



ASCE Texas Section advances our communities through the development of civil engineers as leaders who create a legacy of **Service** through: **Technical proficiency**, **Educational opportunities**, and **Professional advocacy**.

MINUTES
ASCE TEXAS SECTION
FALL 2019-2020 BOARD OF DIRECTION ORIENTATION & MEETING

September 20, 2019 | 1:30 – 4:30 PM

Embassy Suites Hotel, Spa & Conference Center | San Marcos, Texas 78666 | *Room: Veramendi G & H*

INVITED ATTENDEES

2019-2020 Board of Direction
ASCE President (Robin Kemper PE)
Region 6 Board of Governors
Student Symposium Planners (Heather Guillen PE, Dr. James “Jim” Williams PhD, PE, and UTA Students)
Texas Civil Engineering Conference Planning Committee Chairs (Melanie Gavlik PE, Matt Singel PE)
Texas Civil Engineering Foundation (TCEF) President (Allen “Bud” Beene PE)
Communications Specialist (Bailey Pattison)
Texas Water Development Board (Kathleen Jackson PE, Board Member)

1.0 Convene

1.1 Call to Order. The meeting was called to order by President Susan Roth at 1:41 PM.

1.2 Welcome Board Members and Visitors, Announcements

President Roth welcomed Kathleen Jackson and President Robin Kemper. Invited Jackson to speak.

(Moved to agenda Item 1.6, then back to agenda item 1.3)

1.3 Roll Call. Secretary Mike Sosa called the role, a quorum was present. **See Attachment 1.**

1.4 Pledge of Allegiance & Invocation by Sean Merrell PE, President Elect.

1.5 Photograph of Board Members

1.6 Remarks from Guest: Kathleen Jackson PE, Texas Water Development Board

Kathleen Jackson opened by thanking the Texas Section for their engagement and support in the wake of Hurricane Harvey. She noted how impactful our help has been since then and asked that we continue to work in a collaborative manner as we push forward in the coming years.

1.7 Society Officer Comments

ASCE President [Robin Kemper](#) congratulated the new Texas Section Board, thanked everyone for their support, and noted that her inbox is always open if anyone would like to reach out to her.

1.8 Region 6 Comments

Incoming Region 6 Director Jerry Paz noted that the “theme” for the future at ASCE will be “change” and that ASCE plans to make somewhat significant changes over the coming years.

1.9 CECON 2019 Recap

CECON Co-Chair Melanie Gavlik noted that attendance for 2019 was the same as 2018 (365), but revenue has increased by \$8,000 (\$146,000 total). She also noted that the theme for CECON 2020 will be “Engineering 2020: Envisioning the Future, Today”. ASCE President Kemper noted that a session on [ASCE's Future World Vision](#) would be a good fit with that theme and the committee may want to pursue that idea. CECON Co-Chair Matt Singel briefly noted that he has received a lot of positive feedback on the Wednesday Lunch Keynote Speaker, Robert J. Darling, Lt. Col. USMC (Ret.).

2.0 Abbreviated Board Orientation

2.1 Review of Primary Programs

- Texas Civil Engineering Conference (CECON)
- ASCE Texas Student Symposium
- Infrastructure Report Card
- Leadership Development Weekend
- Legislative Drive-In
- *Texas Civil Engineer*: News from ASCE Texas Section
- Summary of Additional Projects

Discussion: President Roth went through the list of the Section's primary projects and explained each one briefly. She also noted the importance of attending the Board Meeting at the Student Symposium and the importance of the Infrastructure Report Card and Legislative efforts.

Executive Director O'Leary went through a quick demonstration of the new online [Texas Civil Engineer](#) and explained the vision for what the resource will look like moving forward. Note, you can subscribe to our monthly email if you want content sent you on a regular basis. Roth and O'Leary also noted that the Section will need to push for advertising on the new *Texas Civil Engineer* platform and Section website.

2.2 Governing Documents & Strategic Plan

- 2.2.1 *My STEP* defines our Mission & Vision
- 2.2.2 Strategic Goals & Initiatives
- 2.2.3 Rules of Operation: Constitution, Bylaws, & Leadership Handbook
- 2.2.4 Code of Ethics

Discussion: O'Leary explained the Texas Section Governing Documents including their purpose and where to find them on the Section [website](#) (see website footer). She also encouraged everyone to review at ASCE's [Code of Ethics](#) and do their best to uphold that code.

Break from 2:38 – 2:55 PM

2.3 Operational Overview

- 2.3.1 Governance: Roles & Responsibilities
- 2.3.2 Meetings: Preparation, Attendance, & Engaging Dialogue
- 2.3.3 Financial Reports & Tax Return

Discussion: O'Leary noted that the Rules of Operation essentially define everyone's role on the Board. The Board's role as a whole is to set organizational direction and implement the [Strategic Plan](#). A helpful phrase to understand that means is "noses in, hands on"; which essentially means that you should be aware of what is going on with the Texas Section, but not stuck handling all of the minute details. She also explained the reports and meetings process, and the importance of preparing for and attending all of the meetings. Reports are due to the Section office two weeks prior to each meeting, then a compiled set of completed reports is sent to all Board members for their review prior to the meeting. Reviewing reports prior to meeting attendance facilitates discussions during meetings. Lastly, she explained the role of each staff member and what they can do to contribute to the Section's goals and activities.

2.4 Legal & Fiduciary Responsibilities

- 2.4.1 Duty of Care
- 2.4.2 Duty of Obedience
- 2.4.3 Duty of Loyalty
- 2.4.4 Conflict of Interest (COI) Acknowledgement

Discussion: O'Leary explained the legal obligations that come along with being a Board Member for a nonprofit organization.

- Duty of Care: To be reasonably informed & to use sound information and judgement in making decisions on behalf of the Texas Section; Prepare & Participate; Ensure the Texas Section has written policies & controls; Review Financials; and Protect assets, spend in members' interest
- Duty of Obedience: Remain faithful to and pursue the goals of the Texas Section; Comply with laws & regulations; and Comply with governing documents
- Duty of Loyalty: Act in the interest of the Texas Section and not for personal gain; Disclose all conflicts of interest; and Treat matters confidentially

She also mentioned the purpose of the Conflict of Interest (COI) forms and what to do if you believe there is a conflict of interest while you are serving on the Board. Lastly, she encouraged the Board to continuously think about recruiting the next wave of Board Members and to use "ideal" Board Member traits to aide that process.

Action Item: O'Leary to distribute Orientation slides to all Board members along with Operating Budget, Code of Ethics, and Rules of Operation.

3.0 Items for Board of Direction Action

3.1 Approve Substitute Section Directors.

Discussion: Substitute Section Directors were not present therefore a motion was not made.

3.2 The Board is asked for any changes to the agenda.

Discussion: No changes to the agenda were requested.

3.3 The Board is asked to adopt the consent agenda.

Motion to adopt the consent agenda, no discussion. Move to adopt. Seconded and passed without dissent.

The following items were on the consent agenda:

3.3.1 Receive all Reports marked [I] on the Agenda

3.3.2 Appoint Brandon Klenzendorf PhD, PE to serve as John B. Hawley Memorial Trust Fund Trustee, term 2019-2025

3.4 Approve Appointments of Committee Chairs

Motion to approve appointment of committee chairs including the appointment of Andres Salazar and Liv Haselbach as Co-Chairs of the Post Hurricane Harvey Task Committee. Move to approve. Seconded and passed without dissent.

Discussion: Andres Salazar requested that the Post Hurricane Harvey Task Committee be re-instated for another year for 2019-2020. He requested that because they need to follow up on their original recommendations and the task committee may need to provide follow-up to the recent Hurricane Imelda.

3.5 Adopt Final 2019-2020 Operating Budget.

Motion to adopt the final operating budget, no discussion. Move to adopt. Seconded and passed without dissent.

4.0 Items for Discussion

4.1 Goals for 2020

- Presidential Goals
- Branch Round Table Discussions (Section Directors' Hot Topics)

Discussion: President Roth noted that her three main goals are: member benefits, membership growth, and mentoring.

Branch Round Table: President Roth asked each Section Director to speak about one or two things their Branch is successful at and one or two things their Branch is struggling with currently.

1. West Texas

- a. Problems – Securing speakers for their meetings and engaging the local members so that they become more active. Currently, about 10 members attend meetings regularly. The Branch covers a very broad geographic footprint

Action Item: Board members to brainstorm ideas to help West Texas Branch find speakers. Send your ideas and support to Brady Stanford (bradymstanford@gmail.com) and Adrian Frias (afriasmex@gmail.com).

2. Southeast Texas

- a. Strengths – Connection to student chapter is incredibly strong.
- b. Problems – The Branch would like to engage with more students, and they would like to see the Section return to hosting regular technical webinars.

3. San Antonio

- a. Strengths – The Branch works closely with TSPE on Engineers Week events each year and it has been growing steadily over the last few years. They have also had very solid attendance at local meetings for the last year or so (80-100 attendees per meeting). A reason for the high attendance is because the Branch offers a 1-hr technical session in addition to a regular lunch meeting with another related speaker that's less technical. This way the attendees earn two (2) professional development hours (PDHs) for attending each meeting.
- b. Problems – Outreach program to local schools (college and below) has been dormant for a few years and they are struggling to find volunteers for those events lately.

Brower reminder Board that the Texas Board of Professional Engineers (TPBE) will allow up to three (3) PDHs for outreach activities* and suggested Stone share that with San Antonio Branch members to encourage participation in outreach activities.

**[Texas Engineering Practice Act and Rules](#) – 3/15/18*

§137.17 Continuing Education Program

(f) PDH units may be earned as follows, Item (10): Active participation in educational outreach activities involving K-12 or higher education students.

(h) The conversion of other units of credit to PDH units is as follows, Item (8) Active participation in educational outreach activities--1 PDH (Not to exceed 3 PDH)

Action Item: Beecher and Stone to connect Houston Branch Practitioner Advisors (PAs) with San Antonio Branch PAs, to exchange outreach ideas.

4. Rio Grande Valley

- a. Strengths – The Branch hold socials to connect students and professionals (they also invite other local professional organizations in the area including TSPE).

5. Northeast Texas

- a. Strengths – The Branch has a couple of new people on their Board that are passionate and starting to make an impact in a positive way.
- b. Problems – When the Branch tries to have socials to connect students and professionals, the students usually show up, but they struggle to get participation from professionals.
- c. The Branch also struggles with the student to professional transition (they need more ASCE champions at companies around the area.)

Action Item: Gibson to remind Branch Board that they can use ASCE membership data to recruit new members transitioning from college. Ask Mike Sosa for assistance.

6. Houston

- a. Strengths – The Branch is fortunate to have a relatively young Board and a very passionate Younger Member Group.
- b. Problems – One of the Branch's current focuses is to make sure each of their recurring programs/activities are still impactful for their local membership.

Action Item: Membership Committee (under President Elect Merrell) to visit with Branches about sorting local membership data by companies. Use these lists for recruiting efforts in the future such as meeting with company leaders and asking them to encourage their employees to become active ASCE members and pay some or all their annual membership dues.

Action Item: Villarreal to consider providing Social Media “how to and best practices for engagement” presentation. She encourages Branches to set-up LinkedIn pages.

7. High Plains

- a. Strengths – The Branch has been co-hosting a regular golf tournament with other local organizations (TSPE, IEEE) to generate funds for a scholarship program. They also started meeting throughout the whole year in 2019 and didn’t notice a significant drop in meeting attendance during the summer months.
- b. Problems – The Branch struggles with membership attendance at social events but will see 25-30 attendees for technical events with PDHs.

8. Fort Worth

- a. Strengths – The Branch has a strong group of younger members that have stepped up to serve on their board and committees.
- b. Problems – They would like to increase their presence on social media and revamp their website. They also recently had to switch their regular meeting locations, but found a nice restaurant called Reata to hold them at for the rest of 2019 and possibly beyond.

9. El Paso

- a. Strengths – The Branch has a lot of passionate and interested younger members and board members. The El Paso Branch approved Younger Member Group bylaws and are excited to see this group develop.
- b. Problems – ASCE faces competition with other professional organizations in the area (TSPE, APWA, ACEC), but they have an opportunity to attract younger members because none of those other organizations currently have younger member initiatives.

10. Dallas

- a. Strengths – The Branch regularly sees 200+ attendees at their monthly meetings and they have a strong education outreach presence in the local area (CE clubs and regular career day presentations at local schools).

Action Item: President Roth asked Alcorn to work with the Dallas Branch to share best practices and general guidance for recording Branch meetings.

11. Corpus Christi

- a. Strengths – The Branch will be starting a mentorship program (regular meetings with local students from Texas A&M Kingsville) and they try to arrange two “field trips” or technical tours each year (they went to the new Harbor Bridge construction site earlier in 2019). They are also celebrating their 70th anniversary and held a logo design competition as part of that celebration.
- b. Problems – The Branch would like to increase membership in the local area. They also need funding.

Action item: Garcia to discuss possible use of the Section’s General Branch Fund with O’Leary and Lys.

12. Caprock

- a. Problems – The Branch is struggling to identify active leadership. A few members were close to accepting positions, but now they are unable to serve as local leaders.
- b. Note, ASCE President Elect Kancheepuram “Guna” N Gunalan PhD, PE is coming to their Branch (he’s a Texas Tech alum) to give a technical presentation, go to lunch with the students, and attend a local Branch meeting.

President Roth thanked everyone for their input. She invited all Board members to continue to share feedback with her via email (susan@srothconsulting.com) and text message (512-796-6692).

4.2 Recruiting Committee Members

Discussion: President Roth noted that the committee and institute chair positions are almost filled (we still need to fill a couple institute chairs), so that means it is time to start recruiting members to support those committee and institute chairs.

Action Item: All Board members to send any committee chair/member ideas to O'Leary (LOLeary@TexASCE.org).

4.3 2020-2021 Texas Section Officers Nominations due October 31, 2019

Discussion: Clendenin reported that Past President Curtis Beitel would be Chairing the Nominating Committee this year. We are currently seeking nominations and the Section Office will be sending out the nomination form in early October.

4.4 ASCE Section & Branch Annual Reports due November 30, 2019

Discussion: ASCE is moving to an online format for annual reports. You should have already received the email from ASCE with the instructions and information, but Sosa will send a reminder with the same info by mid-October.

Action Item: Sosa to send annual report instructions to Section Directors and Branch Presidents.

4.5 2020 ASCE Texas Student Symposium

- Texas/Mexico Student Conference Meeting & Competitions hosted by UT Arlington March 4-7
- Save the Date: Texas Section Board Meeting: Thursday, March 5, 2020
- Marketing Update: Theme, Sponsorship, & Career Fair Participation

Discussion: Cornett noted one major change to the 2020 Symposium will be the Career Fair. It will only be one day this year and will include an activity called "speed interviews." The Student Activities Committee and Symposium planners also plan to offer the GeoWall competition and an innovation competition.

4.6 [Texas Civil Engineer](#) Digital Transition

- Call for Advertisers

Discussion: Discussed during orientation (Item 2.1).

4.7 Meeting Recap: Identify 5 Board items to be reported back to Branches by Section Directors

1. Dues increase for smaller Branches (need to revise your bylaws so you can officially change the dues).
2. Let your Branch members know about the [Student Symposium](#) and that we are soliciting sponsorships.
3. Solicit advertisements for the new [Texas Civil Engineer](#) online platform.
4. Each branch should look to find a contact member for Government Affairs that can be a local liaison between the Section and the Branch. (Note, Villarreal will coach them up and make sure they feel comfortable in that roll.) Current Government Affairs Committee Chair will send out an email to Section Directors to get the ball rolling on this effort.
5. Branch Annual Reports are due November 30th
6. Nominations for Section Officers are due October 31st

Action Item: Villarreal will coordinate with Government Affairs Committee Chair Augustine Verrengia to email all Section Directors with a call for local Government Affairs liaisons. Villarreal to coordinate with Sosa to schedule Government Affairs training webinar and social media training webinar, with support from Pattison.

Reports for Information

5.0 Officers Reports: Focus on 2020 Goals for Officers & Committees

- 5.1 President (Susan K. Roth PE)
 - Branch/Section Relations Committee
 - Office/Personnel Committee
 - Past Presidents Council
- 5.2 Past President (Arthur M. Clendenin PE)
 - History & Heritage Committee
 - Honors Committee
 - Intra-society Committee
 - Nominating Committee
- 5.3 President Elect (Sean P. Merrell PE)
 - Editorial Committee
 - Membership Committee
 - Strategic Planning Committee
 - CECON Planning Committee
 - CECON Site Selection Task Committee
- 5.4 Vice President Educational (John A. Tyler PE)
 - STEM Committee
 - Student Activities Committee
 - Younger Members Committee
 - Student Symposium Research Poster Competition
- 5.5 Vice President Professional (Tiffany Reed-Villarreal PE)
 - Governmental Affairs Committee
 - Texas Infrastructure Report Cards Committee
 - Public Relations & Professional Image Committee
 - Residential Foundations Task Committees
- 5.6 Vice President Technical (Andrés A. Salazar PhD, PE)
 - Institute Chapters
 - CECON Sessions
 - CECON Lightning Round & Poster Presentations
 - Webinars
- 5.7 Treasurer (Reem J. Zoun PE)
 - Budget/Finance Committee
 - Investments
- 5.8 Directors at Large (Sergio R. Mendez PE, Senior Director at Large)
 - Excellence in Journalism Award Committee
 - Tellers Committee

6.0 Branch Reports

- 6.1 Austin (Genest Landry PE) (2018-2020)
- 6.2 Brazos (Robert Lys Jr. PE) (2019-2021)
- 6.3 Caprock (Russell Carter PE) (2019-2021)
- 6.4 Central Texas (Brian Geiger PE) (2018-2020)
- 6.5 Corpus Christi (John Garcia PE) (2018-2020)
- 6.6 Dallas (Phillip Alcorn PE) (2019-2021)
- 6.7 El Paso (Chris Nance PE) (2019-2021)
- 6.8 Fort Worth (Kimberly Cornett PE) (2019-2021)
- 6.9 High Plains (Joseph Shehan PE) (2018-2020)
- 6.10 Houston (Patrick Beecher) (2018-2020)
- 6.11 Northeast Texas (Russell Gibson PE) (2018-2020)
- 6.12 Rio Grande Valley (TBD) (2019-2021)
- 6.13 San Antonio (Amy Stone PE) (2018-2020)
- 6.14 Southeast Texas (Liv Haselbach PhD PE) (2019-2021)
- 6.15 West Texas (Adrian Frias EIT) (2018-2020)

7.0 Other Reports

- 7.1 Executive Director (Lindsay A. O'Leary PE)
 - Section Office Update
 - Communications/Marketing Report
 - Texas Alliance for Minorities in Engineering (TAME)
 - Non-dues Revenue
- 7.2 Section Operations (Mike Sosa)
 - Conflict of Interest Forms
 - Membership Data & Recruitment
 - Payment Card Industry (PCI) Compliance
 - Annual Reports for ASCE and IRS Form 990
 - Governing Documents (Subsidiary Bylaws)
- 7.3 Trust Funds (O'Leary)
 - Texas Civil Engineering Foundation (TCEF) Texas Section Past Presidents Educational Trust Fund (Allen "Bud" Beene PE)
 - John B. Hawley (Mark K. Boyd PhD, PE)
 - J. Walter Porter (Ron Lemons PE)

8.0 Calendar. See last page.

9.0 Closing Remarks

President Roth thanked Nance for volunteering to serve as Assistant Treasurer. She also thanked all Board members and looks forward to a great year.

Clendenin noted that he's been coordinating with History & Heritage Committee Chair Melinda Luna and discussing ways to honor member Vernon Wuensche. They are considering establishing a photograph/calendar competition.

10.0 Adjourn. The meeting adjourned at 4:39 PM.

2019-2020 CALENDAR

September 22-23, 2019 – Reston, Virginia

[ASCE Presidents and Governors Forum](#)

October 10-13, 2019 – Miami, Florida

[ASCE Convention](#)

October 18-19, 2019 – Pace Bend Park, Spicewood, Texas

[4th Annual ASCE Texas Younger Members Camping Trip](#)

October 30, 2019 – ASCE Outstanding Section & Branch Award nominations Due

October 31, 2019 – ASCE Texas Section 2020-2021 [Officer](#) Nominations Due

- Seeking: President Elect, VP Technical Elect, VP Education Elect, VP Professional Elect, Treasurer, and two First-Year Directors at Large (age 35 or younger)
- *Nominating Form will be provided early October*

November 30, 2019 – Section & Branch [Annual Reports](#) Due to ASCE (*new format*)

January 10-11, 2020 – Detroit, MI

ASCE Regions 3, 6, & 7 Multi-Region Leadership Conference

January/February 2020 – Austin, Texas

TexASCE Executive Committee Meeting

February 16-22, 2020 – Nationwide

[Engineers Week 2020](#)

March 4-7, 2020 – Arlington, Texas

[Student Symposium 2020](#) & **TexASCE Board of Direction Meeting**

March 11-12, 2020 – Washington, D.C.

ASCE Legislative Fly-In 2020

May 4-5, 2020 – College Station, Texas

2nd Annual Texas Utilities Engineering & Surveying Conference

Presented by the Texas Chapter of UESI

June/July 2020 – TBD, Texas

[Leadership Development Weekend 2020](#) & **TexASCE Executive Committee Meeting**

August 9-12, 2020 – San Antonio, Texas

[UESI Pipelines 2020 Conference](#)

September 23-25, 2020 – San Marcos, Texas

[CECON](#) 2020 & **TexASCE Board of Direction Meetings**

ASCE Texas Section 2019-2020 Board of Direction Meeting
September 20, 2019 | 1:30 PM – 4:30 PM
Embassy Suites Hotel Conference Center & Spa | San Marcos, Texas

Attachment 1 | Board Attendance List

Position	Name	Present/Absent
President	Susan Roth PE	P
Past President	Art Clendenin PE	P
President Elect	Sean Merrell PE	P
VP Educational	John Tyler PE	P
VP Educational Elect	Natalie Weiershausen PE (p. Wires-hausen)	P
VP Professional	Tiffany Reed-Villarreal PE	P
VP Professional Elect	Griselda Gonzales PE	P
VP Technical	Andres Salazar PE	P
VP Technical Elect	Robert “Bob” Stevens PhD, PE	P
Senior Director at Large	Sergio Mendez PE	P
2 nd Year Director at Large	Jonathan Brower PE	P
1 st Year Director at Large	Bilkis Olazaran M. EIT	P
1 st Year Director at Large	Alik McCoy EIT	P
Treasurer	Reem Zoun PE	P
Executive Director	Lindsay O’Leary PE	P
Board Secretary	Mike Sosa	P
Section Directors		
Austin	Genest Landry PE (p. Genay)	A
Brazos	Robert Lys Jr. PE	P
Caprock	Russell Carter PE	P
Central Texas	Brian Geiger PE	A
Corpus Christi	John Garcia PE	P
Dallas	Phillip Alcorn PE	P
El Paso	Chris Nance PE	P
Fort Worth	Kimberly Cornett PE	P
High Plains	Joe Shehan PE (p. Shane)	P
Houston	Patrick Beecher PE	P
Northeast Texas	Russell Gibson PE	P
Rio Grande Valley	Bilkis Olazaran M. EIT	P
San Antonio	Amy Stone PE	P
Southeast Texas	Liv Haselbach PhD, PE	P
West Texas	Adrian Frias EIT	A

P = Present
A = Absent
Sub = Substitute

Guest List

1. Kathleen Jackson PE, Texas Water Development Board
2. Melanie Gavlik PE, 2017-2019 CECOM Committee Co-Chair
3. Matt Singel PE, 2018-2020 CECOM Committee Co-Chair
4. Jennifer Bohlander PE, 2019-2020 CECOM Committee Co-Chair
 5. Robin Kemper PE, 2019 ASCE President
 6. David Underbrink PE, Incoming TSPE President
 7. David Matocha, 2018-19 CECOM Exhibitors Chair
8. Dr. Jim Williams, Faculty Advisor at The University of Texas at Arlington
 9. Jerry Paz PE, Incoming Chair of Region 6 Board of Governors