

**TO:** SEAOSC Directors & SEAOC Delegates  
cc: www.seaint.org/seaosc Web Page

**FROM:** Jack E. Bruce, President  
Don Gilbert, Administrator

**DATE:** December 5, 2001

**SUBJECT: Minutes of Meeting 930 of the SEAOSC Board of Directors**

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The attached meeting report is our understanding of the items discussed and conclusions reached during the Wednesday, Dec. 5, 2001 meeting held at the Luminarias Restaurant, CA. Participants are requested to inform the recorder of any omissions and clarifications.

**PARTICIPANTS:**

Jack E. Bruce (JEB)	- President/SEAOC Delegate
Daniel J. Novak (DJN)	- Pres.-Elect/Seminars/SEAOC Delgt.
Richard L. Hess (RLH)	- Treasurer/Budget Cmte.
James A. Hill (JAH)	- Past President/SEAOC Delgte.
Robert E. Bachman (REB)	- Director
George E. Battey III (GEB)	- Director
Michael L. Cochran (MLC)	- Director
M. Saiful Islam (SI)	- Director(1)
Martin W. Johnson (MWJ)	- Director
Mike Mehrain (MM)	- Director
Amer Z. Soudani (AZS)	- Director(1)
Howard F. Stup (HFS)	- Director(1)
Mel Green (MG)	- SEAOC President/Delegate (1)
Donald H. Gilbert (DHG)	- Executive Director
Bill Warren (BW)	- Certification Cmte. Chair

(1) By Reference (Not present at meeting)

Note: M/S/C means "Moved/Seconded/Carried"

<b><u>ITEM</u></b>	<b><u>ACTION</u></b>	<b><u>COMMENT AND/OR QUESTIONS</u></b>
<b>1</b>		<b>Call to Order:</b> The meeting was called to order by President JEB at 2:18 p.m.
<b>2</b>		<b>Adoption of Agenda:</b> The agenda was adopted as amended to add a new business item of discussing producing videos of seminars.
<b>3</b>		<b>Approval of Meeting Minutes:</b>

- **M/S/C** to approve the minutes of the Nov. 7 meeting of the Board of Directors as previously emailed.

**4**                    **Treasurer's Report:** The Treasurer's Report for the month of November was presented and discussed.

- **M/S/C** to receive the financial reports for November 2001 and approve the payment of expenses for the month.

DHG/RLH            RLH discussed the Budget Cmte's on-going work of grouping income and expense line items to better reflect the format of the Association's finances to include percentages and it was agreed to have RLH revise the report and get a sample to DHG. Upon creating the monthly Supercategory Report, DHG will fax it to the Treasurer who will add percentages to the groups and return fax it to DHG.

**5**                    **Committee Reports:**

5A            DHG            Executive Cmte. Items: JEB spoke about the Exec. Cmte meeting held last week and it was agreed to post an active 4-month calendar on the website and send notices to the seaoscmembers listserver. Also agreed to set the newsletter deadlines 6 weeks before the first Wed. of the month.

Directors spoke about their experiences of speaking with delinquent members.

DHG                    JEB mentioned that the participants of the board listserver will be paired down to include only current directors, the past/past president and the SEAOC president from SEAOSC. DHG to revise the list.

5B            DJN            SEAOSC Seminars: DJN briefed the board and discussed scheduled seminars including the January PD&D seminar.

5C                    Membership Report: DHG reported that membership totaled 1408 as of Nov. 21, 2001 compared to 1438 one year ago.

Candidates for Membership: 7 candidates including 0 Member SE; 4 Member; 2 Associate, 1 Affiliate, 0 Industry Member; 0 Corresponding and 0 Students were presented.

- **M/S/C** to approve the candidates presented for membership.

5D                    Seismology Cmte (B4): MWJ spoke about how the cmte is trying to revitalize itself so that the cmte can become more proactive next

year. MWJ said that Bob Lyons' annual plan includes having the subcmtes write various white papers.

5E Disaster Emergency Services Cmte (B5): Sandy Pringle gave a verbal report of the DES Cmte and advised the board that Brenda Guyader and another assistant are becoming very active in helping the cmte. He also noted that everyone who is currently certified will need to be re-certified next spring.

JAH It was agreed to have JAH and BW re-evaluate the organization and structure of the current committees with an emphasis on possibly consolidating some cmtes.

DJN It was also agreed to have DJN schedule a meeting of the Steering Cmte (members include the board contacts of the Seismology, Code, Research, Existing Buildings, Quality Assurance and Certification Cmtes.) to have a seminar planning meeting and to establish an educational program to coincide with the Certification Program. DJN agreed to schedule the meeting in mid- to late-January and will report on the status at the February board meeting.

**6 SEAOC Business:**

6A SEAOC Executive Cmte. Items: JEB updated the board on the telephone conference call the SEAOC Exec. Cmte had last week. Topics of discussion included comments from Seismology Cmte on FEMA 350, code streamlining, NCSEA disaster response and the naming of the Seismology/Code supercmte.

6B SEAOC Old Business: None.

6C SEAOC New Business: None.

**7 Old Business:**

7A DJN QAC Guideline: The guidelines developed by the Quality Assurance Cmte have been forwarded to the Steering Cmte for review and approval.

**8 New Business:**

8A Other New Business:

BW/RLH 1. Seminar Videos: It was discussed and agreed to purchase a digital video camera for video taping seminars, PR releases, other "snippets" for posting on the web page and possible rental to members.

- It was M/S/C to approve the allocation of up to \$2,000 to be spent on a digital video camera.

It was agreed that BW shall assist in the purchase of the camera and that RLH shall develop policies and suggestions regarding its useage. It was pointed out that a suitable backdrop/SEAOSC banner may need to be obtained.

2. Engineers Week: It was discussed to create a PR release in mid-January regarding the SEAOSC student scholarships for Engineers Week in February.

**9**                    **Consent Items & FYI:** See agenda packet.

**10**                   **Adjournment:** The meeting was adjourned at 5:10 p.m.