



PIANC USA Work Plan Meeting

Meeting Minutes

September 1, 2020

12:30-2:30 PM EDT

Webinar Information:

WebEx Link: <https://usace.webex.com/meet/kayla.r.waltemire>

Meeting #: 961 997 567

Phone Only: (866) 434-5269

Access Code: 687 147 7#

Security Code: 1234#

Present:

Ms Lilian Almodovar

Mr Ron Coles

Mr Mike Leone

Mr Jim Marino

Ms Jessica McIntyre

Mr Nick Pansic

Mr Ed Schmeltz

Mr Jim Walker

Dr Calvin Creech, PIANC Americas Liaison

Mr Joe Mantey, Treasurer

Dr Joe Manous, Staff

Ms Kayla Waltemire, Staff

Regrets:

Mr Ryan Fisher

MG William (Butch) Graham, President

Action Items

2.2.1 – Waltemire will post meeting minutes from 3 Aug meeting on the website open to the public.

3.1.2 – Waltemire will update the YPCom co-chair name in the work plan. – Complete

3.1.4 – Waltemire will search for the MOU between AAPA and PIANC USA

3.1.5 – Schmeltz will check with ExCom on what they have decided for the COPEDEC conference schedule.

3.1.5 – Waltemire will update the calendar in the work plan under objective 1e metric 1 to reflect accurate event dates.

3.1.6 – Waltemire will update the website contract numbers on the work plan.

3.2.4- Walker and Manous will work on a plan to include a commissioner in the Marine Board meetings. Will work on having this added to the agenda to discuss with MG Graham for PIANC to make a presentation at a Marine Board meeting to share what we're working on.

7.2 – Waltemire will distribute a Doodle Poll for the October Commissioners Call and distribute a meeting invitation for the September 15th meeting. - Complete

8 – Waltemire will update the login list to include Jim Walker's nominee: William W. (Wynne) Fuller, Chief of Operations Division at the Corps' Mobile District.

Call Summary

1. Welcome – *Manous*

2. Administrative Items – *Manous*

2.1. Agenda Acceptance

Manous- Any additions or corrections?

2.2. Acceptance of Minutes from 3 Aug meeting (Tab A)

2.2.1. Should the meetings go public on the website?

Manous- Call for a motion to accept.

Leone- Motions to approve the minutes.

Coles- Seconds to approve the minutes.

Manous- Minutes approved. No objections, no one abstains. Do we want them posted online? Are there objections?

Almodovar- Suggests that the minutes be added to website on a test basis and track the engagement on the website, then make a final decision based on the interest level. Then we can gauge what the best use of the website space is.

Schmeltz- Is there a requirement to post online based on our bi-laws?

Manous- No requirement. The proposal is that everyone can have access to the minutes, making them public.

Schmeltz – HQ posts their minutes online. Members only should be able to view the minutes. This will also allow us to move away from the Sharepoint and make it easier to access the documents.

Leone- Approves of the notes being published online. Promotes full transparency with the notes for current and potential members. Definitely for members, and possibly for all public as well.

Coles – Suggests that the minutes be published in PDF form.

Manous- Consensus is that we can post them online either public or just for members.

Waltemire- It will be challenging to keep the minutes to “members only” because you will have to change the password often and distribute that to the members. It would be easier and more efficient if we’re going to post them to just make them full public.

Walker - All minutes fully public on the website for full transparency. We just need to aware of what we say and remember that it could be available to the public.

Schmeltz – Seconds the motion.

Leone – Suggests that it be added that the commissioners review minutes prior to them going public.

Walker - Amends his motion, adding that the minutes can only be published once approved by the board of commissioners.

Manous- Calls for the vote.

[Vote commences]

Manous- Unanimous approval. No one abstains or disapproves. Motion carries.

3. Work Plan Update – *Almodovar/Manous* (TAB B)

3.1. Goal 1. Lead and Support PIANC International – *Jim Marino and Ed Schmeltz*

3.1.1. Objective 1a.

3.1.1.1. Objective 1a Metric 1

Question about the budget spent so far on certificate framing.

Manous - Reviewed the 2020 budget. \$3,000 has been budgeted and all \$3,000 remain. Unsure if the full amount will be needed for certificates.

Schmeltz – The concept at the time of the original discussion was to include PIANC challenge coins with the certificates and have them professionally framed. We were thinking that the certificates and cost would be spread out based on when the work groups finished their publications.

Manous- That is what was presented to me. Estimated cost is about 250 per frame. Manous there are around 30 currently being waited to be framed.

Schmeltz- This number would be accurate if we spread them out over the years, rather than doing them while playing catch up.

Almodovar- Suggests that the coins are making the cost go up.

McIntyre – Received a coin when finishing her time with YPCom and it was presented in its own case.

Schmeltz – Just a certificate with a frame could be cheaper, but when we add the coin it increases the cost since you need a larger frame.

Manous- We have framed many items with coins and it runs around 250. Having something professionally framed is at least 100. We could also buy cheaper frames just to include the certificate.

Leone – Doesn't recall exactly what was discussed at the previous meetings. Recalls discussion to just send a certificate from PIANC USA, thanking them for their efforts in the group.

Schmeltz- Part of the discussion is that many of the people who participate in these groups spend many hours and receive no recognition. This certificate provides them with some recognition for their efforts.

Marino – Suggests we invite them to the Washington meeting and have the Assistant Secretary of the Army hand them a coin and a certificate. That provides a public congratulations and more recognition than just mailing a certificate.

Almodovar – Approves of the idea. It would be an opportunity for them to meet the board, and receive input from them. They may ask for travel funds.

Marino- What we do should match out intent not our budget. The intent is to show people that we appreciate them sincerely and that what they're doing is important. People will remember those moments far more than just another plaque to hang on the wall.

Leone – Approves of the idea. It seems very personal.

Schmeltz- Who pays for the travel?

Manous – A TDY for that could cost around \$1,000. Depending on when the meeting is.

Marino- They wouldn't have to show up for the entire meeting. They could come just for the portion where they're being recognized.

Coles – The public recognition seems like a good idea, but also supports the framing for someone to put on their wall for recognition. The framed certificate could prompt conversations within their office and could serve as a recruitment opportunity.

Marino – Even with a cheap frame, they will still remember the public recognition and the event when they received it. They can share that story when people comment on the certificate.

Pansic – How many would we give every year?

Manous- Unsure. The current stack is over a few years.

Schmeltz – Seems somewhere between 1-10.

Pansic – We were looking to commission the working group members for potential future leadership opportunities. Our recent track record of having leaders appear at the meeting has not been strong.

Manous – Believes the leaders would come to the meetings if they knew people were flying in to receive a certificate from them.

Pansic- Suggests we should move forward with the framing and paying for their travel.

Mantey- This travel would be included under invitational travel for the appropriated funds. We could probably pay for it either way.

Almodovar – We should bring this up for a vote and update the budget. In the work plan under metric 1, third paragraph. Propose to update the action item to include inviting WG participants to the DC meeting to present the certificate. Pay for their travel.

Manous- Proposes a \$6,000 budget to provide travel for an in-person meeting, and to cover the framed certificate with coins.

Almodovar- We could ask the WG members to provide updates on the working groups to present their updates at the work plan meetings.

Walker – Rotate the commission that is sharing during the meeting.

3.1.1.2. Objective 1a Metric 2

Schmeltz- The influence here needs to come from ExCom. Members of ExCom decide who the chairs will be of the new working groups. The chairs of the working groups are much more visible. Currently they're highly represented by the English, Dutch, and Spanish. This provides visibility and increased membership for the country because they see people who are active.

Pansic- Seems most efficient that we should “home-grow” our own working groups by having people propose topics for groups. How often would proposals be turned down? Or the person proposing the group is not selected to be the chair?

Schmeltz- Those groups then move through the approval process. Some groups are turned down. Usually the chair will stick once it get to ExCom.

Manous- Seems like the way forward is to develop good topics for working groups.

Jessica- When we submit an idea to the leadership we need to have an expert in the US already in mind to push forward as the chair.

3.1.2. Objective 1b:

Almodovar: Discuss task “Develop database of members with expertise and interests.” Use a survey to gather information about interest and expertise of the PIANC USA members. When we have a proposal for a working group, we can go into the database to help us find people for working groups. See Goal #2.

Walker: Potential question for the survey could be if they're willing to take on a leadership role.

Waltemire- Will note the updated YP-com contacts on the work plan.

Manous- Alternative to the database could be the list of the working group members.

3.1.3. Objective 1c.- Has been postponed until the 2023 PIANC USA presidential election.

3.1.4. Objective 1d:

Almodovar: PIANC America is considering hosting a session at AAPA. If PIANC America does this we can support their work. They are deciding if it will be virtual or in-person. Calvin is working with the contact from AAPA to see what we can host for this event. We should have a presence at these conferences every year, whether that is hosting a section, providing speakers etc. We want to keep that connection relevant with AAPA. We are currently leading the PIANC America effort but we're hopeful that another country will step up to lead in the future.

Waltemire- Search for the MOU between AAPA and PIANC USA.

Almodovar- This MOU has been revised within the last 4 years. Should Metric 3 be moved to Goal #4 that relates to work with other organizations?

Walker – Seems more relevant to remain in goal#1.

Almodovar- These MOUs are related to the work with the PIANC America initiative. Who should be in charge of these MOUs?

Creech- Can support these organizations.

3.1.5. Objective 1e:

Schmeltz- COPEDEC seems like it's going to be a virtual meeting. Check with what ExCom has decided. Most people who submit papers are accepted.

Waltemire – Update the calendar in 1e metric 1 to reflect accurate events.

Almodovar- We should be encouraging members to submit papers, and to have leaders on the technical review committee.

McIntyre – Seems connected to Metric 3, as it relates to participating in the technical review committee.

Almodovar- Metric 3 relates more to the organizing committee. 3 potential major events in 2023 (PIANC America, Smart Rivers, BTV)

Manous – What are the deadlines for submissions, key note speakers etc. What are the deadlines for us as an organization to stay on track with these metrics? Once we shift the dates of the events we should be able to identify the deadlines for submissions. Suggests that Jim and Ed provide the suggestions for deadlines.

Schmeltz – We will need input from ExCom on dates first.

Almodovar- HQ decides on who will host Smart Rivers and when it will occur.

Manous – We need to make sure the decision made is part of a timeline that we can support. Seems like they will suggest it within the parameters of what the host country has in place. 1 year would not give us enough time.

3.1.6. Objective 1f.

Manous- No in person events in the near future and we have our revenues from the last year. Finances are in order.

Waltemire- will update the website contract numbers on the work plan.

Almodovar – Should we develop a risk analysis of the organization on what would happen if we lose the US Gov. appropriated funds every year?

Almodovar – Suggests that there be a priority objective for each goal to focus on at each commissioners meeting.

Manous- Clarifies understanding that the “priority objective” is the objective above all the others in the goal that receives the most focus and effort.

Marino – We (the commissioners) have agreed to serve and enhance the value of the organization. We should take advisement from the chair and president of the organization.

Manous- Suggests a revision to the question “What would you recommend to the leadership to be the key objective.”

Almodovar – Suggests that the priority objective be 1e so we know updates on the events.

Waltemire- Suggests that the priority goals be more fluid and the champions of the goals identify the priority goals to address at the meetings.

Manous – Does not recommend that we discuss the entire work plan at every meeting. Suggests that items be highlighted rather than talking about the entire work plan.

Almodovar- Suggests that the champions notify Kayla prior to the meeting of the objective that they want to highlight in the commissioners call so it can be added to the agenda.

3.2. Goal 2. Promote Technical Information Exchange on Waterborne Transport Infrastructure – *Jessica McIntyre and Lillian Almodovar*

3.2.1. Objective 2a.

Almodovar- McIntyre and Almodovar will work on a draft of the survey to go to PIANC USA members. We can then use the survey to organize events based on relevant topics.

3.2.2. Objective 2b.

Almodovar – Added that the four commissioners working with the US commission chairs should work together to develop a yearly deployment plan for approval by the Board of Commissioners by December 2020. Plan should include details for roll-out of the respective commission's yearly webinar.

3.2.3. Objective 2c.

McIntyre- This objective focuses on supporting the YP group. We think it is important to have someone from the PIANC USA board to serve as the champion/liaison with the Young Professionals. Their upcoming main item is to provide assistance to them in planning the BTV. They are fairly self-sufficient.

Waltemire – Has been attending the YP meetings to take notes and relay information. Is willing to continue to serve in this role.

McIntyre – Metric 2: There was no travel this year but we want to continue to offer this to YPs. Metric 3: There is a YP on every commission except InCom. We want to encourage YP participation in all of the working groups.

Manous - How many YP travel scholarships should we offer ever year? Is 1 a year a good goal? How do we engage with them after the event?

McIntyre- Usually more than 1 per year. Sometimes up to 3 or more people per person. The amount depends on where the event is, and how much the travel will cost. It's difficult to predict a budget amount with no specific conferences planned. In the past they have been asked to write an article about their experience to receive their funding. This provides an article to post about the event.

3.2.4. Objective 2d.

McIntyre- Focuses on promoting WG reports. We want to advertise what PIANC activities and WGs are doing. We should identify what key publications are that we should have articulated published in. Goal is to have someone preparing an article after the quarterly webinars that can be shared with a sister publication to promote PIANC work. Metric 2: Strengthening our relationship with Transportation Research Board. Question of whether or not this should move to goal 4 which relates to strengthening relationships with sister organizations.

Almodovar - Relationship with TRB seems to have changed over the years. We need to revisit this goal and decide if we want to continue this relationship with the TRB or not. Not aware of a MOU with the TRB. Our involvement has been having people attend the meetings and participate with their research programs. Should 2D metric 2 be moved to Goal #4 since it relates to a sister organization?

Manous- Approves that it should move to goal #4.

Walker – Ok to treat this as a goal in the sister organization section. Confused about why there was a strike through in the work plan related to the relationship with TRB. Is there someone who has been working closely with the TRB from IWR?

Manous – We don't really attend TRB meetings. We attend Marine Board Meetings Chief of Ops or the DCG will attend the TRB. TRB is mostly highways and airfields with some marine transportation included. The Marine Board could also be an area of involvement. Scott Brockmire is the staff lead for the Marine Board. We could invite him to a PIANC meeting, depending on the type of connection we want to promote.

Walker – Seems like the focus is related to Academia, and research focused. We need to understand where the research funds are coming from. We need to do some background work prior to being able to build new relationships with sister organizations. Coastal Engineering Research Board addresses similar topics to PIANC. We want to see the reports being addressed and implemented by USACE but that won't happen unless they're aware of what we're working on.

Manous – Could a commissioner attend a meeting with the marine board with a focus around research? We could pursue this as a goal. The marine board is very technical so you need to have someone familiar with what PIANC is engaged in. Just to attend won't really serve the goal, but if the person has the background to participate at that level it would be helpful. We should add this to the agenda to bring this up with MG Graham for PIANC to make a presentation at their meeting so the board can hear what we're working on.

Manous and Walker will work on this.

4. Review of Remaining Action Items from 5 Aug Meeting – *Manous*

4.1. Waltemire/Manous- review need for an agreement by users of PIANC-USA logins concerning sharing of information (reports) they access. – Will discuss at next quarterly commissioners call

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

4.3. 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.

4.4. Schedule the next quarterly commissioner's call for October. - Ongoing

4.5. Waltemire- Will review options and costs for certificates presented to working group publication writers. – Ongoing, will discuss at the next quarterly commissioners call

5. Review PIANC Login Recommendations – *Manous/Waltemire* (Tab D)

5.1. Submitted by Jim Walker: Nominates William W. (Wynne) Fuller, Chief of Operations Division at the Corps' Mobile District.

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

6.1. 30 Nov-4 Dec 2020, "PIANC 2020 Asia Pacific Conference (APAC)", Freemantle, Australia, <https://www.pianc2020.com/>

6.2. 23 May 2021, "PIANC Annual General Assembly (AGA)", Bristol, United Kingdom, <https://www.pianc.org/events>

6.3. 4-6 May 2021, "AAPA Latin America Congress of Ports", Cartagena, Colombia

6.4. 7-10 Sep 2021, "Australasian Coasts and Ports", New Zealand

6.5. 26-29 Sep 2021, "AAPA Annual Convention", Austin, TX

7. Next Meeting

7.1. Next working group meeting schedule- The next quarterly meeting will be in October. The working group meeting could be in the next September 15th in the afternoon. Start at 2-4 EST on the 15th of SEP. Look for the week of October 23rd for the next meeting and invite the US commission reps to the meeting.

As the discussion on the Work Plan was not complete, it was agreed to hold another Commissioners Work Plan meeting on Tue, 15 Sep, 1400-1600 EDT to complete the Wok Plan review

Waltemire will put together a doodle poll for October and a meeting invitation for September 15th meeting.

8. Closing Remarks – *Manous*

Manous - Recommendation to add a login. Recommends William Fuller to be added. Waltemire will add his login to the system.

Schmeltz - Motion to adjourn.

8.1. Close at 3:00.