ASCE Wisconsin Section Board of Directors Meeting Minutes

| **This Meeting** | **Location** | **Start Time** | **Est. End Time** |
| --- | --- | --- | --- |
| October 6, 2022 | Board Meeting | 3:00 – 5:00 | raSmith Appleton (virtual option available)  100 West Lawrence, Suite 412, Appleton, WI 54911 |
| **Next Meeting** | **Location** | **Start Time** | **Est. End Time** |
| November 16, 2022 | Board Meeting | 3:00 – 5:00 | Virtual |

| **Dial-In Meeting Information** | | | |
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| <https://us02web.zoom.us/j/87620844057?pwd=V01VdUlvQ3lyL3M0TnlsNE9WZ2Q2QT09>  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) |
|  |  | X | Larry Buechel (Past President) |
| **Directors at Large** | | | |
|  | Mike Arnold | X | Brad Severson |
| X | Jennifer Hurlebaus |  | Andrew Walters |
| **Branch Directors** | | | |
|  | Corona Woychik (NW) | X | Joe Zellmer (FRV) |
|  | Clint Marchant (SW) | X | Tony Castle (SE) |
| **Standing Committee Chairs** | | | |
| X | Darrell Berry (Awards) |  | Carl Sutter (Budget and Finance) |
|  | (Diversity) |  | (History and Heritage) |
| X | Larry Buechel (Panel of Directors-at-Large) | X | Jennifer Schaff (Membership) |
| X | Jennifer Schaff (Newsletter) | X | 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** | | | |
|  | Jesse Jefferson (Region 3 Governor) | X | Ken Mika (Region 3 Director) |
|  | Jess Thayer (Engineers Without Borders) | X | Ken Mika / Jennifer Schaff (Report Card Committee Co- Chairs) |
| X | Jill Miller/Alyssa Merkle (Impact AMC) | X | Ken Mika (2023 Centennial Year Planning Committee) |

1. Welcome (Jennifer Schaff)

**Jennifer Schaff called the meeting to order at 3:11 p.m.**

1. Consent Agenda (Jennifer Schaff)
   1. July 2022 Meeting Minutes (Matt Dahlem) **- Attachment 2a**
   2. August Special Vote for Awards Recipients - **Attachment 2b**
   3. Financial Report (Martin Hanson) - **Attachment 2c**

**Jennifer moved to remove the financial report from the consent agenda. Joe seconded the motion. All in favor; motion passed.**

* 1. Approve Agenda (Jennifer Schaff)

**Joe Zellmer moved to approve items a, b, and d within the consent agenda. Brad seconded the motion; motion passed.**

1. Consent Agenda Items Requiring Individual Votes
   1. Financial Report (Martin Hanson) - **Attachment 2c**

**Jennifer provided a high-level overview of the financial report. Marty stated that this is the final year-end financial statement for the year.**

**Larry Buechel moved to approve the provided financial report. Joe seconded the motion. All in favor, Marty abstained; motion carried.**

1. Old Business
   1. ASCE Wisconsin Section Strategic Plan Update (Jennifer Schaff/Danny Xiao)

**Substantial progress has been made with student chapters. Membership growth and public sector is underway. Engaging members and succession planning will require some momentum in the coming year.**

* 1. Section Support for Northwest Branch Efforts to Revitalize Member Participation (Impact/Corona Woychik/Andy Walters)

**Marty has done a great deal with social media. Jennifer put together a webinar schedule for the Northwest Branch to review; no action so far. Efforts and discussions to be continued at future board meetings.**

* 1. 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)

**This is underway; discussion for next meeting.**

* 1. Wisconsin Section Awards and Extension of Thomas Walther Distinguished Service Nominations Window (Matt Dahlem/Darrell Berry/Impact/Jennifer Schaff)

**Darrell Berry suggested we add this update to future administrative manual updates. The board agreed.**

* 1. Budget and Finance Report - Recommendation to not prepare an audit for the years from 2012-2020 given the audit was successfully finalized for 2021. (Carl Sutter)

**Larry moved to accept all the financial statements for the unaudited years of 2012-2020 as provided per the recommendation of the audit committee. Brad Severson seconded the motion, Marty abstained. All in favor; motion passed.**

1. New Business
   1. Proposal to rename *Individual Merit Award - Engineer in Consulting Practice* be renamed to the “Luther Graef Individual Merit Award for Engineer in Consulting Practice” (Jennifer Schaff/Darrell Berry)

**Darrell provided information about Lou’s background, including his extensive involvement with ASCE.**

**Marty moved to rename the award to the Luther Graef Individual Merit Award for Engineer in Consulting Practice, subject to approval of the Graef family. Danny seconded the motion. All in favor, none opposed; motion passed unanimously.**

**Action item: Darrell will speak with Luther’s family in advance of moving forward with the official renaming of the award.**

**Action item: Impact will add short 1-2 paragraph biographies to the website for the Luther Graef and Thomas Walther awards, and let Jennifer know prior to completion.**

* 1. 2022-2023 Elections (Larry Buechel) - Requested Board Approval - Acceptance of Election Results and Incoming Officers - **Attachment 5b**

**Congratulations to Matt Dahlem and Tony Castle for their election to the President Elect and Director at Large roles!**

**Andy Walters needs to step back from his role with the Section and as there were no candidates identified for this role, it is now vacant.**

**Marty moved to accept the election results for the President and Director at Large. Danny seconded the motion. Matt Dahlem and Tony Castle abstained. All in favor, none opposed; motion passed unanimously.**

**The Northwest Branch Director vacancy can be discussed at the November Board Meeting. Ken Mika proposed approaching members from the Northwest Branch at tomorrow’s Annual Meeting.**

**Filling the vacancies for the Director at Large and Secretary roles can be discussed in November.**

* 1. Discussion of WI Designer of Engineer systems credential (support or oppose) and provide testimony at hearing (Martin Hanson)

**Marty provided background on the WI Designer of Engineer Systems credential. ASCE Wisconsin has the opportunity to support or oppose this credential. The Society has no position on this. Marty asked the Board for their thoughts on keeping this position, and the opportunity to communicate this at the October hearing. No position was taken. If Marty testifies, he will do so independently of ASCE.**

* 1. 2022-2023 Proposed Section Budget (Martin Hanson) - **Attachment 5d**

**Marty provided an overview of the Budget. Ken relayed that the Centennial will be responsible for additional revenue above what is on the report. Centennial expenses will be billed through the Section rather than being reimbursed. Ken shared a high-level Centennial budget with Marty so that he may incorporate this information.**

**The board discussed the cost and value of Platform Communications.**

**Action item: Marty has some changes and contacts to make and will come to the November BOD meeting with a revised budget. Tabled for next meeting.**

* 1. Impact Contract Renewal (Jennifer Schaff) - **Attachment 5e**

**Mary Hansen, chair of the subcommittee tasked with reviewing the contract and working with Impact through the terms/provisions, gave an update. The board had a lengthy discussion. Joe Zellmer made motion to approve the Impact contract as presented for a three-year term. Matt Dahlem seconded the motion and the motion carried unopposed.**

1. Reports (provided as information only)
   1. Branch Reports
      1. Fox River Valley (Joe Zellmer) **Attachment 6ai**
      2. Northwest (Corona Woychik)
      3. Southeast (Tony Castle)

**The Southeast Branch is in the process of setting up the first BOD meeting in the coming weeks and working with MMSD for our annual joint member November meeting at MMSD. Spring Tech final report is still forthcoming.**

* + 1. Southwest (Clint Marchant)
  1. Conference Committees
     1. 2021 Annual Meeting (Northwest Branch – Andy Walters)
     2. 2022 Spring Technical Conference (Southeast Branch – Tony Castle)
     3. 2022 Annual Meeting (Fox River Valley Branch – Joe Zellmer) 10/7/22
     4. 2023 Spring Technical Conference (Northwest Branch – Corona Woychik)
  2. Standing Committees
     1. Awards (Darrell Berry) **- Attachment 6ci**
     2. Budget and Finance (Carl Sutter) **- Attachment 6cii**
     3. Wisconsin Infrastructure Advocacy Update (Jennifer Schaff/Ken Mika/Martin Hanson) **Attachment 6ciii**
     4. ASCE Wisconsin Section’s 2023 Centennial Year (Ken Mika) - **Attachment 6civ (1), Attachment 6civ**

**The Centennial Committee asked the board to approve an invoice for $3,309.39 payable to CH Coakley for costs incurred for scanning ~20% of the archives housed at Marquette University. Danny Xiao makes a motion to approve the payment as presented. Joe Zellmer seconds and the motion carries unanimously.**

* + 1. Membership (Jennifer Schaff)
    2. Nominations (Larry Buechel)
    3. Panel of Directors-at-Large (Larry Buechel)
    4. Public Affairs (Gregory Schroeder)
    5. Yearbook Danny
  1. Technical Committees/Institute Chapters
     1. Architectural Engineering (AE) Technical Committee (Larry Buechel)
     2. Construction Institute Chapter (Brian Udovich)
     3. Environmental & Water Resources Institute Chapter (Laura Gerold/Mark Augustine)
     4. Geo-Institute Chapter (Emil Bautista)
     5. Management (Harry Farchmin)
     6. Structures (Robert Schumacher)
     7. Transportation & Development Institute Chapter (Jaime Hernandez)
  2. Administrative Management (Impact)

1. Schedule Next Meeting/Relevant Dates

| **Date** | **Meeting - Branch Host** | **Time** | **Location** |
| --- | --- | --- | --- |
| 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 |

1. Adjourn

**The board unanimously approved to adjourn the meeting at 5:19 pm, local time.**