



ASCE SEATTLE SECTION GEOTECHNICAL GROUP OFFICER MEETING AGENDA

Prepared by: Michel Bouchédid
Date: February 24th, 2011
Time: 4:00 PM
Location: Red Lion, Bellevue, WA
Minutes by: Michel Bouchédid

Meeting Attendees:

ASCE SSGG Officers:

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

ASCE SSGG Members in Attendance:

- Todd LaVielle – Shannon & Wilson, Inc.
- Lynn Salvati – Jacobs Associates
- Ben Blanchette – Hart Crowser, Inc.
- Dila Saidin – Lachel & Associates, Inc.
- Keith Brown – In Situ Engineering

Meeting Agenda (Michel):

- 1- Dinner Meeting Announcements
- 2- Geo-Institute Updates
- 3- Financial Summary
- 4- West Side Venue Cost Estimate
- 5- Officer Responsibilities
- 6- Spring Seminar
- 7- Education Committee
- 8- Coffee Cups
- 9- Community Outreach

ASCE Seattle Section Geotechnical Group – 2010-2011 Officers

www.seattlegeotech.org

Michel Bouchédid, 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>
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- 10- Updating Links on Website
- 11- Membership Chair Updates
- 12- Other
- 13- Next Planning Meeting

1- Dinner Meeting Announcements (Michel)

- Students and sponsors
- Spring Seminar
- Groundhog Publication
- Next Dinner Meeting
- EWB Presentation

2- Geo-Institute Updates (Michel and Bo)

- Last chance to provide comments on Frequently Asked Questions before they get posted on website. **Officers did not have additional comments on FAQ. Michel to finalize them and ask Minjae to post them on the website.**
- Michel sent Spring Seminar and Short Course announcement to G-I to be included in the March/April edition of Geo-Strata. **Email was sent to G-I on February 7th and Michel received confirmation from G-I that the announcement will be included in the circulation.**

3- Financial Summary (Farid)

- Farid to present financial summary to date.
- Has the UW donation from last Fall been cashed. **Not yet.**
- Will Farid assist Tyler in the January dinner meeting financial summary? **Farid took the cash box and will take care of financial summary.**
- **Michel recommended that, in the future, all payments at the door be \$40 to encourage people to RSVP using Paypal with the \$35 advance rate and reduce paperwork and writing receipts at the door. All officers agreed to move forward with this suggestion for the March meeting since it has been discussed and agreed upon in previous board meetings.**
- Costs to hit our budget this month include EWB donation, coffee cups, and award plaques. **Approximate hit is about \$10,000**

4- West Side Venue for Dinner Meetings (Michel/Keith)

- March 24th dinner meeting confirmed at the Swedish Cultural Center? Michel taking care of all the contracting and cost related details. Catering not completed as contact is on vacation until first week of March. **Making progress with preparations. Michel will follow up on catering and other details.**
- May 26th dinner meeting. We have availability at M&S and Red Lion on this date. Possibly at Best Western but need to follow up on it. **The officers expressed their concern about losing money if the meeting is held at the M&S. Michel put a tentative hold at the Red Lion. Tyler is trying to coordinate the meeting with the GIGSS in which case the meeting will be held at UW. The officers did not oppose to having a joint meeting with GIGSS at UW. Tyler needs to go over the logistics of what to charge our members and what to serve for dinner. GIGSS meetings are usually held free of charge. Tyler will look into the joint meeting details and report to the officers. There was no discussion of holding the event at the Best Western. Michel recommended not to schedule any new events at the Swedish Cultural Center until we see how the March dinner meeting will go.**

5- Officer Responsibilities (John)

- Officer Responsibilities (job description) is in progress with John. John to provide update. **John did not attend meeting. Tyler mentioned that John sent him the Education Chair job description and**

asked him to update it based on previous discussions. Tyler is working on description and will send it to the officers for feedback as soon as he is done with it.

6- 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:
 - Finalize Speakers & Sub-Topics (including Short Course): by 12.21.10
 - Contact Speakers, confirm availability, get abstracts: by 02.15.11
 - 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 on the SS and SSC announcement to be listed in magazines for advertisement.
- Announcement included in Groundhog and will be included in Geo-Strata. Other?
- John to provide update on list of associations and publications to advertise in.
- Ghada to give brief update on revised schedule with Ed Cording.
- Ghada to give cost estimate on fees associated with SC and SS and recommendation for SC fee and SS fee.
- Ghada should send out of town speakers our Expense Sheet Memo. No changes to maximums covered by the ASCE from last year’s version.
- Speaker’s gifts will be coffee cup with or without Starbucks card?
- Bob and Michel need to coordinate for the honorary member award.
- Ghada did not attend meeting.

7- Education Committee (Tyler):

- Updates on Spring Short course.
- 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. This topic was not discussed.
- Correspondence with Ken Stokoe for May 26th dinner meeting will be handled by Michel.
- Tyler made progress on the short course. He presented the outline of the short course with the confirmed speakers. He also recruited some volunteers to help him coordinate the short course. Tyler presented a cost analysis for the short course fee which was discussed by the officers. Tyler’s cost estimate included travel expenses and honorarium for speakers. Tyler planning to meet with students after dinner meeting to discuss how they can help him out. Final agreement on short course and spring seminar fees are summarized under the last topic in the agenda.

8- Coffee Cups (Michel):

- Order placed by Michel for 100 cups. Received cups on 2/18/2011.
- Cost estimate is about \$1,446. Michel received final invoice at \$1,467.91 for 100 cups.
- Where to store cups? No one volunteered to store the cups. For now they will remain in Michel’s cube.
- Cups will be sold at the dinner meetings for \$20/piece.

9- Community Outreach (Mike):

- Mike to provide updates on his effort to compile list of events to attend so it can be included in the PR job description. This task is done and it was sent to John.

- 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? **No progress made.**
- Mike and Ghada participated in the Engineer's Week? Updates. **Mike said that the event went very well and encouraged our group to participate in it in the future.**
- Mike to provide update on contacting Seattle University and encouraging students to attend. **No progress made. Mike to follow up.**

10- Updating Links on Website (Mike)

- Mike to provide updates on his effort to update the links on our website and verify that they are up to date and current. **Task completed.**

11- 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. **No progress made.**

12- 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. **Item not discussed.**
- 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... **Item not discussed.**

13- Next Planning Meeting:

- **Date/Time:** March 24, 2011 at 4:00 pm
- **Location:** Swedish Cultural Center, Seattle, WA

Urgent Action Items for Planning Meeting:

- Each officer to nominate 2 to 3 people that they think are worthy of the Distinguished Service Award (not only the more experienced generation should be considered for the Award). **Names that were provided by officers include: Bo McFadden, David Cotton, Stan Boyle, Tony Allen, and Jim Thompson.**
Bob will compile list of names to be considered and send an email to the officers to select 2.
- Officers to vote on whether students and board members to be subsidized at the Spring Seminar and short course or not. Students may be accepted at a lower rate. Limited volunteer students may be allowed for a very small fee.
Officers discussed this topic extensively. No vote was held, but discussion resulted in agreement on the following:
 - Short Course
 - Short Course Fee = \$325 (\$75 for students)
 - Tyler to attend short course free of charge since he is coordinating it.
 - All other officers to pay full short course fee.
 - Tyler to identify 2 or 3 volunteers who will provide him with significant support. These volunteers would be allowed free of charge at the short course.

Spring Seminar

- Spring Seminar Fee = \$150 (\$50 for students)
- All officers to pay full fee (except Ghada, who will provide feedback on her preference)
- Allow for up to 6 to 8 committed volunteers to attend free of charge.
- Vote on subsidizing unemployed fellow engineers. No vote was held, but discussion resulted in officers agreeing not to subsidize unemployed members.