



ASCE Seattle Section Board Meeting

November 20, 2019

Prepared By: Mari Otto



ASCE SEATTLE SECTION - BOARD MEETING MINUTES

November 20, 2019

ASCE Seattle Section Board Meeting

Meeting held at Mirabella (Seattle)

Attendees:

Voting Board Officers:

Eset Alemu - calling in

Henry Haselton

Homero Flores Cervantes

Tony Nguyen - calling in

Mari Otto

Elyssa Dixon

Mark Rohrbach

Katie Sultani-Wright - not present

Mike Harney - not present

Non-Voting Attendees:

Emma van Orden

Meeting minutes taken by Mari Otto.

Meeting called to order at 4:19 pm by Henry. Mari seconds. Approved unanimously.

- MOTION to approve the agenda: Mari motions, Elyssa seconds, approved unanimously.
- October 2019 Meeting Minutes
 - MOTION to approve meeting minutes: Henry motions, seconded by Tony. No discussion. Unanimously approved.

ASCE SEATTLE SECTION - BOARD MEETING MINUTES

Old Business

- Review Action Items and Follow-Ups Mari
 - **ACTION ITEM:** Elyssa requests that the website needs to be updated with contacts for the scholarship page. (Henry to discuss with Madison).
 - Henry has given Madison a list of actions, which she is working on.
 - **ACTION ITEM:** Henry to coordinate with Elyssa on website ideas.
 - **ACTION ITEM:** Henry to announce that we need 2 members for the RH Thompson scholarship committee (Standing Committee - led by Mike)
 - **ACTION ITEM:** Henry suggests that the Membership Chair call together a committee to work on (1) retention of students - YMF and YMF to main ASCE section membership and (2) creating a company champion list. Homero is actively working on this and coordinating with Elyssa.
 - **ACTION ITEM:** Mike to reach out to Ed Huston to participate as professional practice committee chair. No action.
 - **ACTION ITEM:** Elyssa will ask YMF members to act as audit committee.
 - Elyssa reached out to Matt (YMF Treasurer). He is connected with Katie.
 - **ACTION ITEM:** Henry will reach out to Madison regarding the SEAW using the ASCE logo and adding Technical Committee events to the website and newsletter.
 - Complete. Henry attended SEAF event.

Board Reports

- Treasurer's October Report Henry - in place of Katie
 - See attached
 - MOTION to approve Treasurer's report by Henry. Mari seconds. Passed unanimously.
 - Discussion: no discussion
 - **ACTION ITEM:** none
- Membership Report Homero
 - See attached
 - Discussion
 - Homero has been looking at the list of current members and asking why people aren't members - responses have been that younger members

ASCE SEATTLE SECTION - BOARD MEETING MINUTES

don't participate past YMF/school, and more experienced engineers don't all see the benefit.

- **ACTION ITEM:** none

- Standing Committees

Henry, in place of Mike

- See attached
- Discussion
 - Richard is interested to know the Board's thoughts on a possible Legislative Drive-In during the Washington State 2020 legislative session. This would be similar to the National Fly-In event, but to WA state legislature to canvas and meet with ASCE members' representatives, possibly one-on-one, with ASCE messaging.
 - The board is positively receptive to this idea. We considered if ASCE Seattle's views have to align with ASCE National's. Henry encourages the Board to get involved with Richard Fernandez (Legislative committee).
 - Reflecting on the vote on I-976, which recently passed, Henry expresses that the Board should feel empowered to bring up important issues that affect ASCE / the engineering community.
- **ACTION ITEM:** none

- Branch Report

Tony

- See attached
- Discussion: no discussion
- **ACTION ITEM:** none

- Technical Committee Report

Mark

- No written report. Mark has scheduled a meeting with Technical committee members to try to get them to be more active/work together, he will work on getting people more engaged.
- Discussion: no discussion
- **ACTION ITEM:** none



ASCE SEATTLE SECTION - BOARD MEETING MINUTES

- YMF Report Elyssa
 - See attached
 - Discussion:
 - Elyssa plans to host local Younger Member Leadership Symposium in Seattle in early May. Proposal submitted to Section and PSEC. They will probably be looking for funding help in the coming months.
 - How can the Board help? Potentially some dry runs with feedback or other form of support.
 - **ACTION ITEM:** none

ASCE SEATTLE SECTION - BOARD MEETING MINUTES

New Business

- Fee for non-reimbursed members Henry
 - House and Hospitality has revised this so that any member who doesn't get reimbursed by their company gets a reduced rate.
- Website & Newsletter Improvements Henry
 - Henry and Madison are working on this. Elyssa will contribute. Send any suggestions for improvement to Henry.
- Outstanding Sections & Branches Henry
 - Applications are out.
- UW Student Support Request Student Chapter
 - Emma Van Orden has passed out a budget summary for the ASCE UW Chapter to help with fundraising for the Regional Conference. Their fundraising deadline is February 1, 2020. They are trying to raise approximately \$74k.
 - The UW Chapter has written an entry into the ASCE monthly newsletter, but haven't heard anything from this.
 - UW Chapter is requesting ASCE's help with a list of contacts that they can get in touch with (through email) to raise funds.
 - There is confusion between the ASCE UW and UW Concrete Canoe team - these are not the same fundraising efforts.
- Planning for Student presentations in May Henry
 - We want to get ahead and make sure we can find an appropriate venue.
- Engineers week February 16-22, 2020 Henry
 - No discussion.
- Open Topics all
 - Company champion.
 - Mark stresses that involving key high-level people from companies is very important to getting more people involved. He suggests sorting our email list by firm as a first step to identifying potential champions.
 - Can the company champion be involved to provide support to students (student sponsorship for meetings)?
 - **ACTION ITEM:** Mark to send geotechnical champion list to the Board, so we know who has already been identified as a champion by the Geotech group.



ASCE SEATTLE SECTION - BOARD MEETING MINUTES

- **ACTION ITEM:** Homero will work on sorting the ASCE member list to identify company champions.
- Event photo repository
 - Using Google Photos, send event album links out to everyone who attends events to upload their photos.
 - **ACTION ITEM:** Secretary to curate/organize the Google Photos account

Review Action Items

Mari

- **ACTION ITEM:** Henry to coordinate with Elyssa on website ideas.
- **ACTION ITEM:** Mark to send geotechnical champion list to the Board, so we know who has already been identified as a champion.
- **ACTION ITEM:** Homero will work on sorting the ASCE member list to identify company champions.
- **ACTION ITEM:** Secretary to curate/organize the Google Photos account
- **ACTION ITEM:** Mike to reach out to Ed Huston to participate as professional practice committee chair.

Next meeting is December 11, 2019 4:15 PDT - 5:30 PM PDT in Tukwila.

Adjourn

Meeting called to a close at 5:37 pm. MOTION to end meeting by Henry. Mark seconds. No discussion. Passed unanimously.



Treasurer's Report

Prepared By: Katie Sultani-Wright
ASCE Seattle Section Board Meeting
November 20, 2019

	2019-20	2019-20		October	Notes
	Approved	YTD	%	10/1-31/2019	
Income					
Section Dues	42,000.00	8,186.63	19%	8,186.63	Monthly disbursements from ASCE HQ
Society Allotment	11,500.00	-	0%	-	Based on 2% of approx. \$600,000; disbursed by ASCE HQ
Monthly Dinner Meetings	13,000.00	2,568.51	20%	2,568.51	
Oct 2019 Meeting		2,568.51		2,568.51	Keith Ward, Insights for Project Delivery: The Ship Canal Water Quality Project
Nov 2019 Meeting		-		-	Elyssa Dixon, Learning from Younger Members, Communication Styles
Dec 2019 Meeting		-		-	
Jan 2020 Meeting		-		-	
Feb 2020 Meeting		-		-	
Mar 2020 Meeting		-		-	
Apr 2020 Meeting		-		-	
May 2020 Meeting		-		-	
June 2020 Meeting		-		-	
Newsletter Ads	1,000.00	146.10	15%	146.10	
Other	-	969.30		969.30	
Total Income	67,500.00	11,870.54	18%	11,870.54	

Expenses						
10	Region 8 Dues	2,100.00	-		-	\$500 plus \$0.75/member
22D	PSEC Dues	750.00	-		-	Based on membership
22L	AELC Dues	8,000.00	-		-	Membership fee for primary and secondary delegate on AELC

22A	Donation to Engineers Without Borders	1,000.00	-	-	Requested by Sierra Gawlowski
22K	Donation to Rebuilding Together	3,000.00	-	-	Requested by Ross French
11	Monthly Dinner Meetings	17,000.00	-	0%	-
	Oct 2019 Meeting		-	-	Mirabella
	Nov 2019 Meeting		-	-	
	Dec 2019 Meeting		-	-	
	Jan 2020 Meeting		-	-	
	Feb 2020 Meeting		-	-	
	Mar 2020 Meeting		-	-	
	Apr 2020 Meeting		-	-	
	May 2020 Meeting		-	-	
	June 2020 Meeting		-	-	
16	Communications Contractor	4,000.00	687.50	17%	687.50 Constant Contact, newsletter
	Website and Domain Fees	-	-	-	
20	Student Chapter Grants	2,300.00	-	-	member (\$1300 UW, \$1000 SU)
24	Conferences	6,035.00	563.79	9%	563.79
24A	R8 Fall Assembly	845.00	261.39	261.39	1 attendee; Reno NV, Sept 5-7 2019
24D	Presidents and Governors Forum	1,190.00	302.40	302.40	1 attendee; Reston, VA Sept 21-24 2019
24B	ASCE Nat'l Conference	1,500.00	-	-	this year; this is goal allocation for 2020-
24C	R8-9 MRLC and R8 Winter Assembly	2,500.00	-	-	San Francisco, CA 2020
23	Awards	1,500.00	-	-	
	Student Competition				
	UW 1st prize	300.00	-	-	
	SU 1st Prize	300.00	-	-	
	UW 2nd Prize	150.00	-	-	
	SU 2nd prize	150.00	-	-	
	UW 3rd prize	50.00	-	-	
	SU 3rd prize	50.00	-	-	
	LOCEA	500.00	-	-	For award plaques

21	Technical Committees	1,900.00	248.82	13%	248.82	
21B	Sustainability	1,100.00	248.82		248.82	presentation, 3 tours + \$390 for Green
21C	Water Resources	500.00	-		-	Food for lunch meetings
21E	SEAW Liason	-	-		-	
21G	Transportation	300.00	-		-	Estimate for happy hours
22	Standing Committees	3,075.00	370.84	12%	370.84	
12	House & Hospitality	150.00	-		-	pint glass)
22B	University Advisory	-	-		-	Turn over to YMF
22C	History & Heritage	425.00	-		-	historic landmarks
22F	Professional Practice	-	-		-	???
22G	RH Thomson Scholarship	100.00	-		-	Food for committee meeting(s)
22I	Membership	200.00	-		-	Initiatives to increase membership
22J	K-12 Outreach	-	-		-	Turn over to YMF
22L	Legislative	2,200.00	370.84		370.84	Olympia; \$250 for committee meeting; +
22N	Programs	-	-		-	Speaker fees, if any
22O	Report Card	-	-		-	No report card in 2019-20
	Events	1,075.00	-	0%	-	
22D	Table at PSEC Awards Banquet	500.00	-		-	
22M	Order of the Engineer Ceremony	-	-		-	Turn over to YMF
21H	Meeting	250.00	-		-	Dir meet with chairs
25	Presidential Summit	125.00	-		-	with resp. incoming officers
17	Summer Leadership Retreat	150.00	-		-	year
17	Budget Meeting	50.00	-		-	Review budget for coming year
	Transfers	17,357.00	-		-	
18A	Kitsap Branch	500.00	-		-	
18B	North Branch	1,000.00	-		-	
19	YMF	15,857.00	-		-	
21D	COPRI	400.00	-		-	
21F	Geotech Group	(400.00)	-		-	Sustainability Committee. Sustainability

fees)	120.00	-	0%	-	
Gifts for outgoing officers	100.00	36.00	36%	36.00	
Total Expenses	69,312.00	1,906.95	3%	1,906.95	

Net Income	(1,812.00)	9,963.59
------------	------------	----------

Pass-through	In account on 9/30/2019	In account as of 10/31/2019		
Jones Scholarship	4,000.00	4,000.00	-	Two unawarded scholarships
RH Thomson Scholarship	-	-	-	
Sustainability Award	1,385.81	1,385.81	-	
Total Pass-through	5,385.81	5,385.81		

Paypal	balance 9/30/2019	Activity to date 10/31/2019		
Deposit	184.32	2,898.93	2,714.61	
Withdrawal	-	-	-	
Total Paypal	184.32	2,898.93		

Savings Account	balance 9/30/2019	Activity to date 10/31/2019		
Deposit	3,975.84	3,975.84	-	to be repaid by 31 Dec 2019
Withdrawal	-	-	-	
Interest	-	0.10	0.10	
Total Savings Account	3,975.84	3,975.94		

Checking Account	balance 9/30/2019	Activity to date 10/31/2019		
------------------	----------------------	--------------------------------	--	--

Deposit	37,693.73	46,849.66	9,155.93	
Deposit (Transfer from PayPal)	-	-	-	
Withdrawal	-	1,906.95	1,906.95	
Total Checking Account	37,693.73	44,942.71		

Pass-through	32,492.24	42,455.83
Budget)		20,250.00



Membership Report

Prepared By: Homero Flores-Cervantes
ASCE Seattle Section Board Meeting
November 20, 2019



Membership Report

HOMERO FLORES – NOVEMBER 2019

Membership

At the end of September 2019, the Seattle Section and Branches has 2,341 members (Seattle 2,081, North Branch 130, and Kitsap Branch 128, and unaffiliated 2). There are 529 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. **Figure 2** illustrates Seattle Section membership trends since 2010.

The membership database received from ASCE headquarters had 28 duplicates this month. I suspect that these duplicates are because some members pay dues in a branch and Seattle.

There was an error of approximately 39 members in the report of the previous month. The number of members in September is corrected in this report.

Once this error was corrected, the change from a year ago is positive. This is good news, and it means that our membership has stopped declining.



Membership Report

HOMERO FLORES – NOVEMBER 2019

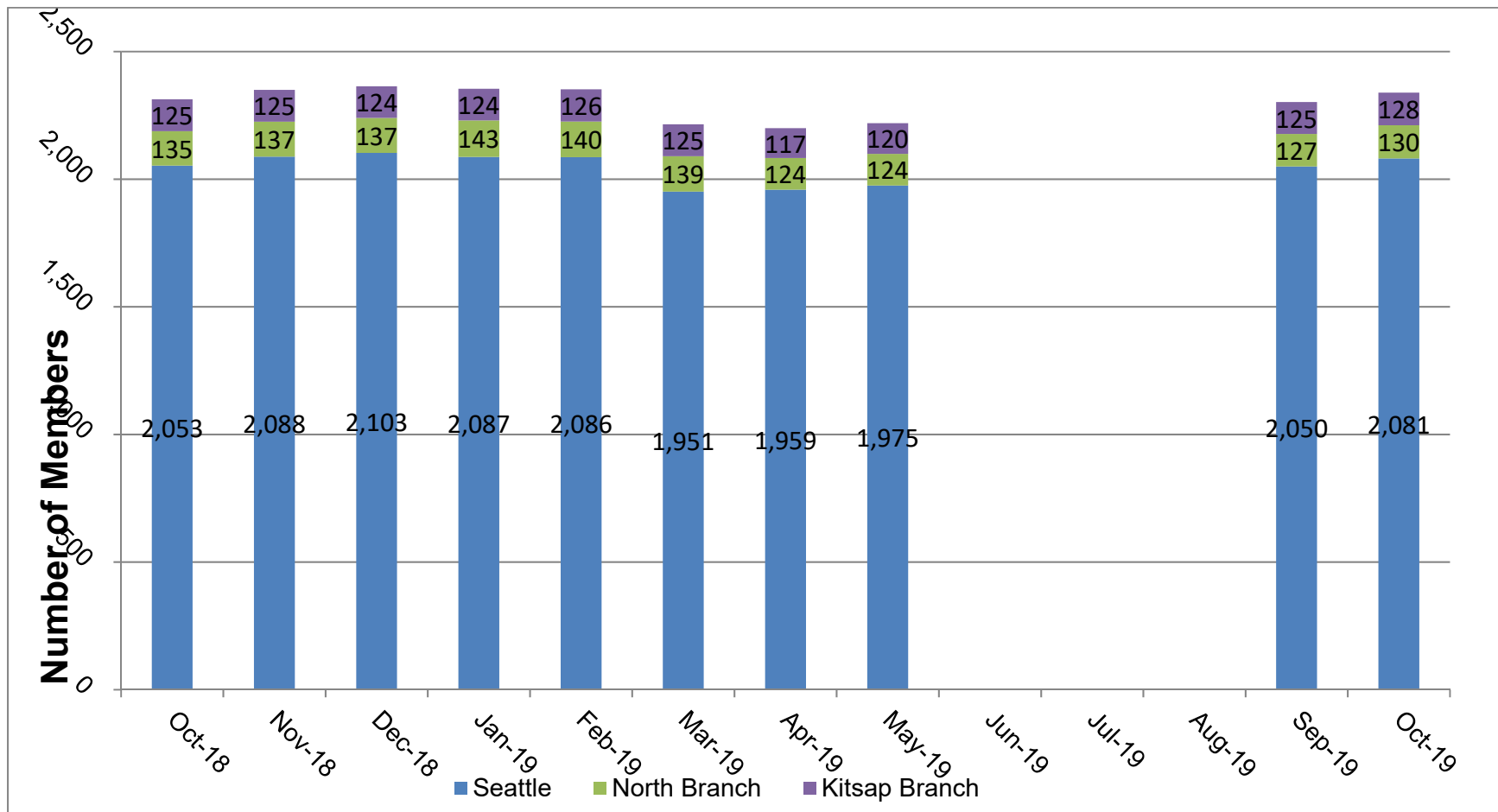


Figure 1. Membership by Month for Past Twelve Months of Available Data



Membership Report

HOMERO FLORES – NOVEMBER 2019

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

Date	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19
Seattle	1,975				2,050	2,081
BoeingBranch	0				0	0
North Branch	124				127	130
Kitsap Branch	120				125	128
Total	2,258	2,272	2,281	2,287	2,304	2,341
Month to Month	58	14	9	6	17	37
Year to Year	-24	-45	-43	-41	16	28

Date	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19
Seattle	2,053	2,088	2,103	2,087	2,086	1,951	1,959
Boeing Branch	0	0	0	0	0	0	0
North Branch	135	137	137	143	140	139	124
Kitsap Branch	125	125	124	124	126	125	117
Total	2,313	2,350	2,364	2,354	2,352	2,215	2,200
Month to Month	25	37	14	-10	-2	-137	-15
Year to Year	-48	-11	3	-39	-91	-29	-66



Membership Report

HOMERO FLORES – NOVEMBER 2019

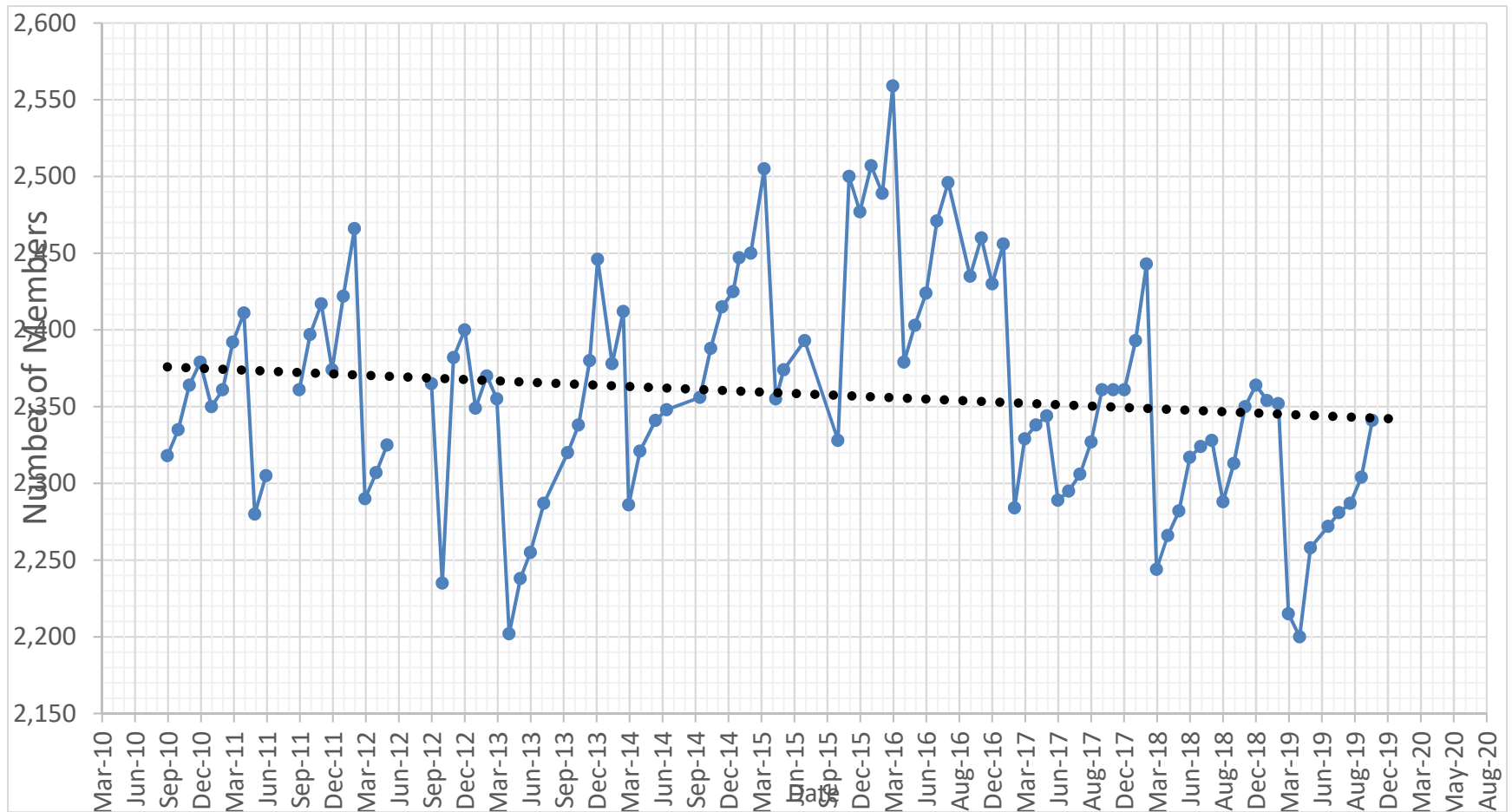


Figure 2. Membership since 2010



Standing Committees Report

Prepared By: Mike Harney
ASCE Seattle Section Board Meeting
November 20, 2019

STANDING COMMITTEES REPORT

Mike Harney

Audit Committee – VACANT

1. Katie made contact with Matt Thomas, incoming YMF treasurer, about the Section Audit Committee Chair position.

Legislative Committee – Richard Fernandez

1. Committee meeting for Friday November 1 was cancelled. The next meeting will be Thursday, December 5.
2. Richard is interested to know the Board's thoughts on a possible Legislative Drive-In during the Washington State 2020 legislative session. This would be similar to the National Fly-In event, but to WA state legislature to canvas and meet with ASCE members' representatives, possibly one-on-one, with ASCE messaging.

History and Heritage – Cindy Hirsch

1. History and Heritage had a good meeting on 10/26. Mostly discussed the Great Northern Tunnel as an ASCE National Historic Civil Engineering Landmark.
2. Next meeting is 11/23 and we are meeting in Puyallup on site at the McMillin Bridge, and then meeting at a local restaurant to discuss potential landmark status for that bridge and continue work on tunnel documentation.
3. Cindy still owes an answer back to the Section about whether the archive records still need to be hard copy or can be electronically submitted.

House and Hospitality – Sara Khandaker/Shane Miller

No report

Order of the Engineer – YMF

No report

Professional Practice – VACANT

No report

Program Chair – Spencer Ambauen / Brandon Werner

No report

RH Thomson Scholarship – Mike Harney/Frank Pita/Elyssa Dixon

No report.

Public Information – VACANT

No update

PSEC – Paul Grant

Engineer of the Year Awards

1. Committee currently voting on candidate nominations for Academic, Government, and Professional Engineer of the year awards.
2. Section nominees will be notified by the 22nd and nominees will submit forms to PSEC selection committee by December 13th.
3. Awards banquet on February 15th.

Engineering Mentor Nights

1. Seattle Central College – Jan. 30, 2020

Sustainability Committee – Richard Fernandez

No report.

University Advisory Committee – YMF

No report

Washington State Board of Registration Representative – VACANT

No report

EWB-USA Puget Sound Professionals (PSP) Chapter – Sierra Gawlowski

No report

Community Service – YMF Community Service Chair

No report

K-12 Outreach – YMF

No report



Branch Report

Prepared By: Tony Nguyen
ASCE Seattle Section Board Meeting
November 20, 2019

North Branch-Dawn Greenwood-Summarized by Tony Nguyen

Highlights

- November Membership Meeting.
 - Canceled due to Officer conflicts.

Upcoming Events

- December
 - Happy Hour (TBD)
- January
 - Membership Meeting (TBD)

Kitsap Branch-Justin Nodolf-Summarized by Tony Nguyen

Highlights

- The officers have delayed their first restart Kitsap Branch Membership meeting from November to beginning of December. They are still working through logistics and getting the bank setup.



Younger Members Forum Report

Prepared By: Elyssa Dixon
ASCE Seattle Section Board Meeting
November 20, 2019

Date: Wednesday, November 20, 2019
Prepared by: Elyssa Dixon, YMF Board Representative

Past Events

Date	Event	No of YMs
October 17	Westside Networking	24
October 22	Eastside Networking	3
October 30	YMF Board Meeting	
November 1	K-12 Outreach at Museum of Flight	1
November 10	YMF Board Retreat	
November 14	Westside Networking	
November 16	Volunteer Event at NW Harvest	5
November 19	Eastside Networking	

Upcoming Events

Date	Event
November 21	UW Resume Review Night
December 5	Tech Talk: Personal Recharge
December 17	Holiday Party
February 24	SU Career Fair (looking for companies)

Section Engagement

- Ongoing Office tours for UW and SU students - please let me know if your company is interested!
- UW is hosting the ASCE Pacific NW Conference (April 16-18, 2020)
 - Looking for judges for their April 17, 2020 conference
 - Head Judges (1 per competition) needed ASAP
 - Additional judges (2-4 per competition) needed within the month
 - Surveying Competition (Sustainability Solutions Competition filled)
 - Last year's rules here: www.asce.org/student_conferences
 - Please contact Nicki Peden (UW Conference Chair)
- YMF recently added a new At Large Chair, Morgan Sanger from Shannon and Wilson. Her company tasked her with identifying why fewer young engineers are

active in professional organizations and she wants to work with the YMF and Section on this task. Elyssa is setting up a meeting with her and Homero to discuss the Membership Committee.

Other YM Updates

- Launched new website on Monday! www.seattleasceymf.org
- Elyssa plans to host local Younger Member Leadership Symposium in Seattle in early May. Proposal submitted to Section and PSEC.
- Elyssa will be meeting with Roger Millar to discuss YMs in late January