ITE Executive Board Meeting Summary
September 9, 2015
Southeast Region Office – Room 314

Attendees
Mike McCarthy, Dawn Krahn, Stacey Pierce, Stephan Hoffmann, Brian Porter, Allan Pacada, John Bruggeman

Meeting was called to order at 9:50 AM

1. Executive Board Meeting Summary (July 15, 2015) – Yang/Allan

There was an additional clarification regarding the allocation of the corporate sponsorship money we’ve received to date ($1,700.00). $500 will be allocated to each social event with the remaining money covering Star Chapter website costs.

Motion to approve by Stephan, Mike seconded.

2. Treasurer’s Report – Brian

Brian provided a treasurer’s report from June 30, 2015 to August 31, 2015.
- Beginning balance of $34,626.74 and ending balance of $33,759.01.
- Primary income was ITE International dues and sponsorship payments
- Primary expenditures were Lakefront Brewery Social Event and Ken Voigt Award
- At year-end, Brian will provide a report of the membership dues payments received from International, including a breakdown of Young Members fees.

Motion to approve by Stephan, Stacey seconded.

3. Membership Report – Stephan

Stephan provided a membership report for new members since the July meeting. New affiliate members include Michelle Garrigan and Xiao Qin.

2015 Wisconsin Section Officers

President
Dawn Krahn, P.E.
4802 Sheboygan Avenue
Suite 901
Madison, WI 53705
608.267.7716
dawn.krahn@dot.wi.gov

Vice-President
Stephan Hoffmann, P.E.
16745 West Bluemound Road
Suite 501
Brookfield, WI 53005
262.317.3265
stephan.hoffmann@rasmithnational.com

Treasurer
Brian Porter, P.E., PTOE
4802 Sheboygan Avenue
Suite 501
Madison, WI 53705
608.267.0452
brian.porter@dot.wi.gov

Secretary
Yang Tao, P.E.
215 Martin Luther King, Jr. Blvd.
Suite 100
Madison, WI 53701-2986
608.266.4815
ytao@cityofmadison.com

Director
Allan Pacada, P.E.
1300 West Canal Street
Suite 200
Milwaukee, WI 53233
414.347.1607
apacada@emcsinc.com

Affiliate Director
Stacey Pierce, P.E., PTOE
141 NW Barstow Street
Waukesha, WI 53187
262.548.5958
stacey.pierce@dot.wi.gov

Affiliate Director
Ashley Vesperman, P.E.
1300 West Canal Street
Suite 200
Milwaukee, WI 53233
414.347.1607
ashley.vesperman@aecom.com

Past President
Mike McCarthy, P.E.
16745 West Bluemound Road
Suite 200
Brookfield, WI 53005
262.317.3553
mmccarthy@emcsinc.com

Administrator
John Bruggeman, P.E., PTOE
16745 West Bluemound Road
Suite 200
Brookfield, WI 53005
262.317.3553
john.bruggeman@rasmithnational.com
4. Old Business

   a. 2017 Midwestern District Planning Committee - Allan
      The conference will be held at the Concourse Hotel in Madison on June 17-20.

   b. Website – John/Brian
      1. Board Meeting Materials
         John provided some brief instructions on how to post meeting materials in the board member area of the website. He will look into setting up a subfolder for individual meetings to help with site navigation.
      2. New Member Process
         Brian provided a summary document for processing new members. There was a long discussion regarding the various steps, action items, and how a new member gets approved.

      Highlights/Action Items:
      - Completed membership applications will be forwarded to all board members
      - Online membership dues payments should only be allowed as a separate payment from meeting registration
      - Manual entry into the Star Chapter database is required for new international members
      - John will remove the pdf/paper membership application. All registrations will be handled via entry into the website.
      - John will update the online membership application to include box for transfer from International to Affiliate membership.
      - Update #4 (Online Application Process for New Member) to indicate the Vice President will read applicant names at Section meeting.
      - Update #1 (Online Application Process for Membership Transfer) to include “#1 – Confirm member is an international member”

5. New Business

   a. Fall Elections – Dawn
      The election committee chair is Rich Coakley. Dawn Krahn and John Bruggeman will serve as committee members.
Highlights:

- By September 15, the committee will secure nominations for member director and affiliate director.
- By October 15, the section will be notified of the nominees.
- Rich will send out an email to continuing board members to verify their intent to remain on the board for next year.

b. ITE Council Liaisons – Dawn/Mike

An email request was sent from Shawn Leight to MWITE leadership regarding the need for local liaisons for the various ITE Councils.

c. Yearbook - Stacey

- The yearbook should be distributed as soon as possible after the annual section meeting.
- Past yearbooks should be added to the website (currently only the 2014 yearbook is shown on the website)
- Updates needed:
  - Section policies - Board members should review current positions and see if any updates are necessary.
  - Sponsorship policy
  - Standing committees
  - Special appointments
  - Student Chapter liaisons
  - Student activities

6. Other Business

a. Midwestern District Update – Mike

- The District plans to increase annual membership dues from $25 to $30
- Starting next year, the District board will operate with 5 officers instead of 4. The secretary-treasurer position will be separated into 2 different positions.

b. Leadership ITE – Mike

- Mike is on a communications task force for Leadership ITE
  - Discussed having a website template for all sections to follow
  - Need for increased presence on Facebook, LinkedIn, and other social media
  - Wisconsin Section needs to have a “Why Join ITE?” section/page to summarize the membership benefits
- Wisconsin needs to find one person to nominate for next year’s class

7. Next Meeting

a. October 14, 2015 UW-Madison/UW-Platteville Student Night

Meeting was adjourned at 11:50 AM