



PIANC USA Work Plan Meeting

Meeting Minutes

December, 08 2020

2:30 – 4:30 PM EDT

Webinar Information:

WebEx Link: <https://usace1.webex.com/join/kayla.r.waltemire>

Meeting #: 199 185 4165

Phone Only: (844) 800-2712

Access Code: 199 185 4165#

Security Code: 1234#

Present:

Ms Lilian Almodovar (2nd, DEC '23)

Mr Mike Leone (2nd, JAN '21)

Mr Jim Marino (2nd, APR '23)

Ms Jessica McIntyre (2nd, APR '23)

Mr Ed Schmeltz (2nd, DEC '20)

Mr Jim Walker (1st, DEC '23)

Dr. Todd Bridges, Chairman of EnviCom

Mr. Ron Heffron, Principle Rep. to MarCom

Mr. Burton Suedel, Principle Rep. to
EnviCom

Dr Calvin Creech, PIANC Americas Liaison

Dr Joe Manous, Staff

Ms Kayla Waltemire, Staff

Regrets:

Mr. Jonathan Armbruster, Principle Rep. to RecCom

Mr Ron Coles (2nd, DEC '23)

Mr Nick Pansic (2nd, AUG '21)

Mr. Jose Sanchez, Principle Rep. to InCom

Mr Joe Mantey, Treasurer

Action Items

3.3.1 – Nominating committee chaired by Jessica McIntyre, with Nick Pansic, Jim Walker, and Jim Marino, will work on providing suggestions for how we can space out the rotation of expiring commissioner's terms, and will work to provide nominations for commissioners who's terms are expiring in the next quarter.

4.1 – Waltemire will contact Abbas Sarmad (nomination for CoCom Chairman) about his nomination and will forward on to HQ. *Complete*

5 – Manous will verify with the attorney's about how the reimbursements occur for official delegates.

5 – Manous will discuss with MG Graham the possibility of the president of PIANC USA nominating a chair to fill that role when the president and chair cannot attend the PIANC meetings.

5 – Waltemire will contact Sabine and request the rules and regulations for PIANC HQ. *Complete*

6 – Waltemire will update the survey based on discussions from the DEC 08 meeting and distribute with the notes.

8.1 (G1a.M2) – Waltemire will add a standing agenda item for Principal Representatives to discuss proposed working group topics.

8.1 (G1f. M2) Team (commissioners and staff) will continue to work from the templates already developed to plan for a spring 2021 PIANC USA Membership Meeting.

8.1 – Team will continue to evaluate the list of action items for possible prioritization. Team will also identify who is responsible for the specific action items.

8.1 – Waltemire will invite a YP leader to the quarterly call.

9.11 – Heffron will secure a presenter and a date for a first quarter MarCom webinar and inform Waltemire for marketing purposes. Currently trying to secure George Detweiler from WG 161 as the speaker.

11 – Waltemire will send out a doodle poll with dates for the 1st quarter commissioner's call.

Call Summary

1. Welcome – *Manous*

Manous- Spoke with MG Graham and he sends his regards and thanks everyone for their work on PIANC efforts.

2. Administrative Items – *Manous*

2.1. Agenda Acceptance

2.2. Acceptance of Minutes from 03 NOV meeting (Tab A)

Manous- Any comments or edits on the minutes?

Jessica – Notes a correction that Heffron is the MarCom representative on page five above 3.3.

2.3. Approval of Nominations for Working Groups (Will be sent on 12/1)

2.3.1. MarCom 205 “Design and Construction of Breakwaters on Soft Seabeds”

- Gillian Millar, CEng. Maritime and Coastal Technical Leader for GHD in North America.

2.3.2. EnviCom 230 “How to Attract Green Funding for Nature-Based Navigation Infrastructure”

- Ram Mohan, PHD,PE,F.ASCE. Principal Project Director Anchor QEA, LLC.

Manous- Motion to approve.

Walker- Moves to approve. Endorses Ram.

Jim Walker – Seconds. Endorses Gillian.

Manous- Any oppositions or abstentions?

None

3. Review of Commissioners Terms – *Manous*

Manous- The current rules and regulations for PIANC USA state that commissioners can serve two, 4 year terms. The agenda will now show the current terms of the commissioners. Ed’s term expired in May. Was action taken to renew Lilian and Ron in Dec. 19?

Almodovar –We went over the commissioner’s terms that were going to expire during one of our last meetings with Rachel. She asked if they would be willing to stay for a second term. Everyone said yes. No official notification was received after that from the ASA’s office. The only way to keep Ed on the board is to make him an emeritus member. This would be someone who could be an advisor to the board and it’s an appointment for life. He would not be a commissioner, but could attend board meetings and provide his input.

Manous- Something to highlight from the rules and regulations is the “commissioner emeritus” status. The frequency with which people rotate out is also in question because currently it is not staggered. There will be numerous turnovers very close together. We could adjust this by reducing terms, or extending terms on a one-time basis to stagger expirations. The first step is to create a nominating committee to review nominations for these openings. We could also ask them to consider how we can extend terms on a one-time basis.

McIntyre – Does not see the need to extend terms.

Manous - There are 4-year terms, but we have 4 people who will be leaving within a 6 month time period. The suggestion is that 3 people participate as the nominating committee and identify the candidates. Have them also consider how to change the pattern for the rotation. With approval from the chair, we should be able to allow this as a one-time exception.

Almodovar- Ron Coles will be extended to December '23. Nick August '21.

Marnino- Two people rotating through each year would be ideal.

3.1. Terms expiring

3.1.1. Ed Schmeltz – Expired May 2020

Manous- The commissioner emeritus is a lifetime appointment. Or do we want to do a one-time continuance?

Schmeltz – Notes that his current term with CoCom has ended.

Marino – Would like to ask Ed, what he would like to do before we bring forth a recommendation.

Schmeltz – Has not thought about it. Was aware that his term was expiring soon and would be open to serving in either capacity if the board approves.

Marino- Would motion for Ed to be the first Emeritus Commissioner based on his history of honorable service to PIANC and believes he would be an excellent first example for this position.

Almodovar- Seconds the motion. We should look at the guidelines to see what the process is for the appointment.

Manous- Based on the rules and regulations, the candidate may be nominated by anyone on the commission and then the nomination will be submitted to the secretary. The vote is conducted by secret ballot.

Almodovar- Proposes that the nominating committee prepare the nomination packet to submit.

Walker- Suggests that we ask for a one time extension of Ed's term while the nominating committee comes up with a replacement for Ed's position, and while they prepare the emeritus package for Ed. Then they submit the packets simultaneously.

Manous- Immediate question is what is Ed's role in the current time? Do we thank Ed for his service now, that his term has expired, or do we do a temporary continuance while the nominating committee comes up with a recommendation for how to move forward?

McIntyre - Votes for a continuance. The advantage is we will look at nominations for commissioners 2 at a time on this updated rotation schedule.

Manous - We can ask Ed to serve as the nominating committee chair to fill the vacancies of commissioners. They don't necessarily have to prepare the emeritus packet.

Almodovar- Votes for the extension of Ed's term, until we work on the emeritus packet.

Schmeltz – Currently does not wish to serve as chair of the nominating committee.

Walker – Do we expect a quicker turn around for nominations and approval so we can get on a two-year rotation schedule?

Walker – It can happen a lot faster. I received a call from the nominating committee asking for a resume, then 6 months later had a letter from the secretary with his appointment. We are meeting more frequently so we should try to move forward with more of a sense of urgency.

Marino- Any sitting commissioner can nominate someone and prepare the package for emeritus status. A vote of the commissioners approves it.

Manous – Suggests that the nominating committee moves forward with the nomination process and we will take care of the emeritus nomination later.

Walker- Suggests extending Ed's term through the end of December. Then pursue the emeritus process in January after his term has ended.

Almodovar- Approves.

Schmeltz – Approves.

Manous- Motion to extend Ed through December 2020.

Marino- Motions to approve.

Almodovar- Seconds.

Manous- Any appositions, or abstentions. *None*. Motion carried.

3.1.2. Mike Leone – Will expire in January 2021

3.1.3. Lilian Almodovar – Assuming renewal in Dec 19'

3.1.4. Ron Coles – Assuming renewal in Dec 19'

3.2. Adjustment of terms

3.3. Nominating Committee

3.3.1. Jim Walker and Jessica McIntyre have volunteered so far. Add Nick Pansic and Jim Marino. Jessica will be the chair.

Marino- Volunteers to join the nominating committee.

Manous- Does anyone want to serve as the chair of the nominating committee?

Almodovar- Suggests that Jessica chair the nominating committee group.

McIntyre- Yes, will chair the nominating committee.

Manous- Please also provide suggestions for how we can space out the rotation.

4. Review Nominations for CoCom Chair – *Manous*

4.1. Abbas Sarmad (nominated by Ed and Nick)

Manous- Are there any other nominations or discussions?

Schmeltz- He has been on CoCom as an alternate member for the US for 3-4 years and has a strong handle on international operations and works in the marine business.

Jim Marino- Seconds the nomination for Abbas Sarmad.

Manous- Any abstentions or oppositions. *None* Motion carried.

Waltemire- Will contact Abbas about his nomination for CoCom.

5. Rules and Regulations Review – *Manous* (TAB B)

Manous- There was a question about the treasurer position. The attorneys are comfortable with the treasurer being outside the government so that a federal employee only has access to the federal funds. Doesn't believe that the attorneys will want to bring in someone from the federal government to manage both appropriated and private funds. Question of whether or not we even need Appendix C. Not sure if we need to provide them with that level of detail. Text has been inserted about serving as a liaison. Is appendix A relevant? Do we need to break them into geographic regions like they are outlined in the document?

Almodovar- We have had some of these groups (referring to the geographic regions described in Appendix A) in the past. We broke them down that way in the past because we had commissioners from specific regions and they were supposed to develop proposals for activities and groups relevant to their specific regions.

Manous- Appendix B has rules and regulations about commissioner emeritus. There were questions about expenses related to official delegations (p. 12). **Will have this verified with the attorney about how this reimbursement occurs.** Pg. 11 notes rules about the process for how the chair can nominate an acting chairperson. We have not been doing this. How do we designate who this is? They would chair the board meetings in place of the chair not being present. Thinks this is a good idea. Does anyone remember this from the past?

Marino- We discussed this in the past because of the challenges the president and chair face to attend meetings based on their schedules.

Almodovar- It would be up to the president to nominate someone.

Manous – It would be challenging for the president to nominate someone when they don't know the commissioners.

Marino- That was the point of General Jackson, that they can't make the same commitment to the commission that we all can because of their other schedule commitments. They have too many other duties and responsibilities.

Manous- Has a meeting with MG Graham coming up and will discuss this with him.

Walker – Suggests emailing Sabine to request the rules and regulations.

Manous – Item 10.1 is confusing. If you are selected to serve but you're not a federal employee, then how does that work? Seems like we should remove that part. Secretary and the other federal employees are accountable to the ASA's office, but not necessarily other employees.

Schmeltz- Item 10.1 is referring to the ExCom group.

McIntyre – Any member who is participating in PIANC has the obligation to report back to our chair, which would be ASA's office.

Walker – Question seems relevant to keep people from committing to things on behalf of PIANC without checking with ASA's office.

Almodovar- Seems that anyone who is participating with PIANC at an international level will be representing the ASA's office. There used to be commissioners serving more as individual agents who were making commitments that the ASA's office did not support. There was an issue with how some of the commissioners were completing their duties. It could have been created for that reason.

Marino- That seems like an office of council question. Is there a legal obligation of someone who accepts a position on an international committee to understand that the obligation still ultimately falls on the ASA's office?

Manous – Appendix C is for rules and responsibilities for Principal Representatives but it seems too detailed and not necessary.

Heffron- Notes that as a principal representative, he has never seen this document.

6. Membership Survey Review – Almodovar/McIntyre (TAB C)

Manous- Thoughts on the survey? Will be used in Survey Monkey.

Almodovar – Comments on question 1: What is a non-technical business-related project? Not sure of why we need C and D. They seem to be about the same topic areas.

Manous- Non-technical business-related projects could refer to collaborative decision-making techniques, alternative funding, professional responsibility etc.

Marino- Technical topics, but not necessarily on a working group report would be engineering or science-based topics. The other non-technical item would be related to financial issues with respect to ports, integrated transportation issues etc. The challenge with our industry is where to draw the line of technical and non-technical.

Almodovar- Our main business with PIANC is technical. Suggests removing C and expanding D to include items from C. Should we include the questions about cost in #1? As attendance increases, we may want to consider charging but for now it seems best to not charge at all and remove this question from the survey.

Manous- The items on cost were include to gauge interest of whether people would pay or not.

Schmeltz – At the international level the question is what do we want to accomplish with membership? We want to increase membership, so we could “give away” the webinars to increase membership. Charging non-members for webinars would go against what PIANC international is trying to promote and it wouldn’t necessarily attract membership.

Manous- We can remove the cost questions.

Almodovar – Suggests that the contact information be required, not optional. We will need the information if they want to be considered for a position.

Jessica- Suggests making membership category membership question mandatory but keep the rest of the contact information optional.

Waltemire- Will make a pop down question that will require contact information if someone responds saying they’re interested in a leadership position.

7. PIANC USA Members Event 1st Quarter 2021

Manous- Are there any ideas on this? We do hope to have a webinar, but a membership event would be additional. A webinar type event as a membership event is being planned for April.

Almodovar – Doesn’t seem necessary.

8. Work Plan Discussion- *Manous* (TAB D)

8.1. Priority Action Items for 2021

- G1a.M1 - Recognize working group participants with certificates

Manous- Should be ready to mail in January.

- G1a.M2 – Identify working group topics to propose to ExCom

Manous- How do we plan on accomplishing this?

Marino- Seems like it would come bottom up from the technical committees and submit those topics to ExCom.

Heffron – The commissions are discussing new topics often. It should come from the commissions and from the national sections. They should come from everywhere. The commissions are making new proposals often.

Schmeltz- The suggestions are processed by ExCom. There is a procedure to process this. The topics come up through the commissions.

Manous- Is this a goal for the US section? This is something we would do but making it a goal means we need to take energy and resources to make it happen aside from it being a normal function.

Marino- It's our duty to emphasize and reinforce the topics at the ExCom level when we see the topics come through from our section.

Heffron- Suggests placing a standing item on the agenda for the commissioners meeting to discuss the proposed working group topic ideas and frame what we want ExCom to look at. It would be an opportunity for principal reps to report on what the commission is doing and accomplishing so the feedback loop can be accomplished.

Marino- Suggests changing wording in the work plan to “reinforcing and encouraging working group topics presented by principal representatives.”

- G1d.M2 - Establish and lead the PIANC America Team to develop and implement an Action Plan for the region

Creech – This is essentially the entire focus of the steering committee right now and my principal focus.

- G1e.M1 – Identify abstracts (or submitters) for AGA 2022 and World Congress 2022

Manous- We don't know when the submission will be since there isn't a call for papers yet. In the past, submissions have been encouraged by word of mouth.

- G1e.M2 – Coordinate speaker for SmartRivers 2021

Manous- What is the status of this? Who is coordinating this action? The details are not out right now. Are we looking for staff to participating in the planning groups?

Almodovar – The champions are Ed Schmeltz and Jim Marino. Smart Rivers is scheduled to be in China and would be questionable for US participation. We usually send out information about when abstracts are due for various conferences to encourage participation.

Schmeltz - Typically it's staff communicating with the national section.

Chat from Creech: Smart Rivers has been moved to 2022.

- G1d.M2 - Explore potential of hosting a session, and/or supporting PIANC America at AAPA meeting in Cartagena, Colombia (May 2021)

Creech- Has reached out to the PIANC Colombia national section. There is still a lot of uncertainty about what that event will look like.

Walker- Seems like they're planning to move it to Fall of 2021. It's unlikely that it will be in person in April 2021.

- G1f.M2 - Hold a PIANC USA membership meeting, proposed for spring 2021

Manous- We identified late April as the event date. We wouldn't necessarily need a call for papers for this.

Walker – Would suggest lining up speakers on a specific theme for the day.

Almodovar – Given that this would be the first annual meeting in a long time, maybe the morning could be administrative, and the afternoon could be a panel discussion with the technical representatives on the work they're doing within their commission. Then we open it up for discussion and this could lead to new working group topic ideas. This would publicize the work of the commissions. We should also secure a key-note speaker to talk about technical issues in navigation.

Manous- It was proposed that we hand out the certificates as well. Will most likely be virtual. Will work with the templates we have already.

- G2a.M1 – Survey PIANC-USA members
- G2a.M1 - Serve on the Ports 2022 organizing committee and have a PIANC session on the program

Manous- No recent meetings.

- G2b.M1 – Implement quarterly webinars and develop plan for additional webinars during CY21

Manous- We agreed that the Principal Representatives would help us set up the webinars, and Ron agreed to help with the first quarter. Should we have 4 a year be the goal? We can wait until we receive feedback from the survey before we decide on this.

Almodovar- We talked about having more than 4. Possibly an additional one mid-year based on a topic that seems popular from the survey.

- G3a.M2 – Conduct briefs on PIANC and PIANC-USA to COPRI leaders and staff

Manous- Will coordinate something to have this occur. Suggests that a commissioner serve as the presenter.

- G3b.M1 – Develop marketing and information materials in the form of flyers, presentations, social media, and website updates to convey the opportunities with PIANC

Manous – Unsure of what information we want to share at this point. Who are we distributing the flyers and presentations to? We haven't assigned this to anyone at this point. A marketing committee would be helpful.

Walker – The video that was sent out by Manous seems like a good example of what we could do to share information about PIANC. We should storyboard what we would want in the video such as “What is PIANC” and “How can people benefit from participating?” We would need to figure out the audience and what they would like to see.

Almovidar- We should pursue this. We would need a professional to work with us.

Manous- The marketing committee from the video that was sent, focused on what would get the message out. They looked at brochures, social media and the video. Each one built on how the last one was developed.

Walker – Does the Corps have resources to implement something like this?

Manous- All of the professional looking ones have been contracted out.

- G4a.M1 – Conduct briefs on PIANC and PIANC-USA to USACE leaders and staff

Manous- This is something we can line up soon based on other events being planned. Assumes that most of the leadership is not familiar with PIANC.

Walker- Is willing to help with this process.

- G4b.M1 – Engage with sister organizations PIANC-USA should focus for collaboration

Manous- Should we have a contact list of who the current commissioners are and the organizations they're in contact with?

Walker – Approves of the list. Concise to one page.

Almodovar- We talked about the sister organization list with commissioners connecting with various sister organizations. We have been making those assignments and they're scattered throughout the work plan. We have suggested that for each goal we have a priority action item that we focus on. We can review this on a quarterly basis.

Manous- We could make efforts to prioritize this list if that seems necessary. There are a lot of items and we want to make sure we use our resources wisely. If this list is at least close, then the next phase would be to indicate who is responsible for the various action items and identify when the action would be complete and prioritize from there.

Almodovar – One of the action items is related to YPs. We have minimal contact with them. Since we added to the board the representatives to the technical working group commissions, should we add the YP chair to the US.

Manous- Approves of this idea.

Waltemire- Agrees. Has been participating in the meetings monthly with the YPs. Having the chair participate in the commissioner meetings would allow them to have more leadership. This would also free up Waltemire from having to attend the monthly YP meetings.

Heffron- Agrees that allowing space for the principal reps to update the commissioners during these quarterly meetings would be helpful to maintain the communication loop.

9. Review of Remaining Action Items from 15 SEP Meeting – *Manous*

- 9.1. Manous/Waltemire will review the rules and regulations document and send edits to the group for discussion. *Complete*
- 9.2. Waltemire will check on the deadline for the yearbook submissions to HQ and confirm. *Deadline is confirmed as 01 FEB to submit to HQ.*
- 9.3. Commissioners should contact perspective nominees for CoCom Chairman position and send the names to Kayla by DEC 16th for compilation. A full list will be sent out and a decision will need to be made by December 21st. *Ongoing*

- 9.4. Commissioners please review updated survey and provide feedback, and additional topic suggestions to Waltemire by NOV 20th. *No feedback provided*
- 9.5. Principal representatives please put together a list of topics relevant to their commission to include in the survey about working group topic areas. Please send to Waltemire by NOV 20th. *No feedback provided*
- 9.6. Almodovar/ McIntyre – Review updated survey (Waltemire will send with compiled working group topic feedback received) and send to commissioners with any additional edits prior to the December meeting.
- 9.7. Manous/Waltemire will discuss a way to distribute the survey. *Survey Monkey*
- 9.8. Decision is for an Annual meeting to be held in Apr 2021. PIANC-USA staff to develop options for possible dates. *Push to next meeting*
- 9.9. First calendar year PIANC-USA Board of Commissioners’ meeting will be held in Feb 2021. PIANC-USA staff to develop options for possible dates for discussion at Dec Commissioners working meeting. *Dates proposed below*
- 9.10. Additional consideration will be given by the PIANC-USA staff on alternative virtual events for the first quarter.
- 9.11. Heffron will be the principal representative in charge of the first quarter webinar featuring a speaker from MarCom. Please review webinar guidelines document for what is requested in preparation of the webinar. First step is securing a presenter and a date. Coordinate with Waltemire on dates.

Heffron – Suggesting George Detweiler as the speaker for PIANC WG 161.

Manous- Suggests February for this webinar.

- 9.12. Waltemire – Schedule work plan meeting for early December to discuss immediate work plan actions. *Complete*
- 9.13. Waltemire will compile list of commissioners and their terms for discussion at next meeting. - *Complete*
- 9.14. Waltemire will send out updated survey from Almodovar to commissioners to receive feedback. *Complete*

10. Upcoming Events – *Manous*

- 10.1. 10 DEC 2021, “2020 Winners of the De Paepe-Willems Award” A Webinar hosted by PIANC USA YPCom. <https://pianc.us/ypcomwebinar2020>

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: February 2021 1st Quarter Commissioners Call – *Manous*

Manous- Suggests boiling down the work plan discussion for a small update at the quarterly calls. Are there any dates below that are not acceptable? *No feedback*

11.1. Tuesday February 9th, 2-4 PM EDT

11.2. Wednesday February 17th, 10 AM – 12 PM EDT

11.3. Thursday February 18th, 10 AM – 12 PM EDT

11.4. Thursday February 18th, 2 -4 PM EDT

12. Closing Remarks – *Manous*

Meeting concludes at 4:34