

ASCE Wisconsin Section Board of Directors Meeting Agenda

This Meeting	Location	Start Time	Est. End Time
Wednesday, May 17, 2023	Board Meeting	3:00 – 5:00	Virtual
Next Meeting	Location	Start Time	Est. End Time
Wednesday, July 19, 2023	Board Meeting	3:00 – 5:00	Virtual

Dial-In Meeting Information			
https://us02web.zoom.us/j/82649971439?pwd=ZEIBQWdpdUJFZXZQc1dNTTdjNEhVUT09 Meeting ID: 882 9891 6395 Passcode: 872983 One tap mobile +13126266799,,88298916395#,,,,*872983# US (Chicago)			
Officers			
X	Danny Xiao (President)	X	Brad Severson (Secretary)
X	Matt Dahlem (President-Elect)	X	Martin Hanson (Treasurer)
X	Jennifer Schaff (Past President)		
Directors at Large			
X	Tony Castle		Joe Zellmer
X	Jennifer Hurlebaus	X	Travis Pickering
Branch Directors			
	Corona Woychik (NW)	X	Dan Witter (FRV)
	Matt Buckli (SW)	X	Jacob Brunoehler (SE)
Standing Committee Chairs			
	Darrell Berry (Awards)		Carl Sutter (Budget and Finance)
	(Diversity)		(History and Heritage)
X	Jennifer Schaff (Panel of Directors-at-Large)	X	Jennifer Schaff (Membership)
X	Matt Dahlem (Newsletter)	X	Jennifer Schaff (Nominations)
X	Matt Dahlem (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)		Jaime Hernandez (Transportation and Development Institute Chapter)
Conference Committee Chairs			
X	2023 Spring Technical Conference (Northwest Branch)	X	2023 Annual Meeting (Centennial Planning Committee)
	2024 Spring Technical Conference (Fox River Valley Branch)		2024 Annual Meeting (Southeast Branch)
Others			
	Jesse Jefferson (Region 3 Governor)		Ken Mika (Region 3 Director)
	Kevin Frost (Engineers Without Borders)		Ken Mika / Jennifer Schaff (Report Card Committee Co-Chairs)
X	Jill Miller/Mone't Johnson (Impact AMC)		Ken Mika (2023 Centennial Year Planning Committee)

1. Welcome (Danny Xiao)
Danny called the meeting to order at 3:01 p.m.
2. Consent Agenda (Danny Xiao)
 - a. [March 2023 Meeting Minutes \(Secretary\)](#)
 - b. Approve Agenda (Danny Xiao)
Martin requested that the Financial Report be pulled for individual discussion. Martin moved to approve the revised consent agenda; Jake seconded the motion. All in favor, none opposed; consent agenda passed unanimously.
3. Consent Agenda Items Requiring Individual Votes
 - a. Financial Report (Martin Hanson) - **Attachments 2bi and 2bii**
Martin provided an overview of the financial report. Membership numbers are declining and may require attention. 2023 STC administration required more administration from Impact than in previous years and Martin recommends reducing these hours if possible in future years. Brad and Martin were successful in setting up a new account with Fidelity and moved \$20k to the account. A \$500 balance has been left in PayPal.
Danny moved to approve the May 15 financial statement as presented. Brad seconded the motion. All in favor, none opposed; motion passed unanimously.
4. Old Business
 - a. ASCE Wisconsin Section Strategic Plan Update (Danny Xiao/Jennifer Schaff/Joe Zellmer/Brad Severson)
Danny will reach the Society to request official verbiage to invite WisDOT employees. Jennifer and Danny will approach this and reach Impact for graphics assistance.
Jennifer H. hasn't provided presentations to student chapters since the last BOD meeting. She asked how much involvement she should be having with the student chapters moving forward. No upcoming student chapter advisor retreat has been scheduled as response from chapters hasn't been strong recently. Jennifer is under the impression that more support is coming from the local branches.
 - b. Section Support for Northwest Branch Efforts to Revitalize Member Participation (Travis Pickering/President/Impact/Corona Woychik/Andy Walters) **No updates – STC went well.**
 - c. Treasurer Report and Possible Change to Business Banking Institution (Martin Hanson)
Martin plans to go to US Bank to transfer funds into BMO Harris and hopes to complete this before next BOD meeting.
 - d. Events in collaboration with other associations and organizations (e.g. ITE, APWA, ACI, SEA) (Danny Xiao / Brad Severson) **No updates**
 - e. Combine student chapter NWTC/UWGB (Seth Johnson) **No updates**
 - f. 2023 Awards Program – Individuals and Projects – nominations due June 1st (Darrell Berry/Impact)
The nominations period is open; no submissions yet, and the deadline is June 1.
5. New Business
 - a. ASCE The Society Transition to Thrivez and Constant Contact Recommendation (Impact)- **Attachment 5a**
The Section discussed the pros and cons of working with Constant Contact versus switching to the new platform that the Section will pay for, which is called Thrivez. Jill provided an overview of her report and the group discussed pros and cons of CC and Thrivez. The group agreed that the new system may not meet the needs of the Section and result in costing more due to administration.

Martin moved to proceed with a twelve-month subscription to Constant Contact and reevaluate after the year is over. Jennifer seconded the motion. All in favor, none opposed; motion passed unanimously.

Jennifer shared the link to an upcoming training webinar on June 6. Jennifer will make a recommendation to the Region Governor based on her experience with Thrivez.

Impact will purchase an annual subscription to Constant Contact and investigate any annual discount options. The Section will reassess the subscription in one year.

- b. ASCE Annual Section Dues for Life Members (Martin Hanson)

We have until May 31 for Danny to respond to the Society for membership cost increases.

Martin proposed offering free membership to Life Members.

Jennifer moved to leave the dues structure as-is for this year and investigate an increase for next year – keep the Section's rate as it is, which is \$50 for all members, including life members. Motion not seconded and failed.

Martin moved to increase the fiscal dues for members to \$55 for members and reduce the fiscal dues for life members to \$0.

- In favor: Jen, Dan, Martin, Dan W., Brad, Matt, Jake, Tony
- Opposed: Jennifer
- Motion passes.

Danny will communicate this change to the Society and CC Martin on the email.

- c. Add "Project Highlight" to future Newsletters (Danny Xiao)

Danny proposed adding a project highlight to the newsletter.

Brad suggested highlighting Wisconsin Section award recipients over time. Impact will add this to the newsletter moving forward.

- d. ASCE Championships hosted by UW-Platteville - Sponsorship Request (Martin Hanson) - Attachment 5d

Jake and Jennifer S. will plan to attend this event. Jake will invite Joe Zellmer in case he would like to attend as well. Martin will notify UW-Platteville of attendance plans.

- e. ASCE Southeast Branch Scholarship Golf Outing (Jake) - Attachment 5e

The group discussed the value of the wristband sponsorship that they have purchased in years past and discussed moving to a different sponsorship level. Jennifer H. moved to support the Southeast Branch Gold Outing with the purchase of a \$500 wristband sponsorship. Brad seconded the motion. Majority in favor, Martin opposed; motion passed.

- f. Discuss Younger Member Candidates for Director at Large (Jennifer Schaff)

Jennifer S. proposed having Jennifer H. move into the Secretary role and have the Director at Large role backfilled with a younger member. She asked for the group's feedback – and the group liked this idea. Jennifer S. will start looking for a younger member. If Board Members have any suggestions for a young candidate for board service, please reach Jennifer.

- g. ASCE 2023 Outstanding Section and Branch Website Award nomination -Attachment 5g

The group discussed nominating one of the branches for the award and decided against it.

- h. 2022-2023 ASCE WI Allotments for Approval - Attachment 5h

We received our annual allotment from the Society for approximately 8k. Martin provided an overview of the allotments.

Brad moved to approve the allotments as presented. Jennifer H. seconded the motion. All in favor, none opposed; motion passed unanimously. Impact will confirm addresses for checks to be mailed to for student chapters.

6. Reports (provided as information only)

- a. Branch Reports

- i. Fox River Valley (Dan Witter)

They continue to host events and are hoping for increased attendance.

- ii. Northwest (Corona Woychik)
- iii. Southeast (Jake Brunoehler)- **Attachment 6aiii**

Jake provided an overview of his report. For the Spring Meeting they did student presentations as a soft opening for their capstone presentations. He would recommend committees considering this for future ASCE Conferences.

- iv. Southwest (Matt Buckli)

b. Conference Committees

- i. 2022 Annual Meeting (Fox River Valley) - **Attachment 6bi**
Impact will share the report with the next planning committee.
- ii. 2023 Spring Technical Conference (Northwest Branch)
- iii. 2023 Annual Meeting (Centennial Planning Committee)

c. Standing Committees

- i. Awards (Darrell Berry)
- ii. Budget and Finance (Carl Sutter)
- iii. Wisconsin Infrastructure Advocacy Update (Jennifer Schaff/Ken Mika/Martin Hanson) - **Attachment 6ciii**
- iv. ASCE Wisconsin Section's 2023 Centennial Year (Ken Mika) - **Attachment 6civ**
Ken and Marty feel that Platform's current price structure is high for the needs of the Section. Marty has not been paying retainer fee invoices due to there being no delivery within the promised scope. The board voiced that they have very much valued the contributions of Platform. Marty, along with the Board, recommends pausing use of Platform until approximately six months before the next report card release, unless something changes. Marty will communicate this feedback to Ken.
- v. Membership (Jennifer Schaff)
- vi. Nominations (Jennifer Schaff)
- vii. Panel of Directors-at-Large (Jennifer Schaff)
- viii. Public Affairs (Gregory Schroeder)
- ix. Yearbook (Matt) June July

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) - 6e

Impact will enable screen sharing for all participants moving forward.

7. Schedule Next Meeting/Relevant Dates

ASCE National's Conference will occur the second week in June – please join if you can!

<https://www.uwplatt.edu/asce-championships>

Date	Meeting - Branch Host	Time	Location
------	-----------------------	------	----------

Wednesday, July 19, 2023	Board Meeting	3:00 – 5:00	Virtual
Wednesday, September 20, 2023 - pending reschedule around 2023 Annual Meeting	Board Meeting	3:00 – 5:00	Virtual or Location TBA
Thursday, September 28, 2023	Annual Meeting and ASCE Wisconsin Section Centennial Celebration	8:00 AM - 5:00 PM	Discovery World

8. Adjourn

The meeting was adjourned at 5:18 p.m.