

STRUCTURAL ENGINEERS ASSOCIATION OF MICHIGAN

BOARD OF DIRECTORS MEETING MINUTES



TO: Distribution

REPORT BY: Gerhard Wolf

MEETING DATE: August 13, 2003

ATTENDING:

Guy York	Gerhard Wolf	Michael Klein
Mark Krueger	Ann-Marie Garko-Hill	Jamison Fox
Fred Schreiber	Jason DeRuyver	Larry Chute

Next Meeting: Tuesday September 9, 2003, 5:00 PM at
Carter + Burgess, 30800 Telegraph Rd., Suite 4900, Bingham Farms, MI

Next Program Meeting: Tuesday September 23, 2003 (@ Vladimir's, Farmington Hills) Topic: Precast Concrete
NCSEA Meeting: October 23-25, 2003, Denver, Colorado
SEAMi Strategic Planning Meeting: Saturday, November 1, 2003, 9:00 AM to 3:00 PM

AGENDA

- 1) President's Comments
- 2) Treasurer's Report
- 3) Committee Chair's Report
 - a) Membership Committee
 - b) Publications Committee/Editorial Board
 - c) Emergency Preparedness Committee
 - d) Continuing Education Committee
 - e) Technical Committee
 - f) Public Relations/Professional Liaison Committee
 - g) Business Practices Committee
 - h) Program Committee
- 4) State Wide Meetings
- 5) NCSEA Delegate
- 6) Budget
- 7) Constitution
- 8) New Business

PREVIOUS MEETING MINUTES

- No previous minutes were reviewed.

1) PRESIDENT'S COMMENTS

- Set up a date for the Strategic Planning Meeting and review previous Strategic Plan Matrix.
- Expect the Board members to be all present. Previous authors of the Strategic Plan and Committee Chairs are all invited to attend.
- Q: How Can I make this a stronger organization?
- Q: What does the Board members like to see? Future New Visions, Are we on track with existing? Or, How do we get back on track? Etc.
- Review By-Law updates.
- Presently no structural engineer on State Board Building Code Committee (13 seats).

2) TREASURER'S REPORT

- No report was furnished

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3) COMMITTEE CHAIR'S REPORTS

- a) Membership Committee – Jamison Fox
- 2 members had return of application sent to old addresses.
 - In process of converting old data base to web site and along with an application form.
 - Dues Notice (2003) memo to be sent out.
 - Clarification was provided that January 1 is the fiscal year for membership.
 - Certificates are going to the printer on Friday.
 - It was requested that the Mass Mailing List along with the Non-Members mailing list be provided to the board members (Update: via e-mail received these two lists on 14/8/03).
- b) Publications Committee/Editorial Board – Fred Schreiber, Mark Krueger, Guy York
- Gerd (has offered) is type-formatting the Newsletter, submitting it to the printer and doing the mailing.
 - Mark submitted an updated “Summary For Committee/President’s Updates and Reports” (originally prepared by Gerd Hartung to the board for Review 27/08/1999)
 - Highlights included:
 - one-paragraph update to be submitted by each Committee Chair on a monthly basis.
 - once a year “State of SEAMi” report (approx. 400-600 words) by the President.
 - once a year “State of the Committee” report (approx. 400-600 words) by each Committee Chair. The reports could summarize the past activities, focus and upcoming year, etc.
 - Schedule of Reports for publication in the Newsletter:

○ Program Committee	September
○ Emergency Preparedness	October
○ Membership	November
○ Publication	December
○ President’s State of SEAMi	January
○ Public Relations	February
○ Technical	March
○ Business Practices	April
○ Continuing Education	May
 - Due date for paragraph and full report is the 15th of the preceding month, i.e. the report for the October newsletter is due September 15.
 - The reports should be submitted to the Past President (mkrueger@wje.com).
 - Refer to the Summary for more specific details.
 - Reminder to provide “Share the Knowledge” articles and email to Mark for the Newsletter.
- c) Emergency Preparedness Committee – Craig Dashner
- No report.
- d) Continuing Education Committee – Charles Hookham
- No report (Charles is expected to be stepping down from the chair position in the near future).
 - It was noted that Charles has submitted a formal presentation previously to the board with regards to a procedure of tracking seminars, and program attendance of our members, for issuing a Credit of Education etc., when requested by individuals.
- e) Technical Committee – No Chair, Open Position
- No Report.
- f) Public Relations/Professional Liaison Committee – Jay Desai
- No Report.
 - Short discussion Q: Why have we lost a number of local University Professors as members?
Q: Retired?
 - Must spread the awareness.

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- I.E. ASCE night in Feb. w/students.
 - \$ Contribution to Student Bridge Competition
 - Anne-Marie indicated to start a Guideline for Student Chapters (U of M)
- g) Business Practices Committee – Jeff Ledy
- No Report.
- h) Program Committee – Walter Street
- No Report.
 - September Program to be on “Precast Concrete” with Mark Krueger as champion. (subsequent email of 5/9/03 received from Guy York: date is established as Tuesday 23/9/03 @ Vladimir’s (Farmington Hills).
 - Next Board meeting to further discuss and set tentative Programs for the remaining 2003 and 2004 Spring Schedule.
 - Fred Schreiber indicated to champion a Program on Residential/Commercial Wood Construction Details possibly for November 2003, date and further details to follow.
 - Standing offer was indicated to the Saginaw Valley Chapter representative for the Fall Protection (Guy York, Jamison Fox & Ken Mahnick) and Structural Support for the Building Envelope (John McCarthy, Gerd Hartung) Programs to be scheduled sometime in the near future.

4) **STATE WIDE MEETINGS**

- Saginaw Valley Chapter President Mark Bryce
- Michael Klein is taking over as Saginaw Valley Chapter board representative from Bill Thayer.
- Approximately a dozen members show up to their meetings (approx. 50% of membership) with programs every 2nd month.

5) **NCSEA DELEGATE**

- President Elect receives all communication with the national and to attend the NCSEA Meeting on October 23-25, 2003, Denver, Colorado along with the President.

6) **BUDGET**

- No Report.

7) **CONSTITUTION**

- Board Members are to review the Constitution and provide any comments/suggested amendments, check for any required updates etc., for discussion purposes at the next SEAMi Board meeting.

8) **NEW BUSINESS**

- Bring Digital Camera for updates of new board members on the web site etc.
- Guy York submitted a copy of the email received from Joyce Jackson (ACI Education Seminars Coordinator) requesting mailing list/labels for Seminar notifications and provided info regarding the Fall 2003 ACI Educational Seminars for reference.
- Anne-Marie provided info for an ASCE Wind Load Seminar.

Meeting adjourned at approx. 7:30 PM.