

ASCE Wisconsin Section Board of Directors Meeting Minutes

Date	Event - Location	Start Time	End Time
July 15, 2020	Board Meeting – Virtual	3:07 PM	4:30 PM
Next Meeting	Location	Start Time	Est. End Time
September 17, 2020	Board Meeting – before Annual Meeting – Virtual	3:00 PM	5:00 PM

Dial-In Meeting Information			
https://us04web.zoom.us/j/74368876907?pwd=dytxS3VqaGdneG1JRWp0ZDY3bXFHZz09 Phone Access: 312-626-6799 Meeting ID: 743 6887 6907 Password: 391324 One tap mobile: +13126266799,,74368876907#,,,,0#,,391324#			
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			
	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)		2021 Spring Technical Conference (Matt Dahlem)
X	2020 Annual Meeting (Nick Bobinski/Tony Castle)		
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 3:07 p.m.

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

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)
Tom Walther provided an update on the WICCI initiative group's recent activities. He will be providing an article on the group's activities for the upcoming August 2020 newsletter.
 - b. 2020 Notice of Individual Merit and Engineering Achievement Awards (Jennifer Schaff)
Jennifer Schaff stated that the award submissions were compiled and forwarded onto the Jury of Judges for their review. The Jury of Judges will conduct their review and make their recommendations by July 27. As the Section Board will need to approve the recommendation of the Jury of Judges before the September board meeting, a special meeting will be coordinated.
 - c. Membership Survey (Jennifer Schaff)
Tabled for future meeting.
 - d. Report Card Committee (Jennifer Schaff/Ken Mika)
Jennifer Schaff provided that the chapter summaries are compiled, with thanks to Martin Hanson and Platform Communications, and have been sent to the Society for review. The release event has been scheduled for September 15 with the location and time to be announced. Martin Hanson asked that for the next meeting agenda we add an item to discuss that one of the line items in the Platform Communications contract is for them to develop a canned PowerPoint presentation for members to take and present individually.
 - e. University of Wisconsin – Madison 2020 Great Lakes Student Competition and National Concrete Canoe Competition – Wisconsin Section Sponsorship Opportunity (Ken Mika)
The Wisconsin Section has not yet received the refund; Ken Mika will follow up with UW-Madison again.
 - f. Establishment of an ASCE Architectural Engineering (AE) Technical Committee or AE Institute Chapter in the Wisconsin Section (Larry Buechel)
Larry Buechel has been looking into what bylaw modifications might be necessary and will work with Impact to make these updates. As bylaw changes require a vote of the membership, he proposes having the board agree on revisions and then asking membership to vote in August. Larry will work to propose these revisions by the special meeting so that this can be an additional agenda item.
 - g. ASCE Wisconsin Section's 2023 Centennial Year (Ken Mika)

- h. ASCE Records Retention Policy (Jennifer Schaff/Ken Mika)
Larry Buechel offered to access the records library to begin gradually working through the scanning of materials. Martin Hanson provided the ASCE Document Retention Policies and Procedures for guidance.

5. New Business

- a. 2020-2021 Election Results (Jared Wendt) – **Attachment 3**
Jared Wendt provided an overview of the elections results. Martin Hanson moved to approve the election results. Larry Buechel seconded the motion. All in favor, none opposed, Jennifer Schaff abstained; motion passed.
- b. ASCE WI DRAFT 2020-2021 Budget (Martin Hanson) – **Attachment 4**
Martin Hanson provided an overview of the proposed draft budget for the 2020-2021 year. Tom Walther moved to adopt the presented 2020-2021 budget with the incorporation of the Green Bay Student Chapter allotment. Danny Xiao seconded the motion. All in favor, none opposed; motion passed unanimously.
- c. Admin Manual Revisions (Ken Mika) – **Standalone Attachment**
Ken Mika provided an overview of the proposed revisions of the Administrative Manual, and asked that board members review the proposal and provide any additional feedback before the September 2020 meeting. Tom Walther will email Impact his additional suggestions. Larry Buechel will also provide amendments relating to the formation of the AE Institute. Martin requested the assistance of Impact to modify the Officer Duty checklists formatting.
- d. Zoom Account for ASCE Wisconsin Section (Martin Hanson) – **Attachment 5**
Martin Hanson stated that today is the last day for the Section to take advantage of a twelve-month Zoom subscription at a discounted rate. Nick Bobinski provided that the 2020 Annual Meeting planning committee intends to use Zoom to host the conference, and will purchase separate licenses to administer the Meeting. Martin moved to purchase the annual Zoom license today for the coming year. Jennifer Schaff seconded the motion. All in favor, none opposed; motion passed unanimously. Martin Hanson will initiate the subscription.
- e. [Permeable Paving Stones](#) (Ken Mika)
Ken Mika introduced the opportunity to purchase permeable paving stones. Tom Walther and Martin Hanson relayed that they would be more interested in alternate donation opportunities.
- f. Meeting Schedule for 2020-2021 Board of Directors (Ken Mika)
Ken Mika recommended that Larry Buechel, as President Elect, compile a proposed 2020-2021 schedule for the coming year. Larry Buechel agreed and will present a schedule at the September board meeting.

6. Reports (provided as information only)

- a. Branch Reports
 - i. Fox River Valley (Ryan Trzinski)
 - ii. Northwest (Corona Woychik)
 - iii. Southeast (Kyle Bareither)
Nick Bobinski relayed that the Southeast Branch has been offering virtual meetings, which are well-attended, and elections are slated to go out this week.
 - iv. Southwest (Ann Thielmann)
- b. Conference Committees
 - i. 2020 Annual Meeting (Southeast Branch – Nick Bobinski and Tony Castle)
Nick Bobinski stated that the Planning Committee is lining up speakers fairly quickly, and they hope to open registration in the coming weeks.

- ii. 2021 Spring Technical Conference (FRV Branch – Matt Dahlem)
- iii. 2021 Annual Meeting (NW Branch)
- c. Standing Committees
 - i. Awards (Darrell Berry)
Jared Wendt communicated the updated Section Awards review timeline to Darrell Berry, and Darrell is in agreement.
 - ii. Budget and Finance (Carl Sutter)
 - iii. Jury of Judges (Jared Wendt)
 - iv. Membership (Jennifer Schaff)
 - v. Nominations (Jared Wendt)
 - vi. Public Affairs (Gregory Schroeder)
 - vii. Report Card Committee Discussion (Jennifer Schaff / Ken Mika)
 - viii. Yearbook (Larry Buechel)
- 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 6**

7. Schedule Next Meeting/Relevant Dates

Date	Meeting - Branch Host	Time	Location
September 9-12, 2020	Presidents and Governors Forum	--	Reston, VA
September 15, 2020	2020 Wisconsin Infrastructure Report Card Release	TBA	TBA
September 17, 2020	Board Meeting – before Annual Meeting	3:00 – 5:00 PM	Virtual
September 18, 2020	Annual Meeting	--	Virtual

8. Adjourn

Jennifer Schaff moved to adjourn the meeting. Tom Walther seconded the motion. The meeting was adjourned at 4:30 p.m.