

**Structural Engineers Association of Georgia (SEAOG)
Structural Engineer Emergency Response (SEER) Committee
Meeting Minutes
June 14, 2012**

| | | In Attendance: |
|--------------------|-------------------------|-----------------------|
| Committee Members: | Bob Goehring (Chairman) | X via conference call |
| | Don Allen | |
| | George Briglevich | |
| | Kurt Heinrichs | X via conference call |
| | Lawrence McDowell | X |
| | John O'Brien | X |
| | Paul Shelton (Co-Chair) | X |
| | Angelina Stasulis | |
| | Stephen Skalko | |
| | Daniel Toon | X via conference call |
| Bill Aballe (AiA) | | |

Awareness Letter

- Bob provided his comments on the letter and they were discussed during the meeting. He will send out his comments for review by the committee. Paul will forward to the SEAOG Board for their review and comment.
- There was discussion of whether to include Architects in this letter. The consensus was to note that we are coordinating with AiA, as well as other local organizations, but the primary focus for our database is civil and structural engineers.
- Contact information to be included in the letter was discussed further. We would like to create a new SEAOG email address for SEER communications if possible (seer@seaog.org?). This would be included in the letter, and we could provide a portal on the webpage for contacting this group. The email could be set up to auto forward emails to this committee, or be checked by AI and forwarded to this committee. We also need to set up a physical mailing address, either a PO Box, or use AI's mailing address, and include this in the letter.
- Daniel sent out a list of contacts for building departments throughout the state. Committee members should verify the contact information of their local jurisdictions. The goal of the committee is to contact all jurisdictions, but focus on the major metropolitan counties surrounding major cities.

Training Update

- No update from Bill regarding the training questions from last meeting. Paul will follow up with Bill.
- It is important that we start advertising the August training ASAP. Bob will send out the Alabama flyer to use as a starting point for our advertising. Then we can look at setting up payments and prepare to order materials. Once the flyer is ready we can send to

GEA, and AIA to reach out to professionals outside of SEAOG. We could also send attached to our introduction letter to building officials.

- SEAOG will sponsor a few committee members for train the trainer, these members will then put on future trainings. Bob, Paul, John and Kurt volunteered.
- Overflow from the August training will be handled at the October PDH Friday event, with the training given by our group members. Bob expects that ACEC will announce the date sometime in the next few weeks, after their annual meetings.

Contact list & SEAOG volunteer questionnaire

- Attendees at the August training will be added to the list.

Action established in this meeting:

- Bob will send out revised introduction/awareness letter to the committee for review.
- Paul will coordinate with SEAOG board for any comments on the revised introduction/awareness letter.
- All committee members should review the contact information sent out by Daniel to verify contacts in their local jurisdictions.
- We need to announce the August training sessions.
- Paul will follow up with Bill to find out additional details on the August training and discuss getting a flyer sent out.
- Bob to try to find out the date for PDH Friday.

Next Meeting: Thursday, July 12, 2012, 10:00am at the offices of Uzun & Case.