



Meeting Minutes

WESTT Chapter Meeting at No-Dig Dallas

Sunday, March 20, 2016 – 4:30 PM CST

Board Participants:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Cindy Preuss (HydroScience Engineers) | <input checked="" type="checkbox"/> Jennifer Glynn (RMC Water) |
| <input checked="" type="checkbox"/> Craig Camp (Mott MacDonald) | <input checked="" type="checkbox"/> Lisa Arroyo (City of Santa Barbara) |
| <input checked="" type="checkbox"/> Collins Orton (Trenchless Solutions) | <input type="checkbox"/> Mike Rocco (AUI Inc.) |
| <input checked="" type="checkbox"/> Matt Wallin (Bennett Trenchless) | <input checked="" type="checkbox"/> Mo Ehsani (QuakeWrap) |
| <input type="checkbox"/> Noel Guercio (Stantec) | <input checked="" type="checkbox"/> Norman Joyal (McMillen Jacobs) |
| <input checked="" type="checkbox"/> Brian Avon (Golder Associates) | |

Member Participants: Trenton Cohen (Mott MacDonald), Brennan Lunzer (Tric Tools), Michael Lien (Tric Tools), Frank Firsching (Aegion), Sam Ariaratnam (ASU), Hassan Elsaad (Southside Water Engineering), Don Gordon (Brown & Caldwell), Mary Neher (Bennett Trenchless), David Bennett (Bennett Trenchless)

1) Introduction of Board of Directors and New Officers

a) Board of Directors

Director	Term Dates
Craig Camp, Mott MacDonald	Spring 2016-2017
Mo Ehsani, QuakeWrap	Spring 2016-2017
Collins Orton, Trenchless Solutions	Spring 2016-2017
Matt Wallin, Bennett Trenchless	Spring 2016-2017
Brian Avon, Golder Associates	Spring 2016-2018
Noel Guercio, Stantec	Spring 2016-2018
Mike Rocco, AUI	Spring 2016-2018
Cindy Preuss, HydroScience Engineers	Spring 2016-2019
Lisa Arroyo, City of Santa Barbara	Spring 2016-2019
Norman Joyal, McMillen Jacobs	Spring 2016-2019
Jennifer Glynn, RMC Water	Spring 2016-2019

b) Results of voting for Officers:

Officer Position	Elected Officer	Term	Term Dates
Chair	Cindy Preuss, HydroScience Engineers	2 year	Spring 2016-2018
Vice-Chair	Brian Avon, Golder Associates	2 year	Spring 2016-2018
Secretary	Lisa Arroyo, City of Santa Barbara	1 year	Spring 2016-2017
Treasurer	Matt Wallin, Bennett Trenchless	3 years	Spring 2014-2017
Treasurer-in-Training (informal position)	Norman Joyal, McMillen Jacobs	1 year	Spring 2016-2017
Past-Chair	Craig Camp, Mott MacDonald	2 year	Spring 2016-2018

- 2) Outline Established BOD Process/Protocol
 - a) Cindy explained the process for the recent election. They used tools from the national society to get ballots out.
 - b) Each year, 3 new board positions open.
 - c) There are 10 members, and 1 past chair. Last member term is flexible to allow for officer transitions. Discussed officer terms, nominations and timeline.
 - d) Election nomination committee: **Matt Wallin** and **Don Gordon**
 - e) Nominations form coordination with NASTT - deadline Sept 30. Draft nominations form to BOD for approval – deadline Oct 7. Final nominations form to NASTT - deadline Oct 12. Nominations go out – deadline Oct 14.
 - f) See schedule for additional deadlines to receive nominations and for ballot deadlines.

- 3) Planning Schedule Review of Chapter Activities
 - a) Magazine
 - i) Call for Papers: **Craig Camp** will send out via email. Looking for 1-3 pages with pictures. Publisher is same as last year; they are under 3-year contract. It is Craig Kelman from Canada. 2nd Request for articles needs to be sent out - **deadline Apr 18**.
 - ii) Article solicitation: Looking for excellent articles on projects, 1-3 pages with pictures.
 - (1) Looking for western authors for magazine
 - (2) Write up for WESTT volunteers to be included in this issue.
 - (3) Article and volunteer article write up – deadline end of June
 - (4) Editorial and advertising – deadline Aug 8.
 - (5) Art proofs to WESTT – deadline Aug 22.
 - (6) Press approval – deadline Aug 29.
 - (7) Finish print and sent to mail/ship – deadline Sept 12.
 - iii) Ad solicitation-**Kelman**
 - iv) Proof of draft magazine – **no volunteers**
 - b) Volunteer Participation Needed for 2016 Conference
 - i) Save the Date: October 16-19 in Las Vegas. South Point Hotel.
 - ii) Need Chair – **Noel Guercio** was elected and subsequently accepted the position.
 - (1) Involves coordinating all moving pieces of conference, keeping tabs on each individual's obligations and deadlines, and filling in to help with activities as needed.
 - iii) Website Liaison: **Matt Wallin**
 - iv) Online Registration: **Matt Wallin**
 - v) Venue Liaison: **Mo Ehsani**
 - vi) Select papers and solicit presenters: Looking for 12 papers. Draft program slate-deadline June 13.
 - (1) **Dave Bennett** will take new installs (6 ea)
 - (2) **Michael Lien** will take rehabilitation (6 ea)
 - vii) Program & Brochure: **Mo Ehsani** and **Brian Avon**. Draft brochure & 2nd draft program-deadline July 11; Final of both-deadline July 25.
 - (1) Promotional will be done in advance
 - (2) Actual program and evaluations
 - viii) Giveaways: **Brian Avon**
 - c) Volunteer Participation Needed for Other WESTT Activities

- 4) Redesign Website
 - a) May consider swapping to word press platform where someone internal can update website, but would require redesign.
 - b) Discussion on getting quotes for word press platform. We need to know costs. Benefits are that we can change the website internally without consultant assistance.
 - c) Looking to update look for low amount of money.
 - d) Need to confirm if NASTT hosts our website.
 - e) Start with Jim Schill of Lime Valley to see if they can provide these services. Otherwise Mo and Dave Bennett have web development resources.
 - f) Volunteer: **Cindy Preuss** (supported by **Matt Wallin**).
- 5) Financials: currently we have approximately \$140K. We have 11% of NASTT's membership, largest chapter is at 13%.
- 6) Location of Next Conference
 - a) South Point in Las Vegas. October 16-19.
 - b) Free shuttle to and from airport
 - c) Courses
 - i) Day 1 is presentations and papers
 - ii) Day 2 is good practices course. There's a lot of microtunneling happening there, but should do a survey to see which one to offer. **Noel Guercio** will do.
 - (1) Emcee – Matt Wallin
 - (2) Keynote – Christina Swallows, City of Las Vegas. **Sam Ariaratnam** to reach out.
 - (3) Southwest Gas, City of Las Vegas, Vegas Water District good sources for prospective attendee outreach
 - d) 2017 venue is Northern California, Walnut Creek area (Renaissance?). **Brian Avon** to take lead. Initiate venue outreach – deadline Nov 14.
- 7) Other – sign in sheet and business cards attached.
- 8) Adjourn