



GBA BOARD OF DIRECTORS MEETING MINUTES

THE GRAND HYATT SEATTLE HOTEL
SEATTLE, WASHINGTON

THURSDAY, OCTOBER 13, 2016, 2016

LEONESA III - (LOBBY LEVEL)

7:30 AM – 1:00 PM

7:30 – 8:30 AM (WORKING BREAKFAST)

NOON – 1:00 PM (WORKING LUNCH)

SATURDAY, OCTOBER 15, 2016

LEONESA III - (LOBBY LEVEL)

1:15 PM – 4:15 PM

COMMITTEES/COUNCILS 1:15 PM -2:45 PM

THURSDAY, OCTOBER 13, 2016

BOARD OF DIRECTORS, GUESTS, STAFF

LEONESA III - (LOBBY LEVEL)

Meeting participants:

President:

Laura R. Reinbold, P.E.

President-Elect:

Charles L. Head, P.E., P.G.

Secretary/Treasurer:

Woodward L. Vogt, P.E., D.GE, F.ACI, F.ASCE, F.ASTM

Directors:

Thomas W. Blackburn, P.E., G.E., F.ASCE

Arthur G. Hoffmann, P.E., D.GE.

Kenneth R. Johnston

Kimberly F. Morrison, P.E., R.G.

Alex Sy, Ph.D., P.Eng.

Stewart G. Osgood, P.E.

TIC Liaison:

Executive Director:

Joel G. Carson

Program Director:

Barbara A. Nappy

Program Manager:

Sara Menase

Guests:

Kevin McMahon, P.E. (McMahon Siegel Group)

William "Bill" Siegel, P.E. (McMahon Siegel Group)

Dave Cook, P.E. (EWB-USA)

Cathy Leslie, L.G., C.P.G. (EWB-USA)

1. Convene

President Reinbold welcomed all the meeting and called the meeting to order at 8:00 AM Pacific Time.

2. Approval of Prior Meeting Minutes

UPON MOTION BY MR. BLACKBURN AND SECONDED BY MS. MORRISON, AND PASSED UNANIMOUSLY, the Board of Directors approved as distributed the minutes of its August 8, 2016 meeting.

3. Finance Committee Report

Prior to the meeting, Mr. Carson distributed a financial summary for the period May 1, 2015 to September 30, 2016.

Mr. Vogt noted GBA's dues revenue has exceeded the budget but overall revenue is behind the budget year-to-date and provided details. He also indicated expenses are less than budgeted and provided details.

Mr. Vogt summarized the reserves and investment accounts. He reported the checking account balance was approximately \$460,000 and the reserve balance approximately \$515,000 when the books were closed on September 30, 2016.

The Board requested Mr. Carson evaluate membership dues and provide recommendations for any modifications to the Board during the Winter Leadership Conference Board of Directors Meeting.

The board reviewed GBA's annual audit for Fiscal Year 2015-16 prepared by Lydon Ferrerrolf Croydon, P.A.

UPON MOTION BY MR. HEAD AND SECONDED BY MR. VOGT, AND PASSED UNANIMOUSLY, the Board of Directors approved as distributed GBA's annual audit for Fiscal Year 2015-16.

4. McMahon Siegel Presentation

Mr. Bill Siegel and Mr. Kevin McMahon presented their proposal to provide GBA a co-branded training course for employees of member firms. The Board supported the proposal and asked Mr. Carson to collaborate with McMahon Siegel on the effort.

Mr. Osgood was not present for the presentation or discussion.

5. Website Development

Mr. Carson reported that the website design and construction is complete and it was live about 3-months earlier than originally scheduled. He reported the original budget for the website was \$90,000 and our actual cost is expected to be \$99,800 or 11% overrun.

6. Colergo Update

Mr. Carson reported that he successfully negotiated terms and conditions with Colergo which will establish a platform for GBA Member-Firms to borrow and lend staff with each other. The agreement was finalized on October 6, 2016 and information will be uploaded to our website and the effort promoted in the next two weeks. Mr. Carson voiced his appreciation to the Board for their support and congratulated them for this unique member benefit.

The Board requested Mr. Carson establish metrics to measure the success of the engagement with Colergo prior to the next Board meeting.

7. Member-Benefits through Professional Development Updates

Mr. Carson reported that he has researched numerous options for professional development training for member-firms. His research included on-line evaluation of courses provided by other associations and by consultants.

Mr. Carson then approached GBA Consultant members to try and identify subject matter experts willing to prepare and deliver valuable topics that can be co-branded with GBA and be delivered economically.

Mr. Carson reported that he has reached an agreement with Lee James & Associates to deliver two in-person, 8-hour Project Manager short courses on optimizing performance during 2017. The short courses will be economical, co-branded with GBA, include reference to GBA resources, and provide 8 PDH's. GBA's obligation is to promote the short-courses to member-firms and coordinate logistics. In return, GBA will received some non-dues revenue.

Mr. Carson reported that he has reached an agreement with AEC Business Solutions to deliver four webinars during 2017. The webinars will be free to member-firms, be co-branded with GBA, include GBA reference material, and provide PDH's. GBA's obligation is to promote the webinars to member-firms.

8. GBA Dashboard

Ms. Reinbold and Mr. Carson have been collaborating on the GBA Metrics Dashboard. Recent updates include transitioning from the concept dashboard to the working dashboard and collecting data to populate the dashboard.

Each element of the dashboard was reviewed by Ms. Reinbold and discussion ensued.

Mr. Carson anticipates most elements of the dashboard will be completed prior to the next Board Meeting with a working version presented in detail at the January Board of Directors meeting.

9. Guidance for New Board Members

Mr. Carson reported that the Guidance Document for new Board Members has been updated. Several support documents for the Guidance Document require updating. The most significant is the Bylaws. Mr. Carson will work with the Bylaws Committee to update by the end of the year.

The Operations Manual was reviewed and discussed. The Board identified a few opportunities for updating the manual and will be prepared to adopt the updated manual during the December meeting.

10. Association of Environmental & Engineering Geologists (AEG)

Mr. Carson reported that he is communicating with Yolanda Natividad, the Association Director for AEG and they are working on an MOU to benefit both groups.

11. Engineers Without Borders (EWB-USA)

Mr. Carson reported about his re-engagement with EWB-USA. The collaboration will benefit both organizations. He has invited Cathy Leslie (Executive Director) and David Cook (President) to join us at 11:00 AM to identify ways we can collaborate in the future.

12. Scheduled Conferences Update

Ms. Nappy reported the following locations for future GBA Conferences.

- **April 2017 – Washington D.C.**
- **October 2017 – Phoenix, AZ**
- **April 2018 – Chicago, IL**

13. SEACON Position Update

SEACON has published a report. Discussion about how GBA is going to publish the findings. Mr. Vogt will work with Jim Withiam and prepare a strategy which will be discussed at the next Board Meeting.

14. Membership Committee

Mr. Carson reported that through September, GBA includes 237 member-firms. We have lost some member firms due to acquisitions, dropped some members for inactivity, we have added a couple of high-quality established firms in Vector Engineers, Hart Crowser, and Murray Engineers, along with startup Vivid Engineers.

Since our last Board Meeting on August 8, 2016, Mr. Carson has visited member firms in Kansas City, Boston, Lexington, and Seattle. Mr. Carson plans on visiting with member firms and potential member firms in, Houston/Austin/San Antonio, Chicago, Washington D.C. and possibly Denver before the end of the fiscal year.

15. Projects in Queue

Mr. Carson provided a comprehensive list of active projects in queue and asked for Committee/Council support to keep filling the pipeline of reference documents.

16. Tailings EOR Task Force

Ms. Morrison reported that the task force has met several times this fiscal year and published a GBA Business Brief on the topic. Additionally, the task force will be meeting on October 13th while at the conference. The task force has been valuable as an affinity group for geoprofessionals that focus on mining and it has also been a source of recruiting new member firms.

17. Editorial Committee Proposal

Mr. Vogt provided a brief overview of the proposed Editorial Committee which was submitted to Board Members prior to the meeting.

UPON MOTION BY MR. VOGT AND SECONDED BY MR. BLACKBURN, AND PASSED UNANIMOUSLY, the Board of Directors approved as proposed an Editorial Committee under the direction of Mr. Vogt as Chair.

18. 2016-2017 Committee/Council Objectives Progress Reports

a. Technical Group

Mr. Johnston provided a summary of the Technical Group activities and updates on their objectives.

b. Operations Group

Dr. Sy provided a summary of the Operations Group activities and updates on their objectives.

c. External-Affairs Group

Mr. Blackburn provided a summary of the Technical Group activities and updates on their objectives.

19. Board-Level Committees

a. Conference Committee

Ms. Morrison reported that the Fall Conference is going to be full of educational and entertaining presentations and supported by numerous networking opportunities. She also reminded the Board that the call for abstracts for the Spring 2017 Conference were due at the end of October.

b. Finance Committee

Mr. Vogt had no additional reports beyond what was reported in item #3.

c. Nominating Committee

Ms. Reinbold notified the Board that the Nominating Committee will be meeting during the Fall Conference to discuss vacancies and initiate conversations about filling the vacant leadership positions.

20. Principal-Liaison Update Reports

a. GeoCoalition

Mr. Carson reported that the Executive Directors of the GeoCoalition met on August 16, 2016 to start preparations for next summer's meeting. Additionally, he has talked with his counterparts at AEG and ADSC to collaborate on ways to improve our individual associations.

b. Geo-Institute of ASCE

Mr. Carson updated the Board on opportunities to support the Geo-Institute. Most recently, on October 5th Rick Smith presented to 25 G-I members in Portland. On October 20th, GBA will have two presenters at GeoCharlotte and we are currently planning our support of the Kapp Lecture Series in January 2017 to be held in NYC and of the GeoCongress in February 2017 in Orlando.

c. Terra Insurance Co.

Mr. Osgood reported the Terra Board of Directors met in Hawaii in July, 2016 and plan on meeting again in November 2016.

21. Conference/Meeting Site Selection Update

Ms. Nappy reported that we are under contract for the following except the October 2017 Conference in Phoenix, Arizona.

- a. January 27-28, 2017: Grand Hyatt, Denver, CO
- b. April 6-8, 2017: Grand Hyatt: Washington D.C.
- c. June 8-10: 2017, Boston, MA at location TBD
- d. October TBD, 2017: Phoenix, AZ
- e. April 5-7, 2018, Westin Chicago River North, Chicago, IL

22. Introduction of EWB-USA Executive Director, Cathy Leslie, P.E.

We were joined by EWB-USA Executive Director, Cathy Leslie, P.E. and EWB-USA President Dave Cook, LG, CPG. They provided an overview of EWB-USA and the group discussed ways to support each other.

23. Recess

Ms. Reinbold called for the meeting to recess at 1:00 PM Pacific Time.



SATURDAY, OCTOBER 15, 2016

**BOARD OF DIRECTORS, COMMITTEE/COUNCIL CHAIRS, GUESTS, STAFF
STEVENS ROOM - (7TH FLOOR)**

Meeting participants:

President:	Laura R. Reinbold, P.E.
President-Elect:	Charles L. Head, P.E., P.G.
Secretary/Treasurer:	Woodward L. Vogt, P.E., D.GE, F.ACI, F. ASCE, F. ASTM
Directors:	Thomas W. Blackburn, P.E., G.E., F. ASCE
	Arthur G. Hoffmann, P.E., D.GE
	Kenneth R. Johnston
	Kimberly Morrison, P.E., R.G.
	Alex Sy, Ph.D., P.Eng.
TIC Liaison:	Stewart Osgood, P.E.
Executive Director:	Joel G. Carson
Program Director:	Barbara A. Nappy
Program Coordinator:	Sara Menase
Committee Chairs:	Victor Barchers, P.E.
	James Harless, Ph. D., CHMM
	Richard D. Heckel, P.E., D.GE.
	Saad M. Hineidi, P.E.
	Richard E. Johnson, P.G., C.E.G., C.H.G.
	Don Kubik, Jr., P.G., CIH, CSP, CET
	Bradley M. Melocik, P.E., P.H.
	Matt Moler, P.E.
	Jerry Samford, P.G., F.GBA
	David P. Sauls, P.E.
	Ji Shin, Esq.

24. Reconvene

President Reinbold reconvened the meeting at 1:08 PM (Central Time Time)

25. Board Update to Committee/Council Chairs

Ms. Reinbold welcomed the group and shared her appreciation for their efforts to lead Committees and Councils. She emphasized our FY2016-17 efforts to support GBA's Strategic Plan to include a focus on outreach and recruiting. She also provided the group with an update on the new website development and asked for their continued support.

26. Committee/Council Exception Reports

a. Technical Group

Construction-Materials Engineering and Testing Business Council

Mr. Hineidi reported 9 attendees at the CoMET Council Meeting.

- Two CoMET Tales.
- One CoMET focused Case Histories by Leo Titus, P.E. this year
- SPRING Conference Abstracts to Conference Committee.
- CoMET Contract review/update.
- CBC Website landing page to be updated by Paul Kohler

He also reported:

- SharePoint site is updated.
- Website button for GBC will be updated.

Environmental Business Council

Mr. Covert reported 8 attendees at the Environmental Council Meeting.

He reported the EBC website has been updated.

He summarized the projects currently in progress to include:

- Phase I ESA Report ready for final editing by the end of October by Mr. Covert and Mr. Samford.
- Can't you find a cheaper alternative for Environmental will not be updated as originally planned.
- EBC will develop a new Case History this year.
- Working on a document about being a consultant with CoMET
- Abstract will be prepared to support Phase I ESA Study.
- Reliance Document – Refresh with Draft by D.C.
- Dr. Harless has volunteered to be on the Editorial Review Committee
- Covert – Videos on Leadership

He also reported:

- SharePoint site will be updated by Mr. Covert.

Geotechnical Business Council

Mr. Heckel reported Specialty Task Force took place on October 13th. The successful event included 12 participants and 2 guests. Potential action items include a future presentation, a GBA Best Practices monograph and a GBA Case History on topics discussed during the meeting.

Mr. Heckel reported 15 attendees at the Geotechnical Business Council Meeting.

He summarized the projects currently in progress to include:

- Abstract for Fall Meeting – Use of emerging technology in geoprofessional businesses.
- Publications – Matt Moler's publication in *American Jail* was published in July 2016.
- Publication – Saiid Behboodi is preparing a Case history.
- Update to Geotechnical Engineer of Record document is currently on hold.
- Software validation – needs a survey to support the document.
- The GBC will support a workshop for the Tailings EOR Task Force to be held prior to the WLC.
- Two members of the GBC (Barber and Adimo) will support the Editorial Review Committee.

He also reported:

- SharePoint updated.
- Jeff Gebhart is the champion to update the GBC portal on the website.

b. Operations Group

Business Practices Committee

Mr. Moler reported 18 attendees of the Business Practices Committee meeting.
Publications:

He reported on the many accomplishments of the BPC in the past 6-months including finalizing the 11-module PM Fundamentals course that will be available to all members by the end of October.

He summarized the projects currently in progress to include:

- Abstracts for future conferences include:
 - Not too big to fail. ENR list (Paul Zoffnass and/or Gerry Salontai as potential speakers)
 - Executive Coaching – potential abstract
 - Strategies for dealing with Affordable Care Act
 - Economics forecaster.
 - P3 Organization
 - Business Conditions Survey.
- Web based training. Looking at outdated GBA material. Numerous voice over topics are being considered to be updated for MP3 devices.
- Adoption of standard e-mail system.

He also reported:

- SharePoint site needs to be updated.

Legal Affairs Committee

Ms. Shin reported 8 attendees of the Legal Affairs Committee including one new member.

Four publications by end of November

- Teaming and Joint Ventures
- Expert Witness Guide
- International Projects
- Life Cycle of project under confidentiality

New Leaders Committee

Mr. Barchers reported that the NLC had 2-hour session during the Fall Conference that was attended by 10 New Leaders

The NLC is preparing an abstract to address employee retention with improvements to supervisor training and recommendations about best practices for member firms. Their efforts are supported by a 10 questions survey.

Their research should result in a Presentation and reference document.

The Board requested a future NewsLog article include a summary of NLC.

Peer Review Committee

Mr. Johnson reported 8 attendees of the Peer Review Committee.

One new member that was present was John Zipper.

He summarized the projects currently in progress to include:

- Publications: Going through existing publications that need to be updated.
- Focused peer review document.
- Updating the GBA website for the Peer Review process.
- Qualifications information for Peer Reviewed Teams.
- Peer Review Training. Peer reviewers guide updated.
- Sequel of Green Geo.
- Program from Risk Management Case Studies
- GBA Monograph supporting the success of Peer Review.
- 7 Core competencies with support of David Coduto.

He also reported:

- SharePoint updated.

Safety Committee

Mr. Kubik reported 25 GBA Member attendees and two guests at the Safety Summit Committee meeting.

He summarized the projects currently in progress to include:

- NewsLog article summarizing the Safety Summit.
- Monthly Safety Topics.
- Near Loss Series.
- Future Program to help firms establish safe practices for employees that regularly visit multiple project sites.

There was no report provided to the Board regarding the Committee's update for the SharePoint site.

c. External-Affairs Group

Council of Fellows

Mr. Hoppe reported 5 people attended the CoF meeting.

Emerging Issues and Trends Committee

Mr. Melocik reported 11 people attended the EIT Committee and 3 were new to the group.

The Committee is currently working on the following:

- Converting the CBW article to be published in GeoStrata into a GBA reference document.
- Prepare abstracts for future conferences.

Mr. Melocik indicated the committee's SharePoint is not currently up-to-date.

External Relations Committee

Mr. Sauls reported the External Relations Committee had 7 attendees of their meeting.

The ERC has recently supported successful meetings with the Geo-Institute in the following locations:

- Denver – GI Chapter Summit in July 2016
- Portland – GI Local Chapter Meeting in October 2016 (25 attendees)

The ERC is planning on supporting the following meeting with the Geo-Institute

- GeoCharlotte in October 2016
- Martin Napp Lecture on January 20, 2016.
- GeoCongress in February 2016

The Committee has asked the Board to consider changing the Chair and Vice Chair responsibilities.

There was no report on the status of the Committee's SharePoint site.

27. Closing Remarks

Ms. Reinbold emphasized how much she and the Board appreciate the efforts of the Councils and Committees, particularly the leadership of those attending the meeting.

28. Recess

The meeting was recessed at 2:50 PM Central Time

SATURDAY, OCTOBER 15, 2016

**BOARD OF DIRECTORS, DIRECTOR NOMINEE, GUESTS, STAFF
STEVENS ROOM - (7TH FLOOR)**

Meeting participants:

President: Laura R. Reinbold, P.E.
President-Elect: Charles L. Head, P.E., P.G.
Secretary/Treasurer: Woodward L. Vogt, P.E., D.GE, F.ACI, F. ASCE, F. ASTM
Directors: Thomas W. Blackburn, P.E., G.E., F. ASCE
Arthur G. Hoffmann, P.E., D.GE
Kenneth R. Johnston
Kimberly Morrison, P.E., R.G.
Alex Sy, Ph.D., P.Eng.
TIC Liaison: Stewart Osgood, P.E.
Executive Director: Joel G. Carson
Program Director: Barbara A. Nappy
Program Manager: Sara Menase

29. Reconvene

Ms. Reinbold reconvened the meeting at 2:55 PM (Pacific Time)

30. Committee/Council Exception Reports

- **Construction-Materials Engineering and Testing Business Council**
Mr. Johnson reported that the CBC would like the Nomination Committee to consider elevating Randy Martin to the Chair.
- **External Relations Committee**
Mr. Blackburn supported the ERC request to change the leadership of the Committee.

31. Next Meeting

The next Board of Directors Meeting will be held by teleconference on December 5, 2016

32. Closing Remarks

Ms. Reinbold thanked everyone for their ongoing support and leadership and congratulated the group on all the successes that have been realized under their leadership.

33. Adjournment

Ms. Reinbold adjourned the meeting at 3:25 PM (Pacific Time)