Meeting Minutes
WESTT Chapter Meeting at No-Dig Dallas
Sunday, March 20, 2016 – 4:30 PM CST

Board Participants:
☒ Cindy Preuss (HydroScience Engineers) ☒ Jennifer Glynn (RMC Water)
☒ Craig Camp (Mott MacDonald) ☒ Lisa Arroyo (City of Santa Barbara)
☒ Collins Orton (Trenchless Solutions) ☐ Mike Rocco (AUI Inc.)
☒ Matt Wallin (Bennett Trenchless) ☒ Mo Ehsani (QuakeWrap)
☐ Noel Guercio (Stantec) ☒ Norman Joyal (McMillen Jacobs)
☒ 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

<table>
<thead>
<tr>
<th>Director</th>
<th>Term Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Craig Camp, Mott MacDonald</td>
<td>Spring 2016-2017</td>
</tr>
<tr>
<td>Mo Ehsani, QuakeWrap</td>
<td>Spring 2016-2017</td>
</tr>
<tr>
<td>Collins Orton, Trenchless Solutions</td>
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<td>Matt Wallin, Bennett Trenchless</td>
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<tr>
<td>Brian Avon, Golder Associates</td>
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<td>Noel Guercio, Stantec</td>
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<td>Mike Rocco, AUI</td>
<td>Spring 2016-2018</td>
</tr>
<tr>
<td>Cindy Preuss, HydroScience Engineers</td>
<td>Spring 2016-2019</td>
</tr>
<tr>
<td>Lisa Arroyo, City of Santa Barbara</td>
<td>Spring 2016-2019</td>
</tr>
<tr>
<td>Norman Joyal, McMillen Jacobs</td>
<td>Spring 2016-2019</td>
</tr>
<tr>
<td>Jennifer Glynn, RMC Water</td>
<td>Spring 2016-2019</td>
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b) Results of voting for Officers:

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