

ASCE Wisconsin Section Board of Directors Meeting Agenda

| Date | Event - Location | Start Time | End Time |
|--------------------|----------------------------------|------------|---------------|
| July 21, 2021 | Board Meeting – Fox River Valley | 3:00 | 5:00 PM |
| Next Meeting | Location | Start Time | Est. End Time |
| September 15, 2021 | Board Meeting –Northwest Branch | 3:00 | 5:00 PM |

| Dial-In Meeting Information | | | |
|--|--|---|---|
| Zoom Meeting Info: https://us02web.zoom.us/j/83324022905?pwd=anRHN1hUOEFEYmZDSTBYVnpCbzRpdz09 Meeting ID: 833 2402 2905 Passcode: 391324 Phone: 1 312 626 6799 Meeting ID: 833 2402 2905 Passcode: 391324 | | | |
| Officers | | | |
| X | Larry Buechel (President) | X | Matt Dahlem (Secretary) |
| X | Jennifer Schaff (President-Elect) | X | Martin Hanson (Treasurer) |
| | | X | Ken Mika (Past President) |
| Directors at Large | | | |
| | Gary Amel | X | Danny Xiao |
| X | Andrew Walters | X | Tom Walther |
| Branch Directors | | | |
| | Corona Woychik (NW) | X | Brad Severson (FRV) |
| | Terry Armstrong (SW) | X | Nick Bobinski (SE) |
| Standing Committee Chairs | | | |
| | Darrell Berry (Awards) | | Carl Sutter (Budget and Finance) |
| | (Diversity) | | (History and Heritage) |
| X | Ken Mika (Panel of Directors-at-Large) | X | Jennifer Schaff (Membership) |
| X | Jennifer Schaff (Newsletter) | X | Ken Mika (Nominations) |
| X | Jennifer Schaff (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 | | | |
| X | 2020 Annual Meeting (Nick Bobinski/Tony Castle) | X | 2021 Spring Technical Conference (Matt Dahlem) |
| | 2021 Annual Meeting (Northwest Branch) | | 2022 Spring Technical Conference (Southeast Branch) |
| 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 (Larry Buechel)

Larry Buechel called the meeting to order at 3:04 p.m.

2. Consent Agenda (Larry Buechel)

- a. Approve Agenda (Larry Buechel)
- b. Approve May 2021 Meeting Minutes (Matt Dahlem) (Distributed to BOD on May 28, 2021)
- c. Approve Special June 2021 Meeting Minutes (Matt Dahlem) (Distributed to BOD on June 8, 2021)
- d. Approve Financial Statement (Martin Hanson) – **Attachment 1**

Tom Walther moved to approve 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. Admin Manual, Bylaws, and Constitution Revisions (Larry Buechel)
Larry stated the Governing Documents Committee (GDC) has approved the final version of Constitution and Bylaws, and we will distribute these documents to our members the week of August 10 so that they may vote for a window of 30 days. We will finalize these documents at the September BOD meeting.
- b. Report Card Committee Update (Jennifer Schaff/Ken Mika/Martin Hanson) – **Attachment 2**
Ken Mika referred to his attachment and Martin Hanson commended the League of Women Voters on their improving presentations. Ken and Andrew Walters will connect regarding opportunities for report card promotion/presentations with organizations like the Wisconsin County Highway Association and Wisconsin Towns Association.
- c. ASCE Wisconsin Section's 2023 Centennial Year (Ken Mika) – **Attachment 3**
Ken referred to his standalone report. Jennifer, Martin and Larry offered to assist with this effort.
- d. ASCE Records Retention Policy (Larry Buechel)
No Updates.
- e. Development of Strategic Plan for the Section (Larry Buechel/Ken Mika/Impact)
Larry relayed that we have finalized the ASCE Wisconsin Section Strategic Plan and are moving onto the implementation stage. One of the early goals of the plan includes identifying individuals for a few specific new roles mentioned in the plan.
Jill Miller stated that Impact is putting together a graphic for the strategic plan objectives, and communications will begin in August via email and social.
- f. Section support for Northwest Branch efforts to revitalize member participation (Impact/Corona Woychik/Andy Walters)
Andy stated that the branch is engaged in the planning the 2021 Annual Meeting. Outside of those planning meetings, the Board has not convened. Larry suggested promoting virtual meetings and Andy said he would take it under consideration and accept the Section's help if necessary.
- g. 2021 Spring Technical Conference (Matt Dahlem)
No updates.
- h. Wisconsin consulting firm promotion of ASCE membership to civil engineers on staff/New Member Employer-facing Recruitment Flyer & print costs (Larry Buechel/Impact) – **Attachment 4**
The employer-facing recruitment flyer has been finalized and Jill provided quotes to have physical copies of the flyer printed to be distributed to employers.
Martin moved that we print 250 copies of the flyer. Danny Xiao seconded the motion. All in favor, none opposed; motion passed unanimously. Impact will coordinate printing with Larry and Martin.

- i. Wisconsin Section Board of Directors Elections (Ken Mika) – **Attachment 5**
Ken provided elections results for the 2021-2022 Board of Directors roles:
President Elect – Danny Xiao
Treasurer – Martin Hanson
Director-at-Large – Jennifer Hurlebaus
Director-at-Large – Brad Severson
As Danny is moving into President Elect role with one year of his term left in his Director-at-Large position, we will need to backfill Danny’s Director-at-Large role. Nick Bobinski will speak with Mike Arnold to discuss filling this position and relay the result of the conversation to the board in the coming weeks.
Jennifer moved to accept the election results as presented. Tom seconded the motion. Majority in favor, none opposed, four abstained – Martin Hanson, Danny Xiao, Brad Severson, and Nick Bobinski.
 - j. Organization and Planning of 2021 Annual Meeting (Jennifer Schaff/Andy Walters)
Andrew provided that the Annual Meeting planning committee met last Friday. Sponsorship and registrations are beginning to come through. Jennifer relayed that the group has been working hard to fill technical session speakers, so please send nominations to the Committee.
 - k. Quarterly New Member Welcome from Wisconsin Section (Larry Buechel/Impact)
Impact began recognizing new members by full name in the May newsletter and sending the customized welcome email provided at the last board meeting. The process has gone smoothly so far.
 - l. ASCE Wisconsin Section Awards (Matt Dahlem/Darrell Berry/Impact) – **Attachment 6**
Martin moved to accept the recommendation from the Awards Committee to accept all candidates presented in the award except Mike Paddock, which will require separate discussion. Tom seconded the motion. All in favor, none opposed; motion passed unanimously.
Tom moved that rather than provide Mike Paddock with the award for which he was nominated, the Individual Merit for Government Service, Mike be awarded with the Distinguished Service Award for his service in aiding agencies for fighting COVID 19 around the world. Martin seconded the motion. All in favor, none opposed; motion passed unanimously. Jill will notify Darrell of the Board’s approval.
 - m. WI Section/Branch/YM At-Risk Member Listing (Larry Buechel/Impact)
5. New Business
- a. Green Bay Chamber of Commerce Event – Round Table Discussion – CYP | Coffee & Convo: Pedestrians, Ports, Pedalers, Potholes & Pickup Trucks - August 12 - <https://bit.ly/gbcpycoffee> (Ken Mika) - **Attachment 7**
Ken chairs the above group in Green Bay and has been working on the cultural train in Green Bay to connect neighboring communities. He asked for the Section’s consideration in publicizing the event.
Marty moved to publicize this event via the Section’s social media accounts and include it in the upcoming August newsletter. Jennifer seconded the motion. All in favor, none opposed, Ken abstained; motion passed unanimously. Impact will work with Ken to publicize the event accordingly.
 - b. 2021 Edmund Friedman Professional Recognition Award Recipient – John Kissinger (Larry Buechel/Darrell Berry)
Larry stated that John was recognized with the prestigious award in addition to only four past ASCE Wisconsin Section recipients. Communications have been sent to membership recognizing John, and we will also recognize him during the annual meeting award presentation.
 - c. 2021 ASCE Advocate of the Year Award Recipient – ASCE Wisconsin Section (Ken Mika)

The Wisconsin Section has been honored with the ASCE Advocate of the Year Award Recipient for their efforts with the many advocacy efforts involved in the 2021 Marty recommended to have the Wisconsin Section President acknowledge this recognition and the hard work of the advocacy volunteers by writing letters to the employers of volunteers. Jill and Ken will connect to refine this list before providing it to Larry.

- d. Revision of Director-at-Large Position Duties (Larry Buechel)

Larry sought the input of the Board in potentially modifying the roles of the Directors-at-Large to take on four positions identified in the Strategic Plan, below.

- **Marketing and Communications Director**
- **Faculty and Student Liaison**
- **Membership Chair**
- **4th additional role outside of strategic plan – such as Continuing Education Director**

Larry recommended modifying the admin manual to note the new responsibilities of the Directors at Large. Danny reviewed the admin manual and recommended not making revisions, as the role descriptions for Directors at Large might already be assumed to take on new responsibilities such as these. Nick recommended reviewing the roles of the Directors at Large as they fit into these roles on an annual basis.

Danny asked for clarity in what these roles involve. Larry recommended that we invite the Directors at Large to the upcoming Strategic Planning meetings. In advance of the meeting, we will tease out of the strategic plan what the areas of focus for those roles might be.

- e. Wisconsin Section 2022 In-Person Conferences – Venue Bookings (Impact)

Jill encouraged any in-person conferences for 2022 to be booked early if possible as venues are filling up quickly.

- f. 2021-2022 Section Budget - Attachment 8

Marty provided an overview of the proposed budget for 2021 – 2022. The Board requested additional time to review the budget. Jennifer moved to table any action on the proposed budget to a future BOD date, and Nick seconded the motion. All in favor, none opposed; motion passed unanimously. Formal action will be taken in September.

6. Reports (provided as information only)

a. Branch Reports

- i. Fox River Valley (Brad Severson)
- ii. Northwest (Corona Woychik)
- iii. Southeast (Nick Bobinski)
- iv. Southwest (Terry Armstrong) - **Attachment 9**

b. Conference Committees

- i. 2020 Annual Meeting (Southeast Branch – Nick Bobinski/Tony Castle)
Can be removed from agenda and replaced with 2022.
- ii. 2021 Spring Technical Conference (Fox River Valley Branch – Matt Dahlem)
- iii. 2021 Annual Meeting (Northwest Branch)
- iv. 2022 Spring Technical Conference (Southeast Branch)

c. Standing Committees

- i. Awards (Darrell Berry)
- ii. Budget and Finance (Carl Sutter)
- iii. Membership (Jennifer Schaff)
- iv. Nominations (Ken Mika)
- v. Panel of Directors-at-Large (Ken Mika)
- vi. Public Affairs (Gregory Schroeder)
- vii. Yearbook (Jennifer Schaff)

- 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 (Ken Swanson)
- e. Administrative Management (Jill Miller)

Please provide email content for the August newsletter by next Friday 7/30.

7. Schedule Next Meeting/Relevant Dates

| Date | Meeting - Branch Host | Time | Location |
|------------------------------------|--------------------------------------|-----------------|----------|
| August 27, 2021 | Region 3 Assembly | 12:00 – 4:00 PM | Virtual |
| September 29 to October 1, 2021 | Presidents and Governors Forum | 1:00-3:30 PM | Virtual |
| September 15, 2021 | Board Meeting –Northwest Branch | 3:00 – 5:00 PM | Virtual |
| September 24, 2021 | Annual Meeting – Northwest Branch | -- | Virtual |

8. Adjourn

Jennifer moved to adjourn the meeting. Danny seconded the motion. All in favor, none opposed; motion passed unanimously. The meeting was adjourned at 5:34 p.m.