



ASCE SEATTLE SECTION GEOTECHNICAL GROUP OFFICER MEETING AGENDA

Prepared by: Michel Bouchededid
Date: March 24th, 2011
Time: 4:00 PM
Location: Swedish Cultural Center, Seattle, WA
Minutes by: John Bickford

Meeting Attendees:

ASCE SSGG Officers:

- Michel Bouchededid, President - Present
- Ghada Ellithy, President-Elect - Present
- John Bickford, Secretary - Present
- Farid Sariosseiri, Treasurer - Present
- Tyler Stephens, Education Chair - Present
- Mike Lach, Public Relations Chair - Present
- Bob Metcalfe, Membership Chair - Absent
- Minjae Park, Webmaster - Absent

ASCE SSGG Members in Attendance:

- Dila Saidin, Lachel & Associates
- Jennifer Diercksen, University of Washington Graduate Student
- Lynn Salvati, Jacob Associates
- Dr. Bob Holtz, University of Washington

Meeting Agenda (Michel):

- 1- Dinner Meeting Announcements
- 2- Geo-Institute Updates
- 3- Financial Summary
- 4- Officer Responsibilities
- 5- Spring Seminar
- 6- Education Committee
- 7- Community Outreach
- 8- Membership Chair Updates
- 9- Placing web ads on our website

ASCE Seattle Section Geotechnical Group – 2010-2011 Officers

www.seattlegeotech.org

Michel Bouchededid, PE <i>President</i>	Ghada Ellithy, PhD, PE <i>President-Elect</i>	John Bickford, PE <i>Secretary</i>	Farid Sariosseiri, PhD <i>Treasurer</i>	Tyler Stephens, PE <i>Education Chair</i>	Mike Lach, PE <i>Public Relations Chair</i>	Bob Metcalfe, PE, LEG <i>Membership Chair</i>
CH2M HILL 1100 112 th Ave NE, Suite 400 Bellevue, WA 98004	US Army Corps of Engineers, Seattle District 4735 E. Marginal Way Seattle, WA 98134	DBM Contractors, Inc. 1220 S 356 th Street Federal Way, WA 98003	CDM 14432 SE Eastgate Way Suite 100 Bellevue, WA 98007	Shannon & Wilson 400 N 34 th Street Suite 100 Seattle, WA 98103	CDM 14432 SE Eastgate Way Suite 100 Bellevue, WA 98007	GeoEngineers 2924 Colby Avenue Everett, Washington 98201
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10- Participating in the General Section Centennial committee for 2013

11- Other

12- Next Planning Meeting

1- Dinner Meeting Announcements (Michel)

- First joint meeting with Ports and Harbors Committee
- Students and sponsors
- Wilson Lecture
- Spring Seminar and Short Course
- Next Dinner Meeting (May 26, Dr. Ken Stokoe)

2- Geo-Institute Updates (Michel)

- Frequently Asked Questions posted on website. **Michel indicated the FAQ's could use "some work" regarding sentence structure. No one volunteered.**
- Spring Seminar and Short Course announcement sent to the G-I and should appear in the next copy of the Geo-Strata Magazine.

3- Financial Summary (Farid)

- Farid to present financial summary to date.
- Has the UW donation from last fall been cashed? **No. Dr. Holtz requested that we get in touch with Dr. Kramer to verify check status. Michel indicated he would talk to Dr. Kramer.**
- Missing financial summaries for January and February. **Farid provided financial summaries.**
- Does the group want to consider making a symbolic donation (\$500) for the Japan Earthquake Reconstruction Effort? **Everyone agreed that some sort of donation would be appropriate. John indicated that he wanted the donation to go to a specific group (shelterboxusa.org). John indicated he would send a link to the officers to review. Dr. Holtz indicated that the growth of the UW Graduate Scholarship has been impacted by the down-economy and recommended that our group consider contributing to the scholarship fund. Ghada indicated that donations to other natural disasters have not been made in the past and questioned why we would start now. It was agreed to hold off on the donation to Japan, but to include this topic (i.e. group donations) in the 2011/2012 Vision & Planning Meeting.**

4- Officer Responsibilities (John)

- Officer Responsibilities/job description is in progress with John. **John to provide update. Nothing to report at this meeting. John still working on officer responsibilities.**

5- Spring Seminar (Ghada)

- Spring Seminar Title: "Soft Ground Tunneling in Urban Environments".
- Steering Committee consists of Ghada Ellithy, Tyler Stephens and Red Robinson – Shannon & Wilson, Ulf Gwildis – CDM, Richard Prust – Arup and Mike Rigsby - Parsons
- Ghada provided the following schedule for the Spring Seminar:
 - Identify Planning Committee Members & assign tasks: by 03.01.11
 - Get final presentations and slides, handouts, etc.: by 04.15.11
 - Short Course Date: April 29, 2011
 - Spring Seminar Date: April 30, 2011
- Ghada to give update. **The following people were identified as part of the Planning Committee: Farid S – collecting abstracts / bios / presentations, Dila S – collecting rsvp's and tracking payment of attendees (via PayPal or checks), Mike L – coordinating break time posters & A/V, Ghada E – booklet assemblage, Jennifer D – coordinating student volunteers, Tyler S – coordinating accommodations for out-of-town speakers, John B – coordinating exhibitor's and**

sponsors. Ghada indicated she needed a volunteer to coordinate food / catering. No one volunteered at the meeting.

- John to provide update on list of associations and publications to advertise in. **Publications / organizations that have announced our SC/SS include GeoInstitute Geo-Strata Magazine (March/April Edition), ADSC Foundation Drilling Magazine (April edition), ASCE Portland Geotechnical Section, ASCE Seattle Section, SEAW, and VGS. Groups that have been notified (but have not responded) include ASCE San Francisco and ASCE Southern Idaho.**
- Ghada should send out of town speakers our Expense Sheet Memo. No changes to maximums covered by the ASCE from last year's version. **Michel indicated the speakers expense sheet should be sent to all speakers (both local and out of town). Expenses that may be reimbursable for local speakers (if requested) include mileage and miscellaneous costs.**
- Speaker's gifts will be coffee cup with or without Starbucks card? **It was discussed and agreed that each speaker will receive a coffee cup and a \$25 gift card to Starbucks.**
- Bob and Michel need to coordinate for the honorary member award. **Not discussed at this meeting.**
- **Lessons Learned – there was discussion about having a lessons learned meeting after the SC & SS to go over things that went well (and identify things that did not go so well). The intent of this meeting would be to try and develop some strategies for future officers to ensure a successful and less stressful SC & SS. A specific time / date could not be reached at this meeting. Ghada indicated she would take the lead on setting up a meeting.**

6- Education Committee (Tyler):

- Updates on Spring Short course. **Currently, 20 people are signed up for the Short Course. To break even, we need to have 31 people. Tyler is currently coordinating collection of speaker reference and lecture material. Regarding venue coordination, Tyler has not been able to get in touch with Todd Lavielle (who coordinated the SC last year). Tyler indicated he would get in touch with Ian to get Todd's contact information in Portland. Michel offered to call the Red Lion and get the necessary food setup for the SC.**
- Have all student volunteers been identified along with their roles? **Tyler sent a request to Lorne Arnold (UW) for four student volunteers to assist with the Short Course. Volunteers will be needed Thursday afternoon/evening for A/V setup, name tags and binder/cd assembly as well as Friday, the day of the event.**
- As follow up to Keith Brown's request, Bob indicated that he may have a copy of the various Short Courses that have been offered over the years. Bob and John to coordinate and provide list for posting on website. **Item not discussed at this meeting.**
- May 26th dinner meeting with Dr. Ken Stokoe is set. Need to decide on venue. M&S vs. RL. Swedish Cultural Center might be too small. Possibility of making it a joint meeting with GIGSS at UW, but might get complicated logistically. **It was discussed and decided that trying to coordinate our dinner meeting, in conjunction with the GIGSS, would be too difficult. Michel asked Tyler to have the GIGSS talk with Dr. Stokoe directly and see if they could coordinate a presentation on the UW campus during his visit to Seattle. Regarding dinner meeting location and cost, the officer group agreed to M&S and the dinner cost will be \$45. Tyler was asked to notify / reserve the M&S space.**

7- Community Outreach (Mike):

- Handouts that we provided at the Landslide Meetings to be posted on our website for public consumption. Who is in charge of it? Mike indicated he would get a copy of the handouts, in pdf format, to Minjae to post on the website. Update? **Mike indicated he has not yet provided information to Minjae.**
- Mike to provide update on contacting Seattle University and encouraging students to attend. **Ghada talked to Nimi (SU professor and former ASCE Seattle Section officer) who indicated there**

does not appear to be much interest from the SU students regarding our group. Nimi does receive our email announcements and notifies the students. Mike indicated he would contact the SU Chapter President (listed in the ASCE Seattle Section Newsletter) and talk about future participation in our group.

8- Membership Chair Updates (Bob)

- Bob provided summary of past group presidents and Distinguished Service Award winners.
- Bob to present a description/outline of what the service award means to our group and who it is intended for. Bob will send it to the officer's for review and comment. This summary will eventually be posted on our website. **A summary has not yet been provided.**
- Bob to send list of nominations for the Distinguished Service Award to officers so we can vote on 2 or 3 people. Names presented during the February planning meeting include: Bo McFadden, David Cotton, Stan Boyle, tony Allen and Jim Thompson. **Bob sent out an email just prior to our planning meeting indicating no other names have been nominated for the Service Award. His email asked the officer's to provide their top two choices of the five names previously nominated.**

9- Placing web ads on our website:

- More Digital; a UK based Digital Marketing Consultancy contacted Michel expressing interest in posting small text-based ads on our website.
- They represent clients interested in social media marketing on smaller sites with little or no existing advertising and they are currently looking for advertising partners.
- They pay a fixed upfront annual fee which we will agree. Once the ad is in place, payment is made within approximately 48 hours.
- Michel forwarded email to the rest of the officers. Ghada and John did not think it is a good idea, but other officers did not provide feedback. **Everyone agreed that posting web ads on our site is not a good idea. Michel will notify More Digital.**

10- Participating in the General Section Centennial Committee for 2013:

- The Seattle Section has started planning for a Centennial celebration in 2013 and is seeking involvement/representation from all of the committees.
- If none of the officers are interested, we could check within our firms before forwarding message to entire email list.
- Contact Stephanie at Stephanie.herzstein@transpogroup.com if interested. **Mike indicated he would be interested in volunteering for the committee. Mike will contact Stephanie directly.**

11- Other:

- Minjae to create new tab on website titled "Volunteer Engineering Opportunities". Minjae will develop this tab and post any information requested and approved by the officer group. **Not discussed at this meeting.**
- Ghada requested that our dinner meeting presentations be videotaped and posted to our website. Everyone seems to like the idea but is unsure of the technology available to do this successfully and ensure that the presentations are protected when posted to the website. Minjae and Tyler are going to look into the technology available and report back at the next planning meeting. Updates... **Not discussed at this meeting.**
- **There was discussion about the need to have an April Planning Meeting. All of the officers agreed that this wasn't necessary. Coordination meetings for the SC & SS will be determined by Tyler and Ghada (as necessary).**
- **Regarding May 26th Dinner Meeting; Michel will be out of town and needs an officer to coordinate the event. Ghada will confirm if she is available to do this. If not, John volunteered**

13- Next Planning Meeting:

- **Date/Time:** May 26, 2011 at 4:00 pm
- **Location:** McCormick & Schmicks, Seattle, WA