

ASCE Wisconsin Section Board of Directors Meeting Minutes

Date	Location	Start Time	End Time
May 20, 2020	Board Meeting – Southwest Branch Virtual	3:00 PM	5:00 PM
Next Meeting Date	Location	Next Meeting Time	Est. End Time
July 15, 2020	Board Meeting – Fox River Valley	3:00 PM	5:00 PM

Call-In Meeting Information			
Call in Number		Conference ID	Visual Access
+1 (561) 440-3151		513 25 889	https://meet.lync.com/geosyntec/kmika/5CCBTDPD
Officers			
X	Ken Mika (President)	X	Jennifer Schaff (Secretary)
X	Larry Buechel (President-Elect)	X	Martin Hanson (Treasurer)
		X	Jared Wendt (Past President)
Directors at Large			
X	Gary Amel	X	Danny Xiao
X	Andrew Walters	X	Tom Walther
Branch Directors			
	Corona Woychik (NW)		Ryan Trzinski (FRV)
	Ann Thielmann (SW)		Kyle Bareither (SE)
Standing Committee Chairs			
X	Darrell Berry (Awards)		Carl Sutter (Budget and Finance)
	Jennifer Bennett (Diversity)		(History and Heritage)
X	Jared Wendt (Jury of Judges)	X	Jennifer Schaff (Membership)
X	Larry Buechel (Newsletter)	X	Jared Wendt (Nominations)
X	Larry Buechel (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)
X	2020 Annual Meeting (Nick Bobinski/Tony Castle)		2021 Spring Technical Conference (Matt Dahlem)
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 (Ken Mika)
Ken Mika called the meeting to order at 3:02 p.m.

2. Consent Agenda (Ken Mika)
 - a. Approve Agenda (Ken Mika)
 - b. Approve April 2020 Meeting Minutes (Jennifer Schaff) – **Attachment 1**
 - c. Secretary’s Report (Jennifer Schaff)
 - d. Treasurer’s Report (Martin Hanson) – **Attachment 2**
 - e. President’s Report (Ken Mika)
 - f. President Elect’s Report (Larry Buechel) – **Attachment 3**
 - g. Region 3 Governor’s Report (Ken Mika)
 - h. Region 3 Director’s Report (Carl Sutter) – **Attachment 4****Larry Buechel moved to pass the consent agenda as presented. Jennifer Schaff seconded the motion. All in favor, none opposed; motion passed unanimously.**

3. Consent Agenda Items Requiring Individual Votes

4. Old Business
 - a. Follow-up on Wisconsin initiative for climate change impacts infrastructure working group (Tom Walther) – **Attachment 5**
The group continues to work on the initiative plan virtually, with the intention of delivering the initiative by year-end.
 - b. 2020 Notice of Individual Merit and Engineering Achievement Awards (Jennifer Schaff)
The Wisconsin Section awards nominations are due June 1 and members have been notified via constant contact and social media, and a reminder email will be sent this week. No submissions have been submitted to-date, but submissions are traditionally entered close to the cutoff date. Ken Mika and Jennifer Schaff encouraged board members to nominate and to reach out with questions or suggestions.
 - c. 2020 Outstanding Senior Civil Engineering Student Awards and recommended changes to admin manual (Jennifer Schaff/Darrell Berry) – **Attachment 6**
Darrell Berry stated that there was discussion to the Awards Committee about requiring that this award be presented to a graduating senior. He stated that he is not in favor of adding this requirement for several reasons, and that it only be required that the student is a senior as currently written in the Admin Manual. After discussion, it was decided that we will put this to a vote in our annual review of the Admin Manual.
 - d. Membership Survey (Jennifer Schaff) – **Attachment 7**
Tabled for future meeting.
 - e. Discounted Conference registration for existing life members and retirees (Darrell Berry) – **Attachment 8**
Darrell Berry recommended to the Board that ASCE Wisconsin Section Life Members receive a 20% discount for the Spring Technical Conference and Annual Meeting registration, eligible to those who maintain their membership with ASCE. He recommended against discounted registration for retirees.
Martin Hanson moved to have Life Members be awarded complimentary registration for the Spring Technical Conference and Annual Meeting, and that retirees, who meet the retirement definition provided by DSPS, be granted to a 50% discount on registration for these events. Tom Walther recommended offering Life Members a 50% discount instead of a complete discount.

Jared Wendt recommended considering this from a financial standpoint, and Darrell Berry recommended assuming approximately 6 registrants for Life or Retiree in this consideration. Larry Buechel questioned the administrative burden involved in screening retired status. Jennifer seconded the standing motion posed by Martin Hanson. All in favor, none opposed, Tom Walther and Gary Amel abstained due to Life and Retiree status; motion passed unanimously.

- f. Report Card Committee (Jennifer Schaff/Ken Mika)
Jennifer Schaff relayed that all report card chapters have been received. Jennifer Schaff and Ken Mika are in the process of creating content for the brochure and the report. The Wisconsin Section has been working with Platform Communications for Press Release services. No date has been confirmed for the Release event yet, but the Committee hopes to have a live event if possible, and by October 1 at the latest regardless of medium.
 - g. UW-Green Bay Student Chapter (Jennifer Schaff/Ken Mika)
The Society will be approving the UW-Green Bay Student Chapter tomorrow by the end of day! The Board congratulated Ken Mika and the UW-Green Bay Student Chapter. Impact/Jill Miller will coordinate administrative updates that are necessary.
 - h. Interaction between Sections and Branches – MN ASCE Members (Jennifer Schaff)
Jennifer Schaff relayed that the COVID-19 webinar in April reached the allowable maximum of 100 registrants and was very successful. A writeup will be included in the May newsletter.
 - i. University of Wisconsin – Madison 2020 Great Lakes Student Competition and National Concrete Canoe Competition – Wisconsin Section Sponsorship Opportunity (Ken Mika) – **Attachment 9**
Martin Hanson will request an update from UW-Madison on the status of the refund.
 - j. Wisconsin Section Laptops (Martin Hanson)
Jared Wendt investigated donation options and did not find them worthwhile. Martin Hanson recommended that we hold onto the laptops given a low estimated value.
 - k. History & Heritage Chair (Ken Mika) – **Attachment 10**
Tabled until future date when Ken Mika will reach back out.
 - l. Establishment of an ASCE Architectural Engineering (AE) Technical Committee or AE Institute Chapter in the Wisconsin Section (Larry Buechel) – **See President Elect Report (Attachment 3)**
Larry Buechel will work with Ken Mika and Impact to put together verbiage to modify the bylaws prior to board approval and membership vote.
 - m. ASCE Wisconsin Section’s 2023 Centennial Year (Ken Mika)
If anyone is interested in leading this charge, please reach out to Ken Mika.
 - n. ASCE Records Retention Policy (Jennifer Schaff/Ken Mika)
Tabled for future conversation.
 - o. 2021 National Concrete Canoe Competition at University of Wisconsin – Platteville (Ken Mika)
Ken will reach out Leslie Payne to confirm the details.
 - p. Opposition to LRB 5307 P2 (Ken Mika)
No updates – remove from agenda.
5. New Business
- a. Annual Section Dues Collection Program (Fiscal Year 2021) – **Attachment 11**
Last year the Wisconsin Section raised annual membership dues and agreed to not raise dues in years in the immediate future. Ken Mika invited comments/suggestions; none provided. Wisconsin Section membership dues will remain the same for this year.
 - b. ASCE Wisconsin Section Conference Hosting Revised Schedule (Ken Mika) – **Attachment 12**
The Southwest Branch will skip their planned hosting so that the schedule does not need to be modified moving forward. Impact will note to update this in the admin manual.
 - c. 2020 Outstanding Section and Branch Web Site Award Nominations (Ken Mika) – **Attachment 13**
The Wisconsin Section will not nominate at this time.

- d. ASCE Student Chapters - Faculty Advisor and Practitioner Advisors (Ken Mika) – **Attachment 14**
The University of Wisconsin – Milwaukee is the only student chapter who does not currently have a Practitioner Advisor and the Southeast Branch will follow up on this.
 - e. 2020 NSPE-WI (WSPE) Virtual Discovery Conference
Martin Hanson asked if the Board would consider a one-paragraph announcement of this conference within the May newsletter. The board agreed that this is a member benefit and will be incorporated into the May newsletter.
6. Reports (provided as information only)
- a. Branch Reports
 - i. Fox River Valley (Ryan Trzinski)
 - ii. Northwest (Corona Woychik)
 - iii. Southeast (Kyle Bareither) – **Attachment 15**
 - iv. Southwest (Ann Thielmann)
 - b. Conference Committees
 - i. 2019 Annual Meeting (Southwest Branch – Terry Armstrong) – **Attachment 16**
The Board reviewed the report, and Martin Hanson will reach out to obtain conference surplus.
 - ii. 2020 Spring Technical Conference (FRV Branch – Matt Dahlem)
 - iii. 2020 Annual Meeting (Southeast Branch – Nick Bobinski and Tony Castle)
Nick Bobinski recommended, on behalf of the Annual Meeting Planning Committee, that the Annual Meeting be conducted virtually. With the lower cost of hosting a virtual conference, they could propose reduced registration fees. Tony Castle has been doing research on the cost and logistics of conducting these activities virtually. Nick Bobinski recommended a professional license via Zoom or alternate webinar host.
 - iv. 2021 Spring Technical Conference (FRV Branch – Matt Dahlem)
 - c. Standing Committees
 - i. Awards (Darrell Berry)
 - ii. Budget and Finance (Carl Sutter) – **Attachment 17**
 - iii. Jury of Judges (Jared Wendt)
Jared Wendt will contact the Directors shortly in preparation.
 - iv. Membership (Jennifer Schaff)
 - v. Nominations (Jared Wendt)
Jared Wendt is in the process of seeking nominees to fill the open positions. Andrew Walter announced that he will be re-running for Director in his last available term. Jennifer Schaff announced that she will be running for President-Elect. Jared Wendt is working to back-fill the Secretary position. Ken Mika proposed the following nomination timeline, and Jared Wendt agreed:
 - 1. **June 15 ballots distribution**
 - 2. **July 14 ballots return**
 - 3. **July 15 Wisconsin Section Board Meeting for approvals**
 - vi. Public Affairs (Gregory Schroeder)
 - vii. Report Card Committee Discussion (Jennifer Schaff / Ken Mika)
 - viii. Yearbook (Larry Buechel)
Impact/Jill Miller will send the Yearbook templates to Larry Buechel so that he can approach when he's ready.
 - 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 18**

7. Schedule Next Meeting/Relevant Dates

As the Society’s current recommendation is to host virtual meetings, we will plan for the July meeting to be virtual. Martin Hanson moved that the Wisconsin Section purchase a one-month subscription (\$15/month) to Zoom to be used for the month of July and for the July Wisconsin Section board meeting. Jennifer Schaff seconded the motion. All in favor, none opposed; motion passed unanimously.

Date	Meeting - Branch Host	Time	Location
July 15, 2020	Board Meeting – Fox River Valley	3:00 – 5:00 PM	Web-based/Virtual
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

Jennifer Schaff moved to adjourn at 4:49 p.m. Andy Walters seconded the motion. All in favor, none opposed; motion passed unanimously. The meeting was adjourned at 4:49 p.m.