ASCE Wisconsin Section Board of Directors Meeting Agenda

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| --- | --- | --- | --- |
| **Date** | **Location** | **Start Time** | **End Time** |
| May 8, 2019 | McMahon Associates, Inc.  1445McMahon Drive  Neenah, WI 54956 | 3:06 PM | 5:05 PM |
| **Next Meeting Date** | **Location** | **Next Meeting Time** | **Est. End Time** |
| July 2019 | Board Meeting – Southeast | TBD |  |

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| --- | --- | --- | --- | --- | --- |
| **Call-In Meeting Information** | | | | | |
| Call in Number | | Conference ID | | | Visual Access |
| 1 (970) 984-6000 | | 90675421 | | | [https://go.videxio.com/meet/90675421/](https://go.goldsealvaas.com/meet/90675421/) |
| **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 | | X | 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) | | X | 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) | |  | Tom Walther (Report Card Committee Chair) | |

1. Welcome (Jared Wendt)

**The meeting was called to order at 3:06 p.m.**

1. Consent Agenda
   1. Approve Agenda

**Martin moved to approve the agenda. Danny seconded the motion; motion passed unanimously.**

* 1. Consent Agenda
     1. Approve March 2019 Meeting Minutes
     2. Approve Year-to-Date Financial Statement – **Attachment 1**
     3. Secretary’s Report (Jennifer Schaff)
     4. Treasurer’s Report and (Martin Hanson)
     5. President’s Report (Jared Wendt)
     6. President Elect’s Report (Ken Mika)
     7. Region 3 Governor’s Report (Ken Mika)
     8. Region 3 Director’s Report (Carl Sutter) – **Attachment 2**

**Larry moved to approve the consent agenda. Ken seconded the motion; motion passed unanimously.**

1. Consent Agenda Items Requiring Individual Votes

**Jared requested that the President’s report be removed from the Consent agenda for discussion.**

**Jared is transitioning firms, and will be relocating to Minneapolis, MN. As he intends to continue his membership with the ASCE-WI Section, he would like to fulfill his remaining time in his Presidential role. No objections from the Board. Further comments can be sent to Jared, Justin, or Ken.**

1. Old Business
   1. 2019 Brewers Tailgate Event (Larry Buechel)

**Larry: This occurred on May 3 and was well-attended with 60 participants at the event - 45 from Southeast Branch membership and 15 from Southwest Branch membership. The Southeast Branch will review finances in the coming weeks and request any previously-approved Section funds if necessary.**

* 1. 2019 Southeast Branch Golf Scholarship Tournament (Larry Buechel)

**Larry: This is scheduled for June 7 at the Ironwood Golf Course in Sussex and an article will be included in the upcoming Section newsletter. Registration is on track for a successful event. Once concluded, Larry will send a recap for the next newsletter.**

* 1. Tiffany Bridge as ASCE National Landmark (Justin Bilskemper)

**Justin relayed that a writeup has been provided for the upcoming Section newsletter. The committee for the 150 Year Celebration of the Tiffany Railroad Bridge are planning a celebration at the bridge site for either September 8th or September 15, 2019. Members of the Section are invited to join at the Celebration, but not required to be there. A firm date can be relayed at next Section BOD meeting.**

* 1. ASCE Archive Files (Ken Mika) – **Attachment 3**

**Jill provided an overview of the physical files archived at Marquette. Jared recommended leaving the physical files as-are and checking in with Marquette occasionally to see if their students have time to digitize these. We will keep this item in old business as a reminder to stay in regular contact with Marquette regarding the archives.**

* 1. Wisconsin Section Accounting (Martin Hanson)

**Martin provided that everything is working very well with the new accounting system via QuickBooks Online. He no longer recommends moving accounts from BMO Harris; we will keep existing accounts housed there.**

* 1. UW‐Green Bay Student Chapter (Jennifer Schaff / Ken Mika)

**Ken relayed that Green Bay anticipates submitting their application by June for the next review cycle.**

* 1. Notice of Individual Merit and Engineering Achievement Awards (Jennifer Schaff)

**Jennifer provided that one nomination has been submitted to-date. Jennifer asked that Section Officers spread the word and promote awards availability via social media. A reminder email to Membership the Tuesday after Memorial Day.**

* 1. 2019 Legislative Fly-in March 12-14 (Greg Schroeder) – **Attachment 4**

**Jared relayed that four members from the Wisconsin Section attended the fly-in, providing strong Section representation.**

* 1. 2020 ASCE National Concrete Canoe Competition (Ken Mika)

**Ken stated the Society has toured both Madison and Platteville campuses and provided strong feedback for both locations. It’s possible that Wisconsin will host both 2020 and 2021 instances of the Concrete Canoe competition.**

* 1. Admin Manual Update Committee – Section Bylaws and Constitution Updates (Ken Mika)

**Ken relayed that the manual should be in the final stages of review and he is in communication with the Society to further progress.**

1. New Business
   1. FRV Spring Tech Conference Items (Matt Dahlem)
      1. Final report from the 2018 conference, which will indicate the excess funds
      2. Draft budget for 2020 conference, including the anticipated cost/attendee
      3. Excess funds 2020 proposal

**Joe Zellmer relayed the 2018 Annual Meeting reported a surplus of $6,700, due to higher-than-anticipated event attendance. This excess will be returned to the Section, per administrative manual guidelines.**

**The 2019 Spring Technical Conference will be hosted in Sheboygan. The Board agreed that attendance-budgeting for the 2019 Spring Technical Conference should be more aggressive due to the conference location and the timeframe being at the end of biennium (typically resulting in higher registrations to attain PDH’s). The Conference Planning Committee will also work to involve the Report Card Committee.**

* 1. Reimbursement Form (Jennifer Schaff)

**Tabled for future meeting; keep on agenda.**

* 1. 2019 Outstanding Senior Civil Engineering Student Award – Sam Hovde – Correspondence, Informational (Jennifer Schaff) – **Attachment 5**

1. Reports (provided as information only)
   1. Branch Reports
      1. Fox River Valley (Cory Thompson)

**Matt relayed that the Branch is working to compile a report from the 2018 Annual Meeting, and focused on preliminary conference planning for the 2020 Spring Tech Conference.**

* + 1. Northwest (Kristopher Roppe)
    2. Southeast (Larry Buechel) – **Attachment 6**

**The Branch is pulling together a report from the Spring Technical Conference.**

* + 1. Southwest (Harry Tran) – **Attachment 7**
  1. Conference Committees
     1. 2019 Spring Technical Conference (Northwest Branch)
     2. 2019 Annual Meeting (Southwest Branch – Terry Armstrong) – **Attachment 8**
  2. Standing Committees
     1. Awards (Darrell Berry)
     2. Budget and Finance (Carl Sutter) – **Attachment 9**
     3. History and Heritage (VACANT)
     4. Jury of Judges (Justin Bilskemper)
     5. Membership (Jennifer Schaff)
     6. Nominations (Justin Bilskemper)

**Nominations is actively seeking candidates for Director-at-Large and President Elect roles. Jared asked that Officers contemplate potential candidates for these roles. Jared will draft an article for the May newsletter focusing on recruitment, rather than providing a slate of nominees.**

* + 1. Public Affairs (Gregory Schroeder)

**Greg provided an overview of the fly-in. He will also be providing a recap article for the May newsletter.**

* + 1. Report Card Committee Discussion (Jennifer Schaff / Ken Mika)

**Vice-chairs have been established for each chapter, as well as a target completion date of April 15, 2020.**

* + 1. Yearbook (Ken Mika)
  1. Technical Committees/Institute Chapters
     1. Construction Institute Chapter (Brian Udovich)
     2. Environmental & Water Resources Institute Chapter (Laura Gerold/Mark Augustine)
     3. Geo-Institute Chapter (Emil Bautista)
     4. Management (Harry Farchmin)
     5. Structures (Robert Schumacher)
     6. Transportation & Development Institute Chapter (Ken Swanson)
  2. Administrative Management (Jill Miller) – **Attachment 10**

1. Schedule Next Meeting/Relevant Dates

**Jared will coordinate and communicate details for the July WI Section Board Meeting.**

**Ken provided a preview of the Region 3 Assembly in Green Bay. This is usually attended by Section and Branch Presidents, but all are welcome. Typically, the Wisconsin Section President Elect is sent on behalf of the Section, but as this role has not yet been identified, any officers with interest are welcome to approach the Board.**

| **Date** | **Meeting - Branch Host** | **Time** | **Location** |
| --- | --- | --- | --- |
| July 2019 | TBD | TBD | Southeast |
| July 19-20, 2019 | Region 3 Assembly | --- | Green Bay, Wisconsin |
| September 2019 | Board Meeting – Prior to the Annual Meeting | TBD | Southwest |
| September 2019 | Annual Meeting | --- | Southwest |
| September 22-23, 2019 | President and Governors Forum | --- | Reston, VA |

1. Adjourn

**The meeting was adjourned at 5:05 p.m.**