

SEAOSC Directors & SEAOC Delegates

cc: www.seaint.org/seaosc Web Page

FROM: Daniel J. Novak, President
Don Gilbert, Executive Director

DATE: October 9, 2002

SUBJECT: Minutes of Meeting 939 of the SEAOSC Board of Directors

The attached meeting report is our understanding of the items discussed and conclusions reached during the Wednesday, Oct. 9, 2002 meeting held at the Monterey Hill Steakhouse in Monterey Park, CA. Participants are requested to inform the recorder of any omissions and clarifications.

PARTICIPANTS – POSITION / BOARD CONTACT

Daniel J. Novak (DJN) – President / SEAOC Delgt. / Policies
Richard L. Hess (RLH) – Pres.-Elect / Steering Cmte / Programs / Budget Cmte. / EBC / Business Forum
Lawrence P. Brugger (LPB) – Treasurer / Finance
Jack E. Bruce (JEB) – Past President/ SEAOC Delegate / HonMbrshp / Bylaws / Awards / Governance(1)
Robert E. Bachman (REB) - Director
Michael L. Cochran (MLC) – Director / PR Cmte. / Speakers Bureau / Web Administrator
David W. Cocke (DWC) – Director / Younger Mbr
Juan Carlos Esquivel (JCE) – Director / Research
Y. Henry Huang (YHH) – Director / Seismology / Membership / Webcasting / Steel Structures
Amer Z. Soudani (AZS) – Director / Field Day
Eric C. Stovner (ECS) – Director / House(1)
Howard F. Stup (HFS) – Director / EBC
Donald H. Gilbert (DHG) - Executive Director

(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 DJN at 1:18 p.m.
2		Adoption of Agenda: The agenda was adopted adding five new business items: (1) PD&D notes-only fee structure; (2) Code status, (3) ATC Representative appointment, (4) Letters to firms who sent 5+ people to the convention, and (5) ASCE/SEAOSC collaboration.
3		Approval of Meeting Minutes: The minutes of the last meeting were reviewed and amended to reflect that YHH was not in attendance at the meeting. ➤ M/S/C to approve the minutes as amended of the Sept. 4 meeting of the Board of Directors.

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

- **M/S/C** to receive the financial report for September 2002 and approve the payment of expenses for the month.

DHG The board requested DHG to ask Joanne Plummer, SEAOSC's auditor, to (1) clarify the first paragraph on page 22 and (2) provide a recommendation and approximate cost of how often a full audit should be conducted.

5 **Committee Reports:**
5A Executive Cmte. Items: No report.

5B MLC/DHG SEAOSC Programs: MLC briefed the board on the seminar schedule for the upcoming year including whether a macro seminar should be held in November. It was agreed we should have seminar on Precast Concrete Parking Structures on Nov. 23. DHG to mail out a "save-the-date" flyer and also put it on the email listserver. DHG also requested to mail the flyer ASAP when developed.

5C Membership Report: DHG reported that current membership totals 1551 members as of Sept. 19, 2002 compared to 1542 one year ago.

Candidates for Membership: 3 candidates including 1 Member SE; 0 Member; 2 Associate, 0 Affiliate, 0 Industry Member; 0 Corresponding and 0 Students were presented.

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

6 **SEAOC Business:**
6A SEAOC Executive Cmte. Items: None.

6B SEAOC Old Business: The minutes to the Sept. 25 meeting were discussed. DJN reported that Plan Review is now slated to be printed and a hardcopy mailed out quarterly to the membership. DJN called for volunteers to serve on national code cmtes.

6C SEAOC New Business:
1. Discussion of Roster Frequency and Format: After discussing, it was agreed that SEAOSC should recommend to SEAOC that the Roster be produced annually with content "as-is" with the exception of having no ads on the front or back outside cover pages and to

look to at achieving cost savings in format, packaging and shipping changes.

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7A

Old Business:

Plan to Sell YM Tickets: DJN summarized that the YM Cmte is recommending that firms can purchase tickets to younger members.

- **M/S/C** to accept the Younger Member Cmte's recommendation to sell bulk dinner/PD&D tickets and requested that he write a cover letter which will accompany the distribution of these tickets.

7B

PR Cmte Website Discussion: MLC and REB spoke about the public relations activities at the local and state levels.

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8A

New Business:

Other New Business:

1. PD&D notes-only fee structure: Discussed.
- It was agreed to offer the notes for sale one month after the last PD&D seminar for a cost of \$20/set.
2. Code status: REB gave an update about the Codes.
3. ATC Representative appointment: RLH reported that his term is up and a new representative should be appointed before the January ATC meeting. Suggestions were mentioned and it was agreed to identify someone at the November board meeting.
4. Letters to firms who sent 5+ people to the convention: It was requested to have DHG ask Bill Warren/Shafat Qazi to develop an list of convention attendees by firm name and draft a letter for DJN's signature.
5. ASCE/SEAOSC collaboration: RLH spoke about involving ASCE student chapters such as having a joint dinner or seminar meeting with them.

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Consent Items & FYI: See agenda packet.

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Adjournment: The meeting was adjourned at 3:40 p.m.