



ASCE SEATTLE SECTION GEOTECHNICAL GROUP OFFICER MEETING AGENDA

Prepared by: Michel Bouchédid
 Date: September 30th, 2010
 Time: 4:30 PM
 Location: McCormick & Schmick's Harborside on Lake Union
 Minutes by: **Michel Bouchédid (Action items are in bold)**

Attendees:

ASCE SSGG Officers:

- Michel Bouchédid
- Ghada Ellithy
- Tyler Stephens
- Farid Sariosseiri
- Mike Lach
- Bob Metcalfe
- Bo McFadden

ASCE SSGG Members

- J. Scott Kindred
- **Keith Brown**

Agenda Outline:

- 1- Announcements for Dinner Meeting
- 2- Officer Responsibilities
- 3- Updates on ASCE SSGG Transition to a Geo-Institute Chapter
- 4- Treasurer Transition
- 5- Spring Seminar Updates
- 6- Educational Activities
- 7- Posting Announcements on Website
- 8- The Groundhog Newsletter
- 9- Outreach
- 10- Other

1- Announcements for Dinner Meeting

- Start by welcoming members to new season of ASCE SSGG events then introduce new officers
- Student sponsorship (Student name, university, and sponsor)
- Spring Seminar Updates (date and new location at Kane Hall Room 220 due to renovation of the

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>
CH2M HILL 1100 112 th Ave NE, Suite 400 Bellevue, WA 98004	Shannon & Wilson 400 N 34 th Street Suite 100 Seattle, WA 98103	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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HUB, seminar topic to be determined)

- October field trip (October 23rd, to observe slurry walls construction at UW for the Sound Transit U-Link Project, more details will follow by email)
- October dinner meeting joint with AEG at the Red Lion in Bellevue. Speaker is Tom Badger from WSDOT, presenting on the Highway 410 landslide.
- The Deep Foundation Institute (DFI) is holding its inaugural seminar for its members on the topic of sustainability on 12th October in Hollywood, California. More information posted on our website.
- Dr. Bengt Fellenius is presenting a short course titled “Basics of Design of Piled Foundations” on October 14 and 15 in Edmonton, Alberta. More information posted on our website.
- Updates on ASCE SSGG Transition to a Geo-Institute Chapter. Give brief introduction and Bo to elaborate. Announcement should make it clear to all that we will be a G-I Chapter by the next dinner meeting.
- **No comments.**

2- Officer Responsibilities

Officer position description and duties:

- Position description from previous officers available for all positions except the treasurer.
- The new officers should review, edit and combine the descriptions as needed.
- We will review each job description as a group
- Goal is to post position descriptions on our webpage
- **Michel to send existing job descriptions to officers for reviewing and finalizing**

3- Updates on ASCE SSGG Transition to a Geo-Institute Chapter (Bo and Bob)

- G-I Logo configuration → **Mike Lach to follow up on getting G-I logo for Seattle Chapter.**

Bo to take lead on summarizing progress and what will be presented to attendance during dinner meeting.

- **ASCE general section to meet mid October and sign MOU for SSGG transition to a G-I chapter. → Bo, will then forward letter to G-I and will inform officers when transition is officially complete.**
- **G-I logo will not be included in October announcement.**

4- Treasurer Transition (Sarah and Farid)

- Sarah to provide summary of available funds in all accounts (Checking, savings, and Paypal). → **Sarah did not attend planning meeting.**
- Sarah and Farid to meet separately to transition responsibilities. → **Done**
- Any outstanding checks? → **ASCE donation to UW Civil Engineering Department. Michel followed up with Professors Kramer and Arduino. Check will be cashed soon.**
- Passing Credit Card use authority to Farid. → **In progress.**
- Sean should pass his checkbook to Ghada. → **In progress.**
- Check writing authority should be canceled for Sean and given to Ghada. **In progress, handled by Farid.**
- Follow up on email from Julie Snider from WSDOT on ASCE tax number. → **Sarah to handle.**
- Prepare job description for treasurer. → **Completed by Sarah.**
- Reimbursement to Bo for expenses from March 2009. **Confirmed with Sean that Eric sent check.**
- **Sarah and Farid met after dinner meeting. Concerned officers filled and signed forms. Farid to send form to Sean for his signature. Farid to complete all officer transition paperwork by next dinner meeting.**

5- Spring Seminar Updates (Ghada)

- Confirmation of Kane Hall Room 220 and exhibitor's room → **Done.**

- Topic to be determined. Likely to be Liquefaction. → After discussion with Professor Kramer, it was agreed that we might want to change topic. **Ghada, Michel, and Tyler to follow up with Dr. Kramer.**
- Bray and Seed did not confirm commitment. → Topic and speakers not confirmed, pending discussion with Professor Kramer.
- Need Plan B? Topics and steering committee. → **Ghada, Tyler, and Michel to follow up on Plan B.**
- Gifts for speakers. → Officers agreed to continue giving ASCE umbrella and \$25 starbucks card.
- Honorary members award to be coordinated with Bob and Michel. → **Requires follow up by Bob and Michel.**
- Check how many golden pocket pen penetrometers we have left. → **There is one golden pocket pen remaining, and Bob has been provided information for purchase and assembly of additional awards when needed. Requires follow up by Bo, Bob, and Michel.**
- Need volunteers for Planning Committee (less urgent) → Not discussed.

6- Educational Activities (Tyler)

- Announcement for October meeting to be posted on Friday October 1 per request from John DeLaChapelle for AEG member to start signing up. → Done.
- Updates/confirmation of field trip. Need announcement/flyer with trip schedule. → In progress. **Tyler to send Michel and Ghada announcement after all details are taken care of.**
- Possible fall short course by Idriss and Boulanger on Liquefaction. May conflict with Spring activity with Bray and Seed. → Not discussed in detail, but in general not much support from group.
- Other dinner meeting plans. → Speakers confirmed for all dinner meetings except for January.
- Updates on dinner meeting venues in the Seattle area. → Tyler stopped by China Harbor's Banquet Facility on his way to planning meeting and thought the set up would work. Will try to stop by some other day incognito to try food before making reservation for November and February.
- Need to confirm dinner meeting dates to the Red Lion for November 18th and February 24th by early October. → Tyler to confirm as soon as he has tried the food at China Harbor's Banquet Facility.
- Firms to pay full rate (\$35) for student sponsorship. Any resistance? → None reported.
- Need for help/volunteers? → None requested.
- **Tyler recommended to start planning for November (Fall) short course at the end of the previous spring (could add this recommendation to Education Chair job description).**
- **Tyler to send email to members asking for prepaid sponsorships for students so it does not have to be secured every month just before the meeting. Michel will also include similar request in next announcement.**
- **Tyler to prepare questionnaire to solicit member preferences on several topics including dinner meeting topics, spring seminar topics, and other material related to Education. Other officers could also ask questions specific to their responsibilities if they are looking for new ideas, or need to see how an idea will be accepted by our members.**

7- Posting Announcements on Website

- Announcements from other organizations can be posted under "Other Organization Events"
- Limit forwarding emails from other groups to our members. Instead post announcement on our website, and include brief summary of event in monthly emails.
- Other ideas?
- → No objections from officers on current set-up. Will maintain as is.

8- The Groundhog Newsletter (John to follow up on) → Not discussed.

- Solicit company updates and advertisements
- Deadlines

- Expected date of production

9- Outreach (Mike)

- Common events we participate in.
- Research other events we could participate in
- **Mike to look in PR job description for previous activities we participated in and look for other potential events we can have some participation in.**

10- Other

- Keeping track of membership spread sheet (Bob and Minjae) → **Minjae to keep master copy.**
- Ideas for gifts for speakers (we currently have 5 ASCE umbrellas left) → **No new ideas at this time.**
- **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. → **Not discussed due to lack of time.**
- **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. → **Not discussed due to lack of time.**

Next Planning Meeting (Option of phone conference or same day as dinner meeting):

- Date/Time: **October 21, 2010 at 4:00 PM (same day as dinner meeting)**
- Location: **Red Lion (same venue as dinner meeting)**