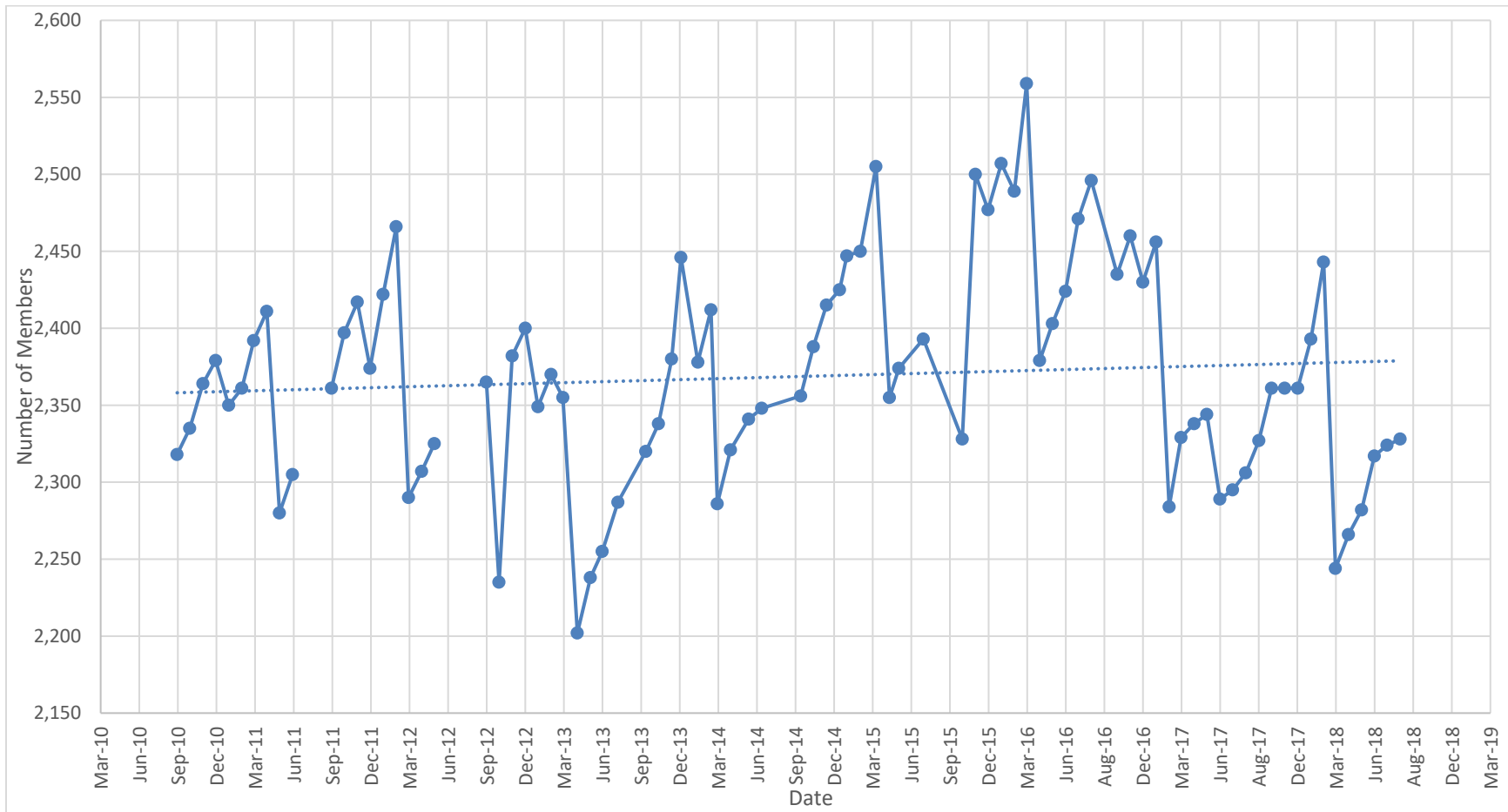


Figure 2. Membership since 2010

STANDING COMMITTEES REPORT

Amanda Schweickert

- **Audit Committee – Evan Sheesley**
  - No update
- **Legislative Committee – VACANT**
  - No update
- **Diversity Committee – Jacilyn Hayden**
  - No update
- **History and Heritage – Cindy Hirsch**
  - We are meeting on 9/29
  - Reminder to the Board about gathering archivable materials.
  - **Action Item:** Paul to prepare materials for archive. Cindy will pick them up, when they are ready.
- **House and Hospitality – Katie Sultan-Wright/Mari Otto**
  - No update
- **Order of the Engineer – Amy Riley**
  - No update
- **Professional Practice – Ed Huston**
  - No update
- **Program Chair – Tara Beitler /Henry Haselton**
  - No update
- **RH Thomson Scholarship –Amy Riley/Mike Harney/Neil Hawkins**
  - No update
- **Public Information – Elizabeth Guevara**
  - No update
- **PSEC – Paul Grant**
  - No update
- **University Advisory Committee – Amy Riley**
  - No update

ASCE SEATTLE SECTION – Standing Committee Report  
September 2018

- **Washington State Board of Registration Representative – Amy Thatcher**
  - No update
  
- **EWB-USA Puget Sound Professionals (PSP) Chapter – Eset Alemu**
  - No update
  
- **Community Service – YMF Community Service Chair**
  - No update
  
- **K-12 Outreach – Brad Strandquist**
  - No update

- Past Events
  - Thursday, June 14 – YMF Summer Picnic and Officer Elections at Volunteer Park – 24 YM's, 10 Students
  - Tuesday, July 3 – Happy Hour and Mariner's Game – 25 YM's, 1 Student
  - Thursday, August 2 – Westside Networking at Fremont Brewing – 25 YM's, 1 Student
  - August 3 to August 5 – Backpacking at Lake Dorothy – 9 YM's, 1 Student
  
- Upcoming Events
  - Tuesday, September 18 – Eastside Networking at Henry's Tavern
  - Thursday, September 27 – Westside Networking at Redhook Brewlab
  - Saturday, September 29 – Hiking with the Tacoma/Olympia YMF at Mason Lake
  - Sunday, October 29 – Community Service Event: Bellevue Urban Garden
  
- Committee Activities
  - Monday, July 16 – YMF Budget Meeting and New/Old officer transition meetings
  - Sunday, September 23 – YMF Leadership Retreat at Next Step Archery
  - Wednesday, September 26 – YMF Annual Meeting to plan out the year
  - Monday, October 1 – New officers and chairs start their roles
  - October 11 to October 14 – Two YMF officers attending National Convention