



ASCE Seattle Section Board Meeting

December 11, 2019

Prepared By: Mari Otto



ASCE SEATTLE SECTION - BOARD MEETING MINUTES

December 11, 2019

ASCE Seattle Section Board Meeting

Meeting held at Ramada Tukwila Southcenter, 15901 W Valley Hwy, Tukwila, Washington

Attendees:

Voting Board Officers:

Eset Alemu - calling in

Homero Flores Cervantes

Elyssa Dixon

Mike Harney - not present

Henry Haselton

Tony Nguyen

Mari Otto

Mark Rohrbach - not present

Katie Sultani-Wright

Non-Voting Attendees:

Bernie Sison

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: Henry motions, Elyssa seconds, approved unanimously.
- November 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:** Mike to reach out to Ed Huston to participate as professional practice committee chair.
 - **ACTION ITEM:** Henry and Elyssa to coordinate on website improvement ideas.
 - **ACTION ITEM:** Mark to send geotechnical champion list to the Board, so we can know who has already been identified as a champion.
 - **ACTION ITEM:** Homero to work on sorting the ASCE member list to identify potential company champions.
 - **ACTION ITEM:** Mari to begin curating/organizing ASCE Seattle Section Google Photos albums for events.
 - Discussion re: how best to advertise the photo albums with members so they can view and share photos? Include it in the monthly newsletter.
 - **ACTION ITEM:** Elyssa suggests tracking the storage capacity of Google Photos. Mari will look into how best to archive photos (current suggestion is to periodically transfer photos from Google drive onto a portable hard drive).

Board Reports

- Treasurer's November Report Katie
 - See attached
 - MOTION to approve Treasurer's report by Tony. Henry seconds. Passed unanimously.
 - Discussion:
 - Students will be paying back their loans.
 - We have paid for our PSEC membership dues.
 - Katie still needs info from the North Branch and the YMF for tax filings. She will connect with them after the new year.
 - Katie is waiting to hear back from Matt (YMF Treasurer) regarding the Auditing Committee role.
 - **ACTION ITEM:** none
- Membership Report Homero
 - See attached
 - Discussion: no discussion
 - **ACTION ITEM:** none

ASCE SEATTLE SECTION - BOARD MEETING MINUTES

- Standing Committees Mike
 - See attached
 - Discussion
 - Awards banquet on February 15th, 2020 at Museum of Flight - Request that (as in the past) the ASCE Seattle Section sponsor a table for Section/YMF Leadership. Cost should be about \$500 and would include seating for 10. ASCE Seattle Section has budgeted for this and will sponsor a table.
 - **ACTION ITEM:** none
- Branch Report Tony
 - See attached
 - Discussion:
 - Action items for the Board in the branch report have been completed.
 - **ACTION ITEM:** none
- Technical Committee Report Mark
 - No report for this month.
 - Discussion: no discussion
 - **ACTION ITEM:** none
- YMF Report Elyssa
 - See attached
 - Discussion:
 - If there are younger members that the Board could recommend for YMF Tech Talks (sponsored by the speaker's company), connect them to Elyssa.
 - YMF is looking for people to sign up as mentors/mentees.
 - YMF may be looking for support from the Section about the Executive Forum next year. They are currently in planning stages and are looking at venues (more info to come); the Convention Center, or Pyramid Brewing were suggested during this meeting.

ASCE SEATTLE SECTION - BOARD MEETING MINUTES

- Support for UW Students:
 - The UW Students still need contacts for companies for their fundraiser.
 - **ACTION ITEM:** Homero will put together a list of company leaders who will be points of contact for the UW Student's fundraiser.
 - Elyssa suggests that individuals from the Section Board should provide email letters of introduction to company leaders for the UW Students for their fundraising effort.
 - Homero suggests that the UW Student Liaison needs to lead this effort and track who from the ASCE/YMF will be writing these introduction emails. **ACTION ITEM:** Elyssa will get in touch with Emma Van Orden (UW) and Kris (UW Liaison) to facilitate introduction emails for fundraising.
- **ACTION ITEM:** none

ASCE SEATTLE SECTION - BOARD MEETING MINUTES

New Business

- Section meeting venue for February and beyond Henry
 - Our budget is no more than \$3000 per meeting.
 - The Executive Inn by the Space Needle is an option that the Geotechnical Group has been using.
 - Ivar's Salmon House in Northlake is a potential option.
 - AGC in Westlake is a potential option.
 - **ACTION ITEM:** Henry will ask Sara and Shane (Hospitality Chairs) to book us at the Executive Inn for the January meeting.
- Planning for Student presentations in May Henry
 - **ACTION ITEM:** Elyssa will reach out to the Seattle Section and SU Liaisons to coordinate planning for the student presentations in May. Our first priority is to book a venue.
- Engineers Week February 16-22, 2020 Henry
 - Engineer's Week is coordinated by the National Society of Professional Engineers.
 - Elyssa will talk to Katarina (K-12 Outreach Chair) to see what she has planned.
- Open Topics all
 - Henry requests nominations of ASCE Volunteer of the Year. He will send an email to the Board with more information.
 - Seattle Section was the runner up for the large ASCE Section of the Year.
 - **ACTION ITEM:** TNDI is looking for an ASCE representative to join a panel for their conference. Henry will follow up with Mike and Mark to ask for suggestions.
 - Discussion for dinner meeting announcements:
 - UW Fundraising efforts
 - LOCEA Award nominations
 - AELC announcement
 - Henry has been approved to attend the ASCE Fly-in conference.

Review Action Items

Mari

- **ACTION ITEM:** Elyssa suggests tracking the storage capacity of Google Photos. Mari will look into how best to archive photos (current suggestion is to periodically transfer photos from Google drive onto a portable hard drive.
- **ACTION ITEM:** Homero will put together a list of company leaders who will be points of contact for the UW Student's fundraiser.



ASCE SEATTLE SECTION - BOARD MEETING MINUTES

- **ACTION ITEM:** Elyssa will get in touch with Emma Van Orden (UW) and Kris (UW Liaison) to facilitate introduction emails for fundraising.
- **ACTION ITEM:** Henry will ask Sara and Shane (Hospitality Chairs) to book us at the Executive Inn for the January meeting.
- **ACTION ITEM:** Elyssa will reach out to the Seattle Section and SU Liaisons to coordinate planning for the student presentations in May. Our first priority is to book a venue.
- **ACTION ITEM:** TNDI is looking for an ASCE representative to join a panel for their conference. Henry will follow up with Mike and Mark to ask for suggestions.

Next meeting is January 8, 2020 4:15 PDT - 5:30 PM PDT (location TBD).

Adjourn

Meeting called to a close at 5:34 pm. MOTION to end meeting by Henry. Tony seconds. No discussion. Passed unanimously.



Treasurer's Report

Prepared By: Katie Sultani-Wright
ASCE Seattle Section Board Meeting
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	2019-20	2019-20		October	November	
	Approved	YTD	%	10/1-31/2019	11/1-30/2019	Notes
Income						
Section Dues	42,000.00	13,976.63	33%	8,186.63	5,790.00	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	3,762.75	29%	2,568.51	1,194.24	
Oct 2019 Meeting		2,568.51		2,568.51	-	Keith Ward, Insights for Project Delivery: The Ship Canal Water Quality Project
Nov 2019 Meeting		1,194.24		-	1,194.24	Elyssa Dixon, Learning from Younger Members, Communication Styles
Dec 2019 Meeting		-		-	-	Joint Tac/Oly: Fred Nelson, Oso Landslide
Jan 2020 Meeting		-		-	-	
Feb 2020 Meeting		-		-	-	
Mar 2020 Meeting		-		-	-	
Apr 2020 Meeting		-		-	-	
May 2020 Meeting		-		-	-	
June 2020 Meeting		-		-	-	
Newsletter Ads	1,000.00	219.15	22%	146.10	73.05	
Other	-	969.30		969.30	-	
Total Income	67,500.00	18,927.83	28%	11,870.54	7,057.29	

Expenses						
Region 8 Dues	2,100.00	-		-	-	\$500 plus \$0.75/member
PSEC Dues	750.00	676.25		-	676.25	Based on membership
AELC Dues	8,000.00	-		-	-	Membership fee for primary and secondary delegate on AELC
Donation to Engineers Without Borders	1,000.00	-		-	-	Requested by Sierra Gawlowski
Donation to Rebuilding Together	3,000.00	-		-	-	Requested by Ross French
Monthly Dinner Meetings	17,000.00	4,447.63	26%	-	4,447.63	
Oct 2019 Meeting		3,012.91		-	3,012.91	Mirabella
Nov 2019 Meeting		1,434.72		-	1,434.72	Mirabella
Dec 2019 Meeting		-		-	-	Tacoma-Olympia hosting at Ramada Tukwila
Jan 2020 Meeting		-		-	-	
Feb 2020 Meeting		-		-	-	
Mar 2020 Meeting		-		-	-	
Apr 2020 Meeting		-		-	-	
May 2020 Meeting		-		-	-	
June 2020 Meeting		-		-	-	
Communications Contractor	4,000.00	931.25	23%	687.50	243.75	\$25/hour for website maintenance, Constant Contact, newsletter
Website and Domain Fees	-	-		-	-	
Student Chapter Grants	2,300.00	1,300.00		-	1,300.00	\$500 per chapter plus \$7/student member (\$1300 UW, \$1000 SU)
Conferences	6,035.00	563.79	9%	563.79	-	
R8 Fall Assembly	845.00	261.39		261.39	-	1 attendee; Reno NV, Sept 5-7 2019
Presidents and Governors Forum	1,190.00	302.40		302.40	-	1 attendee; Reston, VA Sept 21-24 2019
ASCE Nat'l Conference	1,500.00	-		-	-	Miami, FL Oct 10-13 2019; no attendees this year; this is goal allocation for 2020-21 attendance.
R8-9 MRLC and R8 Winter Assembly	2,500.00	-		-	-	San Francisco, CA 2020
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
Technical Committees	1,900.00	293.71	15%	248.79	44.92	
Sustainability	1,100.00	248.79		248.79	-	5 happy hours, alternative energy presentation, 3 tours + \$390 for Green Apple Days
Water Resources	500.00	44.92		-	44.92	Food for lunch meetings
SEAW Liason	-	-		-	-	
Urban Development and Transportation	300.00	-		-	-	Estimate for happy hours
Standing Committees	3,075.00	370.84	12%	370.84	-	
House & Hospitality	150.00	-		-	-	Gifts for speakers (typically ASCE Seattle pint glass)
University Advisory	-	-		-	-	Turn over to YMF
History & Heritage	425.00	-		-	-	Activities to support recognition of historic landmarks
Professional Practice	-	-		-	-	???
RH Thomson Scholarship	100.00	-		-	-	Food for committee meeting(s)
Membership	200.00	-		-	-	Initiatives to increase membership
K-12 Outreach	-	-		-	-	Turn over to YMF
Legislative	2,200.00	370.84		370.84	-	\$1250 fly-in; \$300 for 2 day trips to Olympia; \$250 for committee meeting; + \$400 for report card brochures
Programs	-	-		-	-	Speaker fees, if any
Report Card	-	-		-	-	No report card in 2019-20
Events	1,075.00	-	0%	-	-	
Table at PSEC Awards Banquet	500.00	-		-	-	
Order of the Engineer Ceremony	-	-		-	-	Turn over to YMF
Technical Committee Leadership Meeting	250.00	-		-	-	Dir meet with chairs
Presidential Summit	125.00	-		-	-	Pres-Elect, Pres, and Imm Past Pres meet with resp. incoming officers
Summer Leadership Retreat	150.00	-		-	-	Set strategy and priorities for coming year
Budget Meeting	50.00	-		-	-	Review budget for coming year
Transfers	17,357.00	-		-	-	
Kitsap Branch	500.00	-		-	-	
North Branch	1,000.00	-		-	-	
YMF	15,857.00	-		-	-	
COPRI	400.00	-		-	-	
Geotech Group	(400.00)	-		-	-	Geotech has offered \$400 to the Sustainability Committee. Sustainability has not yet accepted.
Office Supplies (inc. mailing, bank fees)	120.00	-	0%	-	-	
Gifts for outgoing officers	100.00	36.00	36%	36.00	-	
Total Expenses	69,312.00	8,619.47	12%	1,906.92	6,712.55	
Net Income	(1,812.00)	10,308.36				

Pass-through	In account on 9/30/2019	In account as of 11/30/2019	October 10/1-31/2019	November 11/1-30/2019	
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	Beginning balance 9/30/2019	Activity to date 11/30/2019	October 10/1-31/2019	November 11/1-30/2019	
Deposit	184.32	4,166.22	2,714.61	1,267.29	
Withdrawal	-	2,714.61	-	2,714.61	
Total Paypal	184.32	1,451.61			

Savings Account	Beginning balance 9/30/2019	Activity to date 11/30/2019	October 10/1-31/2019	November 11/1-30/2019	
Deposit	3,975.84	3,975.84	-	-	\$3476.25 loan to UW Student Chapter; to be repaid by 31 Dec 2019
Withdrawal	-	-	-	-	
Interest	-	0.20	0.10	0.10	
Total Savings Account	3,975.84	3,976.04			

Checking Account	Beginning balance 9/30/2019	Activity to date 11/30/2019	October 10/1-31/2019	November 11/1-30/2019	
Deposit	37,693.73	52,639.66	9,155.93	5,790.00	
Deposit (Transfer from PayPal)	-	-	-	-	
Withdrawal	-	8,619.47	1,906.92	6,712.55	
Total Checking Account	37,693.73	44,020.19			

Total Checking Account + Paypal less Pass-through	32,492.24	40,085.99
Target Reserve (30% Operating Budget)		20,250.00



Membership Report

Prepared By: Homero Flores-Cervantes
ASCE Seattle Section Board Meeting
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Membership Report

HOMERO FLORES – DECEMBER 2019

New Members

Based on the new information from the ASCE national database, downloaded on December 10, 2019: 17 new members have enrolled with the Seattle Section in November. The enrolled members are: 7 new student, 5 new regular members, 3 new associate members, and 2 new affiliate members. The majority of the new members are students. New members are shown in *Table 1*.

Table 1 - New Members

First Name	Last Name
Maisha	Mahmud
Aldo	Chavez
Joel	Prock
Harrison	Cross
Christopher	Halamek
John	Geniuch
Kenneth	Erickson
Soheil	Kamalzare
Anne	Monagle
Steven	Hiester
Matthew	Straughn
Donny	Neel
Robert	Burdalski
Youngchae	Kim
Charles	Dimer
Ryan	Rasanen
Shuyi	Yin

First Name	Last Name



Membership Report

HOMERO FLORES – DECEMBER 2019

Membership

At the end of November 2019, the Seattle Section and Branches has 2,360 members (Seattle 2,096, North Branch 133, and Kitsap Branch 129, and unaffiliated 2). There are 539 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.

Membership Drive progress

We had a meeting on December 9th to discuss our next steps in our efforts to increase membership in the Section. Morgan Sanger from Shannon and Wilson joined Elyssa and myself to discuss what we can do to improve our membership numbers.

Morgan is working within her company to increase their participation in ASCE events. She's already acting as a link between the Section and her company. She filters the information she gets from ASCE's and sends it to her colleagues. She started doing this at the suggestion of a senior engineer in the firm. In the firm they are interested in learning more about why membership in ASCE is decreasing, and that's how she ended up being interested in meeting with us. She's already doing the role of what the Board had envisioned as a "company champion".

We brainstormed about what we would like to do next. Among the ideas are:

1. Create a membership committee with 2 or 3 members, one of which would be the Section's President-Elect. We thought that having at least one member stay in the committee for more than one year would provide continuity to the effort. Morgan and Elyssa are interested in being part of this committee.
2. Follow through with the idea of company champions. The role of the company champion would be to relay Section information to the company, to the people that would be most interested in specific topics or events. In addition, they would also create a way for companies to convey information to the Section Board.
3. Finish the list of 10 contacts in 10 of the companies with the most members, to reach out to them and establish a 'company champions'.
4. Create a survey to understand better the value that civil engineers in the region see in the Section, both engineers that are members and those that are not. Elyssa and Morgan will work on the questions and we would like to send it out in January, through the contacts in companies and agencies.



Membership Report

HOMERO FLORES – DECEMBER 2019

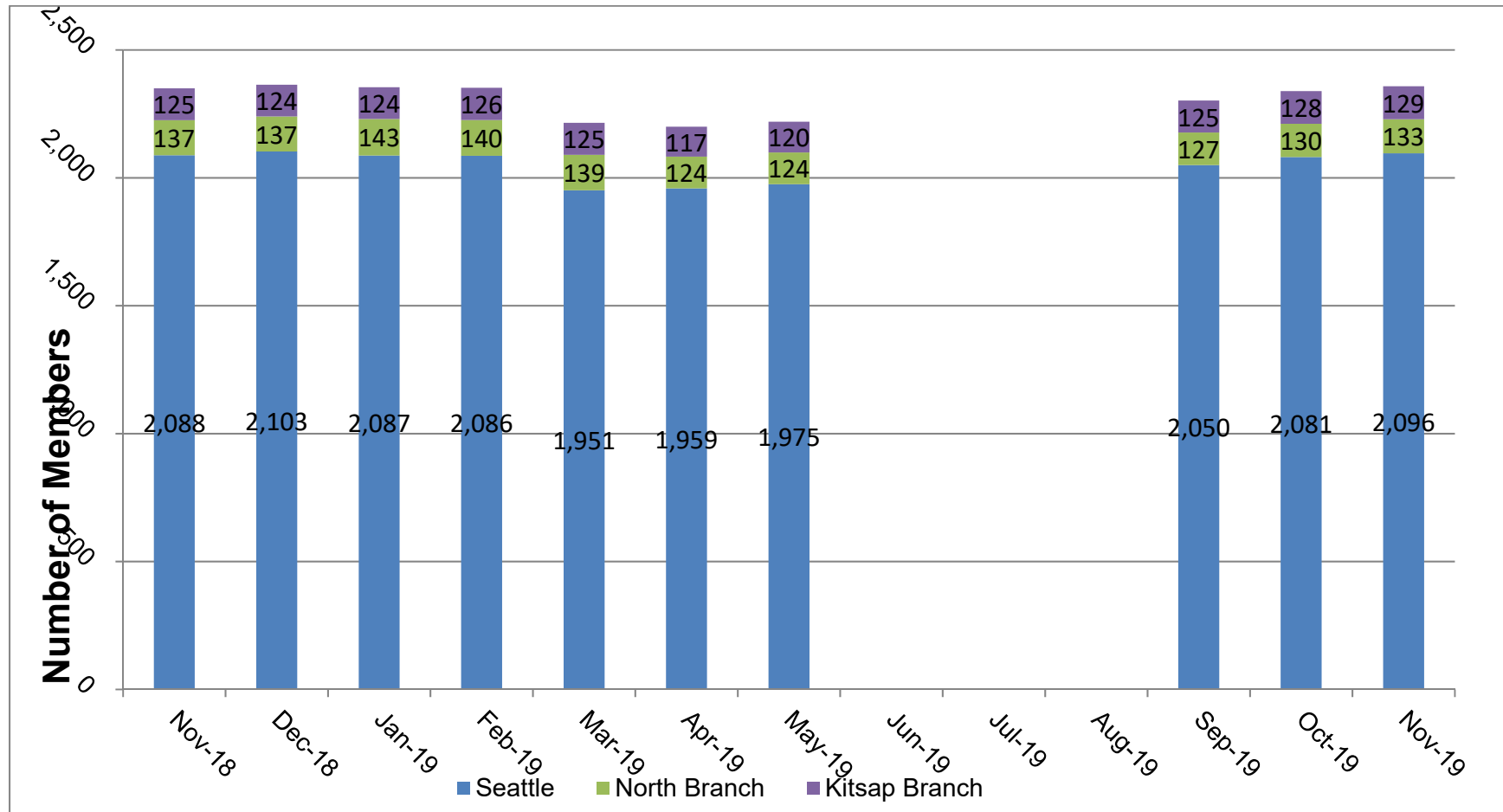


Figure 1. Membership by Month for Past Twelve Months of Available Data



Membership Report

HOMERO FLORES – DECEMBER 2019

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

Date	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19
Seattle				2,050	2,081	2,096
BoeingBranch				0	0	0
North Branch				127	130	133
Kitsap Branch				125	128	129
Total	2,272	2,281	2,287	2,304	2,341	2,360
Month to Month	14	9	6	17	37	19
Year to Year	-45	-43	-41	16	28	10

Date	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19
Seattle	2,088	2,103	2,087	2,086	1,951	1,959	1,975
Boeing Branch	0	0	0	0	0	0	0
North Branch	137	137	143	140	139	124	124
Kitsap Branch	125	124	124	126	125	117	120
Total	2,350	2,364	2,354	2,352	2,215	2,200	2,258
Month to Month	37	14	-10	-2	-137	-15	58
Year to Year	-11	3	-39	-91	-29	-66	-24



Membership Report

HOMERO FLORES – DECEMBER 2019

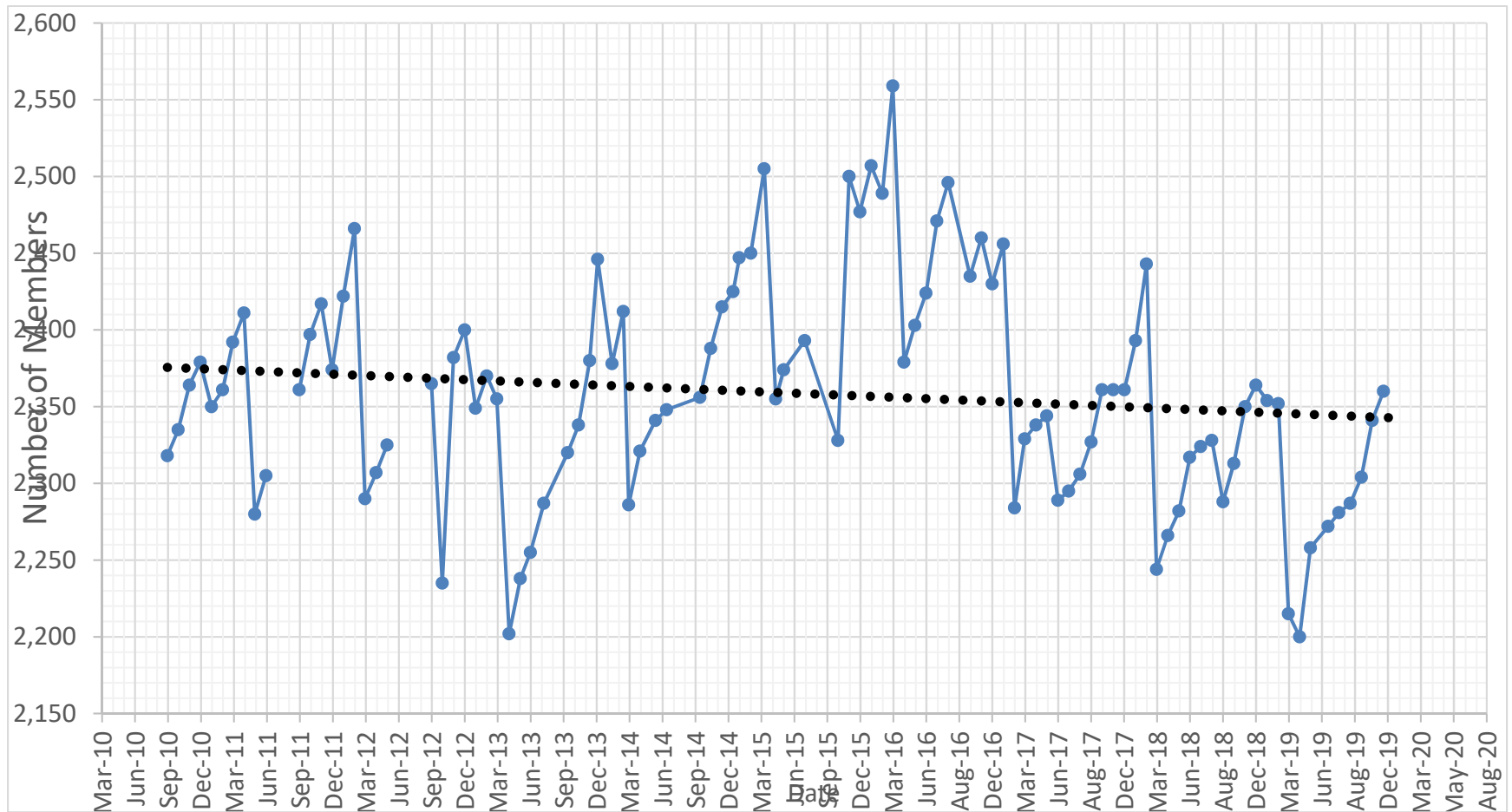


Figure 2. Membership since 2010



Standing Committees Report

Prepared By: Mike Harney
ASCE Seattle Section Board Meeting
December 11, 2019

STANDING COMMITTEES REPORT

Mike Harney

Audit Committee – VACANT

No report.

Legislative Committee – Richard Fernandez

No report.

History and Heritage – Cindy Hirsch

1. History and Heritage had a good meeting on 11/23 on site at the McMillin Bridge near Puyallup and looked at the bridge. It's significant because it is a rare example of a concrete truss bridge and it was designed by Homer Hadley who designed the I-90 floating bridge.
2. Next meeting is 1/4 at 8:30 am.

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. Candidates have been selected for the Academic, Government, and Professional categories. YMF is handling other categories.

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 at Museum of Flight – **Request that (as in the past) the section sponsor a table for section/YMF leadership. Cost should be about \$500 and would include seating for 10.**

Engineering Mentor Nights

1. Seattle Central College – Jan. 30, 2020

E-Week Fair

1. Museum of Flight – Feb. 8th, 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
December 11, 2019

North Branch-Dawn Greenwood-Summarized by Tony Nguyen

Upcoming Events

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

Kitsap Branch-Justin Nodolf

Highlights of Events:

- No events have occurred for the month

Branch Current Action Items:

- Transferring of Chase Bank Account: Delayed due to scheduling conflicts of past president, Mrs. Shorthouse, and current president. Anticipate transferring of account by COB 06DEC19.
- Annual Budget Planning: Developing working budget for FY20/21. Anticipate completion by 30DEC19. Discussion item during December board meeting.
- Quarterly Technical Meetings:
 - January 2020 Presentation --- Navy P993, Pier and Support Facilities for Transit Protection System at the U.S. Coast Guard Air Station/Sector Field Office, Port Angeles, WA. Presenter: Mr. David Gibson, PE

Status: Presentation will be co-hosted with Kitsap SAME Branch. Location has not been identified however we plan on hosting approximately 40 to 80 people. Draft presentation has been prepared. Evite notifications will be sent upon receipt of the Kitsap Branch mailing list. Notifications to be released by COB 16DEC19.

- March 2020 Presentation --- TBD

Status: Topics to be discussed during December Board Meeting.

Support Required from Section Board

- Marketing: Request access to member directory to establish contact list for upcoming events.
- Outreach: Request POC / protocol support regarding engaging with Olympic College to increase YMF membership

Upcoming Events:

<u>Date</u>	<u>Event Name</u>	<u>Location</u>
02DEC19	Kitsap Branch Board Meeting	NBK-Bangor T076*
17DEC19	Kitsap Branch Meet the Board	Crane Castle Brewing
06JAN20	Kitsap Branch Board Meeting	NBK-Bangor T076*
16JAN20	Kitsap Technical Presentation	TBD
03FEB20	Kitsap Branch Board Meeting	TBD
02MAR20	Kitsap Branch Board Meeting	TBD

*Restricted access

Other Items:

- NSTR



Technical Committees Report (No report this month)



Younger Members Forum Report

Prepared By: Elyssa Dixon
ASCE Seattle Section Board Meeting
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Date: Wednesday, December 11, 2019
Prepared by: Elyssa Dixon, YMF Board Representative

Past Events

Date	Event	No of YMs
November 21	UW Resume Review Night	8
December 5	Tech Talk: Personal Recharge	12

Upcoming Events

Date	Event
December 17	Holiday Party
January	Mentorship Program Kick-Off
February 8	Popsicle Stick Bridge
February 24	SU Career Fair (looking for companies)
February 29	Leadership Retreat with Portland/Tacoma-Olympia YMFs

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) and fundraising support is still needed
- Morgan Sanger, Homero Flores, and Elyssa met on Monday 12/9 to discuss the Membership Committee.
- Working with AWWA to develop steering committee for joint events

Other YM Updates

- Executive Forum planning underway
- WRYMC awards submitted and PSEC awards going in on Friday.
- Launched new website! 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