

ASCE Wisconsin Section Board of Directors Meeting Meeting Minutes

May 18, 2022	Board Meeting	3:00 – 5:00	Virtual
Next Meeting	Location	Start Time	Est. End Time
July 20, 2022	Board Meeting	3:00 – 5:00	Virtual or Location TBA

Dial-In Meeting Information			
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			
X	Mike Arnold		Brad Severson
	Jennifer Hurlebaus	X	Andrew Walters
Branch Directors			
	Corona Woychik (NW)	X	Joe Zellmer (FRV)
	Clint Marchant (SW)	X	Tony Castle (SE)
Standing Committee Chairs			
	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)	X	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)		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)
Jennifer called the meeting to order at 3:11 p.m.
2. Consent Agenda (Jennifer Schaff)
 - a. Financial Report (Martin Hanson) – **Attachment 1**
 - b. March 2022 Meeting Minutes (Matt Dahlem)
 - c. Approve Agenda (Jennifer Schaff)
Marty moved to approve the consent agenda as presented. Larry seconded the motion. All in favor, none opposed; motion passed unanimously.
3. Consent Agenda Items Requiring Individual Votes
4. Old Business
 - a. Admin Manual, Bylaws, and Constitution Revisions (Larry Buechel)
Larry will aim to have an update by late June to request board action by mid-July.
 - b. ASCE Wisconsin Section Strategic Plan Update (Jennifer Schaff/Danny Xiao)
Jennifer provided that Jen Hurlebaus is planning a retreat for faculty advisors. They are discussing holding training for newly elected leaders around the Annual Meeting.
 - c. Section Support for Northwest Branch Efforts to Revitalize Member Participation (Impact/Corona Woychik/Andy Walters)
Andy will begin moving forward the webinar ethics series and reach out for assistance.
 - d. Treasurer Report and Possible Change to Business Banking Institution (Martin Hanson)
Marty narrowed it down to two institutions. Marty confirmed with Matt that they will move forward with Associated Bank. At a future meeting they will request board confirmation to have Matt added as a cosigner.
 - e. Wisconsin Section Awards (Matt Dahlem/Impact)
Awards submissions have been announced and are due June 1.
5. New Business
 - a. Marquette University Steel Team – National Competition in Blacksburg, VA – **Attachment 2**
Jaime provided that the Marquette University Steel Team performed very well at the regional competition and as a result will be attending the National competition and requested the Section's willingness to assist with covering the costs for the team. Some items include transportation, room and board, and meals for nine students. They have received partial funding from the school and branch. The Section discussed that if multiple teams from Wisconsin make National competition in future years, funding may need to be split between multiple schools. Joe moved to support Marquette University at the level of \$1,000. Matt seconded the motion. All in favor, none opposed; motion carried unanimously.
 - b. 2022 Presidents and Governors Forum: Save the Date (Jennifer Schaff) – **Attachment 3**
The Forum will be in person and virtual; anyone who wants to attend is welcome to sign up.
 - c. Newsletter Timeline Graphic (Danny Xiao/Impact) – **Attachment 4**
Danny proposed having a simplified events timeline to showcase future events. Matt asked about the inclusion of which branch events, and Danny suggested including more "classic" branch events such as the Southeast Branch golf scholarship event. We will move forward with including this graphic on the website and newsletter.
 - d. Student Chapter Resume Book (Jennifer Schaff)
Jennifer will recommend to Jen Hurlebaus to speak to the advisors at the retreat as to whether they would find value in a student chapter resume book. The board agreed that this would be a

time-consuming endeavor in a favorable job market, and we probably will not approach this unless the faculty advisors see great value in it.

- e. Annual Section Dues Collection Program – FY 2023 (Jennifer Schaff) – **Attachment 5**

The Section doubled membership dues a few years ago.

Marty moved to maintain the Wisconsin Section dues at \$50 per member and continue with the Society's program of collecting dues and distributing back to the Section. Matt seconded the motion. All in favor, none opposed; motion passed unanimously.

- f. Impact Contract Addendum – Change in Billable Driving Rate – **Attachment 6**

Matt moved to approve the change in billable driving rate. Joe seconded the motion. All in favor, none opposed; motion passed unanimously.

- g. ASCE Wisconsin Southeast Branch Golf Outing Scholarship – Sponsorship (Jennifer Schaff) – **Attachment 7**

We have previously provided \$500 for this event. Joe moved to support the Southeast Branch Golf Outing Scholarship in the amount of \$500. Matt seconded the motion. All in favor, none opposed, Tony abstained; motion passed.

6. Reports (provided as information only)

a. Branch Reports

- i. Fox River Valley (Joe Zellmer) – **Attachment 8**

FRV had an in-person branch meeting at the Vulcan Street Plant in Appleton and it was a very interesting venue- Joe encouraged the Centennial Planning committee to continue pursuing this as a potential event location.

FRV recently issued their scholarship to two qualifying candidates and were excited to have great prospects.

Joe asked what other branches and the Sections are doing for scholarship programs. Tony provided feedback from the SE Branch and will provide Joe with contact information for the scholarship committee.

Joe intends to attend the Portage Lake (Lift) Bridge as a National Historic Civil Engineering Landmark (NHCEL) this summer over Bridgefest weekend, June 16th – 19th and offered to serve as an ambassador for the Section.

Matt moved to approve reimbursement for Joe for up to \$200 to serve as an ambassador of the Wisconsin Section for the event. Tony seconded the motion. Joe abstained. All in favor, none opposed; motion passed.

- ii. Northwest (Corona Woychik)

- iii. Southeast (Tony Castle) – **Attachment 9**

The SE Branch recently had their BOD meeting and two outreach events, and also sponsored two awards. They hosted the Spring Technical Conference on April 8 and had approximately 200 attendees, resulting in a revenue surplus. They are planning their in-person past president's dinner, and their annual golf outing is on June 10.

- iv. Southwest (Clint Marchant)

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)

The venue for the Annual Meeting is reserved and planning meetings will begin in June.

- iv. 2023 Spring Technical Conference (Northwest Branch)

c. Standing Committees

- i. Awards (Darrell Berry)
- ii. Budget and Finance (Carl Sutter) – **Attachment 10a and 10b**

Larry moved to accept Carl's Financial Audit for 2020-2021 (attachment 10-B) and the four recommendations contained therein. Matt seconded the motion. Marty abstained. All in favor, none opposed, motion passed.

Attachment 10A – 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.

- iii. Report Card Committee Update (Jennifer Schaff/Ken Mika/Martin Hanson)
- iv. ASCE Wisconsin Section's 2023 Centennial Year (Ken Mika)
- v. Membership (Jennifer Schaff)
- vi. Nominations (Larry Buechel)
- Larry has been speaking with individuals regarding involvement and has some strong leads.**
- vii. Panel of Directors-at-Large (Larry Buechel)
- viii. Public Affairs (Gregory Schroeder)
- ix. Yearbook (Jennifer Schaff)
- d. Technical Committees/Institute Chapters
 - i. Architectural Engineering (AE) Technical Committee (Larry Buechel)
 - ii. Construction Institute Chapter (Brian Udovich)
 - iii. Environmental & Water Resources Institute Chapter (Laura Gerold/Mark Augustine)
 - iv. Geo-Institute Chapter (Emil Bautista)
 - v. Management (Harry Farchmin)
 - vi. Structures (Robert Schumacher)
 - vii. Transportation & Development Institute Chapter (Jaime Hernandez)
- e. Administrative Management (Impact)

7. Schedule Next Meeting/Relevant Dates

Date	Meeting - Branch Host	Time	Location
July 20, 2022	Board Meeting	3:00 – 5:00	Virtual or Location TBA
September 11-12, 2022	President and Governor's Forum	-	Reston, VA
September 22, 2022	Board Meeting (may be adjusted according to Annual Meeting scheduling)	3:00 – 5:00	Virtual or Location TBA
TBD	2022 Annual Meeting	8:00am-4:00pm	Virtual or Location TBA
November 16, 2022	Board Meeting	3:00 – 5:00	Virtual or Location TBA

8. Adjourn

9. Larry moved to adjourn the meeting. Mike seconded the motion. All in favor, none opposed, motion passed unanimously.