

ASCE Wisconsin Section Board of Directors Meeting Agenda

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|---------------------|--|-------------------|----------------------------|
| January 19, 2022 | Board Meeting | 3:00 – 5:00 | Virtual or Location TBA |
| Next Meeting | Location | Start Time | Est. End Time |
| March 16, 2022 | Board Meeting (may be adjusted according to STC confirmed date) | 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) |
| | | | Larry Buechel (Past President) |
| Directors at Large | | | |
| x | Mike Arnold | x | Brad Severson |
| x | Jennifer Hurlebaus | x | Andrew Walters |
| Branch Directors | | | |
| | Corona Woychik (NW) | x | Joe Zellmer (FRV) |
| | Clint Marchant (SW) | | 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) | | Jennifer Schaff (Membership) |
| | Jennifer Schaff (Newsletter) | x | Larry Buechel (Nominations) |
| | 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) |

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|------------------------------------|--|---|--|
| | Emil Bautista (Geo-Institute Chapter) | | Harry Farchmin (Management Committee) |
| | Robert Schumacher (Structures Committee) | | Ken Swanson (Transportation and Development Institute Chapter) |
| Conference Committee Chairs | | | |
| | 2021 Annual Meeting (Northwest Branch) | x | 2021 Spring Technical Conference (Fox River Valley Branch) |
| x | 2022 Annual Meeting (Fox River Valley) | | 2022 Spring Technical Conference (Southeast Branch) |
| Others | | | |
| x | 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)
2. Consent Agenda (Jennifer Schaff)
 - a. Approved Revised 2020 – 2021 Financial Report (approved by 100% board vote on January 3, 2021) - **Attachment**
 - i. **Andy Walters moved to approve the consent agenda as provided (A,B,C). MATT Dahlem seconded the motion. All in favor, none opposed; motion passed unanimously.**
 - b. Financial Report (Martin Hanson) – **Attachment**
 - c. November 2021 Meeting Minutes (Item 6v revised to reflect motion and approval for disposal of 2 laptops instead of 1) (Matt Dahlem) – **Attachment**
 - d. Approve Agenda (Jennifer Schaff)
JENNIFER SCHAFF moved to approve the consent agenda as provided. MARTIN HANSON 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)
 - i. **Larry requested the current version of the admin manual to update. Larry received the manual and is currently assessing for revision complete by the end of February.**
 - ii. **Revisions will be added to the March Board Meeting.**
 - b. ASCE Wisconsin Section Strategic Plan Update and Revision of Director-At-large Position Duties (Jennifer Schaff/Danny Xiao)
 - i. **No standing comments.**
 - ii. **Danny explained that the meetings are bimonthly meetings and will continue to follow up.**
 - c. Section Support for Northwest Branch efforts to revitalize member participation (Impact/Corona Woychik/Andy Walters)
 - i. **Biweekly calls have been occurring with several members.**
 - ii. **Next meeting will address and analyze funds available for a LinkedIn page.**
 - iii. **Newsletter has been initiated.**
 - iv. **Next meeting is 1/20/22 and the next STEM event is scheduled for 1/28/22.**
 - d. 2021 Annual Meeting (Andy Walters) – Attachment – survey results
 - i. **Survey responses are posted in the attachments.**
 - ii. **Positive results and high engagement resulting from Impact's attention to member engagement.**
 - iii. **Overall, Hybrid events have been requested by members.**
 1. **This poses future discussion on what this looks like for ASCE.**
 2. **Committees will have to further discuss this.**
 - a. **Impact can assist with this.**
 3. **Vaccination status will be required for in-person events in other societies.**
 - iv. **Discussion on Virtual, hybrid, and in-person**
 1. **Joe Zellmer requested approval for the annual meeting to be "in-person".**
 2. **Larry supports an "in-person" annual meeting held in a central location.**
 3. **Danny also supports an "in-person" annual meeting without a hybrid option. Suggests a "scaled-down" event knowing we may have a lack of participation.**
 4. **Matt is concerned over logistics and loss of funds resulting from a last-minute cancellation or lack of participation.**

5. Brad questioned how vaccination requirements are being met. Additionally, are there risks with national changing policies on our ability to hold in-person events. Recommends Spring Tech as virtual and Annual meeting as in-person to cover all bases.
 6. Ken informed the board that national has agreed that the ultimate decision to hold in-person events will rely on each society and section. National is still planning in-person events on their end.
 7. Joe suggests that our budget should be set lower than past events to make up for a potential cancellation or lack of participation. Additionally, we can record the "in-person" sessions and sell access at a reduced rate after the event.
 8. Marty brought up that there is a penalty for a cancellation. The section is in a financial position to support most penalties. Marty is in support of offering a hybrid event. He is also concerned on the logistics behind a vaccination passport requirement.
 - v. The board has not come to a decision today. Jennifer requests that Joe will need to research and present potential venue options and bring to the board for a continued discussion.
 - vi. An additional meeting was requested to discuss this issue.
 1. Joe will work to get venue estimated costs to present to the board in as soon as practicable for his schedule, knowing time is critical to secure a venue.
 2. We will schedule this soon; once Joe finds potential options.
 3. Estimated costs will be based on $\frac{1}{2}$ - $\frac{3}{4}$ of previous attendance numbers.
 - e. 2022 Multi Region Leadership Conference February 9-11, 2021 (Jennifer Schaff)
 - i. This event will be virtual.
 - f. Wisconsin Commercial Building Code Council - Recommended adoption of IBC Chapter 17 - Special Inspection (Andy Walters)
 - i. Andy was contacted by a member of the Commercial Building Code Council and was directed to "stand down" because they are fully supported on getting their items passed. They would like to take next steps alone to decrease the number of perspectives and communications moving toward legislation.
5. New Business
- a. Requested Board Approval for Section Allotments (Martin Hanson) - **Attachment**
 - i. Marty reports that the society made our annual allotment earlier than previous years.
 - ii. Allocations will have the ability to be accelerated this year.
 - iii. Marty is moving this topic for approval before the board.
 - iv. Once approved, allocations will be distributed.
 - v. The allotment check has gone down, however. National can allocate 7% of dues back to the section.
 - vi. Ken explained that the drops may be a result of allowing recently graduated students 1 free year of membership.
 - vii. Larry Buechel motioned to approve allotments for the current year. Matt Dahlem seconded. Martin Hanson abstained. All in favor, none opposed; motion passed unanimously.
 - b. 2022 Spring Technical Conference – Virtual versus In Person (Joe Zellmer)
 - i. **Spring Conference will remain virtual.**
 - c. Outstanding Senior Civil Engineering Student (OSCES) Awards (Matt Dahlem)
 - i. **1 applicant so far**
 - d. 2022 ASCE Fly In Reimbursement Request from Ken Mika – **Attachment**
 - i. **Ken is requesting for reimbursement. Society will cover \$770, however, that will not cover the full extent. Asking for an initial coverage of \$970 after receipts have been provided.**

- ii. **Jen Hurlebaus Motioned to approve a reimbursement of up to \$ 1200 after receipts have been provided. Larry Beuchel seconded the motion. All in favor. Motion passes.**
- e. 2022 Section Drive- Marty
 - i. **Marty has been seeing a decline in membership.**
 - ii. **Marty would like to give Impact tasks focused on increasing membership and engaging current members.**
 - iii. **Examples may include: social media, recruiting through purchased contacts, increasing outreach, group discounts.**
 - iv. **Professional organizations often provide membership opportunities as a paid benefit. We can explore this option within organizations.**
- 6. Reports (provided as information only)
 - a. Branch Reports
 - i. Fox River Valley (Joe Zellmer)
 - 1. **Resumed regular branch meetings.**
 - 2. **Outreach events are beginning to return.**
 - 3. **Engineering open house will be our next event that we are attending.**
 - ii. Northwest (Corona Woychik)
 - iii. Southeast (Tony Castle)
 - iv. Southwest (Clint Marchant)
 - b. Conference Committees
 - i. 2021 Annual Meeting (Northwest Branch)
 - ii. 2022 Spring Technical Conference (Southeast Branch)
 - iii. 2022 Annual Meeting (Fox River Valley Branch)
 - iv. 2023 Spring Technical Conference ()
 - c. Standing Committees
 - i. Awards (Darrell Berry)
 - ii. Budget and Finance (Carl Sutter)
 - iii. Report Card Committee Update (Jennifer Schaff/Ken Mika/Martin Hanson) - **Attachment**
 - iv. ASCE Wisconsin Section's 2023 Centennial Year (Ken Mika) - **Attachment**
 - 1. **Sponsorships have been coming in. A little over \$4000 have been raised so far.**
 - 2. **Call for sponsorships are scheduled.**
 - 3. **The committee is ahead of schedule.**
 - 4. **Marquette University has responded to our digital scanning request.**
 - a. **They have allowed us to scan off sight**
 - b. **Scanning off site does not look cost effective.**
 - 5. **Marty would like to remove PayPal options through constant contact and instead invoice sponsors directly through PayPal to be the most cost effective.**
 - 6. **Ken Mika motioned to gain approval for Martin Hanson to move forward in sponsorship invoicing at the best available value. Joe Zellmer seconded. Motion carried.**
 - 7. **Jen Hurlebaus motioned to allow Martin Hanson to approve the pursuance of non-profit status with PayPal. Joe Zellmer seconded. Motion approved.**
 - v. Membership (Jennifer Schaff)
 - vi. Nominations (Larry Buechel)
 - 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 (Ken Swanson)
- e. Administrative Management (Impact)

7. Schedule Next Meeting/Relevant Dates

| Date | Meeting - Branch Host | Time | Location |
|-----------------------|---|---------------|--------------------------------|
| February 9-11, 2022 | Multi Region Leadership Conference | - | |
| March 16, 2022 | Board Meeting (may be adjusted according to STC confirmed date) | 3:00 – 5:00 | Virtual or Location TBA |
| April 2022 | 2022 Spring Technical Conference | 8:00 – 4:00 | Virtual or Location TBA |
| May 18, 2022 | Board Meeting | 3:00 – 5:00 | Virtual or Location TBA |
| July 20, 2022 | Board Meeting | 3:00 – 5:00 | Virtual or Location TBA |
| 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. **Danny motioned to adjourn the meeting. Larry Seconded. Meeting Adjourned at 4:25 pm.**