

ASCE Wisconsin Section Board of Directors Meeting Agenda

November 17, 2021	Virtual	3:00	5:00 PM
Next Meeting	Location	Start Time	Est. End Time
January 19, 2022	Board Meeting	3:00 – 5:00	Virtual or Location TBA

Dial-In Meeting Information			
https://us02web.zoom.us/j/87620844057?pwd=V01VdUlvQ3lyL3M0TnIsNE9WZ2Q2QT09 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)
		X	Larry Buechel (Past President)
Directors at Large			
X	Mike Arnold	X	Brad Severson
X	Jennifer Hurlebaus	X	Andrew Walters
Branch Directors			
X	Corona Woychik (NW)	X	Joe Zellmer (FRV)
	Clint Marchant (SW)	X	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)	X	Jennifer Schaff (Membership)
X	Jennifer Schaff (Newsletter)	X	Larry Buechel (Nominations)
X	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)
	Emil Bautista (Geo-Institute Chapter)		Harry Farchmin (Management Committee)
	Robert Schumacher (Structures Committee)		Ken Swanson (Transportation and Development Institute Chapter)
Conference Committee Chairs			
X	2021 Annual Meeting (Northwest Branch)	X	2021 Spring Technical Conference (Fox River Valley Branch)
	2022 Annual Meeting (Fox River Valley/Seth Johnson)	X	2022 Spring Technical Conference (SE Branch/Tony Castle)
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)
Jennifer Schaff called the meeting to order at 3:02 p.m.
2. Consent Agenda (Jennifer Schaff)
 - a. Financial Report (Martin Hanson) – **Attachment 1**
Jennifer S. moved to approve the financial report. Andy Walters seconded the motion. All in favor, none opposed; motion passed unanimously.
3. Approve Agenda (Jennifer Schaff)
 - a. Approve Agenda (Jennifer Schaff)
Larry Buechel moved to approve the agenda as presented. Danny Xiao seconded the motion. All in favor, none opposed; motion passed unanimously.
 - b. Approve September 2021 Meeting Minutes (Matt Dahlem) – **Attachment 2**
Martin Hanson moved to approve the presented meeting minutes. Andy seconded the motion. All in favor, none opposed; motion passed unanimously.
4. Consent Agenda Items Requiring Individual Votes
5. Old Business
 - a. Admin Manual, Bylaws, and Constitution Revisions (Larry Buechel)
Larry Buechel provided that the Constitution and Bylaws have been approved by the membership. Impact will post these revised documents on the Section website. Larry will provide a proposed updated administrative manual at the January BOD meeting.
 - b. Report Card Committee Update (Jennifer Schaff/Ken Mika/Martin Hanson) – **Attachment 3**
Ken Mika provided that additional media interviews have been completed since the report. Other state Sections are approaching Wisconsin for guidance in starting their report card process. The Committee is considering their approach for 2024.
 - c. ASCE Wisconsin Section's 2023 Centennial Year (Ken Mika) – **Attachment 4**
The Wisconsin Section is working to begin organizing fundraising efforts for the Centennial Event. The Committee intends to have three leadup events hosted at ASCE landmarks in Wisconsin. The final event will be the Grand Celebration, which they hope to tie in with the 2023 Annual Meeting. Tax write-offs are available to sponsors.
 - d. ASCE Wisconsin Section Strategic Plan Update and Revision of Director-At-large Position Duties (Jennifer Schaff/Danny Xiao) – **Attachment 5**
Jennifer S. and Danny Xiao reviewed the plan and identified specific goals that they found to be priorities and approachable. Danny referred to the attachment and suggested it be treated as a checklist, with champions specified for each area, and asked for volunteers.
 - **Task 1 – Increase Public Sector Membership - Joe Zellmer offered to champion this objective.**
 - **Task 2 – Promote Active Membership and Leadership – Jennifer S. had a new member reach out who may be a good fit for this if no BOD member interested.**
 - **Task 3 – Improve the Transition from Student Membership to Professional Membership – Jennifer Hurlebaus offered to champion this objective.**
 - **Task 4- Create High-Quality Programs across Branches and Technical Sections – Brad Severson offered to champion this objective.**
 - **Task 5 - Prepare for the Centennial Celebration – already championed by Ken Mika.**

Jennifer H. suggested involving students in programming efforts and showcasing some of their accomplishments; Jennifer S. agreed this would be a great idea.

- e. Section Support for Northwest Branch efforts to revitalize member participation (Impact/Corona Woychik/Andy Walters)

Jennifer S. asked that Corona and the Northwest Branch identify one priority on which they'd like to focus. The Section and Northwest Branch will schedule a call to discuss the details of how to further this priority. Marty offered to assist. Jennifer will send a meeting invitation to Corona immediately following the call.

- f. 2021 Annual Meeting (Andy Walters/Corona Woychik)

The meeting received excellent feedback. Marty asked Andy Walters to provide Marty with the final budget from the Annual Meeting so that they may finalize financial items.

- g. 2021 ASCE Advocate of the Year Award Recipient – ASCE Wisconsin Section (Ken Mika)
- h. 2021 Outstanding Section and Branch Award Nomination (Larry Buechel/Ken Mika/Darrell Berry)

6. New Business

- a. Treasurer Report – **Attachment 6**

- i. Approval of FY 2020-2021 Financial Statement – **Attachment 7**

The provided report did not come through clearly. Marty will redistribute the attachment showing the full data for approval. Impact will administer the request for board approval. Corona Woychik moved to put this to a vote via email and if the Board does not receive approval via email then the item will be pushed to the January meeting. Brad Severson seconded the motion. Marty and Joe Zellmer abstained. Motion passed.

- ii. Treasurer backup (BMO Harris/PayPal/QuickBooks/OneDrive)

Marty proposed adding a backup individual onto the above accounts for continuity. Ken recommended that the Secretary serve as a second representative on these accounts; Matt Dahlem agreed to serve in this capacity.

Marty moved to authorize Matt Dahlem to be an additional signature on the BMO Harris account. Joe seconded the motion. All in favor, none opposed; motion passed unanimously. Matt will look for a BMO Harris in his area to pursue being added to the Section's account.

- iii. OneDrive backup system put in service

Informational: Treasurer documents are currently stored in OneDrive and backed up on a portable drive.

- iv. Financial Audit/Review Committee

For fiscal responsibility, Marty recommended that the Audit Committee convene with the Treasurer to conduct a financial audit. Marty will work with Carl on moving forward with an audit; if anyone is interested in participating, please contact Marty.

- v. Laptop

Marty requested guidance on what should be done with the two laptops belonging to the Section. Larry moved for Marty to dispose of the laptop the way he sees fit. Marty seconded the motion. All in favor, none opposed; motion passed unanimously.

- b. Approve Centennial Branding/ Logos (Jennifer Schaff) – **Attachment 8**

Informational: The attached logos have been approved by the BOD.

- c. 2022 Spring Technical Conference (Southeast Branch)

Planning is underway.

- d. 2022 Multi Region Leadership Conference February 9-11, 2021 (Jennifer Schaff) – **Attachment 9**

- e. Wisconsin Commercial Building Code Council - Recommended adoption of IBC Chapter 17 - Special Inspection (Andy Walters) – **Attachment 10**

Andy relayed that Wisconsin is one of the only states in the country who has removed Chapter 17 of the building code, which concerns special inspections. Andy is involved with the Structural Engineers Association, and they are actively working to add this back in as an important safety measure. Andy invited the Wisconsin Section to support this initiative and included samples of letters which have been drafted by other organizations.

Marty moved to authorize Andy to create a draft letter and Larry will send to ASCE Government Relations for their review. If approved, the Board will next consider adding the President's signature and sending to the Secretary in support of Chapter 17.

- f. ASCE COVID Vaccination Policy Memo – **Attachment 11**
- g. 2023 Concrete Canoe National Competition – UW-Platteville – **Attachment 12**
UW-Platteville is interested in hosting the 2023 Concrete Canoe National Competition and requested a letter of support from the Section for their submittal. Danny moved to compile a letter of support for UW-Platteville hosting the 2023 Concrete Canoe Competition in 2023. Jennifer H. seconded the motion. All in favor, none opposed; motion passed unanimously. Impact will draft the support letter.

7. Reports (provided as information only)

- a. Branch Reports
 - i. Fox River Valley (Joe Zellmer)
The Board will be emphasizing the younger member group this coming year. Seth Johnson will chair the 2022 Annual Meeting. Joe will provide a UW-GB Student Chapter update moving forward.
 - ii. Northwest (Corona Woychik)
 - iii. Southeast (Tony Castle) – **Attachment 13**
The Board discussed the options of presenting the Spring Technical Conference virtually versus in-person.
 - 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) – **Attachment 14**
 - iii. Membership (Jennifer Schaff)
 - iv. Nominations (Larry Buechel)
 - v. Panel of Directors-at-Large (Larry Buechel)
 - vi. Public Affairs (Gregory Schroeder)
 - vii. 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) – **Attachment 15**

8. Additional Items

Jennifer will work with Larry on aligning the Panel of Directors at Large with remaining Strategic Planning Items.

9. Schedule Next Meeting/Relevant Dates

Danny moved, Larry seconded. All in favor, none opposed.

Date	Meeting - Branch Host	Time	Location
January 19, 2022	Board Meeting	3:00 – 5:00	Virtual or Location TBA
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
March 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

10. Adjourn