

STRUCTURAL ENGINEERS ASSOCIATION OF MICHIGAN

BOARD OF DIRECTORS MEETING MINUTES



TO: Distribution

REPORT BY: Gerhard Wolf

MEETING DATE: October 14, 2003

ATTENDING: Guy York Charles Hookham Craig Dashner
Mark Krueger Gerhard Wolf Chris Costis
Fred Schreiber Lawrence Chute John McCarthy

Next Board Meeting: Rescheduled Thursday November 13, 2003, 5:00PM at
(Orig. Scheduled :Tuesday, November 11, 2003, 5:00 PM)
Carter + Burgess, 30800 Telegraph Rd., Suite 4900, Bingham Farms, MI

Next Program Meeting: Wednesday, October 29, 2003 (@ Vladimir's, Farmington Hills), Topic: Emergency Preparedness – Craig Dashner is Champion and Speaker
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

- The previous minutes of September 9, 2003, were approved.

3) OFFICER REPORTS

- a) President – Guy York
- To e-mail membership details of October 29, 2003 Program meeting

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- Sent out invitation for the Strategic Plan to 24 people; 4 yes will attend, 4 maybe, 4 no still waiting response from the remainder
 - Goals for Strategic Plan: gain focus and commitments of committee.
 - Possible have Directors champion a program.
 - Discussion continued from Larry Chute: on other tough subjects
 - Possibly focus on 3 items in Mission Statement.
 - How will we shape in the future and draw on responsibilities?
 - VISION STATEMENT update modifications to be more focused?
 - Submit any proposed constitution changes
 - (BM13/8/03) Review By-Law updates.
 - (BM 9/9/03) 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 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).
 - (BM 9/9/03) 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.
- d) Vice President – Charles Hookham
- No report.
 - Will work on Non-profit status with Ken Mahnick.
 - (BM 9/9/03) 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
- (Not present) Report submitted (SEAMi Cash Flow Report from 1/1/2003 to 10/14/2003 & Transaction Report from 9/1/2003 to 10/14/2003 with stated balance).
- f) Secretary – Gerhard Wolf
- Minutes of meeting reviewed.
 - (BM 9/9/03) Question re: previous documents, how stored, archived etc. Should contact previous Secretary John P. McCarthy for info and continuity etc.
 - (BM 9/9/03) Q: Bonds of certain officers as per constitution? Presently No Bonding.

4) COMMITTEE CHAIR'S REPORTS

- a) Membership Committee – Jamison Fox
- No report.
 - (BM13/8/03) Certificates are going to the printer on Friday.
- b) Publications Committee/Editorial Board – Fred Schreiber, Mark Krueger, Guy York
- News letter went out to printer today.
 - (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.

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- 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.
- (BM13/8/03) Reminder to provide "Share the Knowledge" articles and email to Mark for the Newsletter.
- c) Emergency Preparedness Committee – Craig Dashner
 - Discussion on SER and MUSAR duties, priorities etc.
 - Looking for a chairperson for SER on breaking up the Emergency Preparedness Committee into two Subcommittees.
 - SER – Building Evaluation Side of the committee
- 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
 - (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.
- (BM 9/9/03) 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.
- (BM 9/9/03) Web Site to be by Chris Costis and Karen (Exec Assistant to Mark Krueger).
- Chris Costis: - require some Feedback on authorization with web site

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- make more user friendly and printer friendly, better surfing etc.
- Link updates.
- Establish some goals and come back with action plan of other ideas.
- Updates.
- Possible resource list of specialists
- Possible board minutes, artwork, submit photos, background updates.
- For the Web Site the Board authorized: Update officers, past newsletters.
- Guy inquired possible password system, data sharing?, qualified firms?
- New Digital Photos: Larry Chute, Fred Schreiber

Meeting adjourned at approx. 7:40 PM.