



ASCE SEATTLE SECTION GEOTECHNICAL GROUP OFFICER MEETING AGENDA

Prepared by: Michel Bouchédid
Date: December 16th, 2010
Time: 4:00 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 - 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:

- Dominic Parmantier
- Lynn Salvati
- Dr. Bob Holtz

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- Field Trip to U230 Sound Transit project on Capitol Hill
- 9- Groundhog Newsletter
- 10- Community Outreach
- 11- Updating Links on Website

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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12- Membership Chair Updates

13- Other

14- Next Planning Meeting

1- Dinner Meeting Announcements (Michel)

- Groundhog Deadline Reminder
- Next Dinner Meeting

2- Geo-Institute Updates (Michel and Bo)

- **Bo did not attend Planning Meeting. This topic was not discussed**
- We received official letter of acceptance from G-I on Wednesday December 1, 2010. Michel to follow up with the G-I to get the logo.
- On Thursday December 2, 2010, Michel (who was on vacation) received a voice message from Rob Schweinfurth, Director of the G-I, inquiring about the membership language in our MOU.
- Michel forwarded voice message to Bo McFadden who followed up with Rob.
- Bo to update officers on conversation with Rob.

3- Financial Summary (Farid)

- Has the UW donation from last Fall been cashed. **To date, this check has not been cashed.**
- What to do with those who RSVP and don't show up? **To date, this has not been an issue. Each dinner announcement indicates at the bottom that people who RSVP, but don't attend, will be expected to pay. It was discussed and agreed that we will not pursue anyone at this point.**
- Will Farid assist Tyler in the December dinner meeting financial summary? **Tyler to coordinate any assistance with Farid directly.**
- **Financial Summaries for the October and November Dinner Meetings have not yet been prepared and submitted to the officer group. Tyler will pass the checks and sign in sheets to Farid who will prepare these summaries and email them to the officers before the next planning meeting?**

4- West Side Venue for Dinner Meetings (Keith and Tyler)

- **Keith did not attend Planning Meeting. This topic was not discussed**
- Keith and Tyler to present cost summary and pros and cons associated with the Swedish Cultural Center and the Best Western.
- Need to start coordination and make reservations for February 24th at the Best Western and March 24th at the Swedish Cultural Center.

5- Officer Responsibilities (John)

- Each officer has reviewed the duties and responsibilities sent out by Michel and no one had comments.
- John to provide updates on his progress with updating and formatting the officer job descriptions. **John indicated he has not yet finished this task and hopes to complete it by the January Planning Meeting.**
- **In regards to the President's plaque and Officer gift cards (Item 12 below), it was agreed that the President-Elect will be responsible for procuring the plaque and the Secretary will be responsible for procuring gift cards for the other officer's. These items will be added to the Duties and Responsibilities.**
- **Responsibilities of the Education Chair were discussed, and it was agreed that the effort for finding dinner meeting speakers will be shared by all officers, and coordinated with the Education Chair (instead of the education chair doing all the work).**

6- Spring Seminar (Ghada)

- Spring Seminar Title: “Soft Ground Tunneling in an Urban Environment”.
- **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. **John agreed to coordinate announcements for SS and SSC in appropriate publications. John will develop a list of associations and publications to advertise in and send it to Ghada, Michel and the Steering Committee for review and comment.**
- Michel to give recommendation on number of speakers from out of town for both the SS and the SSC. **Ghada & Tyler indicated that approximately 14 speakers have been notified and are scheduled to present at the SS/SSC. The officer group was of the opinion that this may be too many speakers and that the quality of each presentation may be compromised due to the limited amount of time each speaker will be given (in order to have them all present and have the seminar end by 5:00 pm). Michel recommended that no more than 9 speakers be included in the SS. Ghada indicated that she would take the Officer’s recommendations back to the Steering Committee and then email the Officers with a revised list of presenter’s.**
- Officers to agree on fee to be paid to short course speakers if from academia. All other speakers would not be paid a fee. **This topic was not discussed.**
- Ghada should send out of town speakers our Expense Sheet Memo. No changes to maximums covered by the ASCE from last year’s version. **This topic was not discussed.**
- Officers to agree on a gift for the speakers presenting at the SS and SSC. **This topic was not discussed.**
- Bob and Michel need to coordinate for the honorary member award. **Bob prepared a list with the past ASCE presidents, past award recipients, and people who were considered in the past. The board reviewed the list and decided that Michel, Bob and other interested in participating in this effort would work into selecting the 2011 award recipients. The board agreed not to set a number for the award recipients, and that there is enough time to work on this task before the SS. See more discussion under Topic 12.**
- Bob need to order golden pocket pen penetrometers. **Bob indicated he was not aware of being responsible for this task, but agreed to handle it.**

7- Education Committee (Tyler):

- Tyler to coordinate with ASCE General Section for the January meeting at the Red Lion. Need to follow up with speakers to obtain abstracts and bios. **Right now, there are three speakers lined up for January meeting. Tyler is currently coordinating so that each presentation does not overlap / duplicate. Once this is done, Tyler will prepare the dinner announcement for Michel to send out to the Group.**
- When are we having the EWB presentation? Has there been any coordination between Ghada and Tyler on this topic? **This topic was not discussed.**
- No financial summary was presented for the November dinner meeting. **This topic was not discussed.**
- Need to make reservations at the Best Western and Swedish Cultural Club. **This topic was not discussed.**

- Volunteers:
 - Michel forwarded emails from 2 people who expressed interest in volunteering to Tyler and Ghada.
 - Tyler recruited Todd LaVielle from Shannon and Wilson
 - Other recruits?
- The February Dinner Meeting is a joint meeting with the Structural Engineers Association of Washington (SEAW) at the Best Western in Seattle on Taylor Ave. Tyler to confirm SEAW has accepted our invitation for a joint meeting. **Tyler indicated that SEAW may have already setup a joint meeting in February with the ACEI. Tyler is currently waiting for confirmation from SEAW and will update the group when he is notified.**
- Tyler to provide a cost estimate for the pen (Thank you gift for speakers presenting at dinner meetings). **Tyler indicated that the cost for an engraved pen was approximately \$50 per pen. It was agreed that this seemed a bit expensive and that additional time would be required to coordinate getting pens engraved specifically for each speaker each month. After discussing various other gift options, it was agreed by the planning committee that travel mugs with a Starbucks Gift Card would be more appropriate than an umbrella. Dominic agreed to take the lead on researching costs and availability of travel mugs and present his findings at the next Planning Meeting.**
- Any candidates that Tyler could train to be next year's Education Chair? **Tyler indicated that he has four people that have shown interest in the Ed Chair position for next year, but at this point, did not have any confirmation/recommendations for a specific person at this point.**
- As follow up to Keith Brown's request, John to provide updates on the list of previous short courses offered by the group and get the information to Minjae to be posted on our website. **This topic was not discussed.**

8- December Field Trip (John and Tyler)

- Field trip postponed to after New Year.
- John to follow up with contractor and provide new date board.
- 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 indicated that the actual "drilling" operations will be completed by Christmas. Unfortunately, work was not being done on Saturday's so a weekend field trip would not see any equipment operating. There were discussions about having the field trip on a Friday afternoon, but attendance would be a concern. John commented that this particular job site might not be an opportunity anymore.**

9- Groundhog Newsletter (John):

- Michel sent Groundhog reminder announcement as scheduled. Has a point of contact been assigned from firms? **As of this meeting, 12 companies have expressed interest in submitting articles and 1 company has expressed interest in advertising. John indicated he would send out a specific email to companies that had advertised / written articles in the past and verify their status of participation.**
- John was tasked with following up with firms interested in advertising (SS exhibitors and from previous Groundhogs) in the 2011 Groundhog. **John is in the process of developing a contact list and will email these contacts by Friday, December 17, 2010.**
- Each officer should write an article summarizing the work he did and planning to do through the end of his term. **John to send an email to the officer group requesting that they write a brief summary of what they have been doing this year.**

10- Community Outreach (Mike):

- Mike to provide updates on his effort to compile a list of events to attend so it can be included in the PR job description. **Mike indicated he is still working on a list of events and will provide it to the Officer group in the future.**
- Mike attended the Seattle Public Landslide Meeting in December. Update officers on how things went. **Mike indicated the Landslide Meeting's were a great way for the ASCE SSGG to get in front of the public and discuss geotechnical issues / concerns. Mike recommended that the handouts that we have previously provided at the Landslide Meetings be posted to our website for public consumption. Everyone agreed that this was a great idea.**
- **Michel brought up Engineer's Week and asked if there was anything the ASCE SSGP could do to promote geotechnical engineering. The ASCE Seattle Section has an Engineering Fair in which other groups can setup booths. Mike is going to contact the local ASCE Section and verify if there are any opportunities for our group to setup a booth and participate.**

11- 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. **Mike has gone thru and verified that all but one link is operational and correct. Mike would coordinate with Minjae directly to get this broken link updated and fixed.**
- Post a link to our website on the NWGS, and vice versa. **Mike is going thru and will tabulate links he thinks should be added to our website. Mike will first send this list out to the other officer's to review and add any other websites they feel are appropriate. Mike will then compile one list and send to Minjae to post.**

12- Membership Chair Updates (Bob)

- Bob provided summary of past group presidents and Distinguished Service Award winners. **List has been completed and provided to each Officer.**
- Brainstorm on who should get 2011 awards. Task lead is Bob and supported by Michel and other who would like to volunteer. **Each officer was asked to put together a list of 2 or 3 people that they think are worthy of the Distinguished Service Award. It was also discussed that not only the more experienced generation should be considered for the Award. Everyone agreed that age should not be a factor and that a person's involvement in furthering the group's community participation and sustainability should be considered.**
- **In regards to the Distinguished Service Award, there was discussion regarding if any criteria had ever been developed to assist the officer group in determining award recipients. Bob indicated that he was not aware of anything in writing. Bob agreed to take the lead on developing a description/outline of what the service award means to our group and will send to the officer's for review and comment.**
- Consider giving a plaque to recognize the service of our out-going presidents. **It was agreed by the group that the out-going President should be presented with a plaque by the new president at the first dinner meeting in September. Bob agreed to take the lead in researching some various plaque options and present them to the officer's at a future planning meeting.**
- There was discussion about providing plaque's to the Past-Presidents (31 total). It was discussed and agreed that this wasn't necessary.
- There was discussion about whether or not the Officer's should be presented with a gift at the end of the year. It was agreed that the Officer's (other than the President who will be presented with a plaque the following Fall) should be presented with a small gift card for their service/time over the previous year.

13- 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. **This item was not discussed.**
- Ghada requested that the EWB and Mark Raleigh come to a future dinner meeting and provide a brief update regarding their projects. Has a date been set yet? **This item was not discussed.**
- Ghada sent an email to Mark Raleigh and proposed that the ASCE board would like to have this year’s ASCE donation to the UW EWB Chapter shared with Cecil Feeder who is making a documentary on the EWB work in Bolivia. Ghada and Mark agreed on a formula to share the donation between the UW EWB Chapter and Cecil. **This item was 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. **This item was not discussed.**
- **It was discussed and agreed by the officer’s that an additional planning meeting will need to be held after the Spring Seminar to help identify topics for Fall/Winter dinner meetings as well as the Fall Short Course. Tyler indicated that it is difficult for the education chair to wait until September (when the new officer term’s begin) to coordinate / develop these items. Further, the group agreed that it would be advantageous to have a “brain storming” session to come up with various dinner / short course topics.**

14- Next Planning Meeting:

- Date/Time: **January 27, 2011 at 4:00 pm**
- Location: **Red Lion, Bellevue, WA**