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| |  |  |  |  | | --- | --- | --- | --- | | **Iowa Section ASCE**  **Board of Directors Meeting**  **November 16, 2017, 12:00 PM**  **Pizza Ranch**  **Newton, IA** | |  | ASCE_logo_sig_high res | |  | ASCE Mission: Developing leadership, Advancing technology, Lifelong learning and Promotion of the profession | | | |
| **1. Call to order** at 12:34 by Brian Boelk | |

* 1. Roll Call – Kari Sebern

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| Members Present | Telephone | Members Absent |
| Brian Boelk, P.E.  Mike Barkalow, P.E.  Josh Trygstad, P.E.  Jeff Fadden, P.E.  William Mabuce, P.E.  Aaron Granquist, P.E.  Kari Sebern, P.E.  Jenifer Bates, P.E. |  | Aaron Moniza, P.E.  Justin Widdel, P.E.  Stephanie Then, EIT |

* 1. Review of minutes for regular meeting of October 18, 2017. Motion to approve meeting minutes (Jen), second (Mike) and approved.
  2. Review of the Agenda
     1. Update contact information (still updating)
     2. Motion to approve with revisions (Aaron), second (Josh) and approved.

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| **2. Special Presentations – None** |

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| **3. Financial Affairs** |

1. Monthly financial report – Jeff Fadden –Treasurer’s Report

2016-2017 Year End Report reviewed.

* 1. Added Water Resources net revenue: $140.70
  2. Added Past President plaque cost: $144.96
  3. Added Dream Big Grant: $1000
  4. Planning meeting costs taken out of water resource proceeds. Therefore ‘net’ revenue.
  5. Motion to approve Year End Report (Mike), second (Jen), and approved.

1. October Monthly Report reviewed.
   1. Change to Fiscal Year 2017-2018
   2. Section dues 1st installment and reimbursements included.
   3. Motion to approve October Monthly Report with amendments (Josh), second (Bill), and approved
2. 2017-2018 Budget
   1. Page 9 has been updated per discussions last month
   2. Budgets from YMG’s have been submitted
   3. Need to verify budgets for Student chapters – Bill has requested and will follow up.
   4. Discussions were had regarding balancing the budget and looking ahead to the next state report card.
   5. Decided to include budget surplus in Transfer to Reserve line item.
   6. Investment account is intended for scholarship funds only.
   7. Jen will poll other Sections within the Region to see how they address their budget (operating budget, run down to zero every year, scholarship amounts)
3. Expenditures
   1. Marlee’s leadership orientation (Presidents and Governor’s Forum) $733.51
   2. Today’s lunch
   3. Motion to approve expenditures (Jen), second (Mike), and approved.

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| **4. Section Business** |

1. Organizational – Brian Boelk
   1. Invitations for monthly meetings have been sent out
   2. Joint meetings will be coordinated with planning meetings and YMG/Student Chapter meetings
2. Administrative – no update
3. Coordination with National – no update
4. Officer Training & Meetings – no update
5. Section History and Archives– no update

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| **5. Member Communications & Feedback** |

1. Newsletter – Stephanie Then
   1. October newsletter was sent
   2. Incorporate new member distribution list
   3. Next newsletter topics to include:
      1. Transportation and Structural Conference recaps
2. Website/Social Media
   1. Updates
      1. Move Report Card information from main page (keep on website but move to a linked page)
      2. Update Award and Scholarship pages to 2017 Recipients
      3. Add request for volunteers for updating report card
3. Email broadcasts – no update

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| **6. Membership Services & Recognition** |

1. Membership Status – Mike Barkalow
   1. 804 Society
   2. 654 Section
2. Member recruitment/retention
   1. Look into Society sponsored pizza parties with student chapters
   2. Follow up on past due membership
3. Life Member recognition – no update
4. New CE graduate recognitions – no update

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| **7. Coordination with Affiliates & Others** |

1. YMG’s – William Mabuce
   1. Mike to send William contact information
2. Student Chapters
   1. Bill has requested budgets. Still awaiting receipt
   2. In order to receive additional financial support for hosting regional events (concrete canoe and steel bridge), student chapters need to request specific amounts in advance to be included into our budget
3. Joint Section/YMG/Student meetings
   1. YMG budgets have been received
   2. Need to set up University of Iowa Joint Meeting (Occurs in April)
   3. Set date for Annual Conference planning to coincide with Iowa State Joint Meeting. Josh suggested doing this before Christmas break (Meeting occurs in February)
4. Region 7 – Jenifer Bates – no update

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| **8. Professional Development** |

1. Annual Conference – Josh Trygstad
   1. Conference planning meeting will be in February
2. Technical Conferences – Kari Sebern
   1. Transportation had approximately 100 attendees
   2. Structural had approximately 215 attendees
   3. Structural seminar was also well attended
   4. Surveying Conference had approximately 100 attendees
   5. Planning for Geotech and EWR are progressing well
3. Scholarships – No update
4. Region Awards – Aaron G.
   1. Not submitted this year
5. New Officer Recruitment – No update
6. Section Awards
   1. No update
7. Legislative Fly-In
   1. Josh and Brian are signed up

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| **9. Outreach/Public Relations** |

1. E-week – Brian Boelk. – No update
2. Strategic plan – no update
3. Pre-college outreach – no update
4. Public & Government Relations – Aaron G.
   1. The following advocacy goals were discussed
      1. Promote 2017 Report Card
      2. Promote Dream Big
      3. Host State Advocacy events
      4. Promote/grow key contact initiative
      5. Have more connection with State Legislation. Research committees that we can potentially meet with. Aaron M. and Brian to work together and present to board in December meeting.

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| **10. Old Business** |

1. Higher Logic (Collaborate)
   1. New letterhead template was uploaded
   2. Upload revised sections of the manual
2. 2020 Centennial – no update
3. 2017-2018 Goals
   1. Discussed Dream Big DVD purchases for middle schools (50/50 cost split with Society). Total cost is $5/box ($2.50 for 50/50 split). Approximately 250 middle schools in state. Currently have $1000 in budget. Discussed that we were in favor of providing DVD to all middle schools and would probably support more. Donor commitments are due by March.
   2. Discussed possibly providing a database of willing volunteers throughout to the state to help implement the DVD rollout program
   3. Working on tracking member attendance at conferences to gauge member involvement.
4. Define 2017-2018 Goals
   1. Prepare for Report Card to include:
      1. Organize committees
      2. Email survey to members for possible involvement
   2. Review and update Iowa Section Manual

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| **11. New Business** |

1. Science Center of Iowa
   1. First Lego
      1. Looking for 35 volunteers on December 9th
      2. Email blast to be sent out
2. Region 7 Grant Requests
   1. Deadline is Saturday – not submitting this year
   2. Prepare something for future outreach - possibly next year
3. ACE Program
   1. Brian talked about his involvement with the ACE (Architecture, Construction, Engineering) program and said it was a great experience. Anyone interested in being involved next time to talk to Brian.
4. Planning Healthy Iowa
   1. Aaron received a letter from John Peterson of Planning Healthy Iowa with a $350 donation “consider this a down payment on future endeavors”
   2. Aaron to send to Society to determine viability

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| **12 Adjourn** Meeting 2:30 pm: |

Motion to Adjourn (Jen), second (Mike) and approved.

Proposed next meeting is December 14, 2017 as a Web Conference.

*These minutes are being submitted to the Board of Directors of the Iowa Section of the American Society of Civil Engineers as an actual account of the proceedings of the Board meeting according to my notes taken.*

Kari Sebern, P.E. on behalf of

Justin D. Widdel, P.E.

**Secretary**