



ASCE Seattle Section Board Meeting

April 15, 2020

Prepared By: Mari Otto



ASCE SEATTLE SECTION - BOARD MEETING MINUTES

April 15, 2020

ASCE Seattle Section Board Meeting

Meeting held over Conference Call; Call In Number: +1 318-389-1852 PIN: 904630478#

Attendees:

Voting Board Officers:

Eset Alemu - calling in

Homero Flores Cervantes - not present

Elyssa Dixon - calling in

Mike Harney - not present

Henry Haselton - calling in

Tony Nguyen - calling in

Mari Otto - calling in

Mark Rohrbach - calling in

Katie Sultani-Wright - calling in

Non-Voting Attendees:

Madison Pearson - calling in

Meeting minutes taken by Mari Otto.

Meeting called to order at 5:05 pm by Henry. Mari seconds. Approved unanimously.

- MOTION to approve the agenda: Henry motions, Mari seconds, approved unanimously.
- March 2020 Meeting Minutes
 - MOTION to approve meeting minutes: Henry motions, Tony seconds. No discussion. Unanimously approved.



ASCE SEATTLE SECTION - BOARD MEETING MINUTES

Old Business

- Review Action Items and Follow-Ups Mari
 - **ACTION ITEM:** Madison requested Eset provide the winning LOCEA application packets for the website/newsletter.
 - This is complete.
 - **ACTION ITEM:** Elyssa will check in with the YMF student liaisons for UW and SU. Their tasks are to coordinate with each school to hold a preliminary competition with a capstone engineering project. They also are tasked with coordinating with the winning student teams to make sure they have presentations ready for the May meeting.
 - Elyssa is still in communication, but so far there has been not much action.
 - **ACTION ITEM:** Mari will update ASCE Seattle Section's Duties & Procedures Manual.
 - This has not been started, but Mari will work on this.

Board Reports

- Treasurer's November Report Katie
 - See attached
 - MOTION to approve Treasurer's report by Katie. Henry seconds. Passed unanimously.
 - Discussion:
 - Not much activity this past month. We did receive some membership dues.
 - We received funds for the Jones scholarship. We now have 3 open spots for the Jones scholarship (\$6000 total).
 - Question to Eset: Where do people apply for the Jones scholarship fund? Answer: It was advertised in the March newsletter and on the ASCE Seattle Section website, but Eset hadn't received any packages. Eset has extended the deadline to the end of May to account for students being out of school. Elyssa recommends advertising outside of the newsletter because students are not in class. Eset has also reached out to the student liaisons to spread the word to the students. The board is unanimously deciding to grant up to 3 scholarships this year if we get enough applicants.
 - **ACTION ITEM:** none



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- Membership Report Homero
 - No report this month. Homero is not present for discussion.
 - Discussion: no discussion
 - **ACTION ITEM:** none

 - Standing Committees Mike
 - No report this month. Mike is not present for discussion.
 - Discussion: no discussion
 - **ACTION ITEM:** none

 - Branch Report Tony
 - See attached
 - Discussion: no discussion
 - **ACTION ITEM:** none

 - Technical Committee Report Mark
 - The Water Resources group is planning a virtual meeting for April 16. Mark will attend and see how it goes. If it goes well, he will encourage other groups to do the same.
 - Discussion: no discussion
 - **ACTION ITEM:** none

 - YMF Report Elyssa
 - See attached
 - Discussion: no discussion
 - **ACTION ITEM:** none
-

ASCE SEATTLE SECTION - BOARD MEETING MINUTES

New Business

- April Virtual Meeting with SEAW Henry
 - Henry wants to pull together a meeting with SEAW. Other sections have been holding virtual meetings with remarkable turnout.
 - **ACTION ITEM:** Henry will reach out to Spencer to see if we can get a speaker for a virtual meeting at the end of April.
 - **ACTION ITEM:** Once we get a speaker set up, Henry will coordinate with Madison to send out a Constant Contact invite.
 - **ACTION ITEM:** Henry and Mari will coordinate a Teams meeting trial run to make sure we have a good idea of the admin controls for a large Teams presentation.

- May Program Student presentations Henry
 - Elyssa has reached out to the student liaisons again and will try to push someone to take leadership over the presentations.

- Other Membership engagement ideas Henry
 - **ACTION ITEM:** Henry will talk to Madison about updating the photo contest, setting up a deadline for submissions, and seeing how we can revamp that effort.

- Board position nominations Eset
 - Don Nguyen has accepted the nomination for President-Elect.

- Program and H&H co-chairs Henry/Eset
 - Ross Brazzale has accepted the Program co-chair position.
 - We are still looking for a volunteer for House and Hospitality co-chair.

- Region 8 Awards & News Henry
 - We've gotten 4 applicants from our LOCEA winners. The deadline has been extended to May.
 - Henry has discussed with Mark Lamer (Region 8 Governor) - the governors are re-thinking the regional assembly originally

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planned for Vancouver, British Columbia. The location and event is TBD.

- June Program LOCEA Henry
 - We are still hoping that we will be able to hold this event in June, if COVID-19 mandates allow.

- Mark Lamer visit Henry
 - This is TBD.

- Open Topics all
 - Elyssa brings up the Paper Structure contest idea. We have sent out a test email to the Board for review and feedback.
 - We ask the Board if we are willing to pay for gift cards for the paper structure winners. Katie says it is within our budget, but we have to vote and agree what to label this as under our expenses. Gift cards would be to Postmates or Grubhub so people can support whatever business they want.
 - Henry volunteers to be a judge along with Elyssa and Mari.
 - **ACTION ITEM:** Elyssa and Mari will send out the Paper Structure email and social media advertisements on the morning of 4/16 after getting feedback from the Board.
 - **ACTION ITEM:** Henry, Elyssa, and Mari will meet on Thursday, April 23 to judge the Paper Structure Contest.



ASCE SEATTLE SECTION - BOARD MEETING MINUTES

Review Action Items

Mari

- **ACTION ITEM:** Henry will reach out to Spencer to see if we can get a speaker for a virtual meeting at the end of April.
- **ACTION ITEM:** Once we get a speaker set up, Henry will coordinate with Madison to send out a Constant Contact invite.
- **ACTION ITEM:** Henry and Mari will coordinate a Teams meeting trial run to make sure we have a good idea of the admin controls for a large Teams presentation.
- **ACTION ITEM:** Elyssa and Mari will send out the Paper Structure email and social media advertisements on the morning of 4/16 after getting feedback from the Board.
- **ACTION ITEM:** Henry, Elyssa, and Mari will meet on Thursday, April 23 to judge the Paper Structure Contest.

Next meeting is May 13, 2020 5:00 PDT - 5:45 PM PDT, and will be a phone conference.

Adjourn

Meeting called to a close at 5:56 pm. MOTION to end meeting by Henry. Mari 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	December	January	February	March	
	Approved	YTD	%	10/1-31/2019	11/1-30/2019	12/1-31/2019	1/1-31/2020	2/1-29/2020	3/1-31/2020	Notes
Income										
Section Dues	42,000.00	39,765.41	95%	8,186.63	5,790.00	3,385.04	14,324.98	5,515.00	2,563.76	Monthly disbursements from ASCE HQ
Society Allotment	11,500.00	11,780.89	102%	-	-	-	-	11,780.89	-	Section Allotment Formula. An amount not to exceed seven percent (7%) of the Society's Membership Dues
Monthly Dinner Meetings	13,000.00	4,864.68	37%	2,568.51	1,194.24	300.78	801.15	-	-	
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	-	1,101.93	-	-	-	300.78	801.15	-	-	Cliff Webster: Legislative Issues and AELC
Feb 2020 Meeting	-	-	-	-	-	-	-	-	-	Joint Geotech: Willie M. NeSmith, PE: The Application of Drilled Displacement Elements for Liquefaction
Mar 2020 Meeting	-	-	-	-	-	-	-	-	-	CANCELLED DUE TO COVID-19; LOCEA will be on 10 June
Apr 2020 Meeting	-	-	-	-	-	-	-	-	-	
May 2020 Meeting	-	-	-	-	-	-	-	-	-	
June 2020 Meeting	-	-	-	-	-	-	-	-	-	
Newsletter Ads	1,000.00	957.45	96%	146.10	73.05	294.15	-	369.15	75.00	
Other	-	2,062.29	-	969.30	-	92.99	-	500.00	500.00	
Total Income	67,500.00	59,430.72	88%	11,870.54	7,057.29	4,072.96	15,126.13	18,165.04	3,138.76	

Expenses										
Region 8 Dues	2,100.00	-	-	-	-	-	-	-	-	\$500 plus \$.75/member
PSEC Dues	750.00	676.25	-	-	676.25	-	-	-	-	Based on membership
AELC Dues	8,000.00	8,000.00	-	-	-	-	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	5,580.37	33%	-	4,447.63	22.42	1,110.32	-	-	
Oct 2019 Meeting	-	3,012.91	-	-	3,012.91	-	-	-	-	Mirabella
Nov 2019 Meeting	-	1,457.14	-	-	1,434.72	22.42	-	-	-	Mirabella + reimb DN for meeting activity supplies
Dec 2019 Meeting	-	-	-	-	-	-	-	-	-	Tacoma-Olympia hosting at Ramada Tukwila
Jan 2020 Meeting	-	1,110.32	-	-	-	-	1,110.32	-	-	Best Western Executive Inn
Feb 2020 Meeting	-	-	-	-	-	-	-	-	-	Geotech hosting at Best Western Executive Inn
Mar 2020 Meeting	-	-	-	-	-	-	-	-	-	CANCELLED DUE TO COVID-19; LOCEA will be on 10 June
Apr 2020 Meeting	-	-	-	-	-	-	-	-	-	
May 2020 Meeting	-	-	-	-	-	-	-	-	-	
June 2020 Meeting	-	-	-	-	-	-	-	-	-	
Communications Contractor	4,000.00	1,900.00	48%	687.50	243.75	212.50	206.25	300.00	250.00	\$25/hour for website maintenance, Constant Contact, newsletter
Website and Domain Fees	-	-	-	-	-	-	-	-	-	
Student Chapter Grants	2,300.00	2,300.00	-	-	1,300.00	1,000.00	-	-	-	\$500 per chapter plus \$7/student member (\$1300 UW, \$1000 SU)
Conferences	6,035.00	2,771.82	46%	563.79	-	-	361.60	1,846.43	-	
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	2,208.03	-	-	-	-	361.60	1,846.43	-	San Francisco, CA 2020
Awards	1,500.00	561.83	-	-	-	-	-	-	561.83	
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	561.83	-	-	-	-	-	-	561.83	For award plaques
Technical Committees	1,900.00	827.81	44%	248.79	44.92	-	-	534.10	-	
Sustainability	1,100.00	654.41	-	248.79	-	-	-	405.62	-	5 happy hours, alternative energy presentation, 3 tours + \$390 for Green Apple Days
Water Resources	500.00	173.40	-	-	44.92	-	-	128.48	-	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 brochure
Programs	-	-	-	-	-	-	-	-	-	Speaker fees, if any
Report Card	-	-	-	-	-	-	-	-	-	No report card in 2019-20
Events	1,075.00	1,000.00	93%	-	-	-	-	1,000.00	-	
Table at PSEC Awards Banquet	500.00	1,000.00	-	-	-	-	-	1,000.00	-	\$500 per table
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	1,000.00	-	-	-	-	1,000.00	-	-	
Kitsap Branch	500.00	-	-	-	-	-	-	-	-	
North Branch	1,000.00	1,000.00	-	-	-	-	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.
Board Authorized	-	1,000.00	-	-	-	-	-	-	1,000.00	Nancy Watt workshop on 28 Jan 2020
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	26,024.92	38%	1,906.92	6,712.55	1,234.92	10,678.17	3,680.53	1,811.83	

Net Income	(1,812.00)	33,405.80
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	In account on 9/30/2019	In account as of 3/31/2020	October 10/1-31/2019	November 11/1-30/2019	December 12/1-31/2019	January 1/1-31/2020	February 2/1-29/2020	March 3/1-31/2020	
Pass-through									
Jones Scholarship	4,000.00	6,000.00	-	-	-	-	-	2,000.00	Two Three (as of Mar 2020) unawarded scholarships
RH Thomson Scholarship	-	-	-	-	-	-	-	-	
Sustainability Award	1,385.81	1,324.61	-	-	-	-	(61.20)	-	
Total Pass-through	5,385.81	7,324.61							

	Beginning balance 9/30/2019	Activity to date 3/31/2020	October 10/1-31/2019	November 11/1-30/2019	December 12/1-31/2019	January 1/1-31/2020	February 2/1-29/2020	March 3/1-31/2020	
Paypal									
Deposit	184.32	7,119.32	2,795.00	1,305.00	535.00	825.00	225.00	1,250.00	
Fee	-	(165.27)	(80.39)	(37.71)	(15.07)	(23.85)	(5.85)	(2.40)	
Withdrawal	-	5,552.98	-	2,714.61	1,267.29	519.93	801.15	250.00	
Total Paypal	184.32	1,401.07							

	Beginning balance 9/30/2019	Activity to date 3/31/2020	October 10/1-31/2019	November 11/1-30/2019	December 12/1-31/2019	January 1/1-31/2020	February 2/1-29/2020	March 3/1-31/2020	
Savings Account									
Deposit	3,975.84	7,452.09	-	-	3,476.25	-	-	-	\$3476.25 loan to UW Student Chapter; repaid 12/2019
Withdrawal	-	-	-	-	-	-	-	-	
Interest	-	0.85	0.10	0.10	0.14	0.19	0.18	0.14	
Total Savings Account	3,975.84	7,452.94							

Checking Account	Beginning balance	Activity to date	October	November	December	January	February	March
	9/30/2019	3/31/2020	10/1-31/2019	11/1-30/2019	12/1-31/2019	1/1-31/2020	2/1-29/2020	3/1-31/2020
Deposit	37,693.73	97,078.57	9,155.93	5,790.00	7,029.28	14,324.98	17,945.89	5,138.76
Deposit (Transfer from PayPal)	-	4,302.98	-	-	3,981.90	519.93	801.15	(1,000.00)
Withdrawal	-	28,562.37	1,906.92	6,712.55	4,711.17	10,678.17	3,741.73	811.83
Total Checking Account	37,693.73	72,819.18						
Total Checking Account + Paypal less Pass-through	32,492.24	66,895.64						
Target Reserve (30% Operating Budget)		20,250.00						



Membership Report

Prepared By: Homero Flores-Cervantes
ASCE Seattle Section Board Meeting
April 15, 2020



Membership Report

HOMERO FLORES - APRIL 2020

New Members

Based on the new information from the ASCE national database, downloaded on April 28, 2020: 15 new members have enrolled with the Seattle Section in March. The enrolled members are: 9 new student, 3 new regular members, 1 new associate members, and 2 new affiliate members. Three of these are younger members. New members are shown in *Table 1*.

Table 1 - New Members

First Name	Last Name
Lexi	Beauchamp
Joochan	Kim
James	Ellis
Derek	Olson
Harry	Jarnagan
Jake	Kim
Tanner	Wagoner
Pengfei	Wang
Klaas Fiete	Krutein
Caleb	Diehl
Lisa	Tario
Joe	Taflin
Hao	Yang
Benjamin	Pesicka
Jacob	Engdahl

First Name	Last Name



Membership Report

HOMERO FLORES - APRIL 2020

Membership

At the end of March 2020, the Seattle Section and Branches has 2,198 members (Seattle 1,945, North Branch 130, and Kitsap Branch 123, and unaffiliated 0). There are 460 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 26 duplicates this month. This is because some members pay dues in a branch and Seattle.

Membership Drive progress

Nothing to report here



Membership Report

HOMERO FLORES - APRIL 2020

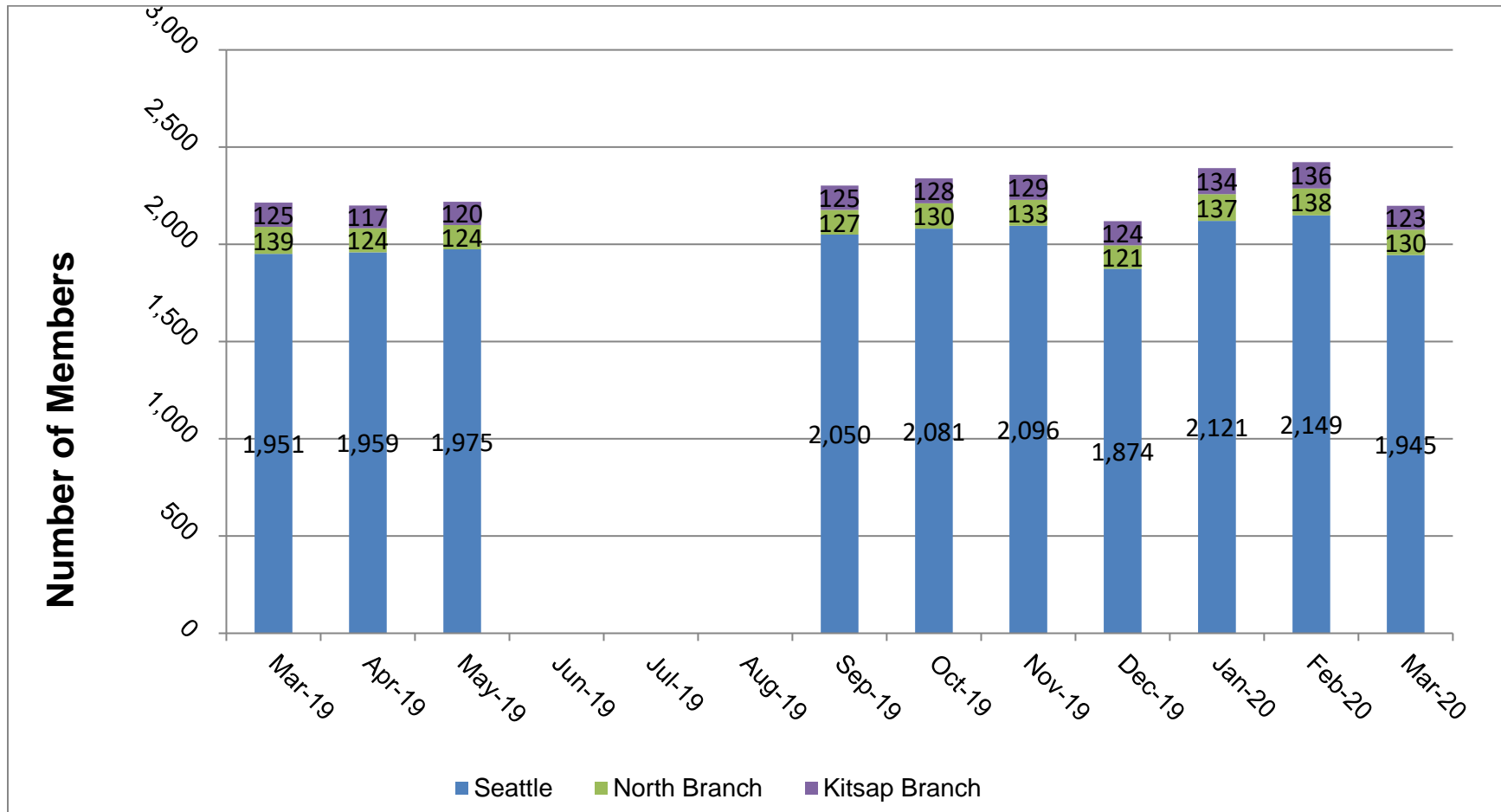


Figure 1. Membership by Month for Past Twelve Months of Available Data



Membership Report
HOMERO FLORES - APRIL 2020

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

Date	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20
Seattle	2,081	2,096	1,874	2,121	2,149	1,945
BoeingBranch	0	0	0	0	0	0
North Branch	130	133	121	137	138	130
Kitsap Branch	128	129	124	134	136	123
Total	2,341	2,360	2,121	2,393	2,423	2,198
Month to Month	37	19	-239	272	30	-225
Year to Year	28	10	-243	39	71	-17

Date	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19
Seattle	1,951	1,959	1,975				2,050
Boeing Branch	0	0	0				0
North Branch	139	124	124				127
Kitsap Branch	125	117	120				125
Total	2,215	2,200	2,258	2,272	2,281	2,287	2,304
Month to Month	-137	-15	58	14	9	6	17
Year to Year	-29	-66	-24	-45	-43	-41	16



Membership Report
HOMERO FLORES - APRIL 2020

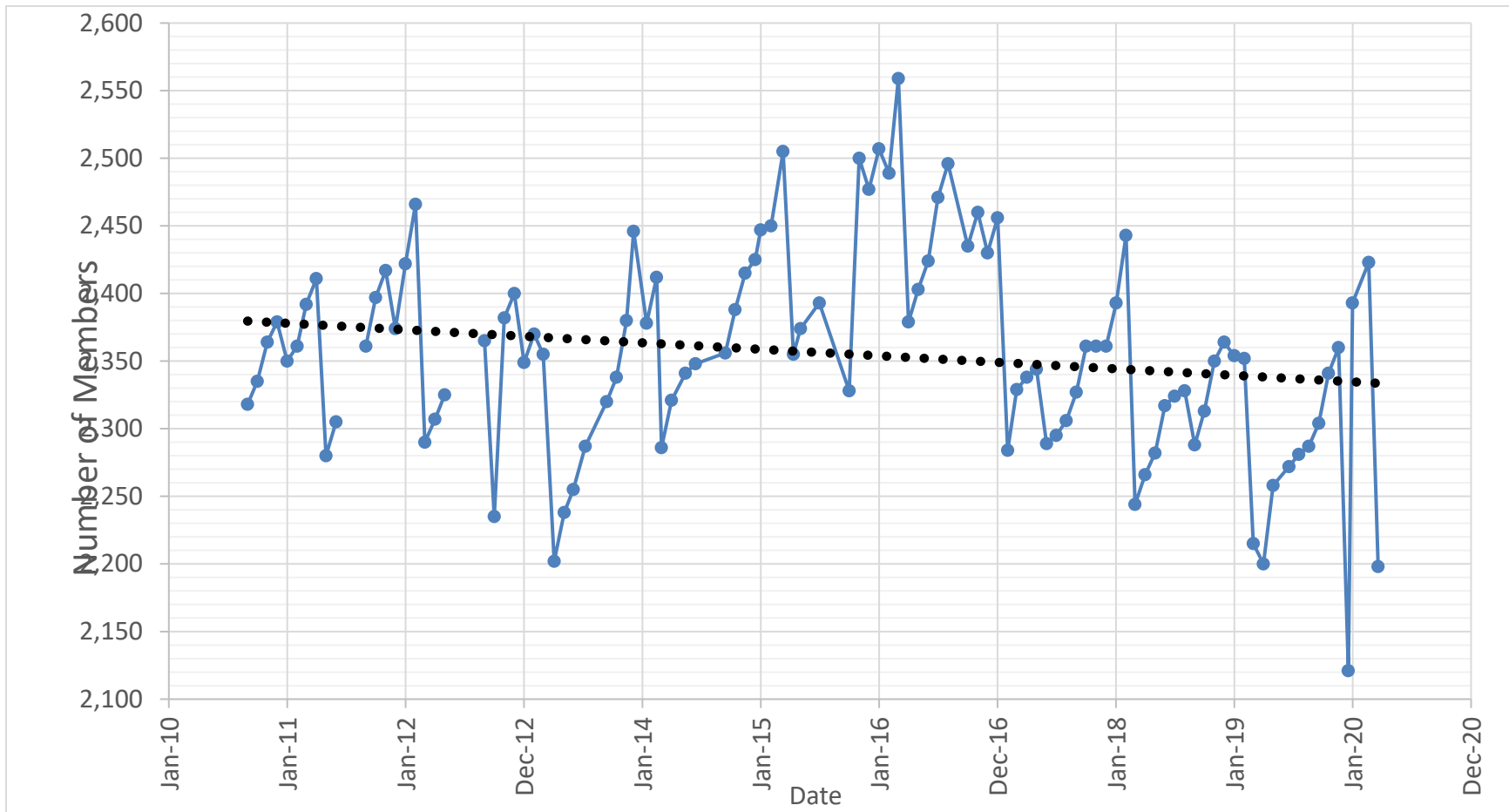


Figure 2. Membership since 2010



Standing Committees Report

No report this month
ASCE Seattle Section Board Meeting
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Branch Report

Prepared By: Tony Nguyen
ASCE Seattle Section Board Meeting
April 15, 2020

North Branch-Dawn Greenwood-Summarized by Tony Nguyen

No updates

COVID-19

Kitsap Branch-Justin Nodolf-Summarized by Tony Nguyen

No updates

COVID-19



Technical Committees Report

No report this month
ASCE Seattle Section Board Meeting
April 15, 2020



Younger Members Forum Report

Prepared By: Elyssa Dixon
ASCE Seattle Section Board Meeting
April 15, 2020

Date: Wednesday, April 15, 2020
Prepared by: Elyssa Dixon, YMF Board Representative

Past Events

Date	Event	No of YMs
NA - Corona		

Upcoming Events

Date	Event
April 27	Virtual Happy Hour
May	Supercharge Your Career
May 2/3	Curiosity Days & Girls' Night Out
July 10	Executive Forum at Museum of Flight

Section Engagement

- ASCE Pacific NW Conference (April 16-18, 2020) fully cancelled. Students working on communicating to sponsors

Other YM Updates

- Most events cancelled and will continue to evaluate