

STRUCTURAL ENGINEERS ASSOCIATION OF MICHIGAN

BOARD OF DIRECTORS MEETING MINUTES



TO: Distribution

REPORT BY: Gerhard Wolf

MEETING DATE: September 9, 2003

ATTENDING: Guy York Gerhard Wolf Walter Street
Mark Krueger Jason DeRuyver
Charles Hookham Jamison Fox

Next Meeting: Tuesday October 14, 2003, 5:00 PM at
Carter + Burgess, 30800 Telegraph Rd., Suite 4900, Bingham Farms, MI

Next Program Meeting: Wednesday, October 29, 2003 (@ Vladimir's, Farmington Hills), Topic: Emergency Preparedness

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) Roll Call
- 2) Minutes Approval
- 3) Officer Reports
 - a) President
 - b) Past President
 - c) President Elect
 - d) Vice President
 - e) Treasurer
 - f) Secretary
- 4) 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
- 5) New Business

1) ROLL CALL

- The President asked for a Roll call and the attending members are noted above.

2) MINUTES APPROVAL

- Minor typographic, errata were noted and the previous minutes of August 13, 2003 were approved with the noted corrections.

3) OFFICER REPORTS

- a) President – Guy York
 - (BM13/8/03) Review By-Law updates.
 - Board members et al to continue review of Constitution and By-Laws for any updates (to be forwarded to Guy York) in order to be incorporated at beginning of 2004 and tied in to any voting by full

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membership with the Spring ballot. Have a Constitution meeting after the Strategic Plan meeting to review items.

- (BM13/8/03) Presently no structural engineer on State Board Building Code Committee (13 seats).
 - Q: Review on how we should spend extra monies in our account for Programs etc for the membership.
- b) Past President – Mark Krueger
- No report.
- c) President Elect – Fred Schreiber
- No report (Not present).
- d) Vice President – Charles Hookham
- No report.
 - Q: Non-Profit status of SEAMi as per Constitution? Will help out in looking into the process of establishing this status (previous barriers were noted as lack of funds at the start of SEAMi etc.).
- e) Treasurer – Ken Mahnick
- Report submitted (SEAMi Cash Flow Report & Transaction Report from 1/1/2003 to 8/31/2003 with stated balance).
- f) Secretary – Gerhard Wolf
- Minutes of meeting reviewed.
 - Question re: previous documents, how stored, archived etc. Should contact previous Secretary John P. McCarthy for info and continuity etc.
 - Q: Bonds of certain officers as per constitution? Presently No Bonding.

4) COMMITTEE CHAIR'S REPORTS

- a) Membership Committee – Jamison Fox
- 2 new members.
 - For next Program meeting to provide entire paid roster at the door for reference.
 - (BM13/8/03) Certificates are going to the printer on Friday.
- b) Publications Committee/Editorial Board – Fred Schreiber, Mark Krueger, Guy York
- No report.
 - (BM13/8/03) 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)
 - (BM13/8/03) 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.

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- The reports should be submitted to the Past President (mkrueger@wje.com).
- Refer to the Summary for more specific details.
- (BM13/8/03) 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.
- e) Technical Committee – No Chair, Open Position
 - No Report.
- f) Public Relations/Professional Liaison Committee – Jay Desai
 - No Report.
- g) Business Practices Committee – Jeff Ledy
 - No Report.
- h) Program Committee – Walter Street
 - 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).
 - Lengthy discussion with program dates and topics. Tentative dates of Programs and Board meetings for the remaining 2003 and 2004 Spring Schedule was established. (subsequent email of 11/9/03 received from Guy York: SEAMi 2003-2004 Calendar).
 - (BM13/8/03) 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.

5) **NCSEA DELEGATE (carried from BM 13/8/03)**

- (BM13/8/03) 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.
- SEAMi to pay expenses for two delegates being sent to NCSEA meeting, but gladly accepts company donations in this matter. Mark Krueger/Charles Hookham to cover for Fred Schreiber if unable to attend.

6) **NEW BUSINESS**

- (BM13/8/03) Bring Digital Camera for updates of new board members on the web site etc.
- Web Site to be by Chris Costis and Karen (Exec Assistant to Mark Krueger).

Meeting adjourned at approx. 7:55 PM.