

SEAM

MEETING MINUTES

October 13, 2022

12:00 pm



Type of Meeting: Monthly Board Meeting (Virtual)

Meeting Facilitator: Bryson Welch

Attendees: Bryson Welch, Ian Riley, Matt Paladino, 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. 317 Maine Yarmouth
 - a. Gross \$495
 - b. Tab \$300 +/-
 - c. PDH certificates

Priority Items

2. Plan for upcoming seminars (see 2021/2022 Table)
 - a. NECSEA
 - i. Tour of 754 Congress Street, Portland Maine December 14th
 - b. Move 201 Federal Street seminar to Spring. **(Greg)**
 - c. Schedule Thermal Bridging seminar for November. **(Ian)**
 - d. Collaborate with SENH, ASCE on NCSEA webinars
3. Constant Contact
 - a. Constant Contact email issue
 - i. Possibly resolved, open rate 32% which is lower than manual emails.
Possibly being sent to spam?
 - ii. Recommend sending one constant contact email but sending the remainder emails prior to seminars by manual email.
4. Website
 - a. Board folder on google drive.

- b. Spreadsheet of past projects
 - i. Add to shared folder (BTW)
- 5. Membership
 - a. Member update (Ian)
 - b. Google drive membership document will be made the “official” version of the membership list.
- 6. Financial updates, P&L statement
 - a. Add note about paying insurance premium to SEAM board duties document.
(Ian/Matt P.)
- 7. SEER Subcommittee
 - a. Signed agreement
- 8. ACEC Government Affairs Committee
- 9. To Do

September

- 1st, NCSEA yearly cycle starts
- 21st (approx.), Delegate Report due to NCSEA. They will send out an email to the Delegate with exact date due
- 30th, Deadline for payment of dues to NCSEA, \$20 per member, submission of membership list and Board of Director ballot results
- Send representative to NCSEA annual Summit

October

- Budget submitted to Board of Directors by 15th by Treasurer

November

- (none)
 - a.
 - b. Send delegate report to NCSEA (Ian)
- 10. SEAM social media accounts
 - a. Facebook
 - b. LinkedIn (Ian accounts, secretary at SEAM)
 - 11. NCSEA
 - a. Brand Awareness
 - b. NCSEA Summit, early November, Ian scheduled to go as SEAM delegate.
 - 12. Material institutes update

Secondary Items (Reminders)

- SE2050
 - a. SEI goals for 2050
 - b. As SEAM board members we should have more knowledge to discuss the initiatives

New Business

- None.

Open Discussion

- None.

Adjournment

Seminar Planning 2021/2022

Month	Topic	Type	In-Person/ Virtual	Person
Jan.	Veranda Street Lateral Slide Bridge, Portland Cianbro Contractor with ASCE	L	In-Person	BTW
TBD	SEER CALOES training, Michael Fillion	E	In-Person	Greg/Ian
Nov./Feb?	Thermal Bridging			Ian
Dec.	SoFi Stadium			Tony
TBD	Historic building analysis			Greg
TBD	Combined ASCE/SEAM seminar			Greg
Spring?	201 Federal Street, Adam Jones			Greg
Oct.	Revit Training, Autodesk			Matt P.
	SJI – Free Webinars (See Greg’s email)			
May	NECSEA Webinars			

Key:

F = Full day event

H = Half Day event

L = Lunch event

E = Evening event

SEAM Profit Loss Worksheet

Aug-22

Beginning Balance 8/01/2022	\$ 24,715.62
Ending Balance 8/31/2022	\$ 25,257.37
Net	\$ 541.75

REVENUE

Amount	Description	Date	Notes
\$ 2,262.94	Paypal Transfer	8/2/2022	Mostly from June event

\$ 2,262.94 TOTAL REVENUE

EXPENSES

Amount	Description	Date	Notes
\$ 1,628.16	TIQA June event reimbursement	8/10/2022	
\$ 35.00	Matt N. Reimbursement	8/10/2022	Maine Annual Report Fee Reimbursement
\$ 58.03	Constant Contact	8/18/2022	

\$ (1,721.19) TOTAL EXPENSES

NOTE: CURRENT PAYPAL BALANCE =	\$ 137.07
TOTAL KEY BALANCE + PAYPAL BALANCE =	\$ 25,394.44
Net Change =	\$ (1,544.12)

SEAM Profit Loss Worksheet

Sep-22

Beginning Balance 9/01/2022	\$ 25,257.37
Ending Balance 9/31/2022	\$ 24,418.74
Net	\$ (838.63)

REVENUE

Amount	Description	Date	Notes
\$ -			
\$ -	TOTAL REVENUE		

EXPENSES

Amount	Description	Date	Notes
\$ 58.03	Constant Contact	9/8/2022	
\$ 14.94	Stamps, envelopes	9/26/2022	
\$ 294.66	Brickyard Hallow - Sept Event	9/30/2022	
\$ 471.00	Annual Insurance Premium	9/30/2022	
\$ (838.63)	TOTAL EXPENSES		

NOTE: CURRENT PAYPAL BALANCE =	\$ 483.41
TOTAL KEY BALANCE + PAYPAL BALANCE =	\$ 24,902.15
Net Change =	\$ (492.29)