



## ASCE SEATTLE SECTION GEOTECHNICAL GROUP OFFICER MEETING AGENDA

**Prepared by:** Michel Bouchédid  
**Date:** November 18<sup>th</sup>, 2010  
**Time:** 3:45 PM  
**Location:** Red Lion, Bellevue, WA  
**Minutes by:** John Bickford

### Meeting Attendees:

#### ASCE SSGG Officers:

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

#### ASCE SSGG Members in Attendance:

- Keith Brown
- Dominic Parmantier

### Meeting Agenda (Michel):

- 1- Dinner Meeting Announcements
- 2- Survey Results
- 3- West Side Venue Research
- 4- Officer Responsibilities
- 5- Spring Seminar
- 6- Educational
- 7- Field Trip to U230 Sound Transit project on Capitol Hill
- 8- Groundhog Newsletter
- 9- Community Outreach
- 10- Updating Links on Website
- 11- Other
- 12- Next Planning Meeting

### ASCE Seattle Section Geotechnical Group – 2010-2011 Officers

[www.seattlegeotech.org](http://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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### 1- Dinner Meeting Announcements (Michel):

- Student Sponsorship – No students attending
- December Field Trip – Tentatively setup for Dec 11
- Survey Results – See attached spreadsheet
- Groundhog Deadline Reminder
- City of Seattle Landslide Workshop

### 2- Survey Results (Ghada and Michel)

- Ghada to present summary of survey results. About 40 people participated in the survey, some copying others in their firms or representing their firms. So survey represents the votes of about 50 to 60 members. Survey results are attached.
- Michel to present recommendation to the board on venue location. The decision will be implemented at the 2011-2012 term since the venues for the 2010-2011 term have been set. Changed March dinner meeting venue from M&S to Swedish Cultural Center.

### 3- West Side Venue Research (Keith and Tyler)

- Keith and Tyler to present summary of the west side venue research they performed. **Keith reviewed approximately 20 different venues. Most could not work within our \$35 price range. However, three venues were identified as possibilities. These include the Swedish Cultural Center (Seattle), Best Western Executive Inn (Seattle), and the Embassy Suites (Tukwila). The Embassy Suites was immediately eliminated due its location.**

**Since both of these venues are within our price range, it was agreed to try each facility for upcoming dinner meetings. The Executive Inn will be used for the February Dinner Meeting and the Swedish Cultural Center will be used for the March Dinner Meeting.**

**Tyler and Keith were asked to prepare a cost summary for the Swedish Cultural Center and the Executive Inn. This summary is also to provide pros & cons associated with each venue.**

### 4- Officer Responsibilities (John)

- John to provide updates on his progress with updating and formatting the officer job descriptions. **John indicated he is still working on duties and responsibilities. It was confirmed that each officer had reviewed the duties and responsibilities sent out by Michel and no one had comments.**

### 5- Spring Seminar (Ghada)

- **Based on the survey results, it was agreed to go with “Tunneling” as the Spring Seminar topic.**
- Recommend to start by creating a steering committee, selecting topic taking into consideration the results of the survey, and setting a schedule for work to be done. **Michel requested a timeline from Ghada regarding coordination of the Spring Seminar. Ghada provided the following (emailed the next day):**
  - **Form Steering Committee:** **by November 24, 2010**
  - **Finalize Speakers & Sub-Topics (including Short Course):** **by December 21, 2010**
  - **Contact Speakers, confirm availability, get abstracts:** **by February 15, 2011**
  - **Identify Planning Committee Members & assign tasks:** **by March 1, 2011**
  - **Get final presentations and slides, handouts, etc.:** **by April 15, 2011**
  - **Short Course:** **April 29, 2011**
  - **Spring Seminar:** **April 30, 2011**
- **Ghada will email officers to help identify “tunneling” experts to assist in forming Steering Committee.**

- Need to create planning committee and coordinate with Bob and Michel for honorary member award. Follow with Bob to order more golden pocket pen penetrometers. **Not discussed at meeting.**
- John to provide updates on the list of organizations publications we would be advertizing the seminar in. **Not discussed at meeting.**

#### 6- Educational (Tyler):

- Tyler to provide updates on recruiting people to help him with the financial summary after each dinner meeting in general and with the education responsibilities in general (for example UW students). Farid had volunteered to help with financials, but he will not be available at the November dinner meeting. **To date, Tyler has not had success finding anyone to help out. Michel indicated he would send an email to the group asking for one volunteer from each company to volunteer. Volunteers would be first assigned to Tyler to assist in his duties and responsibilities and then to other officers on an “as needed” basis. Michel encouraged Tyler to be more proactive in finding volunteers within his company.**
- The February Dinner Meeting is intended to be a joint meeting with Structural Engineers Association of Washington (SEAW) at the Best Western in Seattle on Taylor Ave. **Tyler to confirm with SEAW and verify the Best Western is available and booked for this meeting.**
- Michel to cancel tentative hold for February dinner meeting at the Red Lion. **Task complete.**
- Tyler to provide a cost estimate for the pen option for dinner meeting speakers. **Not discussed at this meeting.**
- Michel to provide comment/recommendation with regards to having fall short course topic selected by the board on that will not be implementing it. **Michel indicated he was not in favor of having one officer group identify a fall short course topic that would then be implemented by another officer group (since the officer transition is in September of each year). Tyler recommended that the Education Chair be changed to a 2-year commitment, which would provide some further continuity to what is currently in place. There were also discussions regarding the officers continue to meet over the summer, which would allow time to develop and implement a fall short course. No conclusions were reached at this time.**
- **Keith Brown asked what short courses had been offered in the past and if they could be tabulated and posted on our website. John indicated he would coordinate this effort and get the information to Minjae to be posted.**

#### 7- December Field Trip (John and Tyler)

- John confirmed with the General Contractor at the U230 Sound Transit project on Capitol Hill that a field trip for our group would be acceptable.
- Contractor willing to host up to 20 people.
- John to work with the contractor to provide a flyer for the field trip schedule.
- Potentially include PowerPoint presentation to introduce participants to project.
- **John sent email to the General Contractor proposing December 11 and reconfirming field trip is still ok. Waiting to hear back.**

#### 8- Groundhog Newsletter (John):

- Michel sent Groundhog announcement as scheduled.
- John to provide feedback on responsiveness. Any input, ads, etc. so far. **To date, only one company has replied to Michel’s email announcement expressing interest in providing an article. Michel to resend an email reminder to the group. Michel will also indicate in this reminder that a “Point of Contact” needs to be identified and emailed to John.**
- **Regarding Groundhog advertisements, John will email the exhibitors (Spring Seminar) and advertisers (from previous Groundhogs) requesting advertisements for upcoming Groundhog.**

## 9- Community Outreach (Mike):

- Updates on summary of research with regards to events we have participated in, in the past, as well as potentially new events. **Mike indicated he is currently compiling a list of events to attend.**
- Updates on volunteers for the Seattle Public Landslide Meetings. **Mike indicated that volunteers were on board for the first meeting (November) but no one had volunteered for the December 4<sup>th</sup> meeting.**

## 10- Updating Links on Website (Mike)

- Keith Brown asked we could post a link to our website on the NWGS, and vice versa. **This was discussed and there were no objections.**
- Need to update links on our website. **Mike to go through the links on our website and verify they are up to date and current.**

## 11- Other:

- **Comment from Ghada:** create a webpage linked from our website for such requests; we can then list EWB-UW, this other non-profit organization, and any other requests we receive in the future together with their contact information. We could introduce this link to our members without exclusively solicit engineering efforts or donations to any particular organization. The engineering firms that are interested in providing engineering or giving donations would contact them directly. **This was discussed and it was agreed to provide a tab on our website titled “Volunteer Engineering Opportunities”. Minjae will develop this tab and post any information requested and approved by the officer group.**
- **Comment from Ghada:** On another subject, as you know I just came back from Bolivia as a mentor to the EWB-UW students working on one of the road projects there. It is really impressive together with all other projects like the potable water, cooking stoves, and roofs, given such limited resources. There is also a great ongoing effort of making a documentary movie about EWB work in Bolivia as a marketing tool to the organization and to generate more funds. These efforts are unfunded and are mainly carried out by one individual who believes in what EWB is doing. So, I suggest that this year we donate half of our EWB \$5000 towards finishing this documentary. I can contact Mark Raleigh (president of EWB-UW) to discuss this idea with him if it’s OK with all of you. **This was discussed and the officer group expressed concern with donating directly to an individual and not an organization. It was agreed to continue to donate to the EWB but stipulate that our donation should be used to help fund the development of this documentary. Ghada will also request that the EWB and Mark Raleigh come to a future dinner meeting and provide a brief update regarding their projects.**
- **Comment from Ghada:** 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.**

## 12- Next Planning Meeting:

- Date/Time: **December 16, 2010 at 4:00 pm**
- Location: **Red Lion**