

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

FROM: Larry P. Brugger, President
Don Gilbert, Executive Director

DATE: Sept. 8, 2004

SUBJECT: Minutes of Meeting 962 of the SEAOSC Board of Directors

The attached meeting report is our understanding of the items discussed and conclusions reached during the Wednesday, Sept. 8, 2004 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

Lawrence P. Brugger (LPB) – President / SEAOC Delgt.
Martin W. Johnson (MWJ) – Pres.-Elect/Steering Cmte/Programs/Budget Cmte/SEAOC Delgt/Policies
Saif M. Hussain (SMH) - Treasurer
Richard L. Hess (RLH) – Past President / SEAOC Delegate / Bylaws / Awards
Daniel L. Bayless (DLB) - Director
Thomas C. Benson (TCB) – Director
Jeff Crosier (JC) – Director
Nicolino G. Delli Quadri (NDQ) – Director
Juliet J. DeMoss (JJD) - Director
Robert T. Lyons (RTL) – Director
Warren Minner (WM) – Director
Carl Sramek (CS) - Director
Donald H. Gilbert (DHG) - Executive Director
Gerald Lehmer (GL) – Prof. Practice Cmte.

(1) By Reference (Not present at meeting)
Note: M/S/C means "Moved/Seconded/Carried"

MINUTES

<u>ITEM</u>	<u>ACTION</u>	<u>COMMENT AND/OR QUESTIONS</u>
1		Call to Order: The meeting was called to order by President LPB at 12:50 p.m.
2		Adoption of Agenda: The agenda was discussed and added: 8D – EERI Meeting 8E – ICC Focus Group ➤ M/S/C to approve the agenda as amended.
3		Approval of Meeting Minutes: The minutes of the last meeting were reviewed and discussed.

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

4 Treasurer's Report: The Treasurer's Report for the month of August was presented and discussed. FY 2004-2005 revenues were reported to be \$239,998; expenses were reported to be \$143,736 for a net surplus of \$96,262 with a total liability and fund balance of \$246,648.

- **M/S/C** to receive the financial report for August 2004 and approve the expenses for the month.

DHG Review of FY 2003-04 Audit Report: The FY 2003-04 financial audit was discussed with DLB noted that the audit reminded SEAOSC that expenses need to be curbed. It was agreed to have the President sign all of the tax returns which DHG will mail.

5 Committee Reports:
5A Executive Cmte: LPB stated that the Exec. Cmte met to discuss Website advertising and it was agreed to discuss this issue under agenda item 7A.

5B RTL/MWJ SEAOSC Programs: The seminar schedule including Tables 2 & 3 for FY 2004-05 were reviewed and discussed with DHG noting that the November newsletter deadline is Sept. 22.

5C Membership Report: DHG reported that current membership is 1486 compared to about 1543 a year ago.

Candidates for Membership: 10 candidates including 0 Member SE; 3 Member; 5 Associate, 0 Affiliate, 2 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: LPB stated he was just appointed to the Exec. Cmte but that the cmte has not yet met.

6B LPB SEAOC Old Business:
1. Minutes to Aug. 24 Board Meeting: Reviewed and discussed.
2. Long-Range Plan: Reviewed and discussed.

6C SEAOC New Business: None.

7 Old Business:

- 7A Website Management Contract: LPB discussed and it was questioned whether 40% was a usual and customary fee for these services and it was agreed that it probably was. It was also noted that DHG&A brought numerous advantages to performing this work since DHG&A is already familiar with SEAOSC and its vendors.
- **M/S/C** to approve the Addendum to Agreement to DHG&A's Agreement to perform Website advertising solicitations.
- 7B Bylaws Update/Candidates References: Discussed and a straw poll was taken where everyone agreed that it was time to review and update the Bylaws for a future vote by the membership.
- 7C GL/DHG BPELS Code of Regulations (Definition of Responsible Charge): GL distributed, reviewed and discussed proposed changes to BPELS's Code of Regulations as developed by the SEAOSC Professional Practices Cmte in preparation of BPELS's Sept. 17th public meeting for comment.
- **M/S/C (Hess opposed)** to approve and support the proposed changes developed by the SEAOSC Professional Practices Cmte and to present these changes to BPELS at their Sept. 17th meeting.
- GL agreed to get a letter to DHG for distribution.
- Code of Ethics: It was agreed that SEAOSC should maintain uniformity with other SEAOC Member Organizations regarding supporting a SEAOC Code of Ethics. It was agreed to further discuss this topic at the next meeting.
- 8
8A DHG New Business:
Potential Change of Seminar Venue: DHG discussed and pointed out that it may be less expensive to hold seminars at the Doubletree Hotel in Rosemead.
- **M/S/C** to change the venue for Saturday macro seminars to the above venue starting with the January 2005 seminar.
- DHG agreed to reserve the dates for the 2005 macro seminars.
- 8B DHG Request to Co-Sponsor ACI Seminar: Discussed and agreed to co-sponsor the December seminar with ACI. DHG was asked to send an invoice to ACI along with a request for inserts for our Dec. newsletter. It was also thought that an article should be written

telling our members that they are entitled to attend at the ACI member rate and that SEAOSC will receive \$10 for each attendee.

- 8C ALL Request to Participate in Science Directory: LPB asked directors to go to this Website and if anyone thought that SEAOSC might benefit from a relationship with this group, to bring up the issue again at a future board meeting. No further action required.
- 8D LPB EERI November Meeting at UCLA: It was agreed that LPB would speak with John Wallace at UCLA to gain more information about this meeting.
- 8E ICC Focus Group: Discussed the ICC focus group meeting held at the SEAOC Convention last month. No action taken or needed.
- 9 Consent Items & FYI: See items in the agenda packet.
- 10 Adjournment: The meeting was adjourned at 4:35 p.m.