

## ASCE Wisconsin Section Board of Directors Meeting Agenda

This Meeting	Location	Start Time	Est. End Time
July 20, 2022	Board Meeting	3:00 – 5:00	Virtual
Next Meeting	Location	Start Time	Est. End Time
Thursday, October 6	Board Meeting	3:00 – 5:00	raSmith Appleton (virtual option available) 100 West Lawrence, Suite 412, Appleton, WI 54911

Dial-In Meeting Information			
<a href="https://us02web.zoom.us/j/87620844057?pwd=V01VdUlVQ3lyL3M0TnlsNE9WZ2Q2QT09">https://us02web.zoom.us/j/87620844057?pwd=V01VdUlVQ3lyL3M0TnlsNE9WZ2Q2QT09</a> Meeting ID: 876 2084 4057 Passcode: ASCE1234 One tap mobile - +13126266799,,87620844057#,,,,*57954135# US (Chicago)			
Officers			
x	Jennifer Schaff (President)	x	Matt Dahlem (Secretary)
x	Danny Xiao (President-Elect)	x	Martin Hanson (Treasurer)
			Larry Buechel (Past President)
Directors at Large			
x	Mike Arnold	x	Brad Severson
x	Jennifer Hurlebaus		Andrew Walters
Branch Directors			
x	Corona Woychik (NW)	x	Joe Zellmer (FRV)
	Clint Marchant (SW)		Tony Castle (SE)
Standing Committee Chairs			
x	Darrell Berry (Awards)		Carl Sutter (Budget and Finance)
	(Diversity)		(History and Heritage)
	Larry Buechel (Panel of Directors-at-Large)	x	Jennifer Schaff (Membership)
x	Jennifer Schaff (Newsletter)		Larry Buechel (Nominations)
x	Jennifer Schaff (Yearbook)		Gregory Schroeder (Public Affairs)
Technical Committee/Institute Chapter Chairs			
	Brian Udovich (Construction Institute Chapter)		Laura Gerold/Mark Augustine (Environmental and Water Resources Institute Chapter)
	Emil Bautista (Geo-Institute Chapter)		Harry Farchmin (Management Committee)
	Robert Schumacher (Structures Committee)		Jaime Hernandez (Transportation and Development Institute Chapter)
Conference Committee Chairs			
	2021 Annual Meeting (Northwest Branch)		2021 Spring Technical Conference (Fox River Valley Branch)
	2022 Annual Meeting (Fox River Valley)		2022 Spring Technical Conference (Southeast Branch)
Others			
x	Jesse Jefferson (Region 3 Governor)		Ken Mika (Region 3 Director)
	Jess Thayer (Engineers Without Borders)		Ken Mika / Jennifer Schaff (Report Card Committee Co-Chairs)
x	Jill Miller/Alyssa Merkle (Impact AMC)		Ken Mika (2023 Centennial Year Planning Committee)

1. Welcome (Jennifer Schaff)
2. Consent Agenda (Jennifer Schaff)
  - a. May 2022 Meeting Minutes (Matt Dahlem) – **Attachment 1**
    - i. Matt motions to approve May 2022 minutes.
    - ii. Joe Seconds motion
    - iii. No discussion
    - iv. Motion passed
  - b. Financial Report (Martin Hanson) – **Attachment 2**
    - i. Joe Motioned to approve
    - ii. Brad seconds motion to approve financial report
    - iii. No discussion
    - iv. Motion passed
  - c. Thomas Walther Distinguished Service Award Nomination Extension - **Attachment 3**
    - i. Unanimously approved
  - d. Approve Agenda (Jennifer Schaff)
    - i. Marty moved to approve agenda
    - ii. Danny seconds motion
    - iii. Motion carried unanimously
3. Consent Agenda Items Requiring Individual Votes
  - a. All motions carried above
4. Old Business
  - a. Admin Manual, Bylaws, and Constitution Revisions (Larry Buechel)
    - i. no current update
  - b. ASCE Wisconsin Section Strategic Plan Update (Jennifer Schaff/Danny Xiao) – **Attachment 4**
    - i. Retreat
      1. Jen H will lead student practitioners- August 10
      2. Moving forward successfully
    - ii. Call for BOD support in strategic planning updates
  - c. Section Support for Northwest Branch Efforts to Revitalize Member Participation (Impact/Corona Woychik/Andy Walters)
    - i. Will need confirmed dates to confirm webinar
  - d. Treasurer Report and Possible Change to Business Banking Institution - Update on activities with Associated Bank and plan to add Matt Dahlem as co-signer (Martin Hanson)
    - i. No updates at this time
  - e. Wisconsin Section Awards and Extension of Distinguished Service Nominations Window (Matt Dahlem/Darrell Berry/Impact/Jennifer Schaff)
    - i. Nominations were received for individuals and projects 6/1/22
    - ii. Panel recommendations were due 7/20/22
      1. **Extending this deadline 8/12/22**
      2. Provides an opportunity to review distinguished service awards
      3. Panel scores due 8/5/22
      4. Panel will meet prior to 8/11/22
        - a. **Brad will send out a Doodle poll to committee to schedule**
  - f. Attachment 10A (from May 2022 meeting) – Budget and Finance Report - included the recommendation to not prepare an audit for the years from 2012-2020 given the audit was

successfully finalized for 2021. Some of the board had questions regarding the implications of not auditing those years, and the Board tabled this for future board discussion. (Carl Sutter)

i. Discussion

1. It was decided that: if everything balanced at the end of the FY2021, the organization would be in good standing
2. If the BOD requests, an audit can occur for previous years
3. The transition from QuickBooks Desktop to QuickBooks Online is complicated
  - a. Information will have to be added manually
  - b. Paper documentation and all financial data were reviewed thoroughly via Marty and Carl
4. In the years that we have not performed the audit, there was a goal to reduce the amount of cash on hand
  - a. **Marty can provide end-of-year balance sheets/graphs for 2012-2020 to address trends for the next meeting**
5. **Next meeting, the BOD will review the 2012-2020 balance sheets/ graphs to approve the final audit results**

5. New Business

a.

6. Reports (provided as information only)

a. Branch Reports

i. Fox River Valley (Joe Zellmer) – **Attachment 5**

1. Currently recruiting the next executive BOD

ii. Northwest (Corona Woychik)

1. Scholarship applications have been coming in

iii. Southeast (Tony Castle) – **Attachment 6**

1. no new updates

iv. Southwest (Clint Marchant)

1. No new updates

b. Conference Committees

i. 2021 Annual Meeting (Northwest Branch – Andy Walters)

ii. 2022 Spring Technical Conference (Southeast Branch – Tony Castle)

iii. 2022 Annual Meeting (Fox River Valley Branch – Joe Zellmer) 10/7/22

1. Meeting planning has been effective and consistent
2. Venue/ food confirmed
3. 1 week until registration will go live
4. Looking for speakers for technical and general sessions
  - a. **Section BOD request to send leads to Matt Dahlem**
5. 10/6/22 Section board meeting will be held in Appleton
6. Reduced rate discussion
  - a. Committee requests that public sector employees/ retirees receive discount ticket pricing
    - i. BOD are not in favor of reducing the rate for public sector/ retiree discounted admission
  - b. Life members are confirmed to have free admission
7. Request to purchase appetizers for a post-meeting event
  - a. Discussion

- i. Liability issues: ASCE does not want to endorse a post-meeting event with alcohol
    - ii. The committee does not plan on providing alcohol
    - iii. Liability is covered as long as professional bartenders are serving and ASCE is not endorsing alcohol consumption
    - iv. Committee will contact Tara Hope to confirm liability concerns**
    - v. BOD are happy to provide appetizers at a post-event as long as liability issues have been ratified
  - iv. 2023 Spring Technical Conference (Northwest Branch – Corona Woychik)
    - 1. Opportunities to combine as the Centennial is also occurring in 2023
- c. Standing Committees
  - i. Awards (Darrell Berry) – **Attachment 7**
    - 1. new schedule and deadlines have been confirmed
  - ii. Budget and Finance (Carl Sutter) – **Attachment 8A and 8B (same as May BOD Meeting attachment)**
    - 1. budget next steps have been confirmed
  - iii. Report Card Committee Update (Jennifer Schaff/Ken Mika/Martin Hanson)
    - 1. No new updates
  - iv. ASCE Wisconsin Section’s 2023 Centennial Year (Ken Mika)
    - 1. Archival scanning has begun
    - 2. Around \$10,000 of sponsorship funding has been confirmed
  - v. Membership (Jennifer Schaff)
    - 1. No new updates
  - vi. Nominations (Larry Buechel)
    - 1. No new updates
  - vii. Panel of Directors-at-Large (Larry Buechel)
    - 1. No new updates
  - viii. Public Affairs (Gregory Schroeder)
    - 1. No new updates
  - ix. Yearbook (Jennifer Schaff)
    - 1. No new updates
- d. Technical Committees/Institute Chapters
  - i. Architectural Engineering (AE) Technical Committee (Larry Buechel)
    - 1. No new updates
  - ii. Construction Institute Chapter (Brian Udovich)
    - 1. No new updates
  - iii. Environmental & Water Resources Institute Chapter (Laura Gerold/Mark Augustine)
    - 1. No new updates
  - iv. Geo-Institute Chapter (Emil Bautista)
    - 1. No new updates
  - v. Management (Harry Farchmin)
    - 1. No new updates
  - vi. Structures (Robert Schumacher)
    - 1. No new updates
  - vii. Transportation & Development Institute Chapter (Jaime Hernandez)
    - 1. No new updates
- e. Administrative Management (Impact)
  - i. Marty, Danny, Matt, & Larry are requested to review Impact management conversations as the contract is coming to a review in September.

- ii. Committee has accepted their positions
- iii. Alyssa will contact Kirsten so that she may provide the contractual discussions ASAP.
- iv. Martin will chair the Impact renewal committee.

7. Schedule Next Meeting/Relevant Dates

Date	Meeting - Branch Host	Time	Location
September 11-12, 2022	President and Governor's Forum	-	Reston, VA
Thursday, October 6, 2022	Board Meeting (may be adjusted according to Annual Meeting scheduling)	3:00 – 5:00	raSmith Appleton (virtual option available) 100 West Lawrence, Suite 412, Appleton, WI 54911
Friday, October 7, 2022	2022 Annual Meeting	8:00 -3:00	Bubolz Nature Preserve 4815 N Lynndale Drive Appleton, Wisconsin
November 16, 2022	Board Meeting	3:00 – 5:00	Virtual or Location TBA

8. Adjourn

Marty motioned to adjourn the meeting.

Brad seconded

Motion passed