

ASCE Wisconsin Section Board of Directors Meeting Agenda

Date	Event - Location	Start Time	End Time
November 18, 2020	Board Meeting – Northwest Branch	3:00 PM	5:00 PM
Next Meeting	Location	Start Time	Est. End Time
January 20, 2021	Board Meeting – Southeast Branch	3:00 PM	5:00 PM

Dial-In Meeting Information			
https://us02web.zoom.us/j/4508254812?pwd=RGdiR3RzMmN1N1JaV2xObmpqWExRdz09 Phone Access: 312-626-6799 Meeting ID: 450 825 4812 Passcode: 2QahDw One tap mobile: +13126266799,,4508254812#,,,,,0#,,926883#			
Officers			
X	Larry Buechel (President)		Matt Dahlem (Secretary)
X	Jennifer Schaff (President-Elect)	X	Martin Hanson (Treasurer)
		X	Ken Mika (Past President)
Directors at Large			
X	Gary Amel		Danny Xiao
X	Andrew Walters		Tom Walther
Branch Directors			
	Corona Woychik (NW)	X	Brad Severson (FRV)
	Terry Armstrong (SW)	X	Nick Bobinski (SE)
Standing Committee Chairs			
	Darrell Berry (Awards)	X	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)		2021 Spring Technical Conference (Matt Dahlem)
	2021 Annual Meeting (Northwest Branch)		2022 Spring Technical Conference (Southeast Branch)
Others			
X	Ken Mika (Region 3 Governor)	X	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)	X	Kirsten Reader (Impact AMC – Guest for Strategic Plan Discussion)

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 September 2020 Meeting Minutes (Matt Dahlem)
- c. Approve Financial Statement (Martin Hanson) – **Attachment 1**
- d. ASCE-WI Report Card Financial Summary – **Attachment 2**
- e. Region 3 Director’s Report (Carl Sutter) – **Attachment 3**

Ken Mika moved to approve the consent agenda. 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 (Ken Mika)
Larry Buechel provided that the administrative manual was approved in September and has been updated across materials. The Governing Documents Committee reviewed the Bylaw and Constitution revisions and came back with a series of edits; Larry has a call next week to discuss their proposed revisions. The next step is circulating the documents to membership.
- b. Wisconsin Initiative for Climate Change Impacts (WICCI) working group update (Tom Walther)
Tom Walther was not present for an update.
- c. Report Card Committee (Jennifer Schaff/Ken Mika/Martin Hanson)
Jennifer Schaff stated Report Card advocacy outreach efforts have been well-received. Ken Mika relayed that they reached out to all Wisconsin Federal offices to offer support for their offices with infrastructural information. Carl Sutter has been in contact with the League of Women Voters to coordinate a series of presentations. The Committee will next work to finalize the PowerPoint Presentation for distribution.
Platform Communications requested a \$1,200 monthly retainer to continue work relating to ongoing report card advocacy efforts.
Ken Mika moved to put Platform on retainer for \$1,200 per month for the next six months through May 30 of 2021, and to revisit the retainer discussion in January 2021. Gary Amel seconded the motion. All in favor, none opposed; motion passed unanimously. Martin Hanson will coordinate the details with Platform.
- d. ASCE Architectural Engineering (AE) Technical Committee or AE Institute Chapter in the Wisconsin Section (Larry Buechel)
There has been interest expressed by members to staff the committee. Future updates will come once the committee is formalized.
- e. ASCE Wisconsin Section’s 2023 Centennial Year (Ken Mika)
Ken Mika will begin recruiting next year and hopes to have involvement from various levels ranging from student members to life members.
- f. ASCE Records Retention Policy (Larry Buechel) **No activity to report on this topic**
- g. Membership Survey (Jennifer Schaff) – **Attachment 4**
In light of the changes of the past year, Jennifer Schaff recommended the drafted membership survey be discarded. The Section will consider the creation of a new membership survey in tandem with strategic planning, as they go hand-in-hand.

5. New Business

- a. Development of Strategic Plan for the Section (Larry Buechel/Ken Mika) – **Attachment 5**
Larry Buechel introduced Kirsten Reader, the Director of Client Operations at Impact, and she provided an overview of the Strategic Planning options that Impact provides. Impact will provide samples of strategic plans completed for other clients. Martin Hanson stated that there are funds available for this expenditure.
Ken Mika moved to establish a three-member committee to research strategic plan service options from Impact in further detail and provide them with the authority to determine the best option for an expenditure of up to \$2,500. All in favor, none opposed; motion passed unanimously.
The Committee will include Carl Sutter, Ken Mika, and Jennifer Schaff.
- b. Section support for Northwest Branch efforts to revitalize member participation (Larry Buechel/Corona Woychik)
The Northwest Branch has approved the budget but has been unsuccessful in convening the Branch Board. The WI Board Members provided suggestions for recruiting fresh talent for the Board and events. Impact will work with Northwest Branch with suggestions to revitalize member participation. Impact will brainstorm ideas and run them through Larry Buechel and Andrew Walters. Impact to track their efforts for this activity separately on the monthly invoicing to the Section.
- c. Social Media (Jill Miller/Ken Mika)
Please share anything relevant with the Wisconsin Section. The best social content comes from our board members.
- d. Concrete Canoe Sponsorship (Ken Mika) – **Attachment 6**
Last year, the Wisconsin Section agreed to sponsor the Concrete Canoe Competition at UW-Madison at \$5,000 for both regional and national sponsorships and that money was returned when the event was cancelled.
Ken Mika moved to sponsor Platteville’s 2021 National Concrete Canoe Competition event at \$5,000, with the clarification that the money is returned if the event is cancelled. Nick Bobinski seconded the motion. All in favor, none opposed; motion passed unanimously. Ken Mika will coordinate the sponsorship.
- e. Section Sponsorship Opportunity (Ken Mika/Jill Miller) – **Attachment 7**
Jill Miller proposed the creation of larger, annual sponsorships opportunities as a source of new revenue for the Section. Ken Mika suggested that the Section take on some of the legwork of sponsorship administration for the two annual conferences, to unburden the Branches. Nick Bobinski suggested creating six-month sponsorships surrounding those events. Ken recommended Brad Severson, Nick Bobinski, and Andrew Walters take it back to their boards to discuss the opportunity for larger sponsorship packages (standardized by Impact) tied to the two conference planning efforts. Those individuals will then bring that feedback to the Board at a future meeting.

6. Reports (provided as information only)

- a. Branch Reports
 - i. Fox River Valley (Brad Severson)
Brad Severson stated that the Fox River Valley branch’s events have been well-attended and provided an overview of Branch activities.
 - ii. Northwest (Corona Woychik) – **No Report**
 - iii. Southeast (Nick Bobinski) – Attachment – **Attachment 8**
Nick Bobinski stated that the Board is meeting virtually and attendance for programs has been strong.
 - iv. Southwest (Terry Armstrong) – **Attachment 9**

b. Conference Committees

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

The Virtual Annual Meeting sessions were recorded, and the Committee would like recordings to be available to those who attended the Meeting. Impact will coordinate sending recordings to all Meeting registrants.

2021 Spring Technical Conference (Fox River Valley Branch – Matt Dahlem)

FRV is strongly considering making this event virtual, similar to the 2020 Annual Meeting. Brad Severson stated that if the FRV Branch cancels the 2021 Spring Technical Conference at Blue Harbor Resort, they will forfeit the approximately \$3,000 deposit held by Blue Harbor. However, Blue Harbor has indicated their willingness to consider that amount a deposit to be held by them for an event held at Blue Harbor on some agreed to future date. The FRV Branch will have the legal team at the Society review the contract regarding the above forfeiture. Martin Hanson stated that the Section will provide the check amount to Blue Harbor when payment becomes necessary in the next few weeks.

Andrew Walters moved to have the Section pay the \$3000 deposit for the Spring Technical Conference at Blue harbor Resort, pending review of the contract by a legal representative at the Society. Ken Mika seconded the motion. All in favor, none opposed; motion passed unanimously.

ii.

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)

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) – **Attachment 10**

7. Schedule Next Meeting/Relevant Dates

Date	Meeting - Branch Host	Time	Location
January 20, 2021	Board Meeting – Southeast Branch	3:00 – 5:00 PM	Virtual
March 4, 2021	Board Meeting - before Spring Technical Conference – Fox River Valley Branch	3:00 – 5:00 PM	Blue Harbor Resort (725 Blue Harbor Dr, Sheboygan, WI 53081) or other location in Sheboygan
March 5, 2021	Spring Technical Conference	--	Blue Harbor Resort (725 Blue Harbor Dr, Sheboygan, WI 53081)
May 19, 2021	Board Meeting – Southwest Branch	3:00 – 5:00 PM	TBD
July 14, 2021	Board Meeting – Fox River Valley	3:00 – 5:00 PM	TBD
July 22-24, 2021	Multi-Region Leadership Conference - Regions 3/6/7	---	Denver, CO
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

Nick Bobinski moved to adjourn. Andy Walters second the motion. All in favor, none opposed. Meeting adjourned at 5:39 p.m.