

SEAM

MEETING MINUTES

September 7th, 2023

12:00 pm



Type of Meeting: Monthly Board Meeting (Remote)

Meeting Facilitator: Ian Riley

Attendees: Ian Riley, Matt Paladino, Greg Cuetara and Sarah Williams

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

Roll call

Approval of minutes from last meeting

Review of last seminar

1. None

Priority Items

1. Plan for upcoming seminars (see Table)
 - a. Workshop ideas for upcoming seminars, focus on in-person site visits if possible
2. Financial updates, P&L statement (**MP**)
 - a. No major expenses to report.
3. 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
- Treasurer to pay annual insurance premium

October

- Budget submitted to Board of Directors by 15th by Treasurer
4. Establish regular monthly newsletter to be sent to members (**IR**)
 - a. First draft created and ready to be sent out for September

- b. Establish advertising/marketing options for newsletter.
 - i. “Platinum” level of corporate membership includes advertising on newsletter and seminars.
 - c. Material updates throughout the year
 - i. Everyone adds updates to newsletter each month and then one person edits and sends out. Try to get material updates and other information assigned to officers if available.
 - d. Frequency of newsletter?
 - i. Bimonthly, monthly if required.
- 5. Corporate member sponsorship of SEAM?
 - a. Discuss possible benefits and costs.
 - b. Table for now until we gauge interest from newsletter.
 - i. Presentation at or before seminars?
 - ii. Recognition of sponsorship at events/meetings?
 - iii. Recognition at award ceremonies?
 - iv. Advertisement?
 - v. Logo on website, monthly newsletter, other announcements?
- 6. ACEC Government Affairs Committee
- 7. MUBEC Board
- 8. NECSEA Committee
 - a. Next meeting 9/20/23 at noon. They are also arranging an informal meeting during the NCSEA Summit on Friday.
- 9. 2023 New England Transportation Annual publication
 - a. Reach out (IR)

Secondary Items (Reminders)

- Review of SEAM bylaws, [Bylaws | SEAM](#)
- NECSEA
 - a. No new action items
 - b. SEBH sustainability committee
 - i. Chris Williams (TT) has show interest in being on the committee
- Google drive
 - a. Board folder on google drive
 - b. Spreadsheet of past seminars
 - i. Current members try to add info on seminars you were responsible for in past (IR, BW, MP, GC, TD)
- SEAM social media accounts

- a. Facebook
 - b. LinkedIn
- SE2050
 - a. SEI goals for 2050; [SE2050](#)
- Misc
 - a. Executive director
 - i. Take a look at this in future – maybe to help with membership drive (IR has contact of person)
 - b. Maine structural engineering awards
 - i. Maybe make this part of the annual meeting?

New Business

Open Discussion

Adjournment

Seminar Planning 2023/2024

Month	Topic	Type	In-Person/ Virtual	Person
September	Consigli, Modular construction at Colby	L	Virtual	Tony
September	Type 1 L Cement	?	Webinar	Tony
November	Corrosion of Reinforced Concrete Structures	L	In-Person	Ian
TBD	Blue Hill Falls Bridge Site Tour	E	In-Person	Ian
TBD	SEER CALOES Training, Michael Fallon	E	In-Person	Greg/Ian
TBD	Umaine 3D Printing Composites		In-Person?	Matt
				Matt
TBD	Historic Building Analysis			Greg
TBD	Westbook Vertical Farm		In-Person?	Greg
TBD	395 Interstate Extension		In-Person?	Sarah

Key:

F = Full day event

H = Half Day event

L = Lunch event

E = Evening event