

## ASCE Wisconsin Section Board of Directors Meeting Minutes

Date	Event - Location	Start Time	End Time
May 19, 2021	Board Meeting – Southwest Branch	3:00	5:00 PM
Next Meeting	Location	Start Time	Est. End Time
July 21, 2021	Board Meeting – Fox River Valley	3:00	5:00 PM

Dial-In Meeting Information			
Zoom Meeting Info:			
Link: <a href="https://us02web.zoom.us/j/81068506255?pwd=b3dHc0hhSE9wd1UrbGhSd3VPS1lCZz09">https://us02web.zoom.us/j/81068506255?pwd=b3dHc0hhSE9wd1UrbGhSd3VPS1lCZz09</a>			
Phone Access: 1 312 626 6799			
Meeting ID: 810 6850 6255			
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			
X	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			
X	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 (Dan Borchardt/NW 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 3:01 p.m.**
2. Consent Agenda (Larry Buechel)
  - a. Approve Agenda (Larry Buechel)
  - b. Approve March 2021 Meeting Minutes (Matt Dahlem) (Distributed to BOD on March 24, 2021)
  - c. Approve Financial Statement (Martin Hanson) – **Attachment 1**  
**Danny Xiao moved to approve the consent agenda as presented. Gary Amel 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) – **Attachment 2**  
**Larry Buechel asked Board Members to review the proposed revisions to the governing documents. We will schedule a special board meeting around June 1 to discuss any questions and hopefully obtain board approval. Jill Miller will coordinate the special meeting for the board to reconvene.**
  - b. Report Card Committee Update (Jennifer Schaff/Ken Mika/Martin Hanson) – **Attachment 3**  
**Marty Hanson provided that the League of Women Voters (LWV) meetings with presenting Report Card Chapter Authors underway and have gone smoothly so far. Impact will promote each LWV meeting the week leading up the meeting. Jennifer and Kevin hosted a PR Training meeting last week with the Society and recorded this training; if you would like to review this training, please contact Marty or Jill.**
  - c. ASCE Wisconsin Section's 2023 Centennial Year (Ken Mika) – **Attachment 4**  
**Ken Mika stated that the Committee will begin planning meetings this June; if you are interested in getting involved, please reach Ken.**
  - d. ASCE Records Retention Policy (Larry Buechel)  
**No updates.**
  - e. Development of Strategic Plan for the Section (Larry Buechel/Ken Mika/Impact)  
**Impact is in the process of finalizing the proposed strategic planning document.**
  - f. Section support for Northwest Branch efforts to revitalize member participation (Impact/Corona Woychik/Andy Walters)  
**The Northwest branch is planning the 2021 Annual Meeting.**
  - g. National Concrete Canoe Competition Sponsorship for UW-Platteville (Ken Mika) – **Attachment 5**  
**Ken provided that we have the opportunity to sponsor the Virtual 2021 NCCC. We previously committed at the \$5,000 level. With the event being virtual this year, Ken moved to sponsor the event at the \$2,500 bronze level. Jennifer Schaff seconded the motion. All in favor, none opposed; motion passed unanimously. Marty will purchase the sponsorship online.**
  - h. 2021 Spring Technical Conference (Matt Dahlem)  
**No new updates.**
  - i. Engagement with larger Wisconsin consulting firms regarding promotion of ASCE membership to civil engineers on staff (Larry Buechel)  
**No new updates.**
  - j. Wisconsin Section Board Positions up for Election in 2021 (Ken Mika)  
**Ken provided that the available offices and running candidates were announced in the May newsletter and include one candidate for President-Elect, one for Treasurer, and four for Director-At-large. We anticipate opening voting for members on June 11.**

- k. Organization and Planning of 2021 Annual Meeting (Jennifer Schaff/Andy Walters)  
**Andy Walters stated that the group has convened and has scheduled recurring monthly meetings. They are in the process of organizing keynotes.**
- l. Quarterly New Member Welcome from Wisconsin Section (Larry Buechel/Jill Miller) – **Attachment 6**  
**Jill Miller provided an example of the proposed document to be used to welcome new members to the Wisconsin Section. Danny Xiao suggested personalizing the emails to include first name. Marty moved to welcome new members as described in the document. Tom Walther seconded the motion. All in favor, none opposed; motion passed unanimously. Jill will reach out to the branch directors to verify who the contact to be included on these emails should be.**
- m. New Member Employer-Facing Recruitment Flyer (Larry Buechel/Jill Miller) – **Attachment 7**  
**Larry provided an overview of the proposed employer-facing recruitment flyer. We will update the communication to include the Wisconsin Section website. Marty proposed offering an allotment to the branches for printing so that they can distribute and removing the PDH numbers. Impact will update the flier to incorporate the Board's feedback and provide an updated draft at the special June meeting.**

5. New Business

- a. ASCE Wisconsin Proposed Annual Allocations (Martin Hanson) – **Attachment 8**  
**Marty provided an overview of the proposed allocations. Tom moved to modify the branch fixed allotments from \$500 to \$1,000 per branch and, in association, eliminate the Section's Secretary honorarium. The admin manual will be updated to reflect this. All in favor, none opposed; motion passed unanimously.**
- b. ASCE Wisconsin Section Awards (Matt Dahlem/Jill Miller)  
**We have received one award submission to date and anticipate receiving several submissions next week in advance of the June 1 deadline.**
- c. OSCES Award – Considering Changes to the Award – Increasing the Amount, Changing the Name/Timeline/Eligibility/etc. (Martin Hanson/Darrell Berry)  
**Darrell Berry recommended the following updates to the current OSCES awards administration process:**
  - 1. A current OSCES nomination form reads: "Nominees shall be subscribing senior student members of the Wisconsin Section of ASCE." Darrell recommended editing that criteria to read: "Nominees shall be current seniors at their respective universities and shall be Student Members of the American Society of Civil Engineers with an active, current membership."
  - 2. To not change the title from the existing title (not change from award to scholarship).
  - 3. Notifications for this award are typically released in January, with a due date of February 14. Darrell recommends advising faculty advisors and student chapters of this by December 1 of the previous year and consider reminding faculty advisors up until the deadline submission.
  - 4. Darrell recommended the Board consider the amount of the award from \$1,000 to \$1,500 or \$2,000.**Marty moved to approve the first three of four proposed revisions. Nick Bobinski seconded the motion. All in favor, none opposed; motion passed unanimously. Jill and Darrell will connect to coordinate the process.**
- d. 2023 National Concrete Canoe Competition (Ken Mika) – **Attachment 9**  
**Ken informed the Board that UW-Platteville is planning to reapply to host the competition in 2023, and they are required to have their application submitted by December 1.**
- e. Southeast Branch Golf Outing – Request for Wisconsin Section Wristband Sponsorship \$500 – Nick Bobinski

Historically, the Wisconsin Section has sponsored the Southeast Branch Golf Outing at the \$500 level. This sponsorship helps cover the cost of the event, such as raffle prizes, and free additional funds for the scholarship.

Brad Severson moved to approve the Section sponsorship of the \$500 Wrist Band Sponsor for the Southeast Branch Golf Outing. Andy Walter seconded the motion.

Nick Bobinski abstained. Tom Walther opposed. Motion passed.

f. Fiscal Year 2022 Wisconsin Section Dues (Larry Buechel) – **Attachment 10**

Larry referred to the attachment and suggested not increasing membership dues this year, as Wisconsin Section dues were recently increased.

Nick moved to keep dues at the same rates as those currently set at the Society, and additionally that we update the student dues to \$0. Tom seconded the motion. All in favor, none opposed motion passed unanimously.

g. WI Section/Branch/YM At-Risk Member Listing (Larry Buechel) – **Attachment 11**

Larry introduced the at-risk member listing and the Board agreed that these individuals were typically approached at the Branch level. The Section will separate the list according to branches and provide to Branch Directors for outreach in case they have not already received this document. Jill and Larry will coordinate this.

6. Reports (provided as information only)

a. Branch Reports

i. Fox River Valley (Brad Severson)

Brad stated that the FRV has had a few monthly virtual meetings, and they just selected their scholarship recipient.

ii. Northwest (Corona Woychik)

The Northwest branch is in the process of planning the 2021 Annual Meeting, and advertising the current scholarship offering.

iii. Southeast (Nick Bobinski) – **Attachment 12**

iv. Southwest (Terry Armstrong) – **Attachment 13**

b. Conference Committees

i. 2020 Annual Meeting (Southeast Branch – Nick Bobinski and Tony Castle) – **Attachment 14**  
Nick referenced the full attached report and stated that they had 184 attendees and ended with a profit of approximately \$2k. Including Impact's fees, they broke even and will transfer the necessary revenue to the Section.

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. 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)

Larry noted that in the GDC's review of governing documents they identified some inconsistencies between the Yearbook and governing documents; we will want to take these into account in the upcoming Yearbook.

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)

7. Schedule Next Meeting/Relevant Dates

**Tom reminded attendees to vote in the Society's National elections.**

Date	Meeting - Branch Host	Time	Location
July 21, 2021	Board Meeting – Fox River Valley	3:00 – 5:00 PM	Virtual
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	TBD
September 24, 2021	Annual Meeting – Northwest Branch	--	Virtual

8. Adjourn

**The meeting was adjourned at 5:30 p.m.**

**Ken moved to adjourn the meeting. Andy seconded the motion. All in favor, none opposed, motion for meeting adjournment unanimous.**