

ASCE Wisconsin Section Board of Directors Meeting Agenda

Date	Event - Location	Start Time	End Time
March 17, 2021	Board Meeting - Virtual	3:00 PM	5:00 PM
Next Meeting	Location	Start Time	Est. End Time
May 19, 2021	Board Meeting – Southwest Branch	3:00	5:00 PM

Dial-In Meeting Information			
Join Zoom Meeting - https://us02web.zoom.us/j/87231210008?pwd=MnhhTjAyZjg1TUUVLQ3psdmNuS1J4dz09 +1 312 626 6799 US Meeting ID: 872 3121 0008 Passcode: 391324			
Officers			
X	Larry Buechel (President)	X	Matt Dahlem (Secretary)
	Jennifer Schaff (President-Elect)	X	Martin Hanson (Treasurer)
		X	Ken Mika (Past President)
Directors at Large			
X	Gary Amel	X	Danny Xiao
	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)		Jennifer Schaff (Membership)
	Jennifer Schaff (Newsletter)	X	Ken Mika (Nominations)
	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			
	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 3:02 p.m.
2. Consent Agenda (Larry Buechel)
 - a. Approve Agenda (Larry Buechel)
 - b. Approve January 2021 Meeting Minutes (Matt Dahlem) (Distributed to BOD on February 3, 2021)
 - c. Approve Financial Statement (Martin Hanson) – **Attachment 1**
Gary Amel moved to approve the consent agenda as presented. Danny Xiao 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 recently received edits from the Governing Documents Committee and intends to review these shortly. There will be some approval required which can hopefully be combined with elections voting requirements in the coming months.
 - b. Report Card Committee Update & Final Report (Jennifer Schaff/Ken Mika/Martin Hanson) – **Standalone Attachment**
Martin Hanson provided that the joint project with the League of Women Voters will include four overview presentations which have been scheduled for the coming weeks. The League is planning 13 follow-up presentations that focus on individual chapters of the Report Card. Some of the chapter authors have agreed to present at these meetings. Follow up meetings are the sole responsibility of the LWV, and ASCE Wisconsin individuals may choose to attend as guests. Ken Mika relayed that he and Jennifer Schaff met with a Wisconsin State Senator to discuss the report card, and they are working with Platform Communications to continue to schedule meetings with state officials. Once COVID subsides, they may consider a drive-in event within Madison. If any Board Members are willing to write Op Eds, the Society has offered to assist with writing Op Ed's and Platform Communications with pitching it to Wisconsin outlets. The Report Card Committee will be presenting at UW-Platteville next week.
 - c. ASCE Architectural Engineering (AE) Technical Committee or AE Institute Chapter in the Wisconsin Section (Larry Buechel)
The Committee continues to meet and is gaining momentum.
 - d. ASCE Wisconsin Section's 2023 Centennial Year (Ken Mika) – **Attachment 2**
Ken would like to understand the interests of membership for celebrating the Centennial event, and created a sample survey within the attachment. Jill will draft the survey and circulate to the Board.
 - e. ASCE Records Retention Policy (Larry Buechel)
No updates. Ken suggested creating a fundraiser within the Centennial event that would fund the digitization of files.
 - f. Development of Strategic Plan for the Section (Larry Buechel/Ken Mika/Impact)
Jill provided an overview of recent Impact efforts for strategic planning. Impact has completed four of six member interviews, and hopes to complete the remaining two next week. The member survey has closed and an analysis is provided in the attachment. Reviewing the member survey document will serve as a great preparatory task in advance of strategic planning sessions. Upcoming strategic planning sessions are scheduled for April 8 and 15, with the session April 8 likely being rescheduled due to other ASCE commitments being that week.

- g. Membership Survey (Jennifer Schaff/Larry Buechel/Jill Miller) – **Attachment 3 Covered in Strategic Planning item.**
- h. Section support for Northwest Branch efforts to revitalize member participation (Impact/Corona Woychik/Andy Walters)
No update.
- i. National Concrete Canoe Competition Sponsorship for UW-Platteville (Ken Mika)
No new updates: the event is still planned to be in-person. UW-Platteville sent in the reimbursement request form. Ken will touch base with the University.
- j. Outstanding Senior Civil Engineering Student (OSCES) Awards (Matt Dahlem)
One student – Jesse Ward - was awarded the OSCES award this year.
Marty suggested discussing the intent and amount of OSCES. Should we reframe it as a scholarship? Rename it? Increase the amount? Marty asked for an agenda item at the next meeting to consider increasing the amount of the award.
Danny recommended sending targeted emails to student members only in the fall informing them about the upcoming OSCES and encouraging them to ask their Faculty Advisors to nominate them.
- k. 2021 Virtual Spring Technical Conference (Matt Dahlem)
The STC was very successful. There were 224 registrants and over 5k in sponsor dollars.
Negotiations with Blue Harbor (previous 2021 STC host) to secure a date for fall 2023 have proven unsuccessful. They offered alternate Friday dates, but required a 100% hotel room booking rate for registrants, which would not be possible. We have a \$3,000 deposit with Blue Harbor that the Fox River Valley branch recommends forfeiting. No formal motion required to take this action, and the FRV will plan to forfeit the deposit. Larry asked that the FRV Branch roll this into their finances on the final report.
Tom Walther recommended that the fall Annual Meeting planners consider the responses from survey respondents on comfort levels with in-person/virtual/hybrid events.
- l. Engagement with larger Wisconsin consulting firms regarding promotion of ASCE membership to civil engineers on staff (Larry Buechel)
Larry has reached out to both Kevin Brehm (AECOM) and John Kissinger (GRAEF) to promote ASCE membership, and both are willing to partner with us to make them aware of ASCE Wisconsin Section memberships and their own reimbursement options. Larry is working to revitalize a membership pamphlet to provide to these companies for distribution to employees. If Board Members have connections to companies that employ large numbers of civil engineers, please consider an outreach opportunity. The response from this outreach has been incredibly positive so far.
- m. Realignment of ASCE Student Conference Boundaries (Carl Sutter)
Larry relayed that there has been a proposal to split the Region 3 area into east and west Student Conferences for competitions, and this proposal is working its way through the process.
- n. EWRI 2021 World Environmental & Water Resources Congress – May 2021, Milwaukee, WI (Carl Sutter/Larry Buechel)
This event is now virtual and will take place June 7-11, 2021.

5. New Business

- a. Wisconsin Section Board Positions up for Election in 2021 (Ken Mika)
Ken provided an overview of the available positions for the next election cycle, which include: President Elect, Treasurer, and two Directors at Large positions.
Director at Large Positions up for reelection include spots for Gary Amel and Tom Walther. Ken asked that Gary and Tom let Ken know of their interest in serving again by the next BOD meeting.
Tom relayed to Ken that he would be willing to serve for two more years or is comfortable with

being replaced as well. Marty indicated his interest in serving as Treasurer for another term if term limits allow.

- b. Organization and Planning of 2021 Annual Meeting (Jennifer Schaff/Andy Walters)

Ken met with the Northwest Branch recently and they requested assistance with administering a virtual 2020 Annual Meeting event. The Section is interested in placing more of the administrative and organizational activities onto Impact.

Ken provided that Andrew Walters and Dan Borchardt are willing to be involved in planning the virtual conference. Jennifer Schaff and Ken also offered to assist with the planning of the event. Brad Severson offered as well. Ken provided that Jennifer requested clarification on whether the time that Impact has been recovered. Marty will begin tracking event planning as a separate category within the Section's finances. The Section will move forward with supporting Dan and Andy however we can.

- c. 2021 Virtual Multi-Region Leadership Conference - April 7-10, 2021 (Larry Buechel) – **Attachment 4**
The MRLC will be held virtually, with a single conference for all Regions. The Section would support anyone on the Board who would like to participate.

- d. Quarterly New Member Welcome from Wisconsin Section (Larry Buechel/Jill Miller)

Larry suggested that we create a communication that introduces the Wisconsin Section and local Branches to new members within their area. It could provide a local contact for new members to meet at events, so that they feel connected. Larry has a sample document that we can use as a starting point and will provide to Jill for drafting. Danny pointed out that we should develop a comprehensive strategy for welcoming new members, perhaps as part of the strategic planning process.

- e. Request for conference registration fee reimbursement for Martin Hanson (Martin Hanson) – **Attachment 5**

Ken moved to approve Marty's requested reimbursement for up to \$195. Tom Walther seconded the motion. All in favor, none opposed, Marty abstained; motion passed unanimously.

6. Reports (provided as information only)

- a. Branch Reports

- i. Fox River Valley (Brad Severson)

Brad relayed that recent FRV meetings have been better attended virtually than in person.

- ii. Northwest (Corona Woychik)

- iii. Southeast (Nick Bobinski)

- iv. Southwest (Terry Armstrong) – **Attachment 6**

- b. Conference Committees

- i. 2020 Annual Meeting (Southeast Branch – Nick Bobinski and Tony Castle)

- 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) – **Attachment 7 with requested action items**

Larry reviewed the report provided by Darrell Berry (absent). Regarding Darrell's recommended verbiage updates for the administrative manual, the Board generally agreed and Ken recommended the statement be revised to additionally include "...at their universities *that are part of the Wisconsin Section.*"

Larry recommended that the Board look to collectively update the administrative manual at a future date to include some version of Darrell's recommendations and ensure all are comfortable with what is presented.

- ii. Budget and Finance (Carl Sutter)

- iii. Panel of Directors-at-Large (Ken Mika)
 - iv. Membership (Jennifer Schaff)
 - v. Nominations (Ken Mika)
 - vi. Public Affairs (Gregory Schroeder)
 - vii. Report Card Committee Discussion (Jennifer Schaff/Ken Mika)
 - viii. 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)
- Jill provided that the Wisconsin Section Awards will be announced next week with a deadline of June 1, 2021.**

7. Schedule Next Meeting/Relevant Dates

Date	Meeting - Branch Host	Time	Location
April 7-10, 2021	Multi-Region Leadership Conference	---	Virtual
May 19, 2021	Board Meeting – Southwest Branch	3:00 – 5:00 PM	Virtual
July 14, 2021	Board Meeting – Fox River Valley	3:00 – 5:00 PM	TBD
August 26-28, 2021	Region 3 Assembly		Cleveland, OH
September 2021	Presidents and Governors Forum	--	Reston, VA
September 2021	Board Meeting – before Annual Meeting – Northwest Branch	3:00 – 5:00 PM	TBD
September 2021	Annual Meeting – Northwest Branch	--	TBD

8. Adjourn

Ken moved to adjourn. Danny seconded the motion. All in favor, none opposed; motion passed unanimously. The meeting was adjourned at 5:21 pm.