

SEAOSC Directors & SEAOC Delegates

cc: www.seaint.org/seaosc Web Page

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

DATE: January 9, 2002

SUBJECT: Minutes of Meeting 931 of the SEAOSC Board of Directors

The attached meeting report is our understanding of the items discussed and conclusions reached during the Wednesday, Jan. 9, 2002 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
Howard F. Stup (HFS)	- Director (1)
Mel Green (MG)	- SEAOC President/Delegate
Donald H. Gilbert (DHG)	- Executive Director
Lee Adler (LA)	- SEAOC Executive Director
Bill Warren (BW)	- Certification Cmte. Chair

(1) By Reference (Not present at meeting)

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

<u>ITEM</u>	<u>ACTION</u>	<u>COMMENT AND/OR QUESTIONS</u>
1		Call to Order: The meeting was called to order by President JEB at 1:10 p.m. and introduced guests MG & LA.
2		Adoption of Agenda: The agenda was adopted as amended to add one item under SEAOC business (the appointment of a Business Practice Cmte. representative), an item under old business (the re-organization of cmtes) and a new business item of student scholarships.

3 Approval of Meeting Minutes:

- **M/S/C** to approve the minutes of the Dec. 5 meeting of the Board of Directors as previously emailed.

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

- **M/S/C** to receive the financial reports for December 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 and DHG iron out the details for presentation at the next board meeting.

5 Committee Reports:

5A DHG Executive Cmte. Items: No report.

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

5C Membership Report: DHG reported that membership totaled 1423 as of Jan. 2, 2002 compared to 1462 one year ago.

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

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

5D Programs Cmte (B6): Larry Brugger spoke about future dinner meetings.

5E House Cmte (B9): DHG reported for David Corman that the cmte is functioning well under David's leadership and assistance from Amy Yeung.

5F Quality Assurance (B10): GEB stated that the QAC Cmte is working on developing a sheet of guidelines and recommendations.

6 SEAOC Business:

6A SEAOC Executive Cmte. Items: None.

6B SEAOC Old Business:

1. Appointment of Standard of Practice Reviewer Pool: LA briefed the board about the proposed duties of this cmte.

2. Appointment of Business Practice Cmte Rep: It was noted that David Breiholz and Brian Cochran were previously appointed.

6C

SEAOC New Business:

SEAOC Awards Competition: LA said that Peggy Levien in San Diego will coordinate the awards program for SEAOC and that final judging will occur at the 2002 Convention. LA agreed to confirm the details of how this is expected to work and report his findings to DHG. It was discussed to make this competition a function of the standing Awards Cmte (C13).

➤ **M/S/C** to make the SEAOC Awards Competition a permanent function of the Awards Cmte.

7

Old Business:

7A DJN

Recommendation of Steering Cmte re: QAC Guidelines: Previously discussed under 5F.

7B

Video Projector: RLH said he spoke with Cecil Teoh, Chair of PR Cmte, and Herb Stockinger, Chair of Speakers Bureau, and that they will be meeting next week to discuss the types of articles/subject matter that should be recorded. It was noted that the plan is to still purchase a video camera and a suitable backdrop.

7C

Reorganization of Cmtes: JAH reported on the issues at hand and the subject was referred to the Steering Cmte/Executive Cmte.

8

New Business:

8A

Student Scholarships: Discussed and noted that the Association will exceed its fundraising goal of \$5,000 this year.

8B

Other New Business:

1. MG spoke about SEAOC's direction this year with an emphasis on PR including the purchase of a tabletop booth which will be used at the upcoming EERI convention on Feb. 6th. He also noted the importance of publications and seminars for the Association as well as business management practices. LA spoke briefly about legislative issues.

9

Consent Items & FYI: See agenda packet.

10

Adjournment: The meeting was adjourned at 3:05 p.m. Note that the next board meeting will meet at 2:00 p.m. on *Tuesday*, Feb. 5 at the SEAOSC offices.

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