

ASCE Wisconsin Section Board of Directors Meeting Agenda

Date	Location	Start Time	End Time
July 10, 2019	Geosyntec Consultants 10600 N. Port Washington Road, #100 Mequon, WI 53092	3:07 PM	5:16 PM
Next Meeting Date	Location	Next Meeting Time	Est. End Time
October 3, 2019	Crown Plaza Hotel Madison Koshkonong Room 4402 East Washington Avenue, Madison, WI 53704 <i>Note: Board Dinner Following</i>	3:00 PM	5:00 PM

Call-In Meeting Information			
Call in Number	Conference ID	Visual Access	
605 313-5667	480163#	https://join.freeconferencecall.com/ascewisconsin	
Officers			
X	Jared Wendt (President)	X	Jennifer Schaff (Secretary)
X	Ken Mika (President-Elect)	X	Martin Hanson (Treasurer)
		X	Justin Bilskemper (Past President)
Directors at Large			
X	Matt Dahlem		Jesse Jefferson
X	Danny Xiao		Andrew Walters
Branch Directors			
	Kristopher Roppe (NW)		Cory Thomson (FRV)
	Harry Tran (SW)	X	Larry Buechel (SE)
Standing Committee Chairs			
	Darrell Berry (Awards)		Carl Sutter (Budget and Finance)
X	Jennifer Bennett (Diversity)		Mark Meyers (History and Heritage)
X	Justin Bilskemper (Jury of Judges)	X	Jennifer Schaff (Membership)
X	Ken Mika (Newsletter)	X	Justin Bilskemper (Nominations)
X	Jared Wendt (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)		Ken Swanson (Transportation and Development Institute Chapter)
Conference Committee Chairs			
	Terry Armstrong/Kelly Greuel (2019 Annual Meeting)		Evan Berglund (2019 Spring Technical Conference)
	2020 Annual Meeting (TBD)	X	2020 Spring Technical Conference (Matt Dahlem)
Others			
X	Ken Mika (Region 3 Governor)		Carl Sutter (Region 3 Director)
	Jess Thayer (Engineers Without Borders)		Ken Mika/Jennifer Schaff (Report Card Committee Chair)

1. Welcome (Jared Wendt)

Jared called the meeting to order at 3:07 p.m.

2. Consent Agenda

- a. Approve Agenda
- b. Consent Agenda
 - i. Approve May 2019 Meeting Minutes
 - ii. Approve Year-to-Date Financial Statement (Martin Hanson)– **Attachment 1**
 - iii. Secretary’s Report (Jennifer Schaff)
 - iv. Treasurer’s Report (Martin Hanson)
 - v. President’s Report (Jared Wendt)
 - vi. President Elect’s Report (Ken Mika)
 - vii. Region 3 Governor’s Report (Ken Mika)
 - viii. Region 3 Director’s Report (Carl Sutter)

Martin motioned to approve the consent agenda. Ken seconded the vote. All in favor; motion passed unanimously.

3. Consent Agenda Items Requiring Individual Votes

4. Old Business

- a. FRV Spring Tech Conference Items (Matt Dahlem)
The Committee has secured Blue Harbor and provided the venue with deposit. The Committee has already lined up potential keynote speakers and will be confirming in coming months. The Committee will reach the Society with an invitation to speak at the Conference.
- b. Reimbursement Form (Jennifer Schaff)
Stricken – this is an old item.
- c. Tiffany Bridge as ASCE National Landmark (Justin Bilskemper)
Justin will reach the contacts at Tiffany Bridge to confirm if a date was set for the 150 Year Celebration and communicate this to other BOD members.
- d. ASCE Archive Files (Ken Mika)
No Updates.
- e. UW-Green Bay Student Chapter (Jennifer Schaff/Ken Mika)
The forming chapter submitted their application and the Society deemed that the chapter did not meet the minimum requirement of twelve ASCE-Member students. Ken has requested a three-month extension for the forming chapter, so that they might work to reach the Society’s required minimum. We are awaiting the response of Society on their decision to approve or deny the application, or to agree to the proposed extension.
- f. Individual Merit and Engineering Achievement Awards (Jennifer Schaff)
Deferred to Jury of Judges report (following).
- g. Jury of Judges (Justin Bilskemper) – **Attachment 2**
The Jury of Judges received and reviewed all award submissions and provided their attached recommendation. Justin provided an overview of the review process and recommendation. Larry motioned to accept the recommendation of the Jury of Judges for 2019 Section Awards. Danny seconded the motion. Ken Mika and Justin Bilskemper abstained from voting. Motion passed. Ken and Justin will notify Darrell Berry of Board Approval.
- h. 2019 Southeast Branch Golf Scholarship Tournament Summary (Larry Buechel)

The June 7 event was very successful and was attended by approximately 170 golfers. Larry anticipates final financial figures will be quite successful for the scholarship fund.

- i. 2020 ASCE National Concrete Canoe Competition (Ken Mika)
Madison is hosting the 2020 National Concrete Canoe Competition. The logo has been updated on the Section website; if anyone would like a copy of this logo for promotion, please reach Ken. A press release is currently being composed.
- j. Admin Manual Update Committee – Section Bylaws and Constitution Updates (Ken Mika)
The Section Bylaws and Constitution were accepted by the Society! These have been updated on the website.

5. New Business

- a. ASCE WI DRAFT 2019-2020 Budget (Martin Hanson) – **Attachment 3**
Martin provided an overview of the first draft of 2019-2020 budget. This report does not take into the increased revenue for the membership dues increase, which would double amounts under 5210, assuming consistent membership.
Ken moved to approve the 2019-2020 budget with the incorporation of the changed total income of dues to \$70,000, divided among the branches proportionately based on membership. Larry seconded the motion; motion passed unanimously.
- b. Proposed Interior Design Legislation - SB 303 & AB 324 (Martin Hanson) – **Attachment 4**
WSCE intends to testify in opposition of the bill. Martin recommended that ASCE take action against the proposed bill. Ken will forward this onto the Raise the Bar Committee, as this aligns with their goals. Jared will reach Greg to see if he would focus his piece on this for August newsletter.
- c. Memorial for ASCE Dallas Branch President Anthony Luce (Jared Wendt/Jennifer Schaff)
The ASCE Dallas Branch President passed away, and a GoFundMe campaign was started by the Branch to accept scholarship fund donations in lieu of flowers.
It was discussed regarding the surplus of funds was made available by the Annual Meeting. Ken motioned for the Wisconsin Section to donate \$1,000 to the memorial fund. Jennifer seconded the motion; motion unanimously passed. Martin will send Impact a physical check and Impact and Jennifer will coordinate verbiage for the card which will be sent physically.
- d. ASCE Board Member Expense Reimbursement Policy (Jared Wendt/Martin Hanson) – **Attachment 5**
Martin provided an overview of the Expense Reimbursement Policy and relayed its intended value to Section Officers who might benefit from reimbursement for business travel. Ken commented that this type of policy is similar to that used at the Society level for Governors and Directors.
Larry commented that this might be a good recruiting tool for those retired or public employees who might not have access to external reimbursement. Martin will change meals reimbursement policy to note that maximum reimbursement will not exceed GSA Guidelines.
Martin will incorporate suggested revisions and send to Ken to incorporate into admin manual updates. Jennifer recommended including a link to the reimbursement form.
- e. ASCE Section and Branch Newsletters as Member-Benefit (Jared Wendt)
Jared invited comments to whether the newsletter should be reserved as a member-only benefit. Board members voiced various opinions and agreed that the Wisconsin Section would continue to only send newsletter distributions to email addresses of ASCE Members, but copies of newsletters will continue to be posted publicly on the website for non-members access.
- f. President and Governor's Forum (Ken Mika)– **Attachment 6**
Jennifer will attend this on behalf of the Section.
Ken made a motion to approve Jennifer's travel costs up to \$500 to offset anything not already provided by the Society, for the President and Governor's Forum. Larry seconded the motion; motion unanimously passed.

g. Section PayPal Account (Martin Hanson)

A PayPal bank account was recently started in the name of the Wisconsin Section and the owner name needs to be changed from ASCE WI Treasurer to Martin Hanson to properly access funds. Martin moved to authorize the name on the PayPal account from ASCE Wisconsin Treasurer to Martin Hanson. Ken seconded the motion; motion unanimously passed. Impact will coordinate with Jared and Martin to execute the letter.

6. Reports (provided as information only)

a. Branch Reports

- i. Fox River Valley (Cory Thompson)
- ii. Northwest (Kristopher Roppe)
- iii. Southeast (Larry Buechel) – **Attachment 7**
- iv. Southwest (Harry Tran)

b. Conference Committees

- i. 2019 Annual Meeting (Southwest Branch – Terry Armstrong)
BEO's have been executed and speakers are being finalized. The Conference Planning Committee will be reaching out to Impact so that they can begin creating Constant Contact and Program drafts.
- ii. 2020 Spring Technical Conference (Northwest Branch – Matt Dahlem)

c. Standing Committees

- i. Awards (Darrell Berry) – **Attachment 8**
- ii. Budget and Finance (Carl Sutter)
- iii. History and Heritage (VACANT)
- iv. Membership (Jennifer Schaff)
- v. Nominations (Justin Bilskemper)
There are three candidates for Director-At-large roles, and we are still seeking a candidate for President Elect. Nominations email should go out by 7/15 - Impact will draft nominations email based on last year's version and send to Justin, Ken and Jared for review.
- vi. Public Affairs (Gregory Schroeder)
- vii. Report Card Committee Discussion (Ken Mika/Jennifer Schaff) – **Attachment 9**
Quorum lost; Ken's reimbursement request will be reviewed at an upcoming meeting conducted via telephone.
- viii. Yearbook (Ken Mika)
Impact and Ken will coordinate regarding initiating Yearbook preparation.

d. Technical Committees/Institute Chapters

- i. Construction Institute Chapter (Brian Udovich)
- ii. Environmental & Water Resources Institute Chapter (Laura Gerold/Mark Augustine)
- iii. Geo-Institute Chapter (Emil Bautista)
- iv. Management (Harry Farchmin)
- v. Structures (Robert Schumacher)
- vi. Transportation & Development Institute Chapter (Ken Swanson)

e. Administrative Management (Impact Miller) – **Attachment 10**

7. Schedule Next Meeting/Relevant Dates

This fiscal year's final BOD meeting will occur October 3 prior to the Annual Meeting. The 2019-2020 BOD Meeting Schedule will be set by Ken Mika and distributed at the October meeting.

Date	Meeting - Branch Host	Time	Location
July 19-20, 2019	Region 3 Assembly	---	Green Bay, Wisconsin
October 3, 2019	Southwest Board Meeting – Prior to the Annual Meeting	3:00 – 5:00 PM	Crown Plaza Hotel Madison Koshkonong Room 4402 East Washington Avenue, Madison, WI 53704 <i>Note: Board Dinner Following</i>
September 22-23, 2019	President and Governors Forum	---	Reston, VA

8. Adjourn

Jared adjourned the meeting at 5:16 p.m.