



ASCE SEATTLE SECTION GEOTECHNICAL GROUP OFFICER MEETING AGENDA

Prepared by: Michel Bouchédid
Date: January 27th, 2011
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:

- Bo McFadden, Geo-Engineers
- Keith Brown, In-Situ Engineering
- Suren Balendra, URS
- Sean Caraway, SPU

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- HalfMoon Seminar

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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- 11- Coffee Cups
- 12- Dinner Meeting Speaker for April or May
- 13- Community Outreach
- 14- Updating Links on Website
- 15- Membership Chair Updates
- 16- Other
- 17- Next Planning Meeting

1- Dinner Meeting Announcements (Michel)

- Students and sponsors
- We are now officially a G-I Chapter
- Spring Seminar
- Groundhog Publication
- Next Dinner Meeting

2- Geo-Institute Updates (Michel and Bo)

- We are now a G-I Chapter
- We have the logos. **Michel to send new GI logo to John to include in Groundhog Publication.**
- Discuss briefly MOU and how it affects our members. **Bo indicated that the signed MOU will not affect current members or their membership status. Bo also clarified that our members do not need to be “members in good standing” with the ASCE or Geo-Institute in order to participate in our membership.**
- Bo to follow up on “Frequently Asked Questions” list to be posted on website. Others welcome to support Bo. **No one had any comments to the current list of FAQ’s. Further, no additional questions were brought up. Michel will follow up with Minjae to verify a new tab is added to our website with FAQ’s.**
- **Michel to send Spring Seminar and Short Course to G-I for posting on their website.**

3- Financial Summary (Farid)

- Farid to present financial summary to date.
- Has the UW donation from last Fall been cashed. **As of this Planning Meeting, the check had not been cashed.**
- Will Farid assist Tyler in the January dinner meeting financial summary? **Yes. Keith Brown will also be available to assist.**

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

- February dinner meeting has been moved from Best Western to the Red Lion. Will not be a joint meeting.
- Will the March dinner meeting remain at the Swedish Cultural Center? Who will follow up on cost, confirmation, catering, etc. **It was confirmed the March Dinner Meeting will be held at the SCC. Keith to provide anticipated pricing from SCC to Michel for review and comment.**
- Michel checked with the Red Lion and they are not available on March 24th. Options are to act fast to get cost estimate from Swedish CC and book it or change date and have the meeting at the Red Lion. Will have to confirm with speaker if date is changed. Or go back to M&S. **See comments above.**

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 completed the Officer Responsibilities task.**
- Officer responsibilities to include items discussed in December 2010 planning meeting.

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 was completed and sent to John to include in Groundhog. John to send out announcement to Officer Group for review and approval so it can be sent out for advertisement.**
- John to provide update on list of associations and publications to advertise in. Need to send advertisement to G-I ASAP. **John to send list of associations and publications for our Spring Seminar & Short Course advertisement for review and comment by officers.**
- Ghada to give brief update on revised schedule. **Spring Seminar planning appears to be on schedule. Currently finalizing speakers and topics. It was agreed that a finalized list of speakers needs to be completed and published by February 10.**
- What are the expectations for fees/expenses to be paid to the Spring Seminar and short course speakers? **This item was not discussed at this Planning Meeting.**
- 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 item was not discussed at this Planning Meeting.**
- Speaker’s gifts will be coffee cup with or without Starbucks card? **This item was not discussed at this Planning Meeting.**
- Bob and Michel need to coordinate for the honorary member award. **This item was not discussed at this Planning Meeting.**
- Bob to give updates on ordering golden pocket pen penetrometers. **Costs are as follows (based on a minimum order of 15 units): \$55/each for penetrometers, \$25/each to get brass plated, \$40/each for marble plaque, \$20/each for mounting, and \$60/each for engraving. Total Cost is approximately \$200/each. Bob indicated it would take approximately 2 months to get order of penetrometers plated and mounted to marble plaques. The officer group approved the purchase, with the exception of the engraving, which will be completed individually as awarded. Total Cost to 2010/2011 budget approximately \$2,100.**

7- Education Committee (Tyler):

- Dinner meeting location for March. Red Lion not available on 24th. Should we consider another date with Red Lion or pursue venue in Seattle. (Discussed in Item 4) **It was confirmed the March Dinner Meeting will be held at the SCC. Keith to provide anticipated pricing from SCC**
- Updates on Spring Short course. **Tyler indicated that Dr. Tonon has proposed a more specific Short Course topic “Analysis of Control DEformation (ADECO)”. The officer group agreed that this topic is too specific and may limit attendees. Tyler to contact Dr. Tonon and request that the Short Course topic be more in-line with the Spring Seminar topic.**

- Ghada to provide updates on date of EWB presentation? **Ghada confirmed that the EWB will come to our February Dinner Meeting and provide an update regarding projects they are involved with and how our matching donation is being used. Ghada will send a copy of our February dinner announcement to the EWB when it is sent out to our group.**
- The February Dinner Meeting will not be a joint meeting with the Structural Engineers Association of Washington (SEAW) and will be held at the Red Lion.
- 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. **Bob indicated that he may have a copy of the various Short Courses that have been offered over the years. It was also suggested that John email Past-Presidents and request a list of any Short Courses they were aware of. John to contact Bob and the Past Presidents directly and develop list to get posted to the website.**
- Any volunteers identified to take on Education Chair next term. **Tyler indicated he has spoken with a few people but has not gotten a commitment from anyone.**

8- December Field Trip (John)

- **Excavation is 95% complete. Our opportunity for a field trip has passed. This item will be deleted from Meeting Minutes.**
- Updates from John.
- 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.

9- Groundhog Newsletter (John):

- Updates from John. **John indicated the only outstanding items were write ups from the Education Chair, Membership Chair, and the U220 Field Trip. A draft copy was sent to the officer for review and comment. Only Michel provided comments. It was agreed that if information from the Education and Membership Chair's was not provided by Friday, January 28, then these "committee updates" would be deleted from the 2011 edition.**
- **This item will be deleted from further Meeting Minutes.**

10- Half Moon Seminar (Michel):

- Michel prefers that ASCE does not participate as cooperating organization.
- Ghada, Farid, John, and Mark Thompson to follow up if interested in presenting. But to participate as independent individuals. **It was agreed that any person interested in this Seminar would follow up individually and not involved the ASCE. This item is complete and will be removed from the Meeting Minutes.**
- **This item will be deleted from further Meeting Minutes.**
- **It was suggested that HalfMoon be asked how much they would charge to organize such an event in case our group would hire them to organize a short course for us.** It was agreed that those who will be presenting at the HalfMoon event would look into the feasibility of hiring HalfMoon to organize our short courses.

11- Coffee Cups (Michel):

- Michel forwarded email from Dominic with cup options to all officers.
- Most officers selected the Maui Gripper in Silver. Cost will be \$100 for both logo set ups + \$10.99/cup with minimum order of 48. So say about \$700 including tax. Not sure if items will be shipped or picked up from Issaquah.
- 4 Weeks lead time to complete order.

- Farid suggested that we purchase enough cups to sell them to our members. It was agreed that 100 coffee cups would be ordered.
- **It was agreed to purchase the Maui Gripper in Silver coffee mugs with both logos. Michel will arrange purchase and pickup. Estimated costs to be \$1,446.**
- **This item will be deleted from further Meeting Minutes.**

12- Dinner Meeting Speaker for April or May (Michel):

- Professor Kenneth H. Stokoe, II, Ph.D., P.E from UT Austin is interested in presenting to our group.
- He would be presenting his Seed Medal Lecture which he has been presenting for various ASCE groups.
- We could have presentation in April or May. Should not conflict with Wilson Lecture. **It was agreed to have an additional dinner meeting for Professor Stokoe to present his Seed Medal Lecture. Of the two months available, it was agreed that April would not be appropriate due to the Wilson Lecture on April 7th, the Spring Seminar and the Short Course. Michel will coordinate with Stokoe and verify if he is available in May. Michel will also coordinate the availability of a venue (Red Lion or Swedish Culture Center).**

13- 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. **Mike indicated he is still working on this list.**
- 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.**
- Will we participate in the Engineer's Week? Updates. **Mike indicated he had spoken with Paul Grant and verified that there is space available for the geotechnical group to participate in Engineer's Week. Mike is expecting further information to come out next week from the ASCE General Section and will coordinate our group's participation directly.**
- **The officer group discussed the lack of participation from Seattle University. Mike was asked to follow up and reestablish contact with Seattle U and discuss opportunities for getting their students involved (similar to the University of Washington).**

14- 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. **A draft of the proposed updates for the link section was handed out by Mike. Mike has requested comments to this list by the week of 02/13/11.**
- Mike would coordinate with Minjae directly to get the broken links updated and fixed. **This item was not discussed at this Planning Meeting.**
- Mike to 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. **This item was not discussed at this Planning Meeting.**

15- Membership Chair Updates (Bob)

- Bob provided summary of past group presidents and Distinguished Service Award winners.
- Each officer to put together a list of 2 or 3 people that they think are worthy of the Distinguished Service Award (not only the more experienced generation should be considered for the Award). **This item was not discussed at this Planning Meeting.**
- 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 item was not discussed at this Planning Meeting.**

- Bob to present update on researching some various plaque options for past presidents. **This item was discussed in length under Section 6 above.**

16- 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 at this Planning 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... **This item was not discussed at this Planning Meeting.**

17- Next Planning Meeting:

- **Date/Time:** February 24, 2011 at 4:00 pm
- **Location:** Red Lion, Bellevue, WA

Action Items for next planning meeting:

- **Each officer to nominate 2 to 3 people that they think are worthy of the Distinguished Service Award**
- **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.**