

SEAM

MEETING MINUTES

May 5, 2022

12:30 pm



Type of Meeting: Monthly Board Meeting (online)

Meeting Facilitator: Bryson Welch

Attendees: Bryson Welch, Matt Novicki, Ian Riley, Matt Paladino, and Greg Cuetara

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

Roll Call

Approval of minutes from last meeting

Review of last Seminar

1. Social
 - a. Even canceled due to low attendance, possibly due to SEAM member personal schedules or not enough time between the notice and event. Possible issue with constant contact emails not being received.
 - b. Yearly meeting
 - i. Need to add this to an upcoming event.
 - c. Return money
 - i. **Issue refunds - Matt N.**
 - d. Link future social events with brewery tour or something

Priority Items

2. Plan for upcoming seminars (see 2021/2022 Table)
 - a. Add opening on Board in Announcement
 - b. NECSEA
 - c. Collaborate with SENH on NCSEA webinars, Roger Sproul
3. Constant Contact
 - a. 25% open Constant Contact messages
 - b. 75% open manual email message
 - c. Send out manual email and compare to Constant Contact. - **Bryson**
 - d. Send out email to select groups to try to confirm the issue. – **Ian**

- e. Issues with going to spam? Members busy? Need to identify cause of low attendance with recent events.
- 4. Membership Drive
 - a. All paid, check email addresses
- 5. Board Opening
 - a. Tony Dumais
 - b. Helen Watts
- 6. Financial updates, P&L statement
 - a. Invoices to be paid – **Matt**
 - b. **Submit Form 990**
- 7. SEER Subcommittee
 - a. No updates, awaiting invoice from legal
- 8. ACEC Government Affairs Committee
 - a. No updates
- 9. Material institutes update
 - a. Submit 20th of May, send notice to Bryson next week
 - i. **Bryson - IBC, IEBC, AASHTO, and MaineDOT Standard Specs and Details**
 - ii. **Matt N. - Masonry**
 - iii. **Ian - Steel**
 - iv. **Greg - Concrete**
 - v. **Matt P. - Timber**

10. To Do

March

- Provide notice for April Annual Meeting, 30 days in advance

April

- 15th, Deadline for Board nominations to be submitted to membership
- 30th, Deadline for nominations by membership to be submitted

May

- 10th, Deadline for Board ballots to be submitted to membership
- 15th, Deadline to file Form E990 with IRS to certify non-profit status
- 25th, Deadline for return of ballots, maintain ballot results for submission to NCSEA in September

June

- 15th, Deadline for election results to be released to membership and NCSEA
 - 30th, Board of Director term ends
- a.

11. SEAM social media accounts

- a. Facebook
- b. LinkedIn

12. NCSEA Brand Awareness

13. NCSEA Summit

14. Google Drive

Secondary Items (Reminders)

- SE2050
 - a. SEI goals for 2050
 - b. As SEAM board members we should have more knowledge to discuss the initiatives
 - c. Where do we go from here with this?
- Invite student members and Cobb scholarship recipient to event in Orono area
- Reach out to SENH and SEAMass

New Business

- None

Open Discussion

Adjournment

Seminar Planning 2021/2022

Month	Topic	Type	In-Person/ Virtual	Person
TBD	Veranda Street Lateral Slide Bridge, Portland Cianbro Contractor	L		BTW
TBD	Prefabricated bridge elements (Josh Lund)	E		BTW
June	Bridge Replacement, I-91 Rockingham, VT Thomas French, HDR 603-391-0856	L	In-Person	BTW
June?	Social	E	In-Person	Ian
May 11th	Portland Back Cove Sewer Interceptor		In-Person	Matt N.
	Tim Maze			
TBD	Historic building analysis			Greg
TBD	Combined ASCE/SEAM seminar			Greg
TBD	Revit Training, Autodesk			Matt P.

Key:

F = Full day event

H = Half Day event

L = Lunch event

E = Evening event

SEAM Profit Loss Worksheet Through May31, 2022

Beginning Balance 1/01/2022 \$ 24,274.06
 Ending Balance 5/31/2022 \$ 24,933.00 + CURRENT PAYPAL BALANCE (\$1,322.65) = \$26,255.65
 Net \$ 658.94

REVENUE

Amount	Description	Date	Notes
\$ 684.05	PayPal Transfer	1/10/2022	
\$ 550.00	Membership Checks (3 total)	2/15/2022	
\$ 1,725.00	Membership Checks (3 total)	2/16/2022	
\$ 5,764.54	PayPal Transfer	3/29/2022	Membership, USM site visit, Seismic Seminar
\$ 8,723.59	TOTAL REVENUE		

EXPENSES

Amount	Description	Date	Notes
\$ 58.03	Constant Contact	1/3/2022	
\$ 372.00	MMG Insurance	12/14/2021	
\$ 3,000.00	Eric Cobb Scholarship	1/6/2022	
\$ 549.90	ZOOM	1/26/2022	
\$ 58.03	Constant Contact	2/8/2022	
\$ 396.26	SEER Equipment - David Sheldrake	2/28/2022	
\$ 58.03	Constant Contact	3/8/2022	
\$ 70.00	Helen Watts	3/8/2022	Check to cover double payment of membership
\$ 2,415.64	NCSEA Summit Expenses	3/10/2022	FOSCADH
\$ 15.00	David Price	3/16/2022	Early bird Refund
\$ 15.00	Teresa Price	3/16/2022	Early bird Refund
\$ 58.03	Constant Contact	4/8/2022	
\$ 58.03	Constant Contact	5/9/2022	
\$ 940.70	University Of Southern Maine	5/18/2022	
\$ (8,064.65)	TOTAL EXPENSES		