

## ASCE Wisconsin Section Board of Directors Meeting Agenda

Date	Location	Start Time	End Time
November 13, 2019	Board Meeting – Fox River Valley Geosyntec Consultants, Inc. 111 N. Broadway, Suite C Green Bay, WI 54303	3:00 – 5:00 PM	TBD
Next Meeting Date	Location	Next Meeting Time	Est. End Time
January 15, 2020	Board Meeting – Northwest Branch	3:00 – 5:00 PM	TBD

Call-In Meeting Information			
Call in Number	Conference ID	Visual Access	
605 313-5667	480163#	<a href="https://join.freeconferencecall.com/ascewisconsin">https://join.freeconferencecall.com/ascewisconsin</a>	
Officers			
X	Ken Mika (President)	X	Jennifer Schaff (Secretary)
X	Larry Buechel (President-Elect)		Martin Hanson (Treasurer)
		X	Jared Wendt (Past President)
Directors at Large			
X	Gary Amel	X	Danny Xiao
	Andrew Walters	X	Tom Walther
Branch Directors			
	Corona Woychik (NW)		Ryan Trzinski (FRV)
	Ann Thielmann (SW)	X	Kyle Bareither (SE)
Standing Committee Chairs			
	Darrell Berry (Awards)	X	Carl Sutter (Budget and Finance)
	Jennifer Bennett (Diversity)		(History and Heritage)
X	Jared Wendt (Jury of Judges)	X	Jennifer Schaff (Membership)
X	Larry Buechel (Newsletter)	X	Jared Wendt (Nominations)
X	Larry Buechel (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)		2020 Spring Technical Conference (Matt Dahlem)
	2020 Annual Meeting (TBD)		2021 Spring Technical Conference (TBD)
Others			
X	Ken Mika (Region 3 Governor)	X	Carl Sutter (Region 3 Director)
	Jess Thayer (Engineers Without Borders)	X	Ken Mika / Jennifer Schaff (Report Card Committee Co- Chairs)
X	Jill Miller (Impact)		

1. Welcome (Ken Mika)  
**Ken Mika called the meeting to order at 3:04 p.m. and welcomed new and returning members of the Wisconsin Section Board of Directors.**
  
2. Consent Agenda (Ken Mika)
  - a. Approve Agenda – **Ken motioned to remove the agenda from the consent agenda as he would like to add item 5j -2021 National Concrete Canoe Competition. Larry moved to approve the amended consent agenda; Tom Walther seconded the vote. All in favor (8), none approved; motion passed unanimously.**
  
  - b. Consent Agenda
    - i. Approve September 2019 Special Meeting Minutes (Jennifer Schaff) – **Attachment 1**
    - ii. Approve October 2019 Meeting Minutes (Ken Mika) – **Attachment 2**
    - iii. Secretary’s Report (Jennifer Schaff)
    - iv. Treasurer’s Report (Martin Hanson)
    - v. President’s Report (Ken Mika)
    - vi. President Elect’s Report (Larry Buechel)
    - vii. Region 3 Governor’s Report (Ken Mika)
    - viii. Region 3 Director’s Report (Carl Sutter) – **Attachment 3**
  
3. Consent Agenda Items Requiring Individual Votes
  
4. Old Business
  - a. Approve Year-to-Date / Year-End Financial Statement (Martin Hanson) – **Attachment 4**
  - b. ASCE Wisconsin Section’s 2023 Centennial year (Ken Mika)  
**This will remain on the agenda as a reminder of the event approaching in four years; the lead role is available to interested parties.**
  - c. University of Wisconsin – Madison 2020 Great Lakes Student Competition and National Concrete Canoe Competition – Wisconsin Section Sponsorship Opportunity (Ken Mika) – **Attachment 5**  
**The attached financials were provided by UW- Madison for the Section’s ongoing consideration of sponsorship of the NCCC event.**  
**Jared Wendt moved to support the NCCC event at the silver sponsorship \$5,000 level proposed at the October 2019 BOD meeting. Gary Amel seconded the motion. All in favor (8), none opposed; motion passed unanimously.**  
**Tom Walther commended the sponsorship and supporting our student chapters in their hosting efforts.**  
**Ken Mika will email the planning committee and cc Martin Hanson, notifying them that the Section will sponsor at the Silver Level and requesting that they complete and return the Section’s reimbursement form.**
  - d. STEM Expo Sponsorship (Jared Wendt/Ken Mika)  
**Jared Wendt has not received any additional information regarding the STEM Expo, and provided a recap for new board members: the SE Branch YMG puts on a one-day STEM Expo that draws 400-500 local attendees, and has been very successful in the past. The Section approved event sponsorship pending a financial report with the plan for excess funds, but never received the information. The event was this past weekend. Ken Mika received information today, and will forward to Jared Wendt. Tom Walther expressed his concern with donating without financial transparency, and suggested communicating this to the group who manages the Expo.**

- e. Proposed Interior Design Legislation - SB 303 & AB 324 (Martin Hanson)  
**Martin Hanson absent; no updates.**
  - f. UW-Green Bay Student Chapter (Jennifer Schaff/Ken Mika)  
**The Society did not approve the application for UW-Green Bay. Although the Chapter did provide the Society's requested 12 members, many are graduating in the coming year, and the Society did not see the Chapter as being sustainable. The Society invited the UW-Green Bay Chapter to reapply in a future year. Ken Mika has requested to be involved in future calls between the Society and Dr. Holly of UW-Green Bay. The Fox River Valley Branch and the Section are both committed to the formation of the UW-Green Bay chapter. Ken Mika will invite Carl Sutter to any future calls which are coordinated.**
  - g. Engineers Without Borders Professional Chapter (Ken Mika) – **Attachment 6**  
**In the past, the Section has cross-promoted events where both EWB and ASCE Wisconsin are involved. Jared Wendt recommended including EWB Professional Chapter in upcoming newsletters where relevant. Jill will reach back out to EWB and ask that they include the [wi.sec.asce@gmail.com](mailto:wi.sec.asce@gmail.com) email address to update us on events, and we will promote them as we see relevant in our newsletter.**
5. New Business
- a. Membership Survey (Jennifer Schaff)  
**Jill Miller provided that she and Jennifer Schaff are in the process of drafting the membership survey.**
  - b. ASCE Records Retention Policy (Jennifer Schaff/Ken Mika) – **Attachment 7**  
**Ken Mika recommended adopting the ASCE Records Retention Policy provided by Nancy Berson, and that this be added to our administrative manual.**  
**Tom Walther recommended that we modify the retention document to retain budgets from two years to five, and newsletter from two years to ten years.**  
**Larry Buechel recommended our process be to formalize the retention policy, then go through the archive boxes to determine how much content we'd like to digitize. For now, we will have Martin Hanson review the Retention document, and consider Tom's recommendations before revisiting this item in January.**
  - c. MRLC Attendees (Ken Mika)  
**Registration is open for the January 10-11 at the Detroit Marriott Renaissance Center. Ken Mika asked for parties interested in attending as the Section delegate and Larry Buechel offered to attend on behalf of the Section.**
  - d. Region 3 Assembly Attendees (Ken Mika)  
**This will occur late July of 2020 in Cleveland. The Section will have one delegate to send. Interested parties are welcome.**
  - e. Presidents and Governors Forum Attendees (Ken Mika) – **Attachment 8**  
**Larry Buechel is tentatively attending this event, as President Elect.**
  - f. ASCE 2020 Regions 3, 6 & 7 Workshop for Section, Branch and Institute Leaders (Ken Mika) – **Attachment 9**
  - g. Interaction between Sections and Branches – MN ASCE Members (Jennifer Schaff)  
**Jennifer received a request from the individual who runs the social media for the Minnesota Section as to how we can interface with Minnesota better. We could sign up [wi.sec.asce@gmail.com](mailto:wi.sec.asce@gmail.com) to receive Minnesota email communications (which is open to non-members). Tom relayed that we should gather events/activities from the Minnesota Section and communicate these to the Northwest Branch as this could serve as an opportunity for members to become more engaged. Ken recommended Jennifer reach them to ask how we can include them in our activity communications as well. The Board conveyed their approval of including Minnesota**

**Section members in email communications intended for Wisconsin Section members. Jennifer Schaff will reach back out to her contact to discuss cross-promotion of events.**

- h. Establishment of an ASCE Architectural Engineering (AE) Technical Committee or AE Institute Chapter in the Wisconsin Section (Larry Buechel) – **Attachment 10**  
**Jared Wendt received an email from the Society asking for the Section’s interest in establishing a technical committee or institute for architectural engineering within the Section. The Architectural Engineering Institute is trying to get themselves more established. Larry Buechel indicated that it is of interest to the Section and may be of interest to the Milwaukee Branch, and requested additional information on the setup process, which Jared Wendt will request.**
  - i. Additional Revenue (Ken Mika) – **Attachment 11**  
**Ken Mika relayed that current revenue is limited to membership dues and recommended looking into the attached additional revenue options as additional considerations for donations down the road. Tom recommended discussing this with the Society; Ken Mika agreed and will reach out to the Society.**
  - j. 2021 National Concrete Canoe Competition – **Attachment 12**  
**UW-Platteville has asked for the support of the Wisconsin Section in their efforts to receive approval for hosting the 2021 NCCC, through the Section providing a letter for UW-Platteville to include in their application. Ken Mika recommended agreeing to this letter, and additionally offering non-financial support such as promotion and potential volunteers. Ken Mika will draft the letter and have Larry Buechel review.**
  - k. Report Card Committee (Carl Sutter)  
**Carl Sutter is waiting on submission from the following Chapters - Drinking Water, Roads, Solid Waste, and Transit. Carl would like to have everything submitted to Ann Dennecke by Thanksgiving. Jennifer is in the process of locating missing items. Ken is reaching out to elected officials for sponsorship at the Capitol. If anyone is interested in planning events for fundraising relating to the Report Card release, please reach Ken Mika and Jennifer Schaff.**
6. Reports (provided as information only)
- a. Branch Reports
    - i. Fox River Valley (Ryan Trzinski)
    - ii. Northwest (Corona Woychik)
    - iii. Southeast (Kyle Bareither) – **Attachment 13**  
**Kyle Bareither provided an overview of the attached report. Ken Mika thanked Kyle for the contributions of the very active Southeast Branch and all the work put into it.**  
Southwest (Ann Thielmann)
  - b. Conference Committees
    - i. 2019 Annual Meeting (Southwest Branch – Terry Armstrong) – **Attachment 14**
    - ii. 2020 Spring Technical Conference (Northwest Branch – Matt Dahlem)
    - iii. 2020 Annual Meeting (Southeast Branch)  
**The Southeast Branch is in the process of compiling the committee and determining a location.**
    - iv. 2021 Spring Technical Conference (Southwest Branch)
  - c. Standing Committees
    - i. Awards (Darrell Berry)
    - ii. Budget and Finance (Carl Sutter)- **Attachment 15**
    - iii. Jury of Judges (Jared Wendt)
    - iv. Membership (Jennifer Schaff)  
**Jennifer is working on the membership survey.**
    - v. Nominations (Jared Wendt)

**For the next meeting, Jared will prepare a list of open positions for the next election.**

- vi. Public Affairs (Gregory Schroeder)  
**Greg Schroeder did not submit a request for the 2020 Fly-In as his ASCE roles with the Report Card and Stem Forward have been very time-consuming. He wrote an article for the November newsletter on Global Warming and Climate Change and requested Board feedback via Collaborate. Ken Mika relayed that this is a hot topic currently, and that the article should be interesting and well-received. He encouraged leaders to review the article and provide feedback.**
- vii. Report Card Committee Discussion (Jennifer Schaff/Ken Mika)
- viii. Yearbook (Larry Buechel)
- 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)  
**Emil Bautista would like to have the Chapter more involved in Wisconsin and is in the process of scheduling a call with Emil. Jared Wendt will provide Ken Mika and Emil Bautista some suggestions.**
  - iv. Management (Harry Farchmin)
  - v. Structures (Robert Schumacher)
  - vi. Transportation & Development Institute Chapter (Ken Swanson)  
**Ken Swanson informed Ken Mika that he's willing to step down if someone else is willing to take on this role, as his job demands have increased.**
  - e. Administrative Management (Jill Miller) – **Attachment 16**
- 7. Schedule Next Meeting/Relevant Dates  
**A location for the January BOD meeting in the Northwest Branch will be communicated once identified.**  
**Larry Buechel motioned to adjourn the meeting. Jared Wendt seconded the motion. The meeting was adjourned at 4:53 p.m.**

<b>Date</b>	<b>Meeting - Branch Host</b>	<b>Time</b>	<b>Location</b>
January 10-11, 2020	Multi-Region Leadership Conference	---	Detroit, MI
January 15, 2020	Board Meeting – Northwest Branch	3:00 – 5:00 PM	TBD
April 2, 2020	Board Meeting - before Spring Technical Conference – Southeast	3:00 – 5:00 PM	Blue Harbor Resort (725 Blue Harbor Dr, Sheboygan, WI 53081) or somewhere in Sheboygan, WI
April 3, 2020	Spring Technical Conference	--	Blue Harbor Resort (725 Blue Harbor Dr, Sheboygan, WI 53081)
May 20, 2020	Board Meeting – Southwest Branch	3:00 – 5:00 PM	TBD
July 15, 2020	Board Meeting – Fox River Valley	3:00 – 5:00 PM	TBD
August 2020	Region 3 Assembly		Cleveland, OH
September 2020	Presidents and Governors Forum	--	Reston, VA
September 2020	Board Meeting – before Annual Meeting – Southeast Branch	3:00 – 5:00 PM	TBD
September 2020	Annual Meeting	--	TBD

8. Adjourn