

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

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

DATE: March 5, 2003

SUBJECT: Minutes of Meeting 944 of the SEAOSC Board of Directors

The attached meeting report is our understanding of the items discussed and conclusions reached during the Wednesday, March 5, 2003 meeting held at the Luminarias Restaurant, 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 / HonMbrship / Bylaws / Awards / Governance(1)
Robert E. Bachman (REB) – Director(1)
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(1)
Eric C. Stovner (ECS) – Director / House
Howard F. Stup (HFS) – Director / EBC
Donald H. Gilbert (DHG) - Executive Director
Lee Adler (LA) – SEAOC Executive Director
Bill Staehlin (BS) – SEAOC President
Bill Warren (BW) – SEAOC Certification 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 DJN at 12:45 p.m. Adoption of Agenda: The agenda was adopted with an additional new business item of 8C – SEAOC Seismology Cmte Recommendations to California Building Code. ➤ M/S/C to adopt the agenda as amended
3		Approval of Meeting Minutes: The minutes of the last meeting were reviewed

- **M/S/C** to approve the minutes of the Feb. 4th meeting of the Board of Directors.

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

- **M/S/C** to receive the financial report for February 2003 and approve the expenses for the month.

5 **Committee Reports:**

5A Executive Cmte. Items: DJN said that the SEAOSC Exec. Cmte did not meet during past month and that he really didn't see a need for the cmte to meet.

5B RLH/MLC SEAOSC Programs: RLH briefed the board on the seminar schedule for the balance of the year focusing on the March 29 concrete seminar, the April 22 co-sponsored seminars with S.K. Ghosh Associates, the April 26 CUREE seminar and the June 21 Existing Buildings seminar. YHH and JCE agreed, as next year's second-year directors, to coordinate the PD&D seminars next year.

5C Membership Report: DHG reported that current membership totals 1520 members as of Feb. 21, 2003 compared to 1462 one year ago.

Candidates for Membership: 7 candidates including 4 Member SE; 1 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.

5D Younger Member Cmte (B11): DWC explained that Chair David Corman is doing a terrific job with the cmte and that David is rallying enthusiasm by having frequent meetings as well as field trips. The cmte is also considering planning a future macro seminar on topics of interest to them.

5E House Cmte (B13): ECS reported for Amy Duing that all is well with the House Cmte and that she is training more people to assist her. He also noted that the Younger Member Cmte has been receiving the discounted YM dinner tickets.

5F Officer/Director Nominations Cmte (C3): DHG questioned whether another name should be added to the nominations slate as

mentioned in recent board listserver discussions. It was agreed not to add any more names this year.

5G Webcasting Cmte: MLC stated that the Cmte should have a free webcast online by June or late summer.

6 SEAOC Business:

6A SEAOC Executive Cmte. Items: DJN spoke about developing a Seismic Design Manual "Version Zero" as well as using the SEAOC Foundation to fund research of interest to practicing engineers. He also spoke about the possibility of raising membership dues to fund SEAOC activities. LA and BS spoke about possible revisions to the State's Title Act.

6B SEAOC Old Business: Discussed under the Executive Cmte Item.

6C SEAOC New Business: None.

7 Old Business:

7A DHG Status of DES Training Seminar: DHG reported that there are 89 people registered for the training this coming Saturday and that the seminar is sold out. About 20 people have already been turned away.

7B Status of Popsickle Bridge Contests: DJN noted that unfortunately SEAOSC was unable to attend either ASCE's or the City of LA's contests.

7C YHH EERI 2004 Meeting: YHH distributed a draft agenda of the 2004 EERI Conference Feb. 5-8, 204 and proposed that the Seismology Cmte and Existing Buildings Cmte each host a technical session

7D DJN Proposed Harassment Policy: RLH reviewed and discussed the proposed policy as shown on page 11-C.

Policy Regarding Conduct at SEAOSC Functions

All SEAOSC members and guests have the right to participate in SEAOSC functions in an environment free from all forms of discrimination and conduct which can be considered offensive, coercive, or disruptive and therefore inappropriate of a professional organization. Consistent with SEAOSC's respect for the rights and dignity of each member and guest, any offensive behavior, including discrimination or harassment based on race, color, religion, sex, sexual orientation, national origin, ancestry, physical handicap, medical condition, disability, marital status, citizenship, or

any other characteristic protected by law, will not be sanctioned nor tolerated.

Offensive behavior may include, but is not limited to, the following:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments;
- Visual conduct consisting of derogatory and/or sexually-oriented presentation graphics, posters, photograph, cartoons, drawings, or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with program participation.
- Threats and demands to submit to sexual requests.
- Retaliation for having reported or threatened to report any offensive action or behavior.

Complaint Procedure: If any individual or guest witnesses offensive behavior, or feels that they have been the subject of discrimination or harassment by anyone at a SEAOSC activity they are encouraged to immediately report the matter to the President of SEAOSC, the Executive Director, or a member of the SEAOSC Board of Directors. Furthermore, if any officer or director of SEAOSC receives or hears of a harassment complaint, they must immediately report the complaint to the SEAOSC President.

Investigation of the complaint by SEAOSC shall include the following:

- The President and/or his/her designates shall thoroughly and discreetly investigate the incident. A determination shall be made and the results communicated to the complainant, to the alleged offender, and, as appropriate, to all others directly concerned.
- In cases where voluntary compliance does not occur, SEAOSC (by a vote of the Board of Directors in closed session) may take disciplinary action in accordance with the Bylaws and may seek any or all recourse available by law.

On at least an annual basis, the President of SEAOSC will hold a review presentation at a Board of Director's regularly scheduled meeting with event and committee chairs on this Policy. The

purpose of the review will be to insure that all board members and event and committee chairs understand the SEAOSC policy and are able to enforce the policy intent.

➤ **M/S/C** to approve the proposed Harassment Policy as amended above.

7E SEAOSC Newsletter Ad Rates: Topic deferred until further notice.

8 New Business:

8A Response to ASCE Legislative Interests: Discussed.

8B RLH NCSEA Code Advisory Cmtes: RLH agreed to speak with Code Cmte Chair Carl Sramek about someone from the Code Cmte to become involved with the NCSEA Code Advisory Cmte.

8C SEAOC Seismology Cmte Recommendations to Calif. Building Code: YHH discussed the SEAOC recommended 10-15 amendments put forth to the Calif. Building Code to help local jurisdictions and requested the SEAOSC board's support when this issue is brought up at the April 19 SEAOC board meeting.

8D Legislative Update: LA discussed a legislative update.

9 Consent Items & FYI: See agenda packet.

10 Adjournment: The meeting was adjourned at 4:25 p.m.