

ASCE Wisconsin Section Board of Directors Meeting Minutes

Date	Location	Start Time	End Time
October 3, 2019	Crowne Plaza Koshkonong Room 4405 East Washington Avenue Madison, WI 53704 Board Dinner Following	3:00 PM	5:00 PM
Next Meeting Date	Location	Next Meeting Time	Est. End Time
November 13, 2019	Board Meeting – Fox River Valley	3:00 – 5:00 PM	Geosyntec Offices

Call-In Meeting Information			
Call in Number	Conference ID	Visual Access	
605 313-5667	480163#	https://join.freeconferencecall.com/ascewisconsin	
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)	X	Carl Sutter (Budget and Finance)
	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)		2020 Spring Technical Conference (Matt Dahlem)
	2020 Annual Meeting (TBD)		2021 Spring Technical Conference (TBD)
Others			
X	Ken Mika (Region 3 Governor)	X	Carl Sutter (Region 3 Director)
	Jess Thayer (Engineers Without Borders)	X	Ken Mika / Jennifer Schaff (Report Card Committee Co- Chairs)
X	Jill Miller (Impact)	X	Tom Walther (Incoming Director at Large)

1. Welcome (Jared Wendt)

Jared Wendt called the meeting to order at 3:03 p.m.

2. Consent Agenda (Jared Wendt)

a. Approve Agenda

Jared Wendt requested the agenda be amended to remove 4e - ASCE Board Member Expense Reimbursement Policy and 4m - 2020 ASCE National Concrete Canoe Competition as these are duplicates, and to add a new item to New Business – 5g – Impact Contract Renewal. Martin Hanson requested 2biii - Approve Year-to-Date / Year-End Financial Statement be moved from the consent agenda for an individual vote. Martin moved to approve the updated agenda. Ken Mika seconded the motion. All in favor (7), none opposed; motion passed.

b. Consent Agenda

Ken Mika moved to approve the consent agenda with the amendments requested. Larry Buechel seconded the vote. All in favor (7), none opposed; motion passed unanimously.

- i. Approve May 2019 Meeting Minutes
- ii. Approve August 2019 Special Meeting Minutes – **Attachment 1**
- iii. Secretary’s Report (Jennifer Schaff)
- iv. Treasurer’s Report (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)

3. Consent Agenda Items Requiring Individual Votes

a. Approve Year-to-Date / Year-End Financial Statement (Martin Hanson)– **Attachment 2**

Martin Hanson requested approval of the 2018-2019 final Section financial statements so that he may move forward with 990 statements. Martin noted that all liquid cash is now in the operating account. The ASCE WI audits were discussed—we are behind schedule on this task. There is a problem with some missing data in past years. It was decided that the audit committee will meet and review years for which data is available. Martin to coordinate meeting date(s) with committee. Ken Mika moved to approve the financial statements. Jennifer Schaff seconded the motion. All in favor (7), none opposed; motion passed unanimously.

4. Old Business

a. ASCE WI DRAFT 2019-2020 Revised Budget (Martin Hanson) – **Attachment 3**

Martin Hanson relayed that all comments from the last meeting have been incorporated into the revised budget, including the increased revenue resulting from the increase in membership dues. No vote was taken as the revision of this budget was approved at the July 2019 Section BOD Meeting.

b. Proposed Interior Design Legislation - SB 303 & AB 324 (Martin Hanson)

ACEC has taken a public stance against the legislation. Martin Hanson recommended keeping this on the item on the agenda and will provide updates. Ken Mika will speak with Martin regarding moving the location of this item in future meetings to a committee report or another section of the agenda.

c. Memorial for ASCE Dallas Branch President Anthony Luce (Jared/Jennifer Schaff)

This memorial donation was sent and received. Jared Wendt thanked Officers for their support of the fellow ASCE community. Remove from future agendas.

- d. President and Governor's Forum (Jennifer Schaff)

Jennifer Schaff provided an overview of the Governor's Forum and recommended sending 1-2 individuals next year for the advantageous networking opportunities. Gathering information on the report card was also helpful. Jennifer received an email from Nancy Banson that she will share, including a writeup for the newsletter. Martin Hanson asked which positions might be most helpful to send next year, and Jennifer recommended President Elect, Region Governor, and incoming President Elect. It was recommended for Larry Buechel to attend the 2020 Forum; Larry confirmed his interest in being a 2020 attendee.

- e. Section PayPal Account (Martin Hanson)

Martin Hanson set up the PayPal account with the name ASCE Wisconsin Treasurer and has since transitioned that to his own personal information. This account will need to be transferred to any future treasurers' personal selves. The PayPal account is operational and was successfully used for the Region 3 Assembly in Green Bay. Martin asked where to send the remaining funds in the account; Ken Mika will contact Therese Kline to determine this. We are now able to collect funds and pay via a Section PayPal account. Remove from future agenda.

- f. Wisconsin Section Travel Reimbursement Policy (Martin Hanson) – Attachment 4

Martin Hanson provided the revised version of the travel reimbursement policy to apply to ASCE-related travel that is not covered by employers. A draft version of this has been added into the administrative manual.

Ken Mika moved to approve the Reimbursement Policy. Justin Bilskemper seconded the motion. All in favor (7), none opposed; motion passed unanimously. The Reimbursement Policy will be effective immediately.

- g. FRV Spring Tech Conference Items (Matt Dahlem)

No formal updates. Matt Dahlem previously invited Ken Mika to attend an upcoming Committee Planning Meeting.

- h. Tiffany Bridge as ASCE National Landmark (Justin Bilskemper)

The Tiffany Bridge contacts have not responded to Justin Bilskemper's recent emails. Remove from future agenda.

- i. ASCE Archive Files (Ken Mika)

Jill Miller will reach Marquette University to see their availability to begin scanning paper documents into the digital Marquette archive. Discussion ensued regarding the value and sensitivity of the file contents. Ken Mika recommended getting the Marquette Student Chapter involved. Jennifer Schaff recommended putting a call for assistance with going through the boxes. We will run a call for assistance in the upcoming Section Newsletter and in the Southwest Newsletter. Jennifer will compile the newsletter article; Martin Hanson and Ken will provide criteria.

- j. UW-Green Bay Student Chapter (Jennifer Schaff/Ken Mika)

Seth Johnson and Ken Mika attended the kickoff meeting in September with Dr. Holly. The forming chapter is in the process of drafting their bylaws. There has been no response from the Society on whether this chapter has yet received official approval, or whether they officially met the minimum twelve ASCE members by 10/1 in order to receive official approval. Ken will return to provide a presentation on ASCE member benefits, and the Fox River Valley branch is actively working with them. Seth Johnson is preparing a presentation for the group regarding engineering career path options.

- k. 2019 Southeast Branch Golf Scholarship Tournament Summary (Larry Buechel)

Larry Buechel relayed that this event was very successful. There were approximately 170 participants and proceeds came to approximately \$9,000 in scholarship funds. Larry thanked the Section for their sponsorship.

- I. Admin Manual Update Committee – Section Bylaws and Constitution Updates (Ken Mika) – **Strand-alone Attachment (Word version)**

The Administrative Manual has been updated to remove the Jury of Judges and the History of Heritage Committee, as well as to add the approved Travel Reimbursement Policy.

Martin Hanson moved to approve the draft. Andy Walters seconded the motion. All in favor (7), none opposed; motion passed unanimously. Ken will finalize the document and send to Jill Miller to be housed on Section website.

5. New Business

- a. ASCE Wisconsin Section’s 2023 Centennial year (Ken Mika)

Ken Mika relayed that we should keep this upcoming anniversary on radar, and offered the opportunity to any individual who wishes to manage it. Ken suggested including a celebration within the 2023 an Annual Meeting, rather than having a standalone event. Larry Buechel will relay any ideas he receives from the Governor’s Forum.

- b. Elections Results – Vote to accept results (Ken Mika)

Gary Amel and Tom Walther were elected as Directors at Large for the 2019-2020 year.

Jennifer Schaff moved to accept the election results. Ken Mika seconded the motion. All in favor (7), none opposed; motion passed unanimously.

Jared Wendt extended his congratulations to Gary and Tom in their new roles and noted that Matt Dahlem is interested in getting involved at the Section or Branch level.

- c. President Elect Vote - Larry Buechel President-Elect (Ken Mika)

Larry Buechel stepped forward to fill the President Elect role.

Martin Hanson moved to approve Larry Buechel in the role of President Elect. Ken Mikaseconded the motion. All in favor (7), none opposed; motion passed unanimously.

Jared Wendt thanked and congratulated Larry in his role.

- d. University of Wisconsin – Madison 2020 Great Lakes National Concrete Canoe Competition – Wisconsin Section Sponsorship Opportunity (Ken Mika) – **Attachment 5**

UW-Madison has invited the Section to participate in a Gold Level sponsorship in the amount of \$10,000 for the combined sponsorship of the Great Lakes Regional Competition and the National Concrete Canoe Competition. Martin Hanson recommended sponsoring these events at the silver level of \$2,500 per event for a total of a \$5,000 for Great Lakes National, and a potential contribution of \$2,500 if they are selected as a host for 2021. Carl Sutter agreed that this level of sponsorship was important to support a group taking on this large task. Larry Buechel agreed that supporting the students financially was important, and supported Marty’s recommendation. Andy Walters recommended requesting financial information surrounding the event prior to a formal commitment.

Ken Mika will ask UW-Madison for their budget and this will be discussed at the November BOD meeting. Jennifer Schaff recommended that any tickets received in return for sponsorship be offered to UW-GB students to check the event out.

- e. Environmental and Water Resources EWRI 2021 (Ken Mika)

The Environmental and Water Resources Institute Chapter is planning this event to be held at the Wisconsin Center – May 22- 28, 2021. Ken Mika will provide future updates as they become available.

- f. STEM Expo Sponsorship (Jared Wendt/Ken Mika)

The Section has committed to a \$500 sponsorship pending their providing a copy of last year's and financial information. Ken Mika has been in contact with the Planning Chair regarding this request and will pass along the information once received.

- g. Impact Contract Renewal

The Section approved a three-year contract with Impact AMC, and in doing so will receive a 5% discount. Jared Wendt provided the contract to Martin Hanson. Moving forward invoices for Impact will go to Ken Mika instead of Jared.

6. Reports (provided as information only)

a. Branch Reports

- i. Fox River Valley (Cory Thompson)
- ii. Northwest (Kristopher Roppe)

Andy Walters relayed that the branch has a tour coming up at the Red Wing Bridge on Thursday, October 10. Membership in the Northwest branch has been a struggle in recent history. Ken Mika asked if the Section should consider redrawing the branch boundaries to more evenly distribute the population of Section membership. The group agreed that polling Section membership with a satisfaction survey was a good first step. Jennifer Schaff will share a sample survey.

- iii. Southeast (Larry Buechel) – Attachment 6

Larry Buechel referred to his provided report and noted that there was no September event for the Branch. An Ethics event will be held in October.

- iv. Southwest (Harry Tran)

Ken Mika will work to encourage Branch Reports to be provided on a more consistent basis for Board Meetings.

b. Conference Committees

- i. 2019 Annual Meeting (Southwest Branch – Terry Armstrong) – Attachment 7

The Committee is predicting a very successful event, with 216 current registrants that may provide an estimated 20k in revenue.

- ii. 2020 Spring Technical Conference (Northwest Branch – Matt Dahlem)

c. Standing Committees

- i. Awards (Darrell Berry) – Attachment 8

As Jared Wendt will be unable to attend the Annual Meeting, he thanked Jennifer Schaff, Justin Bilskemper and Ken Mika for stepping in with the Awards Luncheon tomorrow.

- ii. Budget and Finance (Carl Sutter) – Attachment 9

Carl Sutter referred to his report and relayed that his goal was to discuss the audit of the Section's financial statements, which was done earlier in the meeting.

- iii. Jury of Judges (Justin Bilskemper)

- iv. Membership (Jennifer Schaff)

- v. Nominations (Justin Bilskemper)

- vi. Public Affairs (Gregory Schroeder)

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

There are now approximately 40 individuals involved in the Report Card initiative.

Committee members had calls with Technical Chairs last week and requested drafts for review process at October-end. Most technical chapters should have their drafts submitted in the next few weeks. A few chapters are experiencing delays, but most are progressing nicely and Ken Mika anticipates month-end submission dates. Anna Denecke from the Society is joining recurring calls to assist in progressing the initiative. Ken and

Jennifer Schaff have reached out to several Senators regarding sponsorship for hosting at the Capitol but have not heard back.

viii. Yearbook (Ken Mika)

The Yearbook was distributed in August and reissued in September to address omissions.

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 10**

7. Schedule Next Meeting/Relevant Dates

Andy Walters moved to adjourn the meeting. Ken Mika seconded the motion. The meeting was adjourned at 5:26 p.m.

Date	Meeting - Branch Host	Time	Location
November 13, 2019	Board Meeting – Fox River Valley	3:00 – 5:00 PM	Geosyntec Consultants, Inc. 111 N Broadway Green Bay, WI 54303
January 10-11, 2020	Multi-Region Leadership Conference	---	Detroit, MI
January 15, 2020	Board Meeting – Northwest Branch	3:00 – 5:00 PM	TBD
April 2, 2020	Board Meeting - before Spring Technical Conference – Southeast	3:00 – 5:00 PM	Blue Harbor Resort (725 Blue Harbor Dr, Sheboygan, WI 53081) or somewhere in Sheboygan, WI
April 3, 2020	Spring Technical Conference	--	Blue Harbor Resort (725 Blue Harbor Dr, Sheboygan, WI 53081)
May 20, 2020	Board Meeting – Southwest Branch	3:00 – 5:00 PM	TBD
July 15, 2020	Board Meeting – Fox River Valley	3:00 – 5:00 PM	TBD
August 2020	Region 3 Assembly		Cleveland, OH
September 2020	Presidents and Governors Forum	--	Reston, VA
September 2020	Board Meeting – before Annual Meeting – Southeast Branch	3:00 – 5:00 PM	TBD
September 2020	Annual Meeting	--	TBD

8. Adjourn