



PIANC USA Commissioners Meeting

Call Agenda

August 5, 2020

2:00-4:00 PM EDT

Present:

Mr Ryan Fisher
Ms Lilian Almodovar
Mr Ron Coles
Mr Mike Leone
Mr Jim Marino
Ms Jessica McIntyre

Mr Nick Pansic
Mr Jim Walker
Dr Calvin Creech, PIANC America Liaison
Mr Joe Mantey, Treasurer
Dr Joe Manous, Staff
Ms Kayla Waltemire, Staff

Regrets:

MG William (Butch) Graham, President
Mr Ed Schmeltz

Action Items

2.4.1: All commissioners should send suggestions to Manous and Waltemire for organizations or people who could benefit from one of the PIANC logins, by Fri, 21 Aug.

2.4.1: Waltemire/Manous- review need for an agreement by users of PIANC-USA logins concerning sharing of information (reports) they access.

2.6: Everyone will review meeting minutes through the lens of them being potentially posted to the website by Fri, 21 Aug. We will then discuss if they should be posted on the website or not for the public.

3: Waltemire/Manous- Invite US Principal Representatives to PIANC Commissions to participate in PIANC Board of Commission meetings.

8.1.1.4: Champions of respective goals on the work plan should review them and be prepared for further discussion and review at the upcoming action plan/work plan meeting.

11: Waltemire/Manous- Schedule working meeting to discussion work plan/action plan at the end of August/early September. Also schedule the next quarterly commissioner's call for October.

11: Waltemire- Will review options and costs for certificates presented to working group publication writers.

Call Summary

1. Welcome – *Mr Fisher*

Fisher – Provided a welcome to all and introduction and background for MG Graham

2. Administrative Items – *Manous*

2.1. Agenda Acceptance

Manous- Any additions or changes to the agenda. Will add an item about Certificates.

2.2. Acceptance of Minutes from 02 JUN meeting (Tab A)

Manous- Are there any comments. Motion to accept.

Coles- Motion to accept.

Marino- Second.

Manous- Any further discussion? Any abstaining? Motion carried.

2.3. Quarterly Budget Review (TAB B)- *Mantey*

Mantey- Please refer to the financial report. Most of the investments are CDs. Net income/losses has totaled a loss of \$47. We have collected more dues this year compared to this time last year. The largest revenue source is from Ports 2019. We are expecting \$32,000 that should come sometime this calendar year. We have only spent about \$25,000, but according to our budget we have over \$85,000 to spend. Almost all of the \$85,000 is related to travel that will no longer happen. Overall we're expecting to net about 30K this year.

Manous- Spoke with Tom Chase of the ASCE Copri staff recently. They will start the process next week so we should receive the funds in about two weeks for the Ports 2019 conference.

Almodovar – Has sent an updated action plan and work plan. For the next meeting we should review some of the budget items based on tasks associated with the work plan and update the budget accordingly.

2.4. Review Distribution of Logins for Corporate and Qualifying Membership – *Manous/Waltemire* (TAB F)

2.4.1. PIANC USA received 8 logins as part of our qualifying membership

Manous- Only 3 of these logins are currently being used. Do any of the commissioners want to have a login as part of this? Does anyone else need access?

Almodovar- Already has an individual membership with a login. Suggests that if we pursue an item from the work plan to work more closely with the USACE Civil Works directorate then we may need a login for someone from that office. When we provide a login to someone, do we have an agreement form where they sign something saying this is for their own use? Or do they know they can't distribute the resources elsewhere? We need to make sure that when we provide the logins that people understand that it's for their individual use. We can use the logins as part of the benefit package (MOUs) for other organizations to collaborate with us.

Walker- Around the time of the AAPA webinar, I was interested in how others may be able to use the logins to encourage more district participation in the working groups. The Centers for Expertise may benefit from the logins as well. Maybe we can create a list of people who could benefit from the resources and allow them access to promote the benefits of membership. Would like to follow up with the Rock Island district on how they can use the logins to increase interest in our PIANC work.

Manous- One of the logins is for Bob Romic and he works for the USACE library. Anyone in USACE can access reports through Bob Romic from the library website. **We should learn more about the rules on this. Suggests that if anyone has an organization in mind or a person in mind, please send them to everyone so we can provide them where they will be useful.**

2.4.2. USACE received 4 logins as part of our large corporate membership with PIANC USA

2.5. Review Copyright Form from PIANC HQ (TABS H,I) – *Manous*

2.5.1. USACE Employees are being asked to sign a copyright release form. Office of Counsel has provided the opinion that these documents, in their current form, are not appropriate for signature by a US government employee who is working in their official capacity.

2.5.2. Meeting scheduled for Fri, 7 Aug with Ms Leen Weltens, PIANC Editing Officer

Manous- We will discuss with PIANC HQ how we will handle this issue during a meeting scheduled for Fri, 7 Aug with members of USACE Office of Counsel. PIANC has had some significant issues with work being published when it should not have been so they're enforcing more strict measures to prevent issues in the future.

2.6. Discuss options for posting governing and commissioner related documents online – *Manous*

2.6.1. Posting on the website (password protected or open)

- 2.6.1.1. PIANC-USA Work Plan
- 2.6.1.2. PIANC-USA Rules and Regulations
- 2.6.1.3. PIANC-USA Working Group participants
- 2.6.1.4. Board of Commissioner Meeting Minutes

Almodovar- Originally suggested a password protected page on the website where commissioners can access documents so they are more accessible. Suggest having 2 pages on the website: 1 for all of the members and another that is password protected, specifically for the commissioners and includes our working documents. Suggests that the action plan be in the open page but the work plan in the password protected section. We should make a list of the documents that we want on the site. Meeting minutes should be in the protected file because sometimes we enter into sensitive conversations.

Marino- Suggests that we be as transparent as possible with everything in accordance with the legal authorities. We are led by a federal public agency by law which increases the need for transparency.

Call in user 2- Agrees with Jim that we should try to be transparent. If we use any PII we should be careful when posting the minutes.

Walker- Suggests moving away from SharePoint and using the website instead. Would like to drop the use of the Corps I-pass/U-pass network, which requires updates every 60 days. PIANC business doesn't require secure communications and we are discussing increased use of the website for posting documents like the meeting minutes. We should be careful how the minutes are written based on how things would be read by those outside the commissioners and leadership. Minutes should be carefully reviewed and edited.

Fisher- Recommend transparency to the extent that the law allows. Protect privacy in regards to personal issues. Is confident that other leaders would agree.

Coles- Agrees. Suggest that we go into "executive session" when we discuss personal issues such as nominations for commissioners etc.

Manous- Seems like the minutes are the issue here. We should approve the minutes prior to the minutes being posted on the website. We should all be in agreement that the minutes are accurate prior to posting.

Almodovar- Suggests not posting the minutes for the public. If we all have to think twice before talking since there is concern about it being public then that may hinder our discussion. We don't want to clog up the website with documents that only we are using. If we post the minutes we should spend more time in editing/reviewing them.

Manous- Clarification: We will mark that something is executive session and we will remove those from the minutes that we post online.

Marino- We are in leadership positions based on the appointments we have received. We have a responsibility to be as transparent to our membership as to what we are doing and what we consider to do. We should not publish the minutes until they are approved. The young professionals that I work with want to have more transparency. If we're trying to build a growing trusted membership then we should be more transparent.

Manous- Proposes that we take time to consider this decision. **Everyone will review them from the lens of them being potentially posted to the website. Then we decide if we want to post them or not.**

Almodovar- We can check on the traffic on the website for how many people access the minutes to see if it's worth them being posted.

2.6.2. Use of APAN

3. Manous- Representatives from the commissions

Manous- Suggests that we invite the principle US representatives from the commissions to participate in our meetings as a non-voting member.

Almodovar- We may receive requests from the representatives to receive funding to attend in-person meetings. This is a good idea because many of the work plan items are related to working groups. It would be beneficial for them to participate in the decision making process.

User 2- Agrees with this idea. The work groups are the heart and soul of this organization and we're trying to promote their work products.

Manous- We will invite one of the Principle US representatives from the commissions. We will agree on the representatives prior to our next meeting.

---Seconds that this is a good idea.

User 6- Clarifying that it should be the principle representative.

McIntyre - They are nominated as principle/alternate etc. when appointed. The hierarchy within PIANC is that members from the working groups report back to the

delegates. The commission reps (delegates) have the responsibility of supporting the working groups within the US section.

Almodovar- What is the purpose of why we're including these people? That influences who we invite. Suggests that we invite the technical chairs of each commission.

McIntyre - Clarification to Almodovar- Are you talking about the chair of the commission on an international level, or the US principle rep? The US principle rep is the chair of the commission for the US. Would recommend having the US principle delegate from the commissions which would improve communication. Does not recommend the chair of the commission.

Manous- Do we have a motion to invite the US principle rep from all of the 4 commissions to participate in our meetings as non-voting members?

--- Agrees

User 3- Seconds the motion

Manous- No abstains, no objects, motion sustains.

4. Latin America Steering Committee Meeting Update – *Creech*

- 4.1. The committee unanimously favored not holding the conference in person in Dec 21. Options were to consider virtual events in the interim with an in-person conference not before 2023.

Creech- This is an extension of previous initiatives led by Lilian and Kevin Knight. We have leveraged those contacts to form this meeting.

June 25 meeting- Objective was to re-engage the previous group and define specific topics for what the strategic action plan should be moving forward with event and professional development and to determine what role we all serve in this. We discussed the PIANC America conference. The overall conclusion from this meeting was that there is too much uncertainty to hold the conference in DEC 2021. The discussion was whether we can leverage other virtual events instead.

July 16- Focused more on PIANC America and recommendations for events moving forward since the conference will not be held in person in DEC 2021.

Manous- Creech is doing a lot of coordinating outside of the meetings to create working relationships with these contacts.

Creech- 17 SEP is the next meeting, and we will have discussions about the working plan. Discuss tangible actions for what we will do.

Almodovar- There is an objective with the PIANC America team in the work plan/action plan. Tried to delegate within the team the initial tasks that we thought we would complete. Our role is to provide support to what the team decides to do. The new action plan reflects this new direction. Previously we were trying to lead the way with this initiative, and now the team should do that while we provide support.

Manous- What is the relationship between the PIANC Americas group and PIANC USA? There seems to be a look to PIANC USA to support activities. This is ok, but we need to establish the relationship. Is this to be an equal representation between the groups? Is this a group of peers working together to focus on the Americas, or something else. Unclear of what the role of PIANC USA is compared to the other participants.

Almodovar- We initiated the movement to have this “structure” to bring together all of the sections in the Americas. The idea was to promote the exchange of information and help each other to grow and increase membership in their respective regions. In terms of participation, even though we’ve been leading the effort, the goal was for there to be equal participation between all of the countries and we would all make decisions as a group. We will have our say in that too since we’re part of the group. That is how we visualized the group at the beginning. We have been serving as the “leaders” by bringing the groups together and trying to create cohesion through the strategic plan. We tried to identify the needs within the countries to see how we can all help the countries meet their needs. There needs to be consistency in those who attend so the information can flow consistently. The idea now is that the team will consist of dedicated people from each country. Calvin will have to lead for a while before we’re at the point where the group is self-sustaining with equal participation from all. That is the goal.

Marino- Lilian led this from the beginning. My understanding is that it was a mentor/mentee relationship to move this forward. For example, Association of Civil Engineers has extended trainings, opportunities etc. to other countries to participate and extend their careers. My understanding is that we would serve in a mentoring role with other countries as they try to grow.

Almodovar- Envisioned that we would have a more prominent role in the beginning, but as they become more established we would move to a more equal role with the other countries. Currently we’re providing most of the leadership. We’re ready to move onto the next phase where the other countries step into more leadership. We became involved in this also because we have the VP of the Western Hemisphere (Nick) and this is supporting his role as the VP and their goals.

Manous- PIANC America seems to be an effort to encourage participation within multiple countries in navigation interests.

Creech- There are many great ideas being presented within the PIANC Americas group, but the focus seems to be on PIANC USA to take lead and implement the ideas. A balance needs to be created to work together, while also providing that mentor/mentee relationship.

Almodovar- AAPA is planning May 2021 for their meeting. Not sure if it's in person or virtual. Has proposed to the group that PIANC America hold a workshop or meeting at this event. If PIANC America decides not to move forward, then maybe PIANC USA can consider sponsoring this event.

5. PIANC America Conference – *Manous*

5.1. If not Dec 2021, what alternatives to be considered

Manous- Seems like the earliest date proposed is 2023. We need to start planning events at about 18 months out. Picking a date early will be important.

5.2. PIANC-USA outreach goals for 2021

Pansic- At the previous ExCom meeting we represented the US and discussed the upcoming conference schedule. We proposed that rather than continuing on a focus for when we will have our next face to face meeting, we should focus on virtual events, webinars, and conferences. This helps people stay more engaged during this lag time. Webinars also save money in planning and attendance. If we want to grow membership, we can include a lot more people virtually compared to in person. We should shift our focus to virtual.

Waltemire- BTV 2021 has been canceled. They're meeting with YPCom leaders 8/5/20 for more information on how to move forward. The hope is that the US can host the BTV in 2023 and ideally still partner with a PIANC America conference.

6. Participation with ASCE-COPRI in 2022 joint Ports Conference – *Manous*

6.1. First Planning meeting scheduled for Thr, 6 Aug, time TBD

Manous- Manous has been added to the distribution list.

6.2. No further discussion on a PIANC-USA and COPRI agreement for cooperation.

Manous- Will continue the discussion about the MOU.

7. Update on Harbors and Ports Committee joint webinar – *Walker*

7.1. Webinar was held on 3 Jun. Walker provided an overview of PIANC and Dr Todd Bridges, EnviCom Chairperson, gave an overview of technical reports being developed by various Working Groups. About 60 people participated between AAPA and USACE.

8. Action Plan Update – *Almodovar/Manous*

8.1.1. Review edits compiled by Almodovar (TAB D)

Almodovar- Most of it remained the same.

8.1.1.1. Goal #1: Lead and Support PIANC International

Almodovar: We added metric #2 for 1B (Identify and develop potential leaders in PIANC USA) based on our discussion from the last meeting. Added 1F (Strengthen PIANC USA as an organization both in terms of members and impact) that relates to membership and finances.

8.1.1.2. Goal #2: Promote Technical Information Exchange on Waterborne Transport Infrastructure

Almodovar: #2 is the same. The metrics are included in the work plan so we can figure out how we will accomplish the tasks.

8.1.1.3. Goal #3: Increase the Value, Relevance, and Impact of PIANC in the U.S. and the World.

Almodovar: No changes to goal #3

8.1.1.4. Goal #4: Strengthen PIANC relationships and collaboration with sister organizations and other relevant organizations.

Almodovar: #4 is a new goal. Please review the metrics for #4 in the action plan since this is a new goal.

Manous- If we look at 2021, what events are we looking to develop, and how does it relate to the action plan?

Almodovar- View the work plan. This has more specifics on what tasks we will work to complete. Highlighted items in the work plan are items Almodovar has added, or they are items that we still need to work on. We will need to update the work plan based on COVID cancelations and changes in events. **Seems like the champions of the goals should review the items in the work plan and send edits to Lilian.** Seems difficult to discuss all of this in the meeting. Proposes that we have a specific meeting to discuss the action plan and work plan. We are being optimistic about what we can accomplish in

a year. For just our leadership team to accomplish all of it seems unrealistic. Proposes that we consider recruiting PIANC volunteers to serve as leaders for certain action items. There are also some metrics with no tasks so we should review those. Another approach is to set priorities within everything we have said we want to accomplish and narrow it down. We also need to determine if we need funding for any of the work plan items so Mantey can update the budget.

Marino- Has reached out to Ron Heffron. He will be discussing this and an upcoming webinar at their Sep 5th meeting with MarCom.

Manous- We should try to figure out what aspects of PIANC USA make us stand out in the navigation community. What is it that would entice people to become members because they see PIANC USA? What can we offer that will encourage people to be involved?

Almodovar- Would it be helpful to have a database of the PIANC members so we know who is involved in various areas and what their interests are? This would help when we have vacancies in working groups so we know who to contact?

Leone - What we need to sell is the technical expertise present in the commissions. We should focus on publicizing that expertise so people know it's out there.

Almodovar- This is related to goal 2.A.

Manous- It will be important to establish milestones so we can stay on track with our goals.

9. Review of Remaining Action Items from 2 Jun Meeting – *Manous*

- 9.1. Waltemire will put together a process document detailing the steps in the working group application and nomination process. (Tab E) – *Complete*
- 9.2. Forward nominations for the PIANC America Chair to Manous by 1 Jul 20. – *Complete*
- 9.3. Ed, Jim, and Joe volunteered to participate in the COPRI Ports Planning meetings. Dates TBD
- 9.4. Schmeltz will contact Tom Chase and participate in the COPRI Ports and Harbors Committee Meetings. *Update from Schmeltz: Participated in the call, but did not speak to Tom. They are looking for PIANC both for sales/sponsorship recruiting and for tech support, i.e. involvement in abstract reviews and submitting abstracts.*
- 9.5. Marino will contact Heffron and establish details for the MarCom webinar. *Complete. Will discuss at their SEP 5th meeting with MarCom.*
- 9.6. Almodovar will compile any additional updates or questions about the webinar document. (TAB G) – *On going.*

9.6.1. Note from Almodovar: Need to discuss who will be responsible for articles for PIANC HQ and PIANC USA newsletters on webinars conducted.

9.7. Pansic will revise goal 3C from the action plan. – *On going*

9.8. Jim/Ron will review goal #4 from the action plan and review metrics as well. – *On going*

9.9. Almodovar: Will connect 4E with Goal #1. – *On going*

10. Upcoming Events – *Manous* (See PIANC Events Calendar Attachment)

10.1. 30 Nov-4 Dec 2020, “PIANC 2020 Asia Pacific Conference (APAC)”, Freemantle, Australia, <https://www.pianc2020.com/>

10.2. 23 May 2021, “PIANC Annual General Assembly (AGA)”, Bristol, United Kingdom, <https://www.pianc.org/events>

10.3. 4-6 May 2021, “AAPA Latin America Congress of Ports”, Cartagena, Colombia

10.4. 7-10 Sep 2021, “Australasian Coasts and Ports”, New Zealand

10.5. 26-29 Sep 2021, “AAPA Annual Convention”, Austin, TX

11. Next Meeting and Other Business

Manous- We have had meetings almost 1x a month over the last 4 months. Lilian has proposed a meeting to discuss the action plan. We can also have people work on the items and submit the information. The next quarterly meeting would be scheduled for October.

Pansic- These quarterly meetings are not working meetings. Recommends setting up a smaller meeting to discuss the work plan later this month or after Labor Day.

Marino- September seems wise assuming MG Graham is available. We should bring him up to speed about PIANC.

Manous- We were not able to have our pre-brief with MG Graham. He will be interested in big picture as well as how we get there. If we choose to have an action plan meeting, it could be helpful for him.

Walker- Supports Nick’s proposal for the working group meeting and the formal quarterly meeting. Also interested in how we can connect with the technical people and encourage their involvement. What is our communication strategy to reach that group? Recommends adding this topic to our work plan working meeting.

Manous- End of August/early September is the goal for the working meeting on the action plan/work plan. We will also look for a date for the quarterly commissioners meeting in October.

Manous- PIANC USA has discussed presenting a certificate, 2 coins, professionally framed to anyone who works on a PIANC publication once it's published. Seems relevant for commissioners once they complete their service to the PIANC-USA Board, but doesn't seem relevant at the level for working group publications. A certificate signed and mailed seems relevant, but the expense on the framing, coins etc. seems extravagant.

Almodovar- We have budgeted for this in the work plan.

Mantey- Seems very expensive to have them professionally framed. We wanted to recognize people but doesn't recall an elaborate presentation.

Manous- Seems relevant to have a certificate in a frame, but a more inexpensive one (under \$20). **We will work on a proposal for this.**

12. Closing Remarks – *Manous*

Meeting adjourned at 4:07