

ASCE Wisconsin Section Board of Directors Meeting Meeting Minutes

This Meeting	Location	Start Time	Est. End Time
Wednesday, March 15, 2023	Board Meeting	3:00 – 5:00	Virtual
Next Meeting	Location	Start Time	Est. End Time
Wednesday, May 17, 2023	Board Meeting	3:00 – 5:00	Virtual

Dial-In Meeting Information			
https://us02web.zoom.us/j/82649971439?pwd=ZEIBQWdpdUJEZXZQc1dNTTdjNEhVUT09 Meeting ID: 826 4997 1439 Passcode: 057931 One tap mobile +13126266799,,82649971439#,,,,*057931# 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	X	Joe Zellmer
X	Jennifer Hurlebaus	X	Travis Pickering
Branch Directors			
	Corona Woychik (NW)	X	Dan Witter (FRV)
	Matt Buckli (SW)		Jacob Brunoehler (SE)
Standing Committee Chairs			
	Darrell Berry (Awards)		Carl Sutter (Budget and Finance)
	(Diversity)		(History and Heritage)
	Jennifer Schaff (Panel of Directors-at-Large)		Jennifer Schaff (Membership)
X	Matt Dahlem (Newsletter)		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			
	2023 Spring Technical Conference (Northwest Branch)		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 3:03 p.m.
2. Consent Agenda (Danny Xiao)
 - a. January 2023 Meeting Minutes (Secretary) - **Attachment 2a**
 - b. Approve Agenda (Danny Xiao)
Martin requested that the financial report be removed from the consent agenda for discussion. Brad moved to approve the consent agenda with the removal of the financial report. Matt seconded the motion. All in favor, none opposed; motion passed unanimously.
3. Consent Agenda Items Requiring Individual Votes
Financial Report (Martin Hanson) - **Attachment 2b**
Marty inquired to the Society as to why allotments have not yet been received and they will not be received until annual reports are filed. The Northwest Branch, Southeast Branch, and Wisconsin Section have not yet filed reports.
Impact will send an email to all members of the northwest and southeast boards with instructions on how to submit their annual report, as well as get the Wisconsin Section annual report ASAP.

Membership: Branch renewals are down 11% as a Section, NW branch is down 37%. There is some concern that membership is starting to lag.

Joe moved to authorize Marty to move forward to select a brokerage with the lowest fees for the Section in an amount not to exceed \$20,000 in securities with maturities no greater than 12 months. Brad seconded the motion. Martin and Brad abstained. Motion passed.

Martin will report the results back to the board and any further recommendations.
4. Old Business
 - a. ASCE Wisconsin Section Strategic Plan Update (Danny Xiao/Jennifer Schaff/Joe Zellmer/Larry Buechel/ Brad Severson) - **Attachment 4a**
Due to time and schedule constraints, Joe requested to be removed as the lead for the public sector efforts of the strategic plan update. Danny relayed that we will find a replacement for this effort. Jennifer H. provided an overview of her written report (attached). Jen has been presenting at the various student chapters the past few months.

Martin made a motion to reimburse Jen up to \$500 for expenses related to strategic plan implementation, based on receipts. Danny seconded the motion. Joe proposed an amendment to the motion to have these funds apply only to task #3 in the strategic plan - so that students benefit from the amendment. The amendment was accepted. All in favor, none opposed, motion passed unanimously.
 - b. Section Support for Northwest Branch Efforts to Revitalize Member Participation (Travis Pickering/President/Impact/Corona Woychik/Andy Walters)
Brad: This originated during COVID and has evolved as meetings have returned to in-person; no recent updates.
 - c. Treasurer Report and Possible Change to Business Banking Institution (Martin Hanson)
 - d. Sharing of branch events (Danny Xiao / Brad Severson)

After discussion, the Board believes there is no need to include Branch events into Section's webpage because the usage of the Section's webpage is very limited. Impact stated that there is no way to track the traffic to the Section's webpage.

- e. Events in collaboration with other associations and organizations (e.g. ITE, APWA, ACI, SEA) (Danny Xiao / Brad Severson)
- f. ~~2023 ASCE Fly-In Reimbursement Request (Martin Hanson)~~

5. New Business

- a. Combine student chapter NWTC/UWGB (Seth Johnson) - **Attachment 5a**
Dan: Seth is leading this effort, and there are many interested students and they are working to increase the connection. Seth is making great progress.
- b. 2023 Awards Program – Individuals and Projects – nominations due June 1st
Jill: Awards will be announced at STC and promoted the first week in April.
- c. University of Wisconsin - Platteville - ASCE 2023 Student Championship Request for Sponsorship
Martin and Danny provided that UW-Platteville has requested sponsorship funds for the 2023 student championship request. Danny will speak with the student chapter and Impact will coordinate a special meeting for the Board to discuss and vote on this matter on April 5th, so that the students receive funds in a timely manner if approved.
Marty will retrieve the amount of sponsorship to the last ASCE Student Championship in 2020 which was changed to virtual due to COVID-19.

6. Reports (provided as information only)

- a. Branch Reports
 - i. Fox River Valley (Dan Witter)
Dan: The FRV branch has hosted a number of events in the recent months, and has many additional events in the future. They hosted a table at the NWTC Engineering House on February 21 and had students that were interested in scholarship. They had a leadership planning meeting, and a tour at the Resch center, in addition to other events.
 - ii. Northwest (Corona Woychik)
Martin provided that the branch is moving forward with Spring Technical Conference planning and things are going well.
 - iii. Southeast (Jake Brunoehler)
 - iv. Southwest (Matt Buckli)
- b. Conference Committees
 - i. 2022 Annual Meeting (Fox River Valley)
The branch has a draft annual report in progress and Dan Witter requested feedback from the board for improvements for future conferences. Joe suggested sending an evaluation survey post-event.
Impact will suggest this to the Becky/STC planning committee. Impact will create an ongoing task to send the final report of the most previous planning committee to the next TWO coming committees.
 - ii. 2023 Spring Technical Conference (Northwest Branch)
Martin: The committee meets every Friday and things are going well. They are still seeking sponsors.
 - iii. 2023 Annual Meeting (Centennial Planning Committee)
Jill: Efforts are underway.
- c. Standing Committees

- i. Awards (Darrell Berry)
- ii. Budget and Finance (Carl Sutter) - **Attachment 6cii**
- iii. Wisconsin Infrastructure Advocacy Update (Jennifer Schaff/Ken Mika/Martin Hanson)
Martin: We are paying Platform Communications a \$2k retainer; we may want to consider skipping the next few months on this retainer until the event draws nearer.
Since the Centennial Celebration is coming soon this year, and new Report Card will start soon, it seems wise to keep Platform Communications for now.
- iv. ASCE Wisconsin Section's 2023 Centennial Year (Ken Mika)
- v. Membership (Jennifer Schaff)
- vi. Nominations (Jennifer Schaff)
- vii. Panel of Directors-at-Large (Jennifer Schaff)
- viii. Public Affairs (Gregory Schroeder)
- ix. Yearbook (Matt)

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) - **Attachment 6e**

The Section will be transitioning from Constant Contact to a new platform provided by the Society in coming months, and there may be some changes in administration for events and the newsletter; these details will be communicated once understood.

7. Schedule Next Meeting/Relevant Dates

Date	Meeting - Branch Host	Time	Location
Friday, March 31, 2023	2023 Spring Tech Conference - VIRTUAL	8:00 AM - 4:00 PM	Virtual
Wednesday, April 5, 2-23	SPECIAL - April BOD Meeting - UW Platteville sponsorship discussion	3:00 - 3:30 PM	Virtual
Wednesday, May 17, 2023	Board Meeting	3:00 – 5:00	Virtual
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

Marty moved to adjourn the meeting at 4:31 p.m. Joe seconded the motion. All in favor.