ASCE Wisconsin Section Board of Directors Meeting July Minutes

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| **This Meeting** | **Location** | **Start Time** | **Est. End Time** |
| July 17, 2024 | Virtual | 3:00 | 5:00 |
| **Next Meeting** | **Location** | **Start Time** | **Est. End Time** |
| September 18, 2024 | Virtual | 3:00 | 5:00 |

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| **Dial-In Meeting Information** | | | |
| Meeting ID  [meet.google.com/qtn-occm-mmd](https://meet.google.com/qtn-occm-mmd?hs=122&authuser=1)  Edit  Phone Numbers  (  PIN:  [More phone numbers](https://tel.meet/qtn-occm-mmd?pin=1334457870838&hs=1) | | | |
| **Officers** | | | |
| x | Matt Dahlem (President) |  | Seth Johnson (Secretary) |
| x | Brad Severson (President-Elect) | x | Martin Hanson (Treasurer) |
| x | Danny Xiao (Past President) |  |  |
| Directors at Large | | | |
|  | Tony Castle | x | Joe Zellmer |
| x | Zoey Meyer | x | Travis Pickering |
| Branch Directors | | | |
|  | Kris Roppe (NW) | x | Dan Witter (FRV) |
| x | Ann Thielman (SW) | x | Josh Mitchell (SE) |
| Standing Committee Chairs | | | |
|  | Darrell Berry (Awards) |  | Carl Sutter (Budget and Finance) |
|  | (Diversity) |  | (History and Heritage) |
|  | Danny Xiao (Panel of Directors-at-Large) | x | Danny Xiao (Membership) |
|  | Brad Severson (Newsletter) | x | Danny Xiao (Nominations) |
|  | Brad Severson (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) |  | Jaime Hernandez (Transportation and Development Institute Chapter) |
| Conference Committee Chairs | | | |
|  | 2024 Spring Technical Conference (Fox River Valley Branch) |  | 2024 Annual Meeting (Southeast Branch) |
|  | 2025 Spring Technical Conference (Southwest) |  | 2025 Annual Meeting (Northwest Branch) |
| Others | | | |
|  | Jesse Jefferson (Region 3 Governor) |  | Ken Mika (Region 3 Director) |
|  | Kevin Frost (Engineers Without Borders) |  | Ken Mika / Jennifer Schaff (Report Card Committee Co- Chairs) |
| x | Moira Guenther (Core AMC) |  | Ken Mika (2023 Centennial Year Planning Committee) |

**Corresponding documents, as well as this agenda, can be found on the Google Drive:** [**https://drive.google.com/drive/folders/16EAjTeKODZ\_nLJZBKbsW9zI67csV3Si0?usp=drive\_link**](https://drive.google.com/drive/folders/16EAjTeKODZ_nLJZBKbsW9zI67csV3Si0?usp=drive_link)

1. Welcome (Matt Dahlem)
2. Consent Agenda (Matt Dahlem)
   1. May Meeting Minutes (Brad Severson) - [**Attachment 2a**](https://docs.google.com/document/d/1VnJ_AmxpydvMn9pB_BvGNIeM37OKfZnZ/edit?usp=drive_link) 
      * Brad made a motion to approve, Marty 2nd. Motion to approve. Approved.
3. Old Business
   1. Financial Report - [**Attachment 3a**](https://drive.google.com/file/d/1t2BFaicTcCKjzzxtBE1pyNqd9dDcdlwI/view?usp=drive_link)
      * Marty walked through the report of where the org stands
      * One adjustment from allocations – will be corrected.
      * Moira has not received mailing addresses from contacts – will send what I have and if we do not receive addresses, they won’t get them.
      * Brad made a motion to approve with noted edit to make. Josh to 2nd. Approved.
   2. Section Newsletter Update (Matt Dahlem) - September addition - in progress: [**https://docs.google.com/document/d/156osDQIh2vGtqJHkga6tP8-nGgw26QhyttIYzja\_1y4/edit**](https://docs.google.com/document/d/156osDQIh2vGtqJHkga6tP8-nGgw26QhyttIYzja_1y4/edit)
      * Matt Dahlem to champion, will reach out for specific content and work with Moira to complete
      * Post by Sept 15 (changed from August).
      * Send any suggestions to Matt or Moira about the newsletter

1. New Business
   1. Awards Committee Status Report - [**Attachment 4a**](https://drive.google.com/file/d/1x5Y_8oSUBmRivhPe5AaHsGJS4-2s8bBH/view?usp=drive_link)
      * Directors received the nominations – only 3. Not sure how to generate more.
      * Appointed position.
      * How can we make this more simple?
      * Reach out on social media – along with election positions
   2. Prepare for Elections
      * Electoral process
      * Electoral terms
      * Need for positions - below is not offical but possible personnel listed for replacement

* President-elect = Seth Johnson (to replace Brad Severson) *- included*
* Secretary=Zoey Meyers (to replace Seth Johnson) *– appointment from board if Seth gets elected*
* Director-at-large=Dan Witter (to replace Zoey Meyers) *– include without number to see interest*
* Director-at-large=OPEN (Joe Zellmer term is up and Joe not to return)
* Director-at-large=OPEN (Travis Pickering term is up & Travis not to return)
* Director-at-large = Tony Castle (will remain as DAL)
* Treasurer=Marty Hanson - term may be limited out, but willing to serve if approval to a variance to the administrative manual *– Admin manual says he has term limited out. Include.* If no nominations, will appoint Marty to continue, loophole for
* Awards Chairman = OPEN *– appointed*
* Does the board want to make a motion to wave term limits? Not right now.
* Discussion: Awards chairman and election options to be replaced
* Potential update to admin manual to show some clarity between Core and Secretary
* Actionable items:
* Do all these apts need to be voted on or can they be appointed?
* Need to be done by the annual – accepted at the Sept Board meeting
* See if there is a timeline in the manual
* Need to do a call for nominations.
  1. Report Card Update (Zoey)- September 17th at the Capital.
* Need sponsors for release event after and for the chapters themselves
* Platform to do formatting or Core (Moira may not have capacity in hours with other events)
  1. Standard Operating Procedure for ASCE WI Board Google Drive Information Sharing: [**Attachment 4d**](https://docs.google.com/document/d/19bSnLATO0Sx2324k3yr-hLCZJFyksvEIhd7KsJYilIg/edit?usp=drive_linkhttps://docs.google.com/document/d/19bSnLATO0Sx2324k3yr-hLCZJFyksvEIhd7KsJYilIg/edit?usp=drive_link)
* President, President-Elect, Treasurer and Secretary (Section Officers) to view/edit
* Directors can have view only
* Committees can work
* Working procedure to then be tested and added to updated manual
* Brad to make a motion to Google access to Section Officers view/edit; read only access to directors at large. 2nd Zellmer. Approved.

1. Reports (provided as information only)
   1. Branch Reports – Elections are on the horizon for all branches.
      1. Fox River Valley (Dan Witter) – Elections coming soon for Branch. Payment back to the Section from STC should be happening soon.
      2. Northwest (Kris Roppe) – Golf Outing planning. 22 people registered; 4 sponsors
      3. Southeast (Josh Mitchell) – 4 Branch spots available for elections. 1.1k? profit for golf outing
      4. Southwest (Ann Thielmann) – June event – went to Madison softball event.

Action: Moira to add forms for the branches to the agenda for branch reports. Similar to the admin report

* 1. Conference Committees
     1. 2024 Annual Meeting (Southeast) - Annual meeting prep and trying to lock down a keynote now. Meeting every 2 weeks.
     2. 2025 Spring Technical Conference (Southwest Branch) – at least one person agreed to be co-chair. Looking in Madison. Should have a venue soon for beginning of April.
  2. Standing Committees
     1. Awards (Darrell Berry)
     2. Budget and Finance (Carl Sutter)
     3. Wisconsin Infrastructure Advocacy Update (Jennifer Schaff/Ken Mika/Martin Hanson)
     4. Membership (Danny Xiao)
     5. Nominations (Danny Xiao)
     6. Panel of Directors-at-Large (Danny Xiao)
     7. Public Affairs (Gregory Schroeder)
     8. Election (Danny Xiao)
     9. Yearbook (Brad Severson)
  3. Technical Committees/Institute Chapters
     1. Architectural Engineering (AE) Technical Committee (Larry Buechel)
     2. Construction Institute Chapter (Brian Udovich)
     3. Environmental & Water Resources Institute Chapter (Laura Gerold/Mark Augustine)
     4. Geo-Institute Chapter (Emil Bautista)
     5. Management (Harry Farchmin)
     6. Structures (Robert Schumacher)
     7. Transportation & Development Institute Chapter (Jaime Hernandez)
  4. Administrative Management (Core) - [**Attachment 5e**](https://docs.google.com/document/d/1A31fNf4bS-tSF-h59gozPX73Mva5_Z1c/edit?usp=drive_link&ouid=116049972867325834683&rtpof=true&sd=true)

1. Schedule Next Meeting/Relevant Dates

PROPOSED 2023-2024 ASCE Wisconsin Section Board of Directors Meeting Agenda

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Meeting** | **Time** | **Location** |
| September 17, 2024 | Report Card Release |  | Capital - Madison |
| September 18, 2024 | Board Meeting | 3:00 – 5:00 | Virtual or Location TBA |
| September 20, 2024 | Annual Meeting - Southeast Branch | 8:00 - 5:00 | **TBA -** Southeast Branch |
| November 20, 2024 | Board Meeting | 3:00 – 5:00 | Virtual or Location TBA |

Discussion about meeting in person for board meeting in September.

1. Adjourn