

ASCE Wisconsin Section Board of Directors Meeting

Date	Location	Start Time	End Time	Prepared By:
January 17, 2018	McMAHON 1445 McMahan Dr. Neenah, WI 54956	3:01 PM	5:38 PM	Jill Miller
Next Meeting Date	Location	Next Meeting Time	Est. End Time	
March 15, 2018	Pewaukee, WI (Evening prior to the Spring Technical Conference)	6:00 PM (Tentative)	8:00 PM	

Call-In Meeting Information		
Call in Number	Access Code	Visual Access
1 (970) 984-6000	03768915	None

Officers	
X Justin Bilskemper (President)	X Jennifer Schaff (Secretary)
X Jared Wendt (President-Elect)	X Marty Hanson (Treasurer)
X Ken Mika (Vice President)	X Peter Nilles (Past President)
Directors at Large	
X Larry Buechel	Matt Dahlem
Jesse Jefferson	X Andrew Walters
Branch Directors	
Kristopher Roppe (NW)	X Ryan Betker (FRV)
Laura Rozumalski (SW)	X Kyle Bareither (SE)
Standing Committee Chairs	
Darrell Berry (Awards)	X Carl Sutter (Budget and Finance)
X Peter Nilles (Jury of Judges)	Mark Meyers (History and Heritage)
X Ken Mika (Newsletter)	X Jennifer Schaff (Membership)
X Jill Miller (Webmaster)	X Peter Nilles (Nominations)
Gregory Schroeder (Public Affairs)	X Jared Wendt (Yearbook)
Technical Committee/Institute Chapter Chairs	
Brian Udovich (Construction Institute Chapter)	Laura Gerold/Mark Augustine (Environmental and Water Resources Institute Chapter)
Mark Meyers / Emil Bautista (Geo-Institute Chapter)	Harry Farchmin (Management Committee)
Robert Schumacher (Structures Committee)	Ken Swanson (Transportation and Development Institute Chapter)
Conference Committee Chairs	
Mike Binsfeld (2017 Annual Meeting)	X Kyle Bareither / Tony Castle (2018 Spring Technical Conference)
Brad Severson / Joe Zellmer (2018 Annual Meeting)	
Others	
X Carl Sutter (Region 3 Governor)	George Ghareeb (Region 3 Director)
Jess Thayer (Engineers Without Borders)	

1. Welcome (Justin Bilskemper) - **Meeting called to order at 3:01 p.m.**
Justin noted that additions to agenda received after requested deadline will be distributed with meeting minutes rather than included as last-minute updates to agenda. Below items 4a and 5b are new additions to agenda.
2. Consent Agenda
 - a. Approve Agenda
 - b. Approve November 2017 Meeting Minutes – **Attachment 1**
 - c. Approve Financial Statement for October, November and December 2017 – **Attachment 2**
Larry moved to approve consent agenda. Jared seconded the motion; motion passed unanimously.
3. Consent Agenda Items Requiring Individual Votes - **None**
4. Old Business
 - a. Report Card Committee for Wisconsin (Justin Bilskemper) – **Attachment 3**
ASCE National provided guidance on Report Card and is included in updated attachment. Next step is to establish Report Card Committee composed of members with backgrounds of varying experience. Justin welcomed suggestions for committee members. Suggestions received included calling for volunteers in newsletters and bringing it up at the 2018 STC.
Formal board approval will be requested once a funding request is completed for ASCE National review. Marty offered creation of PR Recruitment Draft; Jill will assist. Justin will reach out to Faculty Advisors and Technical Chairs regarding potential involvement.
 - b. UW Green Bay Pizza Party Funding (Ken Mika)
Event was successful and funding request has been completed.
 - c. 2018 Legislative Fly-In (Justin Bilskemper) – **Attachment 4**
Ken was approved for separate funding via his company, and does not require ASCE funding. Jennifer was offered opportunity to attend Fly-in with available ASCE funds.
Jared made motion to approve funding of Jennifer’s expenses for legislative fly-in up to \$1,300 pending completion and submission of necessary forms to ASCE treasurer. Peter seconded the motion; motion unanimously passed.
 - d. Admin Manual Update Committee (Peter Nilles and Ken Mika) – **Committee Report Attachment 5, Revised Version of Admin Manual as Separate attachment in Word Format**
Regular meetings between Peter, Jared and Ken have resulted in plentiful update recommendations for Admin Manual. Committee requested that Board review changes prior to March meeting.
Peter provided below summary of recommended changes:
 - **Calendar: Move all dates into one calendar location. Jill will assist with this.**
 - **Proposed elimination of the Vice President role and reallocation of previously-held duties to President Elect. This would change length of Presidential cycle from a four-year to three-year cycle.**
 - **Officer Duties: Move responsibility previously held by President Elect for serving as contact member to Committees for Annual Meeting, Spring Technical Conference and Public Affairs to Treasurer.**
 - **Change the membership of the Jury of Judges to consist of a minimum of the Directors at Large of the Wisconsin Section and to be chaired by Past President.**

- **Remove the Newsletter as a separate committee, as this already is the President Elect's responsibility.**
- **Future By-law changes requiring Board authorization will be voted on at future date. Peter will clean up document and email to Jill for her review prior to distributing for Board for review.**

e. Website Calendar of Events (Marty Hanson)
No current update; Marty will provide future update at future meeting.

5. New Business

- a. 2018 Outstanding Senior Civil Engineering Student Awards (Jennifer Schaff)
Jennifer has solicited request for nominations from faculty advisors and provided deadline of February 14.
- b. ASCE National Allotment Check – Draft Report (Marty Hanson) – **Attachment 6**
Allotment from National has been paid earlier than is typical and Marty provided attachment with highlighted numbers reflecting number of members as of 12/31/2017 and green numbers reflecting numbers which have been used traditionally for fixed branch allotment. Jared moves to approve Marty's allotment spreadsheet with correction to scholarship allotment for Northwest branch to be changed from \$110 to \$510. Peter seconds the motion. All in favor, motion passed unanimously.
- c. Wisconsin Section Facebook Page (Jill Miller) - **Attachment 7**
Jill will work to update the Section Facebook account, including updating photos and upcoming events and establishing some connections with related groups. At this time she will not post on behalf of the Section. Jennifer offered to assist in this effort.
- d. UW-Green Bay Student Chapter (Ken Mika) – **Attachment 8**
UW-Green Bay will be submitting paperwork stating intent to create Student Chapter. Deadline is February 28 for Statement of Intent to be submitted; Ken is in process of following up.
- e. ASCE Website Event Calendar from Gmail Feed (Jill Miller)
The "Events" section on the website no longer populates from Gmail calendar; if there are events to be added please email Jill and she will verify that it gets posted to the website.
- f. Website Content Updates (Justin Bilskemper, Jill Miller)
The Section will continue with the current process for website updates until the end of the year, which is for Jill to coordinate content updates with Steve Deardorff. Jared thought there was a signed contract, which Marty requested to review.

6. Reports (provided as information only)

- a. Secretary's Report (Jennifer Schaff)
- b. Treasurer's Report (Marty Hanson)
- c. President's Report (Justin Bilskemper)
- d. President Elect's Report (Jared Wendt)
- e. Vice President's Report (Ken Mika)
- f. Region 3 Governor's Report (Carl Sutter) – **Attachment 9**
- g. Region 3 Director's Report (George Ghareeb)
- h. Branch Reports
 - i. Fox River Valley (Ryan Betker) – **Attachment 10**
 - ii. Northwest (Kristopher Roppe) – **Attachment 11**
Ryan motions to approve reimbursement for \$2,446.93 for loss incurred from 2017 Annual Meeting. Jared seconded motion; motion passed unanimously.

- iii. Southeast (Kyle Bareither) – **Attachment 12**
Provided an overview of attached report, noting past and upcoming events as well as recognizing that Ken Mika will be recognized as STEM forward young engineer of the year and Kyle Bareither was awarded Outstanding Younger Member in the Private Sector by the YMC Committee.
- iv. Southwest (Laura Rozumalski)
- i. Conference Committees
 - i. 2017 Annual Meeting (Mike Binsfeld)
 - ii. 2018 Spring Technical Conference (Kyle Bareither/Tony Castle)
Two main speakers have been solidified, along with 12-14 technical speakers. Having difficulty finding speaker for Ethics portion; recommendations welcome.
 - iii. 2018 Annual Meeting (Fox River Valley Branch)
- j. Standing Committees
 - i. Awards (Darrell Berry) – **Attachment 13**
 - 1. 2018 Outstanding Senior Civil Engineering Student Awards
 - 2. Daniel W. Mead Prize for Younger Members
 - 3. 2018 Life Members
 - ii. Budget and Finance (Carl Sutter) – **Attachment 14**
 - iii. History and Heritage (Mark Meyers)
 - iv. Jury of Judges (Peter Nilles)
 - v. Membership (Jennifer Schaff)
 - vi. Nominations (Peter Nilles)
 - vii. Public Affairs (Gregory Schroeder)
 - viii. Yearbook (Jared Wendt)
 - ix. Webmaster (Jill Miller)
- k. Technical Committees/Institute Chapters
 - i. Construction Institute Chapter (Brian Udovich)
 - ii. Environmental & Water Resources Institute Chapter (Laura Gerold/Mark Augustine)
 - iii. Geo-Institute Chapter (Mark Meyers/Emil Bautista)
 - iv. Management (Harry Farchmin)
 - v. Structures (Robert Schumacher)
 - vi. Transportation & Development Institute Chapter (Ken Swanson)

7. Schedule Next Meeting/Relevant Dates

Date	Meeting - Branch Host	Time	Location
January 26-27, 2018	Multi-Region Leadership Conference		Omaha, NE
March 13-14, 2018	ASCE Legislative Fly-In		Washington, DC
March 15, 2018	Board Meeting - Southeast	6:00 – 8:00 pm	Pewaukee, WI (Evening prior to the Spring Technical Conference)
March 16, 2018	Spring Technical Conference	8:00 – 4:00 pm	Country Springs Hotel, Pewaukee, WI
May 16, 2018	Board Meeting - Northwest	3:00 – 5:00 pm	TBD
July 18, 2018	Board Meeting - Southwest	3:00 – 5:00 pm	TBD
Summer 2018 (TBD)	Region 3 Assembly		TBD
September 2018 (TBD)	Presidents and Governors Forum		ASCE World Headquarters in Reston Virginia
September 2018 (TBD)	Board Meeting - Fox River Valley	TBD	Fox Cities Expo Center, Appleton
September 21, 2018	Annual Meeting		Fox Cities Expo Center, Appleton

8. Adjourn

Meeting was adjourned at 5:38 p.m.