



SOUTHEAST SOCIETY FOR TRENCHLESS TECHNOLOGY (SESTT)

ANNUAL BOARD OF DIRECTORS AND MEMBERSHIP 2023 MEETING MINUTES

DATE: SUNDAY, APRIL 30, 2023
TIME: 5:00 PM – 6:30 PM
LOCATION: NASTT 2023 NO-DIG SHOW
OREGON CONVENTION CENTER - ROOM E147
PORTLAND OR

The meeting opened with a Welcome to Everyone and Introduction Of NASTT BOD Members, SESTT Members and Guests. Executive Director L. Ingram welcomed group and called the meeting to order.

MSTT BOD Roll Call - Roll Call was made and there was not a quorum. Roll call presented as Appendix A. Although a quorum of Board members was not present, all those present (5) voted unanimously to allow the subsequent votes during the meeting to be approved by a simple majority of those Board Members present. Those Board Members present included Dr. J. Matthews, J. Trevino, A Costa, D. Sackett, and J. LeBlanc.

Approve Minutes – Annual BOD and Membership Meeting, Minneapolis MN on April 10, 2022. Minutes from 2022 meeting were approved unanimously.

Chairman Matthews advised that NASTT has selected Tori Cox to be SESTT’s Chapter representative. Ms. Cox was not at the meeting. Chairman Matthews advised that NASTT wishes each Regional Chapter to review their By-Laws for compatibility with the new NASTT by-laws. Mr. J. Trevino mentioned he would locate and distribute by-laws to Board for review.

Election Of 2023 BOD – The Election and/or Re-election of Chairman, Vice Chairman, Secretary & Treasurer was conducted by the Executive Director. Nominations were taken and votes conducted, and the following individuals were elected as the officers for 2023-2024.

Chairman: John Matthews
Vice Chairman: Jimmy Stewart
Secretary: Dave Sackett
Treasurer: Ed Diggs
Past-Chair: Jerry Trevino

During the election for Treasurer, it was mentioned by Mr. Ingram that we have never done an audit. We should verify if we are required to do an audit or not per non-profit rules. Chairman Matthews mentioned that NASTT has to do an audit each year.



The SESTT 2022 Annual Report was distributed and reviewed by Mr. Ingram. SESTT had a successful “Trenchless Technology, SSES and Buried Asset Management” seminar in Nashville, TN on March 23, 2022, with Thirty-one (31) attendees for the event. Another successful seminar of the same title was scheduled to be conducted on December 6, 2022, in Baton Rouge, LA but was postponed and instead held on January 26, 2023, with approximately thirty (30) attendees.

SESTT’s annual publication for 2022 was issued in March 2023. Mr. Andrew Pattison of A to B Publishing advised that the publication date for the 2023 Journal will be moved up, with articles due and journal to be published in November 2023.

The SESTT Seminar Analysis was distributed and reviewed. For the 2022 Nashville Seminar, a net profit of \$3581.13 was achieved from a seminar income of \$6250 and seminar costs totaling \$2668.87. Additional discussion ensued on timing of announcing seminars to optimize revenue. In general, the Board feels that announcing seminars earlier than previous seminars would result in additional attendance and income.

Mr. Ingram advised that in general seminars costs have been rising with higher-than-normal inflation, and he therefore suggested an increase in attendance fees by \$25 and an increase in exhibitor and sponsorship fees should increase by \$100. The Board Members present unanimously voted to increase the fees as recommended. The new fees will be:

- 1) Attendance of Seminar Fee One Day Seminar Fee for One Person - \$175
- 2) For Two Or More from the Same Organization - \$150 per person.
- 3) NASTT & ASCE Member Fee - \$125.
- 4) Exhibitor Fee - \$775 for NASTT Members and \$875 for Non-NASTT Members.
- 5) Food Sponsorship Fee - \$750 NASTT Members and \$850 for Non-NASTT Members.
- 6) Extra Exhibitor Person Fee - \$200.

The SESTT Statement of Financial Position as of December 31, 2022, was distributed and reviewed. Currently, the SESTT has total assets of \$3092.83 and liabilities of \$2000 for a net worth of \$1,092.83. This includes a provision for Management Fees Owed to Mr. Ingram of \$2000 for monies owed in 2020/2021 that were not previously paid out to Mr. Ingram.

The MASTT, MSTT & SESTT Proposed 2023 Seminar and Journal Schedule was distributed and reviewed. For the SESTT, the previous seminar in Baton Rouge was held on January 25, 2023, and the next scheduled seminar will be in Raleigh, NC on Wednesday, November 1, 2023. The next SESTT Journal is scheduled to be published on Friday, November 24, 2023 (note this is the day after Thanksgiving and might be adjusted), and the deadline for submitting articles and ads for the journal will be Friday, November 3, 2023. Article target is about 1200 words plus photos.

The list of MASTT, MSTT & SESTT Seminars Conducted since 2001 was distributed and reviewed. A discussion of target locations for the 2024 SESTT seminars ensued, with Atlanta and Orlando discussed as the optimal locations. Actual dates for the seminars were not discussed. The possibility of holding the 2024 Atlanta seminar in the facilities of one of the buildings of a local municipality instead of a hotel to save money and potentially increase participation from local engineers. Chairman Matthews to discuss this with Board Member Mikita Browning of the City of



Atlanta to see if this is feasible. A discussion ensued on possibly including a separate training class either before or after the one-day seminar in Atlanta ensued. The idea would be to have a in person course taught that is similar to the “Best Practices” classes that NASTT conduct. The Board agreed to continue discussions on this topic at separate Board Meetings.

Old business discussed – None.

New business discussed:

- 1) Next in person BOD And Membership Meeting will be held at the NASTT No Dig Show, Providence RI, April 14, 2024.
- 2) Chairman Matthews noted that based on his preliminary review, that SESTT membership was notably down in the past year, unlike the other chapters. Chairman Matthews plans to review to confirm the trend. Mr. Ingram to provided Chairman Matthews with the list of members for the last two years.
- 3) The SESTT website needs to be updated to be consistent with other chapters. This is roughly a \$2100 expense, for which the SESTT chapter has insufficient funds. No timeline was agreed to.
- 4) Mr. Ingram advised that his intended target for retirement in the Executive Director role is within two years. He mentioned he has had positive preliminary discussions with a potential replacement who would be a good fit for the role. The name of the candidate was not mentioned.
- 5) Having quarterly Board Meetings (virtual) was discussed and agreed to as a means to increase participation and to plan more activities.
- 6) The current status is that the SESTT Chapter does not insurance that other chapters that are more active have. Secretary Sackett agreed to discuss this with the new NASTT liaison for the chapter, Ms. Tori Cox.
- 7) Discussed additional outreach with the Student Chapter at University of North Florida at Jacksonville. Additional outreach could include holding seminars for advanced Civil Engineering / Construction Management students.
- 8) Having other events besides seminars was discussed, including field trips, happy hour gatherings. Scheduling events is dependent on reviewing insurance, potential liability to the chapter, and suitable venues. Board agreed to discuss this further in subsequent meetings.

A motion to close the meeting was approved unanimously by the Board members present, and the meeting was adjourned.