

SEAM

Meeting Minutes

December 3, 2020

12:00pm



Type of Meeting: Monthly Board Meeting (online)

Meeting Facilitator: Dan Burne

Attendees: Teresa Price, Bryson Welch, Matt Novicki, Ian Riley, Ethan Rhile

Note: Initials in **RED** means there is an action item for this person.

Roll Call

Approval of minutes from last meeting

Meet with SEAM Webmaster Ethan Rhile

- Coordination web-based registration and email services
 - See item 6 under priority items
- Access Google drive (cloud storage)
 - Webmaster has access to the account
 - Board members don't have access to it; they would require a google account to access it
 - Addition monthly fee for each person would be required to access it
- IT fees due in December?
 - Fees were paid on SEAM credit card
 - **ER** will forward receipts
- Format of membership forms
 - Review SEAM membership signup forms and remove extra information (**BW**)
 - Forward preferred member list format (**BW**)
 - Update forms prior to membership drive

Review of last Seminar

- N/A

Priority Items

1. Plan for upcoming seminars
 - a. See Seminar Planning 2020/2021 Table

2. Member update
 - a. Membership
 - i. Send out notice on time for renewal (DB)
 - b. NCSEA membership year vs. SEAM membership year
 - i. NCSEA membership year 9/1/2020 to 12/31/2021 (16 months)
 - ii. Keep track of new SEAM members in 2021 and forward to NCSEA as updates
3. Financial update, P&L statement
 - a. TP will forward P&L statement to Board, \$370.93 profit
4. Material institutes update
 - a. Last updated 9/15/2020
5. ACEC/Legislative Updates
6. Web based services for registration and email notices
 - a. Work to forward Constant Contact (CC)
 - i. CC can also register people for meeting and seminars
 - b. Start CC coordination (MN)
 - i. Start with email and coordination services first
 - ii. Then add additional services as we go
 - iii. Ask NCSEA if they have CC templates we can use (BW)
 - c. Look into having a professional webmaster to manage the website
7. Monthly to do Items
8. Purchase Zoom software
 - a. Seminar version (100 or 500 seats) (BW)

Secondary Items

- Invite student members to event in Orono area
- Invite Cobb scholarship recipients to events
- Reach out to SENH and SEAMass
- SEAM Operating Manual updates
- Continue to post meeting minutes on website
- SEAM Board of Directors duties
 - a. Continue to update SEAM Board of Directors Duties, Activities, and Responsibilities

New Business

Open Discussion

Adjournment

Seminar Planning 2020/2021

Month	Topic	Type	Person
December	UMO Composite Lab Tour (Part 2 seminar) - Dena H. will speak about the new building and possibly do a walking tour online - Invite Cobb scholar recipient to event - Invite ACEC student chapter and students interested in structural engineer - Use NCSEA again to host	L	IR
	AIT Bridge Beams (Part 1 seminar) NCSEA will host	L	IR
January	TT Sustainability in Structures ZOOM or RingCentral platform	L	DB
February	SE Test Primer Next exam is in April	H	IR
TBD	Precast Deck Panels - Contact Josh Lund - Coordinate with SENH		BW
TBD	Ethics		TP
TBD	Ground Improvement		MN
TBD	Wind turbines		MN
TBD	Portland Observatory - Contact Ben Brubaker and Portland Observatory - After pandemic		

Key:

F = Full day event

H = Half Day event

L = Lunch event

E = Evening event