

SEAM

MEETING AGENDA

May 2nd, 2024

12:00 pm



Type of Meeting: Monthly Board Meeting (Remote)

Meeting Facilitator: Ian Riley

Attendees: Ian Riley, Tony Dumais, 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. Financial updates, P&L statement (**MP**)
2. To-do:

March

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

April

- 15th, Deadline for Board nominations to be submitted to membership
- 30th, Deadline for nominations by membership to be submitted
 - **No nominations were submitted.**

May

- 10th, Deadline for Board ballots to be submitted to membership **IR**
- 15th, Deadline to file Form E990 with IRS to certify non-profit status **MP**
- 25th, Deadline for return of ballots, maintain ballot results for submission to NCSEA in September **IR**
- File Annual Report with the Maine Secretary of State before June 1st **MP**

3. StarChapter setup task assignments
 - a. See Basecamp (**All**)
 - b. Review corporate membership features.
 - c. Put together instructional video for corporate members (**IR**)
 - d. Set up time for instruction with StarChapter (**IR**)
4. 2024 membership drive
 - a. Begin ASAP (**All**)
5. ACEC Government Affairs Committee
6. MUBEC board
7. NECSEA Committee
8. Cancel Constant contact (**MP**)

Secondary Items (Reminders)

- Review of SEAM bylaws, [Bylaws | SEAM](#)
- Google drive
 - a. Board folder on google drive
- SEAM social media accounts
 - a. Facebook
 - b. LinkedIn
 - c. Add upcoming webinars and seminars to events on social media
- SE2050
 - a. SEI goals for 2050; [SE2050](#)
- Corporate member sponsorship of SEAM?
 - a. Discuss possible benefits and costs.
 - 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?
- Misc
 - a. 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
April-May	Vertical Harvest Part 2	E	In-Person	Greg
April	Blue Hill Falls Bridge Site Tour	E	In-Person	Ian
May 23rd	9 th to 10 th edition fire protection	E	In-Person	Matt
TBD	SEER CALOES Training, Michael Fallon	E	In-Person	Greg/Ian
TBD	UMaine 3D Printing Composites		In-Person?	Matt
TBD	Historic Building Analysis			Greg

Key:

F = Full day event

H = Half Day event

L = Lunch event

E = Evening event