

## ASCE Wisconsin Section Board of Directors Meeting Agenda

This Meeting	Location	Start Time	Est. End Time
Wednesday, July 19, 2023	Board Meeting	3:00 – 5:00	Virtual
Next Meeting	Location	Start Time	Est. End Time
Wednesday, September 20, 2023	Board Meeting	3:00 – 5:00	Virtual

Dial-In Meeting Information			
Join Zoom Meeting <a href="https://us02web.zoom.us/j/85630025601?pwd=MWpvODFHQ2lZUmh3a0RzVnJ0azRSQT09">https://us02web.zoom.us/j/85630025601?pwd=MWpvODFHQ2lZUmh3a0RzVnJ0azRSQT09</a>  Meeting ID: 856 3002 5601 Passcode: 473680			
Officers			
X	Danny Xiao (President)	X	Brad Severson (Secretary)
X	Matt Dahlem (President-Elect)	X	Martin Hanson (Treasurer)
X	Jennifer Schaff (Past President)		
Directors at Large			
X	Tony Castle	X	Joe Zellmer
X	Jennifer Hurlebaus	X	Travis Pickering
Branch Directors			
	Corona Woychik (NW)	X	Dan Witter (FRV)
	Matt Buckli (SW)		Jacob Brunoehler (SE)
Standing Committee Chairs			
X	Darrell Berry (Awards)		Carl Sutter (Budget and Finance)
	(Diversity)		(History and Heritage)
	Jennifer Schaff (Panel of Directors-at-Large)	X	Jennifer Schaff (Membership)
X	Matt Dahlem (Newsletter)	X	Jennifer Schaff (Nominations)
X	Matt Dahlem (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			
	2023 Spring Technical Conference (Northwest Branch)		2023 Annual Meeting (Centennial Planning Committee)
	2024 Spring Technical Conference (Fox River Valley Branch)		2024 Annual Meeting (Southeast Branch)
Others			
X	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	Jill Miller/Mone't Johnson (Impact AMC)	Ken Mika (2023 Centennial Year Planning Committee)
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1. Welcome (Danny Xiao)
2. Consent Agenda (Danny Xiao)
  - a. [May 2023 Meeting Minutes \(Secretary\)](#)
    - i. Brad Severson motions to approve May Meeting Minutes
    - ii. Matt Dahlem seconds the motion
    - iii. Board approves May 2023 Meeting Minutes
  - b. Financial Report (Martin Hanson)
    - i. Brad Severson inquires about pausing payment to Platform
      1. Martin Hanson informs the board that the ASCE WI Section is indeed pausing on payment to Platform
      2. Next week (7/25), Martin Hanson will be making allotments to the student chapters
3. Old Business
  - a. 2023 Awards - Approve Recommendations from Panel of Directors at Large for Award Winners (Brad Severson)
    - i. Brad Severson shows the Board the recommendations made by the Panel of Directors at Large:
      1. Thomas Walther Distinguished Service Award – **Andrew Walters**
      2. Excellence in Journalism Award – **Kate Archer Kent**
      3. Luther Graef Individual Merit Award for Engineer in Consulting Practice - **Tony Castle**
      4. Engineering Achievement Award Category B – **Historic Lake Park Concrete Arch Bridge (Mead & Hunt)**
      5. Engineering Achievement Award Category C – **STH 35 Bridge Replacements (EMCS)**
      6. Engineering Achievement Award Category D – **WIS 26 Interchange Project (KL Engineering) & UW Madison Chemistry Building (Graef)**
    - ii. Vote
      1. Brad Severson motions to approve the recommendations from Panel of Directors at Large
      2. Joe Zellmer seconds the motion to approve the recommendations
      3. Board approves the motion
    - iii. Martin Hanson asks if any of the awards had only one submittal, and if so, were they “automatic” winners.
      1. Darrell Berry explains the process in which award submissions are evaluated and how recommendations are made by the Panel of Directors at Large, even if there was only one nomination for any specific award, individual or project. Just because there may be only one nomination for an award, that does not make it an automatic winner.
      2. Darrell goes through each award and how many nominations each award had this year. Darrell also mentioned that he was surprised that there were no nominations for Young Civil Engineer of the Year Award and no nominations for other individual merit awards.
    - iv. Joe Zellmer and Tony Castle ask the ASCE WI Section Board of Directors if it is necessary to have Project Award Category A due to getting zero submittals and threshold of monetary funds not being current with construction cost

- v. Jen Hurlebaus includes that the wording of the Excellence in Journalism Award needs to be revamped to expand beyond traditional writing (i.e. to include audio, video, etc. new media). Darrell said he would review the nomination form for this award, make edits, and present the edits to the Board at the next Meeting. If accepted, the nomination form can be updated any time before next year's awards program.
  - vi. Board discusses possible updates that can be made within the Engineering Achievement Project Award categories
    - 1. Matt Dahlem requests that this be on the next Board meeting's agenda
      - a. **ACTION ITEM: Impact will put discussion of Engineering Achievement Project Awards on the next agenda. Darrell will make recommendations for edits to the dollar limits in each of the four Categories.**
    - b. Include "Project Highlight" into Newsletter
      - i. Danny Xiong proposes that the ASCE WI Section newsletters include project highlights which would showcase each project throughout the entire new year
        - 1. Darrell Berry brings to the Board of Directors attention that he will informing the winners of the awards
        - 2. Darrell Berry and Jill (Impact) discussed including a separate email blast highlighting the award winners
          - a. Darrell Berry informs the Board of Directors the procedure that he and Impact take when highlighting the awards
          - b. Tony Castle thinks that doing a highlight for each award and receiving information from winners would be minimal due to 14 pages of material in the award application package
          - c. Martin Hanson recommends that we do email blast
          - d. Danny Xiao asks ASCE WI Section Board of Directors to table the "Project Highlight" till the next board meeting
        - 3. Mone't (Impact) informs the board of the newsletter open rate metrics being 37% and bringing concern to adding more information to the newsletter due to how long the newsletter currently is
        - 4. Matt Dahlem talks about the importance of coming to the times, maybe getting rid of the newsletter
    - c. ASCE Southeast Branch Scholarship Golf Outing (Jake Brunoehler)
      - i. Jake Brunoehler informed Danny Xiao that the golf outing event went really well
    - d. WisDOT joins the ASCE DOT Partner Program (Danny Xiao) **Attachment 4c**
      - i. Danny Xiao shows the ASCE WI Section Board of Directors the flier that was created and approved by the WisDOT
4. New Business
- a. Letter of Support – Blatnik Bridge Reconstruction Project (Jake Brunoehler) **Attachment 5a**
    - i. Danny Xiao shows the ASCE WI Section Board of Directors the letter
      - 1. Martin Hanson motions to approve that Danny Xiao be authorized to write a letter of support
      - 2. Matt Dahlem seconds the motion
        - a. Brad Severson suggests that Danny Xiao also cc the letter to the Duluth Section
      - 3. Board approves the motion
  - b. ASCE Student Championships Honorary Award for Excellence (Jennifer Schaff) **Attachment 5b**

- i. Jennifer Schaff received a request from Seth Johnson if the ASCE WI Section can recognize the UW Platteville students who were lead by Austin Cooper
    - 1. Joe Zellmer, Brad Severson, and Martin Hanson are all proponents of recognizing the group in some manner
    - 2. Martin Hanson makes a motion for the student to receive a certificate from the section and a \$100 stipend
    - 3. Jen Hurlebaus asks if a plaque could also be given to the group as well
    - 4. Brad Severson also inquires about including free registration to the Centennial Celebration
    - 5. Jen Hurlebaus inquiries if any pictures were taken that can also be showcased at the Centennial Celebration
    - 6. Jen Hurlebaus is a little concerned that if money is given out to only those certain individuals due to the event being a large group effort
    - 7. Matt Dahlem and Jen Hurlebaus both agree that the chapter be given a plaque and \$500 to the chapter
    - 8. Matt Dahlem motions to have a plaque (Recognition of Service) be given to the University of Wisconsin-Platteville Student Chapter along with a \$500 stipend
      - a. Martin Hanson seconds the motion
      - b. Board approves the motion
    - 9. Danny Xiao will discuss the recognition plaque with Darrell Barry
  - c. ASCE Region 3 2023 Assembly - 8/25~26, Fargo, ND (Danny Xiao) **Attachment 5c**
    - i. Danny Xiao asks Jennifer Schaff to share her experience of going to the event
      - 1. Jennifer Schaff informs the board that she found the event to be informative and she liked getting to meet the President-Elect
    - ii. Danny Xiao asks if anyone would volunteer to go
      - 1. Danny Xiao asks Martin Hanson if the Section has \$1,500 for someone from Wisconsin Section to be able to go to the event
      - 2. Martin Hanson confirms that funds are available
      - 3. It wasn't determined as to who would be going to North Dakota
    - iii. Matt Dahlem motions to approve the \$1,500 for an ASCE Board Representative to attend the ASCE Region 3 Assembly in Fargo, ND August 25-26, 2023
    - iv. Martin Hanson seconds the motion
    - v. Board approves the motion
5. Reports (provided as information only)
- a. Branch Reports
    - i. Fox River Valley (Dan Witter)
      - 1. None presented at this time
    - ii. Northwest (Corona Woychik)
      - 1. 2 new incoming directors and president – elect
      - 2. Danny Xiao shows the Board the Spring Technical Conference Report
      - 3. Jennifer Schaff makes a motion to accept the report as presented
      - 4. Brad Severson seconds the motion
      - 5. Board approves motion
    - iii. Southeast (Jake Brunoehler)
      - 1. None presented at this time
    - iv. Southwest (Matt Buckli)
      - 1. None presented at this time

b. Conference Committees

- i. 2023 Spring Technical Conference (Northwest Branch) **Attachment 6bi**
- ii. 2023 Annual Meeting (Centennial Planning Committee)
- iii. 2024 Spring Technical Conference (Fox Valley)

c. Standing Committees

- i. Awards (Darrell Berry) **Attachment 6ci**
- ii. Budget and Finance (Carl Sutter) **Attachment 6cii**
  1. Annual audit has been completed through the 2020 – 2021
  2. Report to the Secretary on recommendations for 2023-2024 by the 2023 Annual Meeting
  3. Brad Severson will assist the Budget and Finance Committee
- iii. Wisconsin Infrastructure Advocacy Update (Jennifer Schaff/Ken Mika/Martin Hanson)
  1. Tentatively planning a kick-off this fall after the Annual Meeting / Centennial Celebration
- iv. ASCE Wisconsin Section's 2023 Centennial Year (Ken Mika)
- v. Membership (Jennifer Schaff)
- vi. Nominations (Jennifer Schaff)
- vii. Panel of Directors-at-Large (Jennifer Schaff)
- viii. Public Affairs (Gregory Schroeder)
- ix. Election (Jennifer Schaff) **Attachment 6cix**
  1. Candidates for the Wisconsin Section Board are:
    - a. Seth Johnson for Secretary
    - b. Jen Hurlebaus for Director at Large
    - c. Joe Zellmer for Director at Large
    - d. Brad Severson for President-Elect
  2. Martin Hanson motions to approve the full slate of candidates on the ballot and allow Impact to begin preparing a ballot
  3. Tony Castle seconds the motion
  4. Board approves the motion
  5. Jennifer Schaff requests that a new position be created within the Board such as a Student Liaison
    - a. Jennifer Schaff has spoken with Austin Cooper and he is interested in the position
    - b. Administrative manual would need to be changed
    - c. Matt Dahlem asks if this position will be voted in or appointed
      - i. The position will be appointed
  6. Vote
    - a. Martin Hanson motions to approve the creation of a liaison section within the Administrative Manual along with having Austin Cooper be the Student Liaison until he graduates. Board will do a test trial and make a decision if committees should be made in the future
    - b. Matt Dahlem seconds the motion
    - c. Board approves the motion
    - d. **ACTION ITEM: Impact will add Austin Cooper to the next Board meeting**
    - e. It wasn't decided who will update the Admin manual and when this update will be reflected
- x. Yearbook (Matt) July

- d. Technical Committees/Institute Chapters
  - i. Architectural Engineering (AE) Technical Committee (Larry Buechel)
  - ii. Construction Institute Chapter (Brian Udovich)
  - iii. Environmental & Water Resources Institute Chapter (Laura Gerold/Mark Augustine)
  - iv. Geo-Institute Chapter (Emil Bautista)
  - v. Management (Harry Farchmin)
  - vi. Structures (Robert Schumacher)
  - vii. Transportation & Development Institute Chapter (Jaime Hernandez)

e. Administrative Management (Impact) - **Attachment 6e**

- i. **ACTION ITEM: Mone't will ask Ken Mika if the sponsorships can be combined due to Board's confusion**

6. Schedule Next Meeting/Relevant Dates

- a. Do we need a virtual meeting before the Sep. Annual Meeting? If not, do we want the next meeting to be in-person around the Annual Meeting? (Danny Xiao)
  - i. Matt Dahlem shows the Board the schedule for the Centennial Celebration
    - 1. At the time of presentation, the schedule isn't accurate
    - 2. Danny Xiao will communicate with the Board after the agenda is confirmed and to decide whether to have in-person or Zoom meeting in September.
  - ii. The Board will review when to hold the next Board meeting, with a final decision to be made in early September

Date	Meeting - Branch Host	Time	Location
Wednesday, September 20, 2023 - pending reschedule around 2023 Annual Meeting	Board Meeting	3:00 – 5:00	Virtual or Location TBA
Thursday, September 28, 2023	Annual Meeting and ASCE Wisconsin Section Centennial Celebration	8:00 AM - 5:00 PM	Discovery World

7. Adjourn

- a. Brad Severson motions to adjourn the meeting
- b. Matt Dahlem seconds the motions
- c. Board approves the motion
- d. Meeting adjourned at 5:03 PM