

ASCE Wisconsin Section Board of Directors Meeting

Date	Location	Start Time	End Time	Prepared By:
March 15, 2018	Country Springs Hotel 2810 Golf Road Pewaukee, Wisconsin 53072 Executive Learning Center 1	4:04 PM	6:28 PM	Jill Miller
Next Meeting Date	Location	Next Meeting Time	Est. End Time	
May 16, 2018	American Engineering Testing, Inc. 4203 Schofield Avenue, Suite 1 Schofield, Wisconsin 54476	3:00 PM	5:00 PM	

Call-In Meeting Information		
Call in Number	Access Code	Visual Access
(707) 927-0867	7193873113	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	X Matt Dahlem
	Jesse Jefferson	Andrew Walters
Branch Directors		
	Kristopher Roppe (NW)	X Ryan Betker (FRV)
	Laura Rozumalski (SW)	X Kyle Bareither (SE)
Standing Committee Chairs		
	Darrell Berry (Awards)	Carl Sutter (Budget and Finance)
	Jennifer Bennett (Diversity)	X Mark Meyers (History and Heritage)
X	Peter Nilles (Jury of Judges)	X Jennifer Schaff (Membership)
X	Ken Mika (Newsletter)	X Peter Nilles (Nominations)
X	Marty Hanson (Webmaster)	X 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)
X	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)	TBD (2019 Spring Technical Conference)
Others		
	Carl Sutter (Region 3 Governor)	George Ghareeb (Region 3 Director)
	Jess Thayer (Engineers Without Borders)	X Jill Miller (Administrative Management)

1. Welcome (Justin Bilskemper)
Meeting called to order at 4:04 p.m.

2. Consent Agenda
 - a. Approve Agenda
The agenda was approved with below revisions:
 - **Inclusion of Website Calendar Memo (updated Attachment 4).**
 - **Add item 5D- Discussion of ASCE Wisconsin Section Bank accounts.**
 - b. Consent agenda
 - I. Approve January 2018 Meeting Minutes – **Attachment 1**
 - II. Approve Financial Statement for January and February 2018 – **Attachment 2**
Larry moved to approve consent agenda. Jared seconded the motion; motion passed unanimously.

3. Consent Agenda Items Requiring Individual Votes

4. Old Business
 - a. 2018 Outstanding Senior Civil Engineering Student Awards (Jennifer Schaff)
Two nominations were received for OSCE awards and these were forwarded to Jury of Judges who approved. Justin has signed his approval on these certificates, and Marty has mailed the checks to Larry.
 - b. ASCE National Allotment Checks (Marty Hanson)
Allotment checks have been sent via mail to Fox River Valley and Northwest Branches. Confirmation of mailing addresses for Southeast and Southwest Branches will be provided to Marty by Kyle and Justin.
 - c. UW-Green Bay Student Chapter (Ken Mika)
UW-Green Bay submitted their Statement of Intent to Establish on February 28, 2018 and Ken is in the process of reaching out. Jennifer and Ken will attend an upcoming meeting as able, since they will serve in advisor capacity to this Student Chapter.
 - d. Report Card Committee for Wisconsin (Justin Bilskemper)
Justin has received emails from three people expressing interest in joining the Report Card Committee. Mark and Marty volunteered to serve on the Committee. Jared recommended reaching out to Technical Chairs and Ryan recommended reaching ASCE Chapter Faculty Advisors to see if they know faculty members who would be willing to get involved. Greg voiced his support of this Committee. Justin will contact Darrell Barry to see if he is interested in the chair position. Justin will also reach out to the Duluth Section Report Card Committee Chair to have a solid understanding of the effort involved.
Note: Ken relayed that he learned at Fly-In that if anyone is contacted for interviews, they should notify ASCE National (Becky Moylan, bmoylan@asce.org).
 - e. Admin Manual Update Committee (Peter Nilles) – **Attachment 3**
Peter provided an overview of his attached report and relayed gratitude to Ken and Jared for their assistance. The larger goals of these manual updates is to address impact's new role and the changing operating of section, resulting in elimination of the Vice President Role and reassignment of those responsibilities, revising those of the Jury of Judges, etc.

Next steps: We will change the bylaws verbiage to remove the cost of membership fees from bylaws and refer to them existing within admin manual. Justin indicated this may be an appropriate time to increase fees to offset the association management expense to take advantage of having the Section membership vote on the bylaw changes. Jill will complete her final review and send to Tara Hoke at ASCE National for legal review, as we are modifying bylaws.

- f. Website Calendar of Events (Marty Hanson) - **Attachment 4**

We will not create new calendar but rather update the existing list of events. Jared will email Section presidents relaying the type of information that are looking to include on Section website (monthly meetings, tours, YMG events, etc.), and that they can email this information to wi.se.asce@gmail.com with event information moving forward.

5. New Business

- a. Dream Big DVDs (Justin Bilskemper) – **Attachment 5**

National will do a 1:1 match, resulting in Section financial responsibility of \$910. Distribution of DVDs would be scheduled for fall of 2018 and we will provide an advance mailing to the schools in early September. Marty will draft letter for Justin to sign. Justin will ask National if the letter could be included with the DVD toolkit. Jill will administer mailing coming from four different branches. There will be 364 schools in total, provided in the email which Justin sent previously to the Board. Justin will ask National if an additional copy can be purchased for the Section's purposes for 365 total DVDs.

Peter moved to approve spend \$910 for the purchase of Dream Big DVDs. Marty seconded the motion; motion passed unanimously.

- b. Fellow Nomination – Jim Tinjum (Justin Bilskemper) - **Attachment 6**

Justin provided an overview of Jim Tinjum's Fellow Nomination.

Marty motioned to approve Section nomination of Jim Tinjum to Fellow. Ken seconded the motion. All in favor, none opposed; motion passed unanimously.

Justin will respond to Phil O'Leary to indicate that he was approved at the Section level.

- c. Southeast Branch YMG Brewers Outing Funding Request (Tony Castle) – **Attachment 7**

The Southeast hosts an annual Milwaukee Brewers outing each year for Branch member networking and recruitment. In the past the Branch has been able to break even with financial assistance of the Section. The Branch would like to request Section assistance to help with some of the cost. The total contribution requested is \$652 between the Branch and the Section, split requesting \$250 from Branch and \$402 from the Section.

Marty supports the request pending they submit required paperwork.

Ryan motions to approve request of approval up to \$450 with filing of necessary paperwork. Jared seconds the motion. All in favor, none opposed; motion passed unanimously.

- d. ASCE Wisconsin Section Bank accounts

The Section currently holds its bank accounts at BMO Harris. At a future BOD meeting, Marty will propose moving the operating bank account Spark Business and the savings account to Ally. Marty will check on this interest rate at Spark Business and relay to Justin.

6. Reports (provided as information only) – **Moving forward, reports a-g will be included in the consent agenda.**

- a. Secretary's Report (Jennifer Schaff)

Treasurer's Report (Marty Hanson) - Tax reports have been submitted and accepted by National.

- b. President's Report (Justin Bilskemper)
- c. President Elect's Report (Jared Wendt)
- d. Vice President's Report (Ken Mika) – **Attachment 8**
- e. Region 3 Governor's Report (Carl Sutter)
- f. Region 3 Director's Report (George Ghareeb)
- g. Branch Reports
 - I. Fox River Valley (Ryan Betker) – **Attachment 9**
Ryan provided an overview of the attached report. Branch has been focusing on website updates such as picture and other updates. They are working with Green Bay to facilitate their group becoming a fully established Student Chapter.
 - II. Northwest (Kristopher Roppe)
 - III. Southeast (Kyle Bareither) – **Attachment 10**
Currently focusing on membership recruitment and retention and are compiling a marketing flyer for members to provide to their companies to foster new memberships. The Branch recently hosted their annual hockey game, which was successful.
 - IV. Southwest (Laura Rozumalski)
- h. Conference Committees
 - I. 2017 Annual Meeting (Mike Binsfeld)
 - II. 2018 Spring Technical Conference (Kyle Bareither/Tony Castle) **210 confirmed registrants for the conference.**
 - III. 2019 Annual Meeting (Fox River Valley Branch)
ASCE President Kristina Swallow has been confirmed to speak at the ASCE Annual Meeting.
- i. Standing Committees
 - I. Awards (Darrell Berry) – **Attachment 11**
 - 1. 2018 Outstanding Senior Civil Engineering Student Awards – **Only one of two recipients will be present to receive the award at Spring Technical Conference.**
 - 2. Daniel W. Mead Prize for Younger Members
 - 3. 2018 Life Members – **Six of sixteen, and the wife of one new Life Member, plan to attend the STC.**
 - II. Budget and Finance (Carl Sutter)
 - III. History and Heritage (Mark Meyers)
 - IV. Jury of Judges (Peter Nilles) – **Attachment 12**
 - V. Membership (Jennifer Schaff)
 - VI. Nominations (Peter Nilles) – **Attachment 13**
Peter requested confirmation of positions to fill. Justin will confirm that upcoming terms are ending for Jesse Jefferson and Matt Dahlem, Directors at Large.
 - VII. Public Affairs (Gregory Schroeder)
Greg reinforced the value of Collaborate and encouraged Board Members to add pictures to their profiles, as well as use the accounts in communication with the Wisconsin Section Community. Collaborate hosts untapped potential for our membership and requested that those involved in the Section post more to Collaborate.
Greg voiced his formalized support for the Infrastructure Report Card endeavor.
Requested feedback and support for Public Affairs Committee despite not having an active lobbyist and encouraged involvement in political processes as applicable to ASCE.

Greg requested Jennifer and Ken provide recap of Legislative Fly-in.

- VIII. Yearbook (Jared Wendt)
- IX. Webmaster (Jill Miller)
- j. 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)

Experiencing recent issues in finding speakers; Board Members offered suggestions and assistance.
 - 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
May 16, 2018	Board Meeting - Northwest	3:00 – 5:00 pm	American Engineering Testing, Inc.
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 20, 2018	Board Meeting - Fox River Valley	TBD	Paper Valley Hotel, Appleton
September 21, 2018	Annual Meeting		Fox Cities Expo Center, Appleton

8. Adjourn
The meeting was adjourned at 6:28 p.m.