

ASCE Wisconsin Section Board of Directors Meeting Minutes

Date	Location	Start Time	End Time	Prepared By:
January 16, 2019	Strand Associates 910 W Wingra Drive Madison, WI 53715	3:06 PM	5:31 PM	Jill Miller
Next Meeting Date	Location	Next Meeting Time	Est. End Time	
March 13, 2019	Board Meeting – Prior to the Spring Technical Conference at UW-Eau Claire	TBD		

Call-In Meeting Information			
Call in Number	Conference ID	Visual Access	
+1 (469) 214-8538	2975107#	https://meet.lync.com/jacobsengineering/jared.wendt/3Z3C5PNO	
Officers			
X	Jared Wendt (President)	X	Jennifer Schaff (Secretary)
X	Ken Mika (President-Elect)	X	Martin Hanson (Treasurer)
		X	Justin Bilskemper (Past President)
Directors at Large			
	Matt Dahlem		Jesse Jefferson
	Danny Xiao	X	Andrew Walters
Branch Directors			
	Kristopher Roppe (NW)		Cory Thomson (FRV)
	Harry Tran (SW)	X	Larry Buechel (SE)
Standing Committee Chairs			
	Darrell Berry (Awards)		Carl Sutter (Budget and Finance)
X	Jennifer Bennett (Diversity)		Mark Meyers (History and Heritage)
X	Justin Bilskemper (Jury of Judges)	X	Jennifer Schaff (Membership)
X	Ken Mika (Newsletter)	X	Justin Bilskemper (Nominations)
X	Jared Wendt (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			
	Terry Armstrong / Kelly Greuel (2019 Annual Meeting)		Evan Berglund (2019 Spring Technical Conference)
	2020 Annual Meeting (TBD)		2020 Spring Technical Conference (TBD)
Others			
X	Ken Mika (Region 3 Governor)		Carl Sutter (Region 3 Director)
	Jess Thayer (Engineers Without Borders)		Tom Walther (Report Card Committee Chair)

1. Welcome (Jared Wendt)

The meeting called to order at 3:06 p.m.

2. Consent Agenda

- a. Approve Agenda
- b. Consent Agenda
 - i. Approve November 2018 Meeting Minutes
 - ii. Approve Year-to-Date Financial Statement – **Attachment 1**
 - iii. Secretary’s Report (Jennifer Schaff)
 - iv. Treasurer’s Report and (Martin Hanson)
 - v. President’s Report (Jared Wendt)
 - vi. President Elect’s Report (Ken Mika)
 - vii. Region 3 Governor’s Report (Ken Mika)
 - viii. Region 3 Director’s Report (Carl Sutter)

Ken Mika moved to approve the consent agenda. Larry Buechel seconded the motion; motion passed unanimously.

3. Consent Agenda Items Requiring Individual Votes

4. Old Business

- a. 2019 WSBL in Dallas, TX on February 8-9

Nine parties will be in attendance from the Wisconsin Section, including the following: Jennifer Schaff (the Society), Nick Bobinski (President-Elect, Southeast Branch), two YMG members from the SE Branch, Terry Armstrong (Southwest Branch), Harry Tran (SW Branch YMG delegate), Joe Zellner (Fox River Valley Branch), Ken Mika (Region 3 Governor), Carl Sutter (Region 3 Director).

- b. 2019 Legislative Fly-in March 12-14

Marty and Ken will be attending as Wisconsin Section representatives. Section funds were requested for any of Marty and Ken’s remaining costs.

Justin motioned for Section sponsorship of remaining funds for Marty and Ken’s attendance at the 2019 Legislative Fly-In. Jennifer seconded the motion, Ken abstained; motion passed.

Justin motioned that the Section provide funding for costs associated with Greg’s Legislative Fly-In up to \$950 with the request that he participates in the upcoming report card effort. Jennifer seconded the motion. The motion passed with six in favor and one against (Marty).

Jared will relay to Greg his approved funding, pending his agreement to assist with the upcoming report card efforts.

- c. 2020 ASCE National Concrete Canoe Competition: UW-Platteville applying to host

Ken provided that UW-Platteville received notification from the Society that their application is favorable and that the Society plans to visit the campus this spring. If approved, a request for Section funding is likely.

- d. Admin Manual Update Committee – Section Bylaws and Constitution Updates (Ken Mika)

Bylaws and Constitution updates have been submitted and Ken will follow up with Carl for any updates to be provided at March board meeting.

- e. Report Card Committee Discussion (Jennifer Schaff / Ken Mika)

Jennifer provided that the committee continues to reach out to identify committee participation, has begun the process of budget creation, and has generated potential interest from WisDOT. They anticipate an April kickoff. Marty will reach Craig Thompson (new WisDOT Secretary) regarding his feedback on report card efforts. Ken has reached professors who are ASCE members and received helpful feedback. The Society prefers to only involve ASCE-members in this effort and no other professional societies or organizations.

f. Wisconsin Section dues increase (Martin Hanson) – **Attachment 2**

Marty's analysis was reviewed, and various amounts of dues increases were discussed, along with associated pros and cons.

Justin made a motion to increase membership dues by \$25, accompanied with an explanation to membership in the Section newsletter with an accompanying overview of funds allocation, and also with the commitment to not raise Section dues again for the next five years. Ken seconded the motion.

Marty expressed his concern with the non-increase component as unforeseen circumstances could necessitate an increase of membership dues.

Justin amended his motion to remove the caveat of the five-year non-increase membership. Ken accepted Justin's amendment.

Jared called the following motion to vote: To raise dues by \$25 with an article in the newsletter noting dues increase with explanation. All in favor, none opposed; motion passed.

Jared will provide a write-up for the upcoming newsletter, and will communicate these changes at the Spring Technical Meeting. Marty will revise the pie chart to revise the allocations to management consulting, report card and scholarships to be used in the Section Newsletter.

5. New Business

a. Branch Allocation discussion (Martin Hanson)

Marty moved to table this discussion.

b. 2019 Spring Technical Conference – Exhibitor/Sponsorship standardization across conferences (Andy Walters)

The Section has been in the process of standardizing many facets of conference planning with the new aid of administrative management, but sponsorship levels are not one that requires standardization; these can be individually modified to meet the needs of the hosting branch.

c. Wisconsin Section Accounting (Martin Hanson) – **Attachment 3**

Marty proposed the purchase of an upgraded version of QuickBooks to increase efficiency for Section treasurers. QuickBooks online is available for \$20 per month without a budgeting feature, or \$50 per year to include budgeting feature if the Section is approved at a non-profit rate.

Justin recommended moving to QuickBooks online at either the \$20 per month level or at the \$50 per year nonprofit rate, if approved. Ken seconded the motion. All in favor, none opposed; motion passed.

d. 2019 Outstanding Senior Civil Engineering Student Awards (Jennifer Schaff)

Jennifer has requested nominations from all Faculty Advisors with a deadline of February 14 for submissions.

e. 2017 - 2018 Yearbook Update (Jared Wendt / Jill Miller)

Jared will be reviewing the yearbook this week for final distribution.

- f. UW-Green Bay Student Chapter (Jennifer Schaff / Ken Mika)
The application is in process, and due at end of February.
- g. Notice of Individual Merit and Engineering Achievement Awards (Ken Mika)
The Section will begin accepting nominations due June 1, and will announce in upcoming newsletter.
- h. 2019 Brewers Tailgate Event (Larry Buechel)
This is scheduled for Friday, May 3. Jared requested that Larry remind YMG to have sponsorship requests in by the March Section board meeting.
- i. 2019 Southeast Branch Golf Scholarship Tournament (Larry Buechel)
This scholarship fundraiser has been planned for Friday, June 7. The committee will begin seeking sponsors shortly, and were advised to request any funding at one of the two next Section board meetings.
- j. Additional Items
Jared noted that the Society has requested nominations for Society awards and he will forward this email to the Board. Please provide any worthy nominations by March 1.

6. Reports (provided as information only)

- a. Branch Reports
 - i. Fox River Valley (Cory Thompson)
 - ii. Northwest (Kristopher Roppe)
Andy relayed that most efforts are focused at this point on the Spring Tech Conference.
 - iii. Southeast (Larry Buechel) – **Attachment 4**
 - iv. Southwest (Harry Tran) – **Attachment 5**
- b. Conference Committees
 - i. 2019 Spring Technical Conference (Northwest Branch)
They are actively working with the UW-Eau Claire venue and are in the process of coordinating sponsors and technical sessions. Jared recommended inviting project-award winners back to speak on their projects. Andy will order necessary supplies for the Conference as there weren't any left over from FRV. Impact offered inventory storage for any future housing needs.
 - ii. 2019 Annual Meeting (Southwest Branch)
- c. Standing Committees
 - i. Awards (Darrell Berry) – **Attachment 6**
 - ii. Budget and Finance (Carl Sutter)
 - iii. History and Heritage (VACANT)
 - iv. Jury of Judges (Justin Bilskemper)
 - v. Membership (Jennifer Schaff)
 - vi. Nominations (Justin Bilskemper)
Jared relayed that discussions are underway for fulfillment of open board positions. He requested that suggestions please be shared with the Board.
 - vii. Public Affairs (Gregory Schroeder)
 - viii. Yearbook (Jared Wendt)
- d. Technical Committees/Institute Chapters
 - i. Construction Institute Chapter (Brian Udovich)

- ii. Environmental & Water Resources Institute Chapter (Laura Gerold/Mark Augustine)
- iii. Geo-Institute Chapter (Emil Bautista)
- iv. Management (Harry Farchmin)
- v. Structures (Robert Schumacher)
- vi. Transportation & Development Institute Chapter (Ken Swanson)
- e. Administrative Management (Jill Miller) – **Attachment 7**

7. Schedule Next Meeting/Relevant Dates

Date	Meeting - Branch Host	Time	Location
February 8-9, 2019	Multi-Region Leadership Conference	---	Westin Dallas Park Central Dallas, TX
March 12-14, 2019	ASCE Legislative Fly-In	---	Washington, D.C. and Arlington, VA
March 13, 2019	Board Meeting – Prior to the Spring Technical Conference	5:00 PM	University of Wisconsin – Eau Claire
March 14, 2019	Spring Technical Conference	---	University of Wisconsin – Eau Claire
May 2019	Board Meeting – Host TBD	TBD	Fox River Valley
July 2019	Board Meeting – Host TBD	TBD	Southeast
August 2019	Region 3 Assembly	---	Green Bay, Wisconsin
September 2019	Board Meeting – Prior to the Annual Meeting	TBD	Southwest
September 2019	Annual Meeting	---	Southwest
September 22-23, 2019	President and Governors Forum	---	Reston, VA

8. Adjourn

Meeting was adjourned at 5:31 p.m.