



ASCE Seattle Section Board Meeting

December 2, 2020

Prepared By:

Mari Otto
ASCE Seattle Section Secretary

ASCE SEATTLE SECTION - BOARD MEETING AGENDA

December 2 2020, 4:30 - 6:00 PM PDT

LOCATION: [Zoom](#)

Meeting ID: 535 740 7272

One tap mobile

+12532158782,,5357407272# US (Tacoma)

Item	Topic	Presenter	Time
1.	Call to Order	Homero	4:30 PM
2.	Housekeeping	Homero	
	Additions to and approval of agenda		
	Approval of the October meeting minutes		
3.	Old Business (5 minutes)		4:35 PM
	Review Action Items and Follow-ups	Mari	
4.	Board Reports (25 minutes)		4:45 PM
	Treasurer's Report (3 min)	Katie	
	Membership Update (3 min)	Don	
	Standing Committees (3 min)	Cal	
	Branch Report (3 min)	Tony	
	Technical Committee Report (2 min)	Homero	
	YMF Report (9 min)	Rom	
5.	New Business (30 minutes)		5:10 PM
	• Dinner Program	Spencer/Ross/Homero	
	• Recording talks/sharing presentation slides	Homero/Madison	
	• Student Regional Conference in April	Jake/Homero	
	• Section calendars	Homero	
	• Benefits of membership	Homero	
	• WRYMC 2024 Proposal	Don	
	• Open Topics	All	
6.	Review Action Items	Mari	5:40 PM
7.	Next Board Meeting - January	Homero	5:45 PM
8.	Adjourn	Homero	5:50 PM



ASCE SEATTLE SECTION - BOARD MEETING MINUTES

December 2, 2020

ASCE Seattle Section Board Meeting

Meeting held over Zoom <https://zoom.us/j/5357407272>

Attendees:

Voting Board Officers:

Homero Flores Cervantes - calling in

Henry Haselton - calling in

Don Nguyen - calling in

Tony Nguyen - calling in

Mari Otto - calling in

Katie Sultani-Wright - calling in

Cal Bearman - calling in

Romulos Ragudos, Jr - not present

Non-Voting Attendees:

Bobbie Gilmour (YMF President)

Jake Kim (ASCE UW President)

Meeting minutes taken by Mari Otto.

Meeting called to order at 4:33 pm by Homero. Henry seconds. Approved unanimously.

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



ASCE SEATTLE SECTION - BOARD MEETING MINUTES

Old Business

- Review Action Items and Follow-Ups Mari
 - **ACTION ITEM:** Mari will continue the update of the Duties and Procedures Manual and Seattle Section roster.
 - In progress.
 - **ACTION ITEM:** This action item is for the entire board. We need to put effort into finding someone to fill the open director/committee positions: Director of Technical Committees, AELC Representative/Legislative Chair (these are currently combined positions, but can be split among two people).
 - Homero is planning to reach out to two UW faculty members this week.
 - Homero will follow up with Cal about the potential list of people who may be interested in the Legislative Committee Chair position.
 - Kelli Dean was considering it, but she's too busy.
 - Bobbie recommends reaching out to Grace (she sent contact info to Cal). Cal will reach out to her.
 - Part of the AELC dues-paying process is naming our AELC Committee Chair. Katie requests using Cal's name (as Director of Standing Committees) as a stand-in since we don't have an AELC Chair currently. Cal agrees.
 - **ACTION ITEM:** Homero suggests double checking that all the YMF board leaders are current on their membership.
 - Don has followed up on this. We also need to check that Section and YMF board leaders are up on their memberships at the end of the year to make sure that people remember to renew their memberships.
 - **ACTION ITEM:** Homero wants to set up a calendar system for all ASCE events (Section, YMF, Technical Committees, as well as deadlines for scholarships, etc) so that we can present a planning calendar (to set tentative events), and a master calendar (to set final events that will be on the website). Homero will set these up.
 - This is done and has been shared with the board. There appears to be some permissions issues that need to work out (Henry and Mari are having trouble with accessing the calendar).
 - **ACTION ITEM:** Katie will send an introductory email to Cliff Webster and Ross.
 - Done.



ASCE SEATTLE SECTION - BOARD MEETING MINUTES

- **ACTION ITEM:** Katie will reach out to ASCE national to see if there is a Calendar workaround on the website to see if there's a way to auto-populate the website calendar
 - In progress.
- **ACTION ITEM:** We have in our budget to give a \$1000 grant to University of British Columbia, but Katie has not heard back from the UBC people. She's requesting that Romulos help get her in touch with the UBC students, and help determine what the best way for Katie is to send the money over to them (mail a check? Venmo? PayPal?)
 - They got in touch. Katie will send them a check or wire them the money this week.
- **ACTION ITEM:** Katie and Romulos will check in on progress for setting up a Foundation for Younger Members.
 - Katie met with McKenzie, Bobbie, and Matt to talk about next steps for the Foundation. Katie reached out to ASCE National to see if they have any special requirements for this. Bobbie has assigned some action items to the YMF team - YMF is working on their bylaws and will have a draft set of bylaws by March and have selections for the board by October 2021.
- **ACTION ITEM:** Katie will get in touch with Matt Thomas (YMF Treasurer) to collaborate on auditing initiatives. Romulos will remind Matt to get in touch with Katie when he sees him at an upcoming YMF meeting.
 - No concrete results yet - this is ongoing.
- **ACTION ITEM:** Ross will send an email to connect the person who organized the recent Engineers without Borders trivia night with Don to help with the trivia night networking idea.
 - Romulos and Bobbie have set up a meeting with EWB folks to discuss their trivia.
- **ACTION ITEM:** Don requests that the branches share their meeting invites to the general section so that more people can attend. This can be done using the shared Google Calendar (see New Business).
 - Homero will send Calendar invites to the branch leadership.

Board Reports

- Treasurer's Report

Katie



ASCE SEATTLE SECTION - BOARD MEETING MINUTES

- See attached
 - MOTION to approve Treasurer's report by Katie. Tony seconds. Passed unanimously.
 - Discussion:
 - Taxes are due soon. Katie has sent emails with forms to fill out to North Branch, COPRI, Kitsap Branch, Geotech group, YMF. She has only heard back from the North branch so far.
 - **ACTION ITEM:** Taxes are due soon. Katie has sent emails with forms to fill out to North Branch, COPRI, Kitsap Branch, Geotech group, YMF. She has only heard back from the North branch so far. Homero will reach out to COPRI and Geotech groups to send Katie their tax info. Tony will reach out to Kitsap branch to send Katie their tax info.
-
- Membership Report Don
 - See attached.
 - Discussion:
 - Survey results are in. The main way we got people to participate was through direct email through Constant Contact. They got about 130 people.
 - Don's plan is to process the survey data over the next couple of months and put it into a shareable form. Don is able to share the raw data upon request.
 - The Section Holiday party was scheduled for January, but Don found out that the YMF is also having their holiday party in January. Should we reschedule our party? We could do a party during Engineers Week instead, which is in February.
 - After the February party, the next idea is to have a speed-networking event, where people can do Zoom breakout rooms with one-on-one conversations.
 - **ACTION ITEM:** none



ASCE SEATTLE SECTION - BOARD MEETING MINUTES

- Standing Committees Cal
 - See attached.
 - Discussion:
 - Regarding SEAW's request to move our joint meeting from April to March - that would be pretty close to our March section meeting (LOCEA awards), so it would not be ideal. Cal will work with Ross to get more information on this request.
 - **ACTION ITEM:** none

- Branch Report Tony
 - See attached
 - Discussion:
 - Help to find people to take leadership positions in North Branch would be appreciated.
 - **ACTION ITEM:** Homero will reach out to his contact who would be potentially interested in a North Branch leadership position.

- Technical Committee Report Homero (Director position is OPEN)
 - No report this month.
 - Discussion: none
 - **ACTION ITEM:** none

- YMF Report Romulos
 - See attached
 - Discussion:
 -
 - **ACTION ITEM:** Katie will reach out to the Mirabella to see if they still have our banners (that we were storing in their basement when we were having events



ASCE SEATTLE SECTION - BOARD MEETING MINUTES

there). Bobbie will pick up the banners - once they are confirmed to be at Mirabella.



ASCE SEATTLE SECTION - BOARD MEETING MINUTES

New Business

<p>Dinner Program</p> <ul style="list-style-type: none">• We have December's program set, and we are working on the 2021 program.	Spencer/Ross/Homero
<p>Recording talks/sharing presentation slides</p> <ul style="list-style-type: none">• It's probably up to the individual presenter if they are comfortable being recorded or sharing their slides.	Homero/Madison
<p>Student Regional Conference in April</p> <ul style="list-style-type: none">• This will be a virtual meeting on April 15-17, 2021.• Virtual office tours: ASCE UW will be contacting Section and YMF to coordinate some virtual office tours.• 13 schools registered to attend so far. Similar turnout from last year.• Jake will send some advertisement blurbs so we can include it in our monthly newsletter.• UW will be working with their sponsors to figure out their budget for their funds - they will likely have excess funds to use. Perhaps they can do scholarships?	Jake/Homero
<p>Section Calendar - see discussion in "Old Business"</p>	Homero
<p>Benefits of membership</p> <ul style="list-style-type: none">• Access to meeting recordings could be a benefit of membership.• Access to free professional development webinars• ASCE National Membership Benefits brochure<ul style="list-style-type: none">○ https://www.asce.org/uploadedFiles/Membership_and_Communities/Member_Benefits/Content_Pieces/member-benefits-guide-ff-11-2020.pdf○ Perhaps we can take little snips of this brochure and include it in the newsletter. Don will coordinate this with Madison.	Homero



ASCE SEATTLE SECTION - BOARD MEETING MINUTES

<p>WRYMC 2024 Proposal</p> <ul style="list-style-type: none">• Western Regional Younger Members Council (WRYMC)• Opportunity to gain leadership skills and network• The last time we hosted WRYMC was in 2015• For 2024 event, estimated budget of \$40,000 - \$50,000, with \$15,000 to \$20,000 from National, Section, and YMF. The rest would be fundraised. YMF has already given about \$8500 from last year's unused budget.• This year - Go/No Go decision. YMF board has approved. Section needs to vote on go/no go.• If approved, in 2021, we would begin fundraising and submit paperwork to ASCE National. Present intent in 2022. Bulk of planning would be in 2023. The event would be in January 2024.• We have unused budget from this year - Section board is in favor of using our unspent budget.• <u>MOTION</u> to approve the YMF to move forward with planning for WRYMC 2024. Romulos seconds. All in favor. Approved.	Don
<p>Open Topics</p> <ul style="list-style-type: none">• Henry sent around an email regarding doing board votes via email. Our section has done this in the past, but the ASCE National has recommended against this practice. Henry just wanted to bring this up to close the loop on this conversation.• Henry has applied to participate in the 2021 Legislative Fly-in. He expects to be hearing back from them in the next few weeks.	all



ASCE SEATTLE SECTION - BOARD MEETING MINUTES

Review Action Items

Mari

- **ACTION ITEM:** Mari will continue the update of the Duties and Procedures Manual and Seattle Section roster.
- **ACTION ITEM:** This action item is for the entire board. We need to put effort into finding someone to fill the open director/committee positions: Director of Technical Committees, AELC Representative/Legislative Chair (these are currently combined positions, but can be split among two people).
 - Bobbie recommends reaching out to Grace (she sent contact info to Cal). Cal will reach out to her.
- **ACTION ITEM:** Homero suggests double checking that all the YMF board leaders are current on their membership - for January.
- **ACTION ITEM:** Homero has set up a calendar system for all ASCE events.
 - There appears to be some permissions issues that need to work out (Henry and Mari are having trouble with accessing the calendar).
 - Homero will send Calendar invites to the branch leadership.
- **ACTION ITEM:** Katie will reach out to ASCE national to see if there is a Calendar workaround on the website to see if there's a way to auto-populate the website calendar
- **ACTION ITEM:** Katie will get in touch with Matt Thomas (YMF Treasurer) to collaborate on auditing initiatives. Romulos will remind Matt to get in touch with Katie when he sees him at an upcoming YMF meeting.
- **ACTION ITEM:** Taxes are due soon. Katie has sent emails with forms to fill out to North Branch, COPRI, Kitsap Branch, Geotech group, YMF. She has only heard back from the North branch so far. Homero will reach out to COPRI and Geotech groups to send Katie their tax info. Tony will reach out to Kitsap branch to send Katie their tax info.
- **ACTION ITEM:** Homero will reach out to his contact who would be potentially interested in a North Branch leadership position.
- **ACTION ITEM:** Katie will reach out to the Mirabella to see if they still have our banners (that we were storing in their basement when we were having events there). Bobbie will pick up the banners - once they are confirmed to be at Mirabella.
- **ACTION ITEM:** ASCE National Membership Benefits brochure



ASCE SEATTLE SECTION - BOARD MEETING MINUTES

- https://www.asce.org/uploadedFiles/Membership_and_Communities/Member_Benefits/Content_Pieces/member-benefits-guide-ff-11-2020.pdf
- Perhaps we can take little snips of this brochure and include it in the newsletter. Don will coordinate this with Madison.

Next meeting is on January 6, 2020 4:30PM - 6:00PM.

Adjourn

Meeting called to a close at 6:12 pm. MOTION to end meeting by Homero. Mari seconds. No discussion. Passed unanimously.



Treasurer's Report

Prepared By: Katie Sultani-Wright
ASCE Seattle Section Board Meeting
December 2, 2020

	2020-21	2020-21		October	November	
	Approved	YTD	%	10/1-31/2020	11/1-30/2020	Notes
Income						
1 Section Dues	42,000.00	12,319.97	29%	-	12,319.97	Monthly disbursements from ASCE HQ
2 Society Allotment	11,500.00	-	0%	-	-	Based on 2% of approx. \$600,000; disbursed by ASCE HQ
3 Monthly Dinner Meetings	9,000.00	-	0%	-	-	Plan all virtual. Virtual to end of 2020, then in person. 3 virtual 6 in person. (\$9000 in person estimate)
Oct 2020 Meeting	-	-	-	-	-	
Nov 2020 Meeting	-	-	-	-	-	
Dec 2020 Meeting	-	-	-	-	-	
Jan 2021 Meeting	-	-	-	-	-	
Feb 2021 Meeting	-	-	-	-	-	
Mar 2021 Meeting	-	-	-	-	-	
Apr 2021 Meeting	-	-	-	-	-	
May 2021 Meeting	-	-	-	-	-	
June 2021 Meeting	-	-	-	-	-	
4 Newsletter Ads	1,000.00	294.45	29%	-	294.45	
5 Other	1,003.49	20.00	-	20.00	-	See note about R8 dues
Total Income	64,503.49	12,634.42	20%	20.00	12,614.42	

Expenses						
10 Region 8 Dues	2,100.00	-	-	-	-	\$500 plus \$0.75/member (Per DN 8/31/20, Section will receive \$1003.49 credit from R8 due to low activity during covid)
22D PSEC Dues	750.00	661.50	-	661.50	-	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	11,300.00	-	0%	-	-	Plan all virtual. Virtual to end of 2020, then in person. 3 virtual 6 in person.
Oct 2020 Meeting	-	-	-	-	-	
Nov 2020 Meeting	-	-	-	-	-	
Dec 2020 Meeting	-	-	-	-	-	
Jan 2021 Meeting	-	-	-	-	-	
Feb 2021 Meeting	-	-	-	-	-	
Mar 2021 Meeting	-	-	-	-	-	
Apr 2021 Meeting	-	-	-	-	-	
May 2021 Meeting	-	-	-	-	-	
June 2021 Meeting	-	-	-	-	-	
16 Communications Contractor	4,000.00	537.50	13%	212.50	325.00	\$25/hour for website maintenance, Constant Contact, newsletter
Website and Domain Fees	192.00	143.10	-	71.55	71.55	added \$16/month x 12 months for Zoom
20 Student Chapter Grants	3,300.00	-	-	-	-	approx. \$500 per chapter plus \$7/student member (\$1800 UW, \$1500 SU).
20 Grant to UBC	1,000.00	-	-	-	-	One time grant to UBC. Henry to follow up with Mark Lamer re: future of UBC section affiliation. Katie look up requirements for international donation (inform YMF).
24 Conferences	4,050.00	-	0%	-	-	
24A R8 Fall Assembly	-	-	-	-	-	virtual
24D Presidents and Governors Forum	-	-	-	-	-	virtual
24B ASCE Nat'l Conference	-	-	-	-	-	virtual, \$300 each attendee?
24C ASCE V-tech Conference	1,050.00	-	-	-	-	pilot, may do other years. Sept 14-18. \$250 each. \$350 combined with nat'l conference. Budget for 3 attendees.
24E R8-9 MRLC and R8 Winter Assembly	3,000.00	-	-	-	-	July, Anaheim, CA
23 Awards	2,200.00	-	-	-	-	
Student Competition	-	-	-	-	-	
UW 1st prize	500.00	-	-	-	-	
SU 1st Prize	500.00	-	-	-	-	
UW 2nd Prize	250.00	-	-	-	-	
SU 2nd prize	250.00	-	-	-	-	
UW 3rd prize	100.00	-	-	-	-	
SU 3rd prize	100.00	-	-	-	-	
LOCEA	500.00	-	-	-	-	For award plaques
21 Technical Committees	1,900.00	15.88	1%	15.88	-	
21B Sustainability	1,100.00	-	-	-	-	5 happy hours, alternative energy presentation, 3 tours + \$390 for Green Apple Days
21C Water Resources	500.00	15.88	-	15.88	-	Food for lunch meetings
21E SEAW Liason	-	-	-	-	-	
21G Urban Development and Transportation	300.00	-	-	-	-	Estimate for happy hours
22 Standing Committees	3,075.00	-	0%	-	-	
12 House & Hospitality	150.00	-	-	-	-	Gifts for speakers (typically ASCE Seattle pint glass)
22C History & Heritage	425.00	-	-	-	-	Activities to support recognition of historic landmarks
22F Professional Practice	-	-	-	-	-	???
22G RH Thomson Scholarship	100.00	-	-	-	-	Food for committee meeting(s)
22I Membership	200.00	-	-	-	-	Initiatives to increase membership
22L Legislative	2,200.00	-	-	-	-	\$1250 fly-in; \$300 for 2 day trips to Olympia; \$250 for committee meeting; + \$400 for report card brochures
22N Programs	-	-	-	-	-	Speaker fees, if any
22O Report Card	-	-	-	-	-	No report card in 2020-21
22D Events	1,075.00	-	0%	-	-	
Table at PSEC Awards Banquet	500.00	-	-	-	-	
21H Technical Committee Leadership Meeting	250.00	-	-	-	-	Dir meet with chairs
25 Presidential Summit	125.00	-	-	-	-	Pres-Elect, Pres, and Imm Past Pres meet with resp. incoming officers
17 Summer Leadership Retreat	150.00	-	-	-	-	Set strategy and priorities for coming year
17 Budget Meeting	50.00	-	-	-	-	Review budget for coming year
Transfers	17,187.00	-	-	-	-	
18A Kitsap Branch	1,620.00	-	-	-	-	Increased budget due to revitalizing Branch and more planned events.
18B North Branch	-	-	-	-	-	No additional funding needed (surplus) due to decreased event costs 2019-2020 year due to COVID.
19 YMF	15,167.00	-	-	-	-	\$8000 allocated for hosting WRYMC in 2024
21D COPRI	400.00	-	-	-	-	
21F Geotech Group	-	-	-	-	-	
Office Supplies (inc. mailing, bank fees)	240.00	-	0%	-	-	
Gifts for outgoing officers	100.00	-	0%	-	-	
Total Expenses	64,469.00	1,357.98	2%	961.43	396.55	

Net Income	34.49	11,276.44
-------------------	--------------	------------------

Pass-through	In account on 9/30/2020	In account as of 11/30/2020	October 10/1-31/2020	November 11/1-30/2020	
Jones Scholarship	6,000.00	4,000.00	(2,000.00)	-	Two (as of Oct 2020) unawarded scholarships
RH Thomson Scholarship	-	-	-	-	
Sustainability Award	1,324.61	1,324.61	-	-	
Total Pass-through	7,324.61	5,324.61			

Paypal	Beginning balance 9/30/2020	Activity to date 11/30/2020	October 10/1-31/2020	November 11/1-30/2020	
Deposit	1,547.17	1,772.17	-	225.00	
Fee	-	(5.55)	-	(5.55)	
Withdrawal	-	-	-	-	
Total Paypal	1,547.17	1,766.62			

Savings Account	Beginning balance 9/30/2020	Activity to date 11/30/2020	October 10/1-31/2020	November 11/1-30/2020	
Deposit	7,453.32	7,453.32	-	-	
Withdrawal	-	-	-	-	
Interest	-	0.12	0.06	0.06	
Total Savings Account	7,453.32	7,453.44			

Checking Account	Beginning balance 9/30/2020	Activity to date 11/30/2020	October 10/1-31/2020	November 11/1-30/2020	
Deposit	53,896.19	66,311.16	20.00	12,394.97	
Deposit (Transfer from PayPal)	-	-	-	-	
Withdrawal	-	3,357.98	2,961.43	396.55	
Total Checking Account	53,896.19	62,953.18			

Total Checking Account + Paypal less Pass-through	48,118.75	59,395.19
Target Reserve (30% Operating Budget)		19,351.05



Membership Report

Prepared By: Don Nguyen
ASCE Seattle Section Board Meeting
December 2, 2020



Membership Report

DON NGUYEN - DECEMBER 2020

Survey

Survey results are in! >130 entries. 3 will receive a grubhub gift card. Data will need to be processed in the next couple of months in order to better digest how we can utilize the information.

Membership Committee

Membership Committee is recommending a holiday party be in March instead of January. January, the YMF are already doing their holiday party on the 5th. Potential tie-in with Pi-Day.

Membership Committee is also recommending doing a quarter social event. The following quarter could be a speed networking event (5 minutes, one-on-one networking instead of groups in breakout sessions).

Membership Committee is still working on creating content for social media posts and on company champion responsibilities.

New Members

Based on the new information from the ASCE national database, downloaded on November 2, 2020: 9 new members have enrolled with the Seattle Section in October. The enrolled members are: 7 new student, 1 new regular members, 1 new associate members, and 0 new affiliate members. 2 of these are younger members. New members are shown in **Table 1**.

Table 1 - New Members

First Name	Last Name
Nolan	Wynkoop
Evelyn	Kalmar
Emelina	McMeen
Surbhi	Malik
Isaac	Hernandez
Grace	Glaspey
John	Gregory
Aaron	Jessmore
Aric	Smathers

First Name	Last Name

Membership

At the end of November 2020, the Seattle Section and Branches has 2,291 members (Seattle 2,038, North Branch 131, and Kitsap Branch 122, and unaffiliated 0). There are 502 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.



Membership Report

DON NGUYEN - DECEMBER 2020

The membership database received from ASCE headquarters had 12 duplicates this month. This is because some members pay dues in a branch and Seattle.



Membership Report

DON NGUYEN - DECEMBER 2020

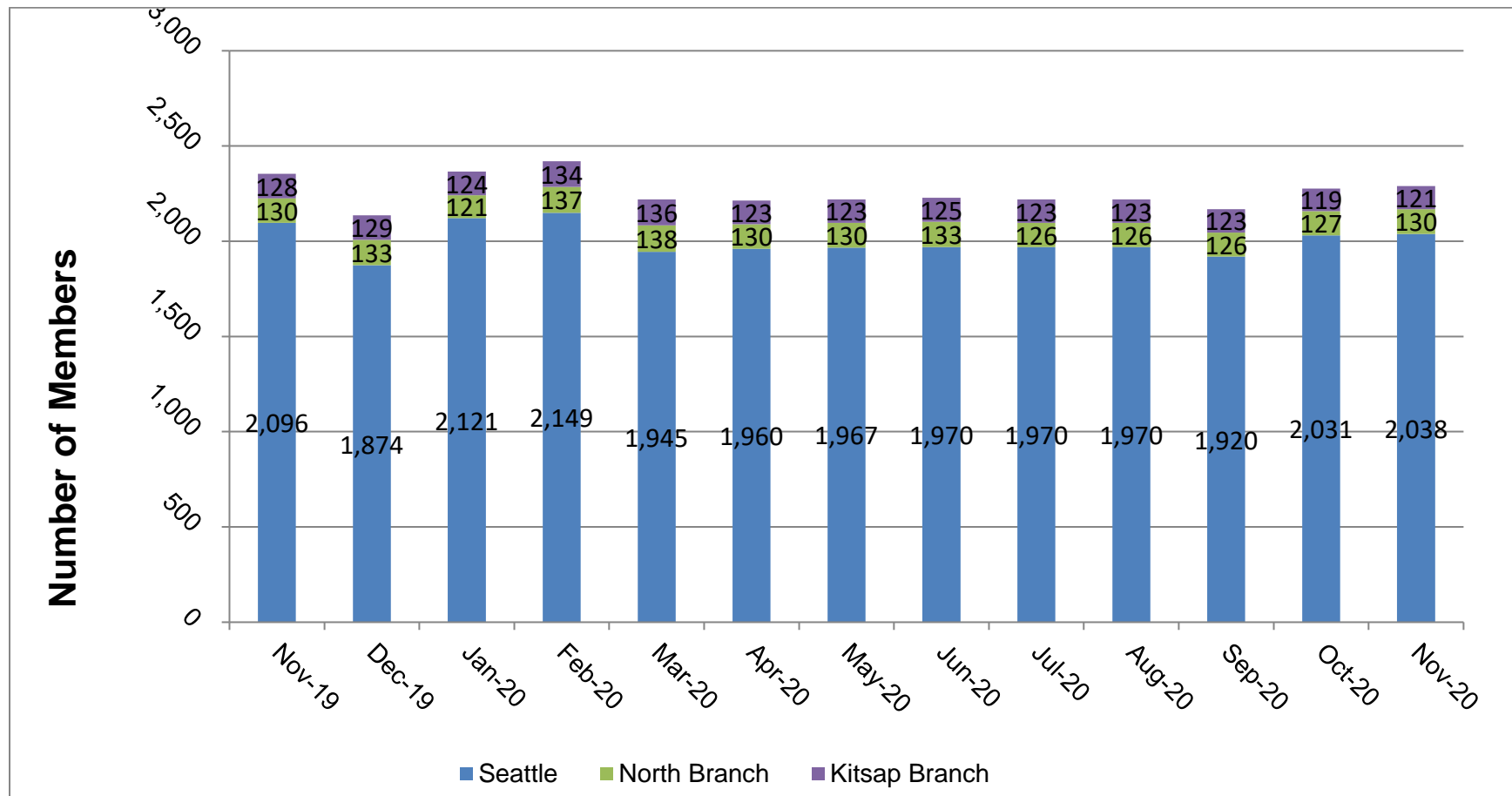


Figure 1. Membership by Month for Past Twelve Months of Available Data



Membership Report

DON NGUYEN - DECEMBER 2020

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

Date	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20
Seattle	1,970	1,970	1,970	1,920	2,031	2,038
BoeingBranch	0	0	0	0	0	0
North Branch	126	126	126	127	130	131
Kitsap Branch	123	123	123	119	121	122
Total	2,219	2,219	2,219	2,166	2,282	2,291
Month to Month	-6	0	0	-53	116	9
Year to Year	-53	-62	-68	-138	-59	-69

Date	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20
Seattle	2,096	1,874	2,121	2,149	1,945	1,960	1,967
Boeing Branch	0	0	0	0	0	0	0
North Branch	133	121	137	138	130	130	133
Kitsap Branch	129	124	134	136	123	123	125
Total	2,360	2,121	2,393	2,423	2,198	2,213	2,225
Month to Month	19	-239	272	30	-225	15	12
Year to Year	10	-243	39	71	-17	13	-33



Membership Report

DON NGUYEN - DECEMBER 2020

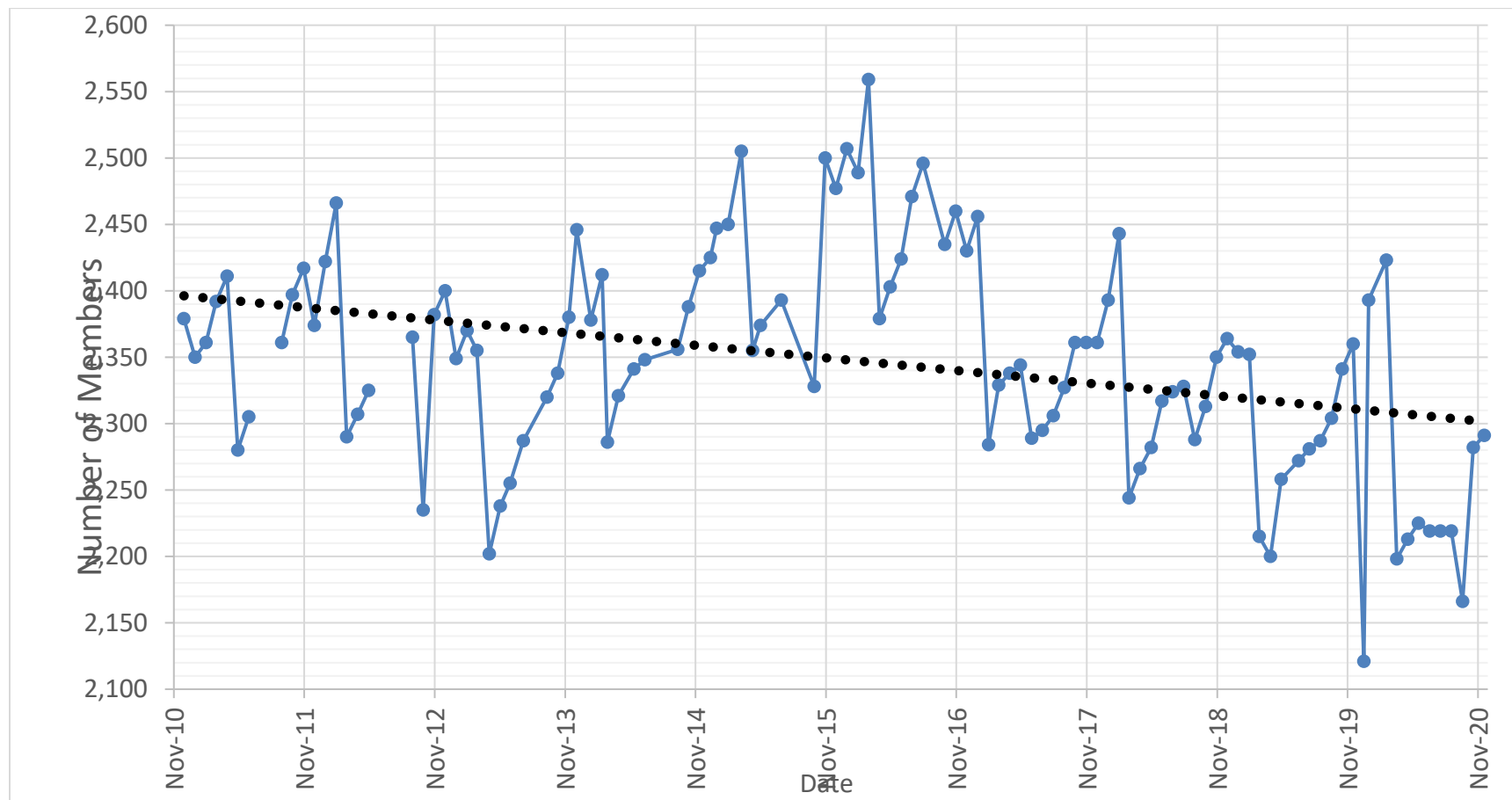


Figure 2. Membership since 2010



Standing Committees Report

Prepared By: Cal Bearman
ASCE Seattle Section Board Meeting
December 2, 2020

Standing Committee Report

Cal Bearman

- **Legislative Committee – Vacant**
 - No update
- **Audit Committee – Matt Thomas**
 - In the process of writing a draft audit framework to use in future years
- **Communications – Madison Pearson**
 - No update
- **Rebuilding Together – Ross French**
 - No update
- **Engineers Without Borders – Sierra Gawlowski**
 - No update
- **History and Heritage – Cindy Hirsch**
 - We are preparing National Historic Civil Engineering Landmark (NHCEL) documentation for the Great Northern Tunnel in Downtown Seattle.
 - We are researching potential NHCEL with the McMillin Bridge. Since it is in Pierce County, we have reached out to the Tacoma Section by way of correspondence with Michael Hale, their Community Outreach Chair. He is planning on attending our December committee meeting.
 - Our next ASCE H&H Committee meeting is scheduled for 12/12 at 8:30 am using Zoom
 - We continue to support the National ASCE H&H Committee effort to document all of the NHCEs.
 - Though there are two existing plaques on the Iron Goat Trail, we are interested in getting a new plaque for the Stevens Pass Tunnels NHCEL for several reasons. See the attached graphics that support this discussion. First is that our existing plaques don't have narrative information that explains why the landmark is significant (see the last two pages of the handout for contracting photos showing a plaque with and without narrative). Second is that the US Forest Service and WSDOT have developed a rest area where there is interpretive information, and it would be an ideal place for a plaque that provides information on the engineering significance of the tunnels. Third is that the existing plaque at Wellington, which is on the trail and near the old tunnel that is on the trail, is on a portion of the trail that is out of service because of the dangers of the existing tunnel, and is no longer accessible. We plan on approaching the US Forest Service with a suggestion that they consider moving the rock with the existing plaque some 20 or so feet to have it on the active portion of the trail, but in the meantime, that plaque is no longer functional. (That proposal to have the rock with the plaque moved is a long term prospect). We mused about getting the rock with the plaque moved down to the rest stop but the effort to do that would be huge compared to spending \$850.
- **House and Hospitality – Shane Miller/Ashraful Islam**

ASCE Seattle Section – December 2020 Standing Committee Report

- We have a new co-chair for house and hospitality, Ashraful Islam
- **K-12 Outreach – Nicki Peden**
 - No update
- **Membership Chair – Don Nguyen**
 - No update
- **Program Chairs – Spencer Ambauen/Ross Brazzale**
 - December program should be ready to go (Thanks Spencer)
 - Ross is working with Cliff Webster (from AELC) to get a topic for January 13 program
 - February and March are as previously planned
 - February – Joint meeting with geo-institute
 - March – LOCEA awards
 - SEAW is proposing to move “April” meeting to 3/23, what are our thoughts?
- **Puget Sound Engineering Council – Paul Grant**
 - Engineer of the Year Awards are on hold for the year due to COVID 19
 - Student mentor nights – on hold
 - E-week events – on hold
- **RH Thomson Scholarship Chair – Cal Bearman**
 - No update



Branch Report

Prepared By: Tony Nguyen
ASCE Seattle Section Board Meeting
December 2, 2020

North Branch-Dawn Greenwood-Written by Tony Nguyen

2019-2020 North Branch Board and Director of Branches are actively seeking new leadership team members for North Branch Board 2020-2021 (**President, VP, and Sec/Trea**).

Kitsap Branch-Justin Nodolf-Written by Tony Nguyen

No updates



Technical Committees Report

No report this month
ASCE Seattle Section Board Meeting
December 2, 2020



Younger Members Forum Report

Prepared By: Romulos Ragudos, Jr.
ASCE Seattle Section Board Meeting
December 2, 2020

December 2, 2020

YMF Board Representative Report

Quick Overview

- Contact YMF Board
 - YMF Email – ymf@seattleasce.org
- Will check on ASCE Membership of YMF Board
 - Reminded members at Dec Board meeting
 - Will look into memberships in January 2021 to make sure they are current
- YMF Board working on updating Duties and Procedures Manual/Bylaws
 - Working on getting a draft finalized and submitted to Section Board for review
- YMF moved storage units to Urban Storage @ Rainier Brewery
 - 918 S Horton St #1513, Seattle, WA 98134
 - We have space if Section would like to store some items, please let us know
- YMF Annual Report has been submitted (copy attached at end of report)
- Will be meeting up with Engineers without Borders (EWB) Leadership to discuss their Virtual Fundraiser/Trivia Event – Thanks Ross!
 - Plan to have meeting on December 8, 2020 @ 5:30PM
 - Max and Sierra (EWB)
 - Josh and Carson (Networking)
 - Morgan (Fundraising)
- UBC Grant Update
 - Katie is working on sending the grant money to UBC ASCE
- 2021 UW PNW Conference Update & WRYMC 2024 Presentation in New Business
- Next YMF Board Meeting is December 14, 2020

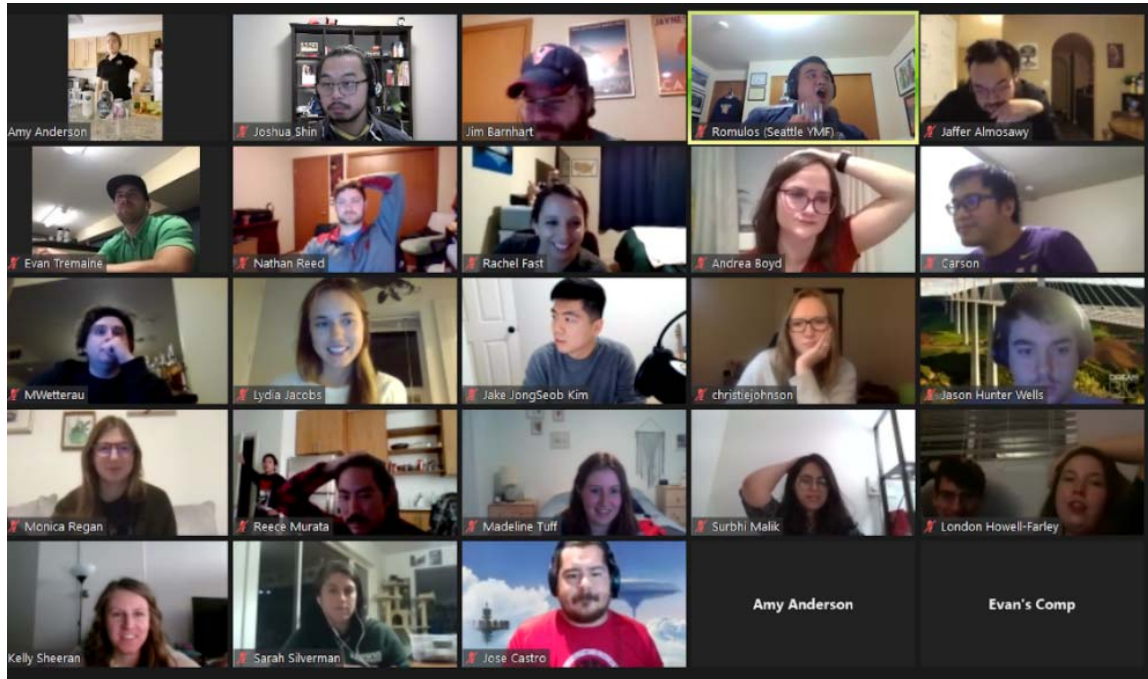
Recent YMF Events

Seattle Section Dinner – Tuesday November 10, 2020

- Wayne Chang (Executive Forum Chair) Presented on his experience with working on for non-profit organizations
- Had about 60 people attended
- Thank you to Wayne, Bobbie, and Elyssa for helping to put on a great Dinner Presentation

Joint Virtual Happy Hour – Thursday November 19, 2020

- Josh and Carson (Networking Chairs) coordinated with the other YMF's on organizing the event
- Attendees from Tacoma-Olympia YMG, Oregon YMF, Inland Empire YMF, Columbia YMF, San Diego YMF, Las Vegas YMF
- Had 24 Younger Members and 1 Student Attend
 - Used the new breakout rooms feature, and members were free to move between rooms



UBC ASCE – Panel November 10, 2020

- Peter Deng (UBC Liaison) and Ellen Chen (UBC Practitioner Advisor) coordinated with Bev and Frederick (UBC ASCE)
- Panelists shared their experience related to co-op, gap year, Master's program, and specializations
- 30 Students and 5 Younger Members attended the events





CIVIL ENGINEERING ALUMNI PANEL: PATHS TO COMPLETING YOUR DEGREE


Tuesday, November 10 | 6:30 - 7:30 PM
Virtual on Zoom

Interested in or already pursuing a degree in Civil Engineering?
Come out to our panel discussion featuring five recent graduates
from the UBC Civil Engineering Program. We will be talking about
different experiences in the co-op program, gap years, disciplines,
transitioning to the workforce, public sector vs. private sector, and
more.


Panelists: Talita Galvao, Erik Bonderud, Marc Lau, Ellen Chen,
Jason Hsin




erik.bonderud@vancouver.ca




jasonhsin17@gmail.com



echen@pontemgrp.com



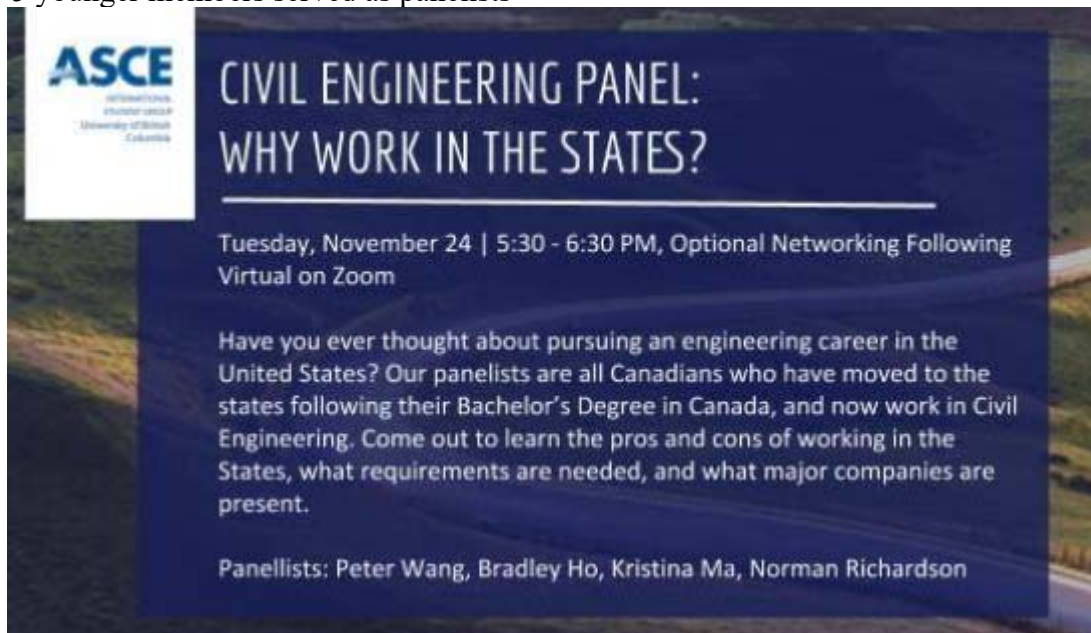
talita.galvao@canada.ca



marc.lau@tetrattech.com

UBC ASCE – Panel November 24, 2020

- Peter Deng (UBC Liaison) and Ellen Chen (UBC Practitioner Advisor) coordinated a panel with Bev and Frederick (UBC ASCE) “Why Work in the States”, see event details below.
- 5 younger members served as panelists



UW Dream Big Watch Party – November 24, 2020

- UW ASCE Organized a watch party of Dream Big
- Had 4 students, and 1 younger member attend
- Interested in collaborating with Seattle Section to do K-12 Outreach and possible Dream Big Panel with Menzer Pehlivan

Current Events

Washington Alliance for Better Schools (WABS)

- Organized by Nicki Peden (K-12 Outreach Chair)
- WABS Program is going well

Ask an Engineer – Need to advertise to Section Members, schools and community

- Organized by Nicki Peden (K-12 Outreach Chair)
- Find Link on YMF Website - <https://www.seattleasceymf.org/>
- Working to expand this to allow us to answer common questions for those who are interested in engineering/Civil Engineering

Future City Competition – Need Section Volunteers

- Organized by Nicki Peden (K-12 Outreach Chair)
- We are helping to recruit judges and participate in the 28th annual Washington Region Future City Competition, to be held virtually in January 2021! The 2021 Future City theme is Living on the Moon. Teams will design a lunar city and provide examples of how their city uses two moon resources to keep their citizens safe and healthy.
- Types of Volunteer Judges Needed
 - City Essay Judge
 - City Model Judge
 - Presentation/Q&A Judge
- Please see google form attached for sign ups and additional information. Additionally, please see <http://futurecity.org/washington> for more information. Please reach out to me if needed at k12asce.seattle@gmail.com
- Sign up here - [Future City Sign Up](#)

Upcoming Events

Committee on Younger Member (CYM)

- ASCE Show and Tell – A Night of Virtual Connection – December 9, 2020
 - Several presentations from YM across the USA

YMF Holiday Party – January 7, 2021 (Tentative)

- Being planned by our YMF Networking Chairs
- Networking Chairs are coordinating with the Fundraising Chair to include a fundraising/donation opportunity to the event
- More details to follow

YMF Committee Updates

Foundation Committee

- Working on creating By-Laws
- Committee has been working actively with Katie

Professional Development

- Kristen McFarland (Professional Development Chair)
- Virtual Technical Tour Opportunities – Please reach out to Section Members

UW ASCE - Mock Interviews

- Katarina Kubinieć (UW Liaison) is organizing this with UW ASCE for January 2021
- Working to schedule Mock Interviews and will reach out for to Section/YMF for volunteers at a later date

Popsicle Stick Bridge – March 6, 2021

- Amy Moore and Lisa Courtney (PSB Chairs)
- PSB 2021 will be **virtual**
- Working on advertising and sending rules to students
- SPU will be volunteering and allowing us to use their load press to break the bridges

Award Nominations

- Elyssa Dixon (Past Executive) is working on preparing the awards with our nominees
- Awards are due December 5, 2020



Romulos P. Ragudo, Jr., E.I.T.
YMF Board Representative

Attachments:

2020 Seattle Younger Member Forum – Annual Report



Annual Report

2020

Younger Member

Seattle: Younger Member Forum:

Date Created 11/04/2020

Report Status Completed

Completed Date (EST) 11/20/2020 10:20am

1. Submitter Info

Submitter Name	Romulos P. Ragudos, Jr.
Submitter Phone	206 412 1988
Submitter Email	ymf@seattleasce.org
Submitter Address	ymf@seattleasce.org

2. Group Contacts Info

Region	8
Section	Seattle
Branch	

Group General Email	ymf@seattleasce.org
Chair/President Contact Name	Romulos P. Ragudos Jr
Primary Contact Email	ragudosr@gmail.com
Secondary Contact Name	Bobbie J Gilmour
Secondary Contact Email	BobbieGilmour@KennedyJenks.com

3. Group Structure

How many members are in your group?	100 or more
How many form your group leadership?	20+
Does your group have a Membership Chair or another similar position focused on recruitment, engagement, and/or transition of new members?	No
Does your group charge annual dues?	No
If Yes, how much are your annual dues?	
Does you group have Bylaws?	Yes
Please describe the initiatives your group undertook in the past year to promote diversity.	<p>Our K-12 Outreach Chair made an active effort to collaborate with schools/organizations which focused on women and low income schools in order to expand our audience in helping to inspire the next generation of engineers.</p> <p>Additionally, the Seattle Section recently reestablished the Diversity Committee which is led by a Younger Member who was the former K-12 Outreach Chair.</p>

We recognize that diversity enhances our ideas, leaders and organization for the better.

4. Student Outreach

Number of colleges/universities with Student Chapters in your area

2

Number of colleges/universities your group contacted

4

If your group is helping to initiate Student Chapters at any other colleges/universities, please provide the name(s) of the school(s).

N/A

Total # college outreach program attendance

11-20

If applicable, please describe your most successful college outreach event from the past year.

Our two most successful University Events this year were the Seattle University (SU) Career Fair and the FE Review Course.

1) The YMF has worked with Seattle University for the last three years in organizing and inviting Engineering Companies from the Greater Seattle to the Career Fair. This year we had 13 companies, 10 Younger Members, and 25 SU Students attend the event. The event has been growing each year.

2) This year the YMF organized our first FE Review and Mentorship Course over two months between July to September. The YMF was awarded a Virtual Student Grant of \$600 where we purchased 20 NCEES FE Review books to give to our students.

We had about 80 students registered. There were nine sessions, each lead by members of the Seattle YMF Board, that were knowledgeable on each topic. On average, about 10-15 students attended. Due to the high interest of the students, we are looking at continuing this review course in the future.

Did your group attend any ASCE Student Conferences?

Yes

If yes, please indicate which of the Student Conferences you attended.

The University of Washington and Seattle University ASCE Student Chapters attended WSCL 2020. Unfortunately they were unable to host or participate in the Pacific Northwest Regional Conference due to COVID-19 as they were cancelled.

College Outreach Program Comments

Our University Team (University Liaisons and Practitioner Advisors) have done a great job working with the University of Washington and Seattle University these last 3 years in helping to grow and support each Student Chapter. We have worked very hard to 1) Show what ASCE can do to support them (e.g. networking, financial support, attending WSCL, etc.), 2) Help transition these students to the YMF and hopefully keep them involved and potentially join the YMF Board. Please note, we have seen several students join the YMF Board the last two years!

Additionally, we have added the University of British Columbia as one of our Student Chapters. We met them at WSCL 2020, and plan to support them as they prepare to host the PNW Conference in 2022. Our goals are the following: 1) Grow their Student Chapter, 2) Help them transition into the profession and lastly 3) Help set the foundation for Region 8 and ASCE Nationals to establish a British Columbia Section in the future.

In terms of College Resources from Nationals, I (Romulos) 2019-2020 YMF President, have been the Practitioner Advisor for the University of Washington for the last 3 years. I am an active member of ASCE, so I had a general idea of what resources ASCE had available, and a goal of what I wanted to accomplish as their advisor, Help Prepare them for the Profession.

I think the following would help other Practitioner Advisors and College Programs: 1) Showcase the resources that ASCE has for Student Chapters, and 2) allow the Practitioner Advisors to attend the Student Advisor Training Virtually.

Personally, I ran into a problem trying to attend the event during MRLC, because I was also the delegate representing Seattle YMF. I also met a couple Younger Members who were first time Practitioner Advisors and fairly new to ASCE and did not have any guidance or idea on what their role to the students was.

If ASCE could advertise their resources better, provide guidance, and training would help with College Outreach as well as member retention after graduation.

5. Meetings & Activities

Please provide a description

Virtual Curiosity Days - <https://youtu.be/-pvwZ60qtgU?t=9021>

of the event your group is most proud of from the past year, including any best practices or lessons learned.

Curiosity Days was a Virtual Event we collaborated with the Pacific Science Center to provide STEM outreach to K-12 students in the greater Seattle Area during COVID-19. This was an online live presentation where the YMF got to present the various disciplines within civil engineering. About 64 people were streaming the video live, but it is still getting more views on the Pacific Science Center's YouTube channel. It took quite a bit of coordination ahead of time. Twelve members of the YMF prepared the material, presented, and answered questions from the audience.

Additionally, the YMF held our 25th Annual Popsicle Stick Bridge Competition where we had about 30 Younger Member Volunteers and about 70 high school students attend the event this year. We also had the University of Washington Concrete Canoe and Steel Bridge Team. Event is geared towards showing the students how to implement engineering principles when creating their bridges, as well as show them what we do as Civil Engineers.

Total # K-12 Outreach Programs 5+

K-12 Outreach Program Attendance 21-35

Total # of Professional Activities 5+

Professional Activities Attendance 11-20

Total # of Technical Activities 2

Technical Activities Attendance 1-10

Total # of Community Service Activities 4

Community Service Activity Attendance 1-10

Total # of Public Policy Advocacy Activities 0

Total # of Public Policy Advocacy Attendance	N/A
Total # Social Networking Activities	5+
Social Networking Attendance	21-35
Total # Other Activities	0
Other Activity Attendance	N/A
Number of Events Comments (optional)	<p>We do a large number of Networking, K-12, University, and Community Service events. We tried to partner up with other Younger Member organizations with Structural Engineers Association of Washington, Engineers without Borders, American Public Works Association, as well as our neighboring YMF Chapters (Tacoma-Olympia and Oregon).</p> <p>I would like to see the Seattle YMF do more technical focused events and expand our public policy advocacy, working together with the Seattle Section</p>
Event Attendance Comments (optional)	<p>Observed that we had increasing numbers at our in-person events this year, due to 1) reminders on Social Media and 2) having our Board Members and Younger Members inviting/encouraging University Students and their colleagues to join our events.</p> <p>Unfortunately, due to COVID-19, we were unable to maintain those high numbers when our events went virtual. But, we have continued working to find more ways to engage our members and get those members who went to our in-person events to join us in our virtual events.</p>

6. Younger Member ASCE Activities

Do you have younger members serving as Society Committee chairs, or Region or Section/Branch officers in addition to their Younger Member group positions?	Yes
Did anyone attend the Younger Member Leadership	Yes

Symposium (YMLS) in the reporting year?

Did anyone attend your Younger Member Council (Eastern, Central, Western) in the reporting year?

Yes

Did anyone attend the Younger Member Legislative Fly-in in the reporting year?

No

Any other special activities not listed

We had one member attend Younger Membership Leadership for Alumni. They participated in the events, and even presented at one of the YMLS sessions in 2019.

7. Awards

Is your group going to apply for any of these awards?

Younger Member Group Award, Younger Member Website Award

Type of Award

Large YM Group

Check boxes for any awards for which any of your members or your group have been nominated during the reporting year (check all that apply)

Daniel W. Mead Prize, Edmund Friedman Young Engineer Award, Younger Member Group Award, Younger Government Civil Engineer of the Year

Check boxes for any awards your members or your group has won during the reporting year (check all that apply)

Edmund Friedman Young Engineer Award

8. Communications

Which browser is best used for viewing your group website?

Internet Explorer, Edge, Firefox, Chrome

With which of the following formats is your website compatible?	Desktop, Mobile, Tablet
Is your website part of the section/branch website or a separate domain maintained by younger member?	Separate domain
Who maintains your website?	Younger Member
If a younger member maintains your website, list the persons name, and leadership position	Bianca Casem (Secretary), Carson Cheung (Webmaster)
Website URL	https://www.seattleasceymf.org/
What social media does your group use?	Facebook, Instagram
Enter your group's social media links	Facebook - https://www.facebook.com/seattle.asce.ymf Instagram - https://www.instagram.com/seattleasceymf/
What best describes your group's use of its online presence (e.g., website, social media, etc.)? Select all that apply.	We successfully share event advertisements., We interact with our members through events recaps, member features, and/or other content., We interact with other YMGs, CYM, the institutes, and/or other sectors of ASCE.
Communications Comments (optional)	<p>The Seattle YMF Website was launched in Fall 2019, and we are focused on using that as a resource for students, younger members and the community to engage with our YMF for K-12 Outreach, stay up to date with our events and get to know who the YMF Board is. Additionally, it allows them a way to sign up for our monthly Newsletter and get them involved. Our Secretary also wanted to recognize Younger Members in our Newsletters as a Members of the Month, showcasing the diverse membership we have.</p> <p>We are continuing to improve our presence on Social Media to 1) Better engage our members, 2) Inform them</p>

of upcoming events, and 3) Have them become more involved with the Seattle YMF.

9. Publications

Have any of your members written articles during the reporting year that were published in any ASCE national or local technical or professional publications?

If Yes, list Author, Title, Publication, and Date

Have any of your members had any articles published during the reporting year in newsletters, newspapers, or general magazines OTHER than ASCE?

If Yes, please list Author, Title, Publication, and Date

10. Photo Uploads

click on photo to enlarge

Photo Type

Event

Photo Description

2020 Curiosity Days

Photo




Photo Type

Event

Photo Description

2020 Popsicle Stick Bridge Competition

Photo




Photo Type Event

Photo Description 2020 YMF Ski Retreat

Photo



Photo Type Group

Photo Description 2020 WSDOT Presentation (Tacoma-Olympia, Seattle, Tony Lau)

Photo



Photo Type Group

Photo Description 2019 YMF Holiday Party

Photo



Photo Type Group

Photo Description 2019-2020 Seattle YMF Board

Photo



Photo Type Event

Photo Description 2020 Curiosity Days - Group Photo

Photo



Photo Type Group

Photo Description 2020 MRLC - Seattle Section Group Photo

Photo



Photo Type Group

Photo Description 2019 Touring Seattle with Guna

Photo



11. Feedback

Identify two challenges your group has faced in the last year

COVID-19 - Adjusting to Virtual Events:

Due to the global pandemic in 2020, the Seattle YMF was having a successful year with growing member engagement in all our events, in particular our networking events. Our YMF Board worked hard on moving our activities to a virtual platform and thought of several ideas for events/projects we could do to keep our members engaged in such extemporaneous times. I applaud the Committee Chairs on staying motivated and thinking outside the box to keep our members active and engaged.

Encouraging Seattle Section Members to volunteer for K-12 and Community Service Outreach:

The Seattle YMF absorbed these Chair responsibilities from the Seattle Section this past year. We worked with Section on ways to encourage Section members to attend our volunteer events; unfortunately, we did not have much success, but we will continue to work with Section on how we can encourage them to volunteer.

What goals does your group have for next year?

1) Encourage more student transition to YMF and increase participation from the Seattle Section Members for K-12 , University, and Community Service events.

2) Create a YMF Foundation to support our scholarship funds for high school students with the hope to expand to grants as well as support for university students.

Have you reviewed the Younger Member Group Handbook?

No

What additional guidance, opportunities or resources can Committee on Younger Members provide to your group?

I think it would be beneficial if CYM can provide the Presidents with contact information for leadership in Region 8 (Governors, Exec Director, etc.) as well as other YMF/YMG Chapter Presidents in Region 8, so we are able to connect/exchange ideas easier.

Also, would be a good idea to have a meeting for the new YMF Presidents at the beginning of the ASCE Year in October to let the new leadership know what resources ASCE has and how they can utilize that with their respective Chapters.

Comments, questions, feedback, or anything else you'd like us to know.

I think it would be nice to have a conference call once a quarter with the YMF Presidents and allow them to discuss with the other YMF Presidents various topics, e.g. things that are going well, problems they are seeing, and to exchange ideas.

12. Final Completion

We have completed this Annual Report and acknowledge that this report is ready for final submission to ASCE.

Yes