



EERI Utah Chapter Board Meeting

Board Meeting

Minutes

A board meeting for the Earthquake Engineering Research Institute Utah Chapter was held at the Meldrum Civil Engineering Building conference room 2051 at the University of Utah on Thursday, December 13, 2012 beginning at 5:00PM.

Present: Steven Bartlett (SB), Barry Welliver (BW), Robert Snow (RS), Peter McDonough (PM), Zach Hansen (ZH)

Opening Remarks BW served as moderator for the meeting.

The Board reviewed the meeting minutes from October 25th the meeting minutes were unanimously accepted by the Board.

PM reported to the Board that Kristine Pankow has accepted the request to fill the position of the GeoScience Director position on the Board. The Board voted unanimously in favor of Mrs. Pankow to fill that position.

ZH reported on the status of the election process for the President-Elect and Director positions. Voting is allowed to take place until December 19th @ 12:00 p.m. ZH agreed to tally the votes and provide the board with those results.

EERI Web Site/
Membership
Registration BW asked that RS and ZH review their progress in regards to chapter web site development and chapter expenditure and funding information. The report was as follows:

- RS is continuing his work with the website development. He is updating the website with meeting minutes, calendar events, and misc. videos. The website is still in limbo due to changes being made by the Institute. RS will hold off on customizing the website until the Institute changes have been finalized.
- RS recommended to the Board that he set up a Chapter email account through Google. This will allow the Board to utilize several of the online capabilities of applications such as GoogleDocs in an effort to relay information. The Board agreed that this would be of benefit.
- ZH spoke with Sonya Hollenbeck about ways to fund the upcoming lecture with Johnathon Bray. She advised that the Chapter currently has \$100 in funds that can be used



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for this purpose. If more funding is needed she recommended asking Ivan Wong about providing that money from the Institute.

- Sonya agreed to send the Chapter a Square which can be a resource for providing an online method of payment for member registration. Additional information will be sent to ZH from Sonya and Maggie from the Institute.

UT EERI Board of Directors activities

RS asked about procedures for the Chapter to provide the meeting/activity participants with PDH certificates. The Board agreed that this needed to be pursued and RS agreed to contact DOPL and Chandra Clyde regarding these procedures.

The board discussed the methods which will be used to allow professionals to join the Chapter. The following items were agreed upon:

- Members will fill out an information sheet and submit to the Chapter for approval.
- The Board will review all new membership request's and will approve/reject applications as necessary.
- The Board wants to make this process as easy as possible so as to not discourage people from joining.
- The Chapter dues will be pay for membership for the calendar year in the same manner as the Institute membership.
- ZH agreed to contact Ivan Wong and discuss the logistics of providing the new Chapter members with the Institute's bonus material.
- PM agreed to create a welcome flyer that can be distributed to the new Chapter members as they join.

Discussed the upcoming EERI sponsored seminar on Jan 16 @ 7:00 pm featuring Jonathan Bray, 2012 Joyner Lecturer.

- PM agreed to lead the meeting and coordinate the introduction of Jonathan Bray to the participants. It was also determined that it would be appropriate to introduce the Chapter Board of Directors to the seminar participants.
- SB is coordinating the meeting location and will also provide the food.
- SB agreed to contact the ASCE Geo Institute to ask if they would be interested in co-sponsoring the event.
- SB will advertise the lecture to the UofU students to encourage their participation in the event.
- BW is going to create a Chapter information flyer that can be distributed to the participants. He is also going to create a Chapter membership registration form.
- The Board determined that it would be appropriate to take Jonathan to dinner following the seminar. SB, PM,



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RS, and ZH agreed to attend this dinner.

Discussed the need to meet with the organizing committee to engage the membership with the Chapter and to establish directions and areas of focus for the Chapter. The Board will meet prior to this in an effort to help establish some talking points for the organizing committee meeting.

PM agreed to contact the organizing committee and inform them of a meeting that will be held on Feb 27th at 6:00 at the UofU.

SB and PM will solicit the organizing committee for interested members to participate in a Programs Committee. SB agreed to spear head this effort and meet as a committee in January to establish an activities agenda for the year.

Action Items

The following action items have been discussed above but are summarized below:

- RS to continue with web-site development
- RS to create Chapter email account and set up a GoogleDocs application for file sharing.
- RS to contact DOPL and Chandra Clyde regarding the requirements and protocol for issuing PDH's to meeting/activity participants.
- ZH will continue with voting process and will inform the Board of the results.
- ZH to continue coordinating with Sonya about the Chapter's monies and payment methods.
- ZH to obtain a current list of Chapter members.
- ZH will contact Ivan Wong regarding complimentary Institute material that newly registered Chapter members are able to receive.
- PM will create a welcome flyer for newly registered Chapter members.
- PM to conduct at the seminar.
- PM will contact organizing committee regarding meeting on Feb 27th and also to solicit the committee for interest in the Programs Committee.
- BW will prepare a Chapter info. Flyer and Chapter membership registration form that can be distributed at the seminar.
- SB will continue to coordinate seminar location, electronic equipments, and food.
- SB will advertise the seminar to students.
- SB to speak with Geo Institue about co-sponsoring the Joyner Lecture seminar.



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- SB will spear head the process of establishing a Programs Committee and will meet with this committee in January.

Adjournment

The next board meeting is scheduled for February 21 @ 5:00p.m.

Respectfully Submitted:

BW motioned to adjourn the meeting at 6:30 p.m.

Zach Hansen