

ASCE Wisconsin Section Board of Directors Meeting Minutes

September 15, 2021	Board Meeting –Northwest Branch	3:00	5:00 PM
Next Meeting	Location	Start Time	Est. End Time
November 17, 2021	Virtual	3:00	5:00 PM

Dial-In Meeting Information			
https://us02web.zoom.us/j/81001802270?pwd=N2c5ZDVuaERybzcwUUpibVdPSmJsZz09 Meeting ID: 810 0180 2270 Passcode: 834897 One tap mobile +13126266799,,81001802270#,,, *834897# US (Chicago)			
Officers			
X	Larry Buechel (President)	X	Matt Dahlem (Secretary)
X	Jennifer Schaff (President-Elect)	X	Martin Hanson (Treasurer)
		X	Ken Mika (Past President)
Directors at Large			
	Gary Amel	X	Danny Xiao
X	Andrew Walters		Tom Walther
Branch Directors			
	Corona Woychik (NW)	X	Brad Severson (FRV)
	Terry Armstrong (SW)		Nick Bobinski (SE)
Standing Committee Chairs			
	Darrell Berry (Awards)		Carl Sutter (Budget and Finance)
	(Diversity)		(History and Heritage)
X	Ken Mika (Panel of Directors-at-Large)	X	Jennifer Schaff (Membership)
X	Jennifer Schaff (Newsletter)	X	Ken Mika (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			
	2020 Annual Meeting (Nick Bobinski/Tony Castle)		2021 Spring Technical Conference (Matt Dahlem)
	2021 Annual Meeting (Northwest Branch)		2022 Spring Technical Conference (Southeast Branch)
Others			
X	Ken Mika (Region 3 Governor)		Carl Sutter (Region 3 Director)
	Jess Thayer (Engineers Without Borders)	X	Ken Mika / Jennifer Schaff (Report Card Committee Co-Chairs)
X	Jill Miller (Impact AMC)		

1. Welcome (Larry Buechel)
Larry Buechel called the meeting to order at 3:04 p.m.
2. Consent Agenda (Larry Buechel)
 - a. Approve Agenda (Larry Buechel)
 - b. Approve July 2021 Meeting Minutes (Matt Dahlem) (included as attachment as have been updated since distribution) – **Attachment 1**
 - c. Approve Financial Statement (Martin Hanson) – **Attachment 2**
Jennifer Schaff moved to approve the consent agenda as presented. Danny Xiao seconded the motion. All in favor, none opposed; motion passed unanimously.
3. Consent Agenda Items Requiring Individual Votes
4. Old Business
 - a. Admin Manual, Bylaws, and Constitution Revisions (Larry Buechel)
 - i. Results of membership vote on proposed Constitution – **Attachment 3**
 - ii. Membership comments on proposed Bylaws
 - iii. Vote to approve and adopt final Constitution and Bylaws – **Attachment 3B**
100% of members who voted approved the modifications to the proposed Constitution and Bylaws.
Danny Xiao moved to approve the final Constitution and Bylaw documents. Martin Hanson seconded the motion. All in favor, none opposed; motion passed unanimously.
 - b. Report Card Committee Update (Jennifer Schaff/Ken Mika/Martin Hanson) – **Attachment 4**
Ken Mika referred to his provided report. Carl Sutter and Martin Hanson continue to meet with the League of Women Voters monthly as they are interested in continuing outreach. We will coordinate an internal meeting in October to discuss ongoing engagement with Platform Communications.
 - c. ASCE Wisconsin Section's 2023 Centennial Year (Ken Mika) – **Attachment 5**
 - d. ASCE Records Retention Policy (Larry Buechel)
Ken and Jill spoke with Marquette University and discussed the opportunity to have a graduate level student begin the digitization process and complete it in the coming year. Ken provided a list of boxes that he recommended prioritizing to Marquette. Marquette is compiling an estimated cost for our paying a graduate level student to scan in prioritized materials in the coming year.
 - e. Implementation of Strategic Plan for the Section (Larry Buechel/Ken Mika/Impact)
We have established an every-other-month Presidential Trio meeting to oversee the strategic plan and keep items on track.
 - f. Revision of Director-at-Large Position Duties (Larry Buechel) – Attachment) – **Attachment 6**
The Presidential Trio has recommended creating four new roles to properly manage many of the objectives within the Section's new strategic plan. These roles will be informal as no formal duty updates will be made, but Larry recommends assigning these roles to existing Directors at Large according to their interests and abilities. Larry provided an overview of the four proposed roles. The board expressed approval at moving forward. Larry will move forward with organizing these roles among Directors at Large and report back at the next BOD meeting.
 - g. Section Support for Northwest Branch efforts to revitalize member participation (Impact/Corona Woychik/Andy Walters)
The Northwest Branch is fully invested in planning next week's Annual Meeting – and planning is going well..

- h. Wisconsin consulting firm promotion of ASCE membership to civil engineers on staff/New Member Employer-facing Recruitment Flyer & print costs (Larry Buechel/Impact)
These have been printed and paid for.
- i. Organization and Planning of 2021 Annual Meeting (Jennifer Schaff/Andy Walters)
Andy Walters stated that the planning for next week's event is going very well.
- j. ASCE Wisconsin Section Awards (Matt Dahlem/Darrell Berry/Impact)
Award recipients have been notified. Everything is ready to be announced at the Annual Meeting this week.
- k. WI Section/Branch/YM At-Risk Member Listing (Larry Buechel/Impact)
No updates.
- l. 2021 ASCE Advocate of the Year Award Recipient – ASCE Wisconsin Section (Ken Mika)
ASCE Wisconsin and Platform Communications have promoted this award.
- m. 2021-2022 Section Budget Approval (Marty Hanson) – **Attachment 7**
Marty provided an overview of the proposed budget. The board modified the budget to incorporate more long-term sustainability.
Jennifer moved to approve the revised budget with the caveat to have future Conference Planning Committees budget \$5,000 for Impact's assistance in conference planning. Andy seconded the motion. All in favor, none opposed; motion passed unanimously. The 2021-2022 budget was approved.

5. New Business

- a. 2021-2022 Section Leadership Report to ASCE-HQ (Larry Buechel) – **Attachment 8**
Impact will submit this to National.
- b. 2021-2022 Section Board of Directors Meeting Schedule/Format (Jennifer Schaff) – **See end of agenda**
- c. 2021 Outstanding Section and Branch Award Nomination (Larry Buechel/Ken Mika/Darrell Berry) – **Attachment 9**
As the Section received recognition from the Society this year, we will move forward with encouraging a branch to nominate for this award.
- d. Society Update regarding COVID – **Attachment 10**
The Society is extending their recommendation in pursuing activities virtually through the end of the year.
- e. Selection of an Individual to Serve Remainder of Term for Director-At-large position vacated by Danny Xiao upon his Swearing in as President-Elect
Ken moved to appoint Mike Arnold as Director at Large effective upon Danny's swearing in as President Elect at the Annual Meeting. Andy seconded the motion. All in favor, none opposed; motion passed unanimously. Larry will notify Mike of this approval.

6. Reports (provided as information only)

- a. Branch Reports
 - i. Fox River Valley (Brad Severson)
 - ii. Northwest (Corona Woychik)
 - iii. Southeast (Nick Bobinski)
 - iv. **Southwest (Terry Armstrong) – Attachment 11**
- b. Conference Committees
 - i. 2021 Spring Technical Conference (Fox River Valley Branch)
 - ii. 2021 Annual Meeting (Northwest Branch)
 - iii. 2022 Spring Technical Conference (Southeast Branch)
 - iv. 2022 Annual Meeting (Fox River Valley Branch)

- c. Standing Committees
 - i. Awards (Darrell Berry) – **Attachment 12**
 - ii. Budget and Finance (Carl Sutter)
 - iii. Membership (Jennifer Schaff)
 - iv. Nominations (Ken Mika)
 - v. Panel of Directors-at-Large (Ken Mika)
 - 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 (Jill Miller)
7. Schedule Next Meeting/Relevant Dates

Date	Meeting - Branch Host	Time	Location
September 29 - October 1, 2021	Presidents and Governors Forum	1:00-3:30	Virtual
September 24, 2021	Annual Meeting – Northwest Branch	–	Virtual
November 17, 2021	Board Meeting	3:00 – 5:00	Virtual
January 7-8, 2022	MRLC	–	Austin, Texas
January 19, 2022	Board Meeting	3:00 – 5:00	Virtual or Location TBA
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	–	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
August 2022	Region 3 Assembly	–	Cleveland, OH
September 2022	Board Meeting before 2022 Annual Meeting	3:00 – 5:00	TBA
September 2022	2022 Annual Meeting	–	TBA
November 16, 2022	Board Meeting	3:00 – 5:00	Virtual or Location TBA

8. Adjourn

Larry recognized and thanked Gary Amel and Tom Walther for their contributions to ASCE Wisconsin over the past few years, as this would officially be their last BOD Meeting. Larry thanked the Board for their support and work over the past year. The Board commended Larry for his work.

Ken moved to adjourn the meeting. Marty seconded the motion. All in favor, none opposed; motion passed unanimously.

The meeting was adjourned at 4:54 p.m.