



PIANC-USA Work Plan Meeting

Meeting Minutes

September 15, 2020

2:00 – 4:00 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 Jim Walker

Dr Calvin Creech, PIANC Americas Liaison

Mr Joe Mantey, Treasurer

Ms Kayla Waltemire, Staff

Absent:

MG William (Butch) Graham, President

Mr Ed Schmeltz

Mr Ryan Fisher

Dr Joe Manous, Staff

Action Items

3. Members of ExCom please communicate with Waltemire about accurate dates of events on the work plan prior to the next meeting on November 3.

4.1.1.1 Waltemire and Manous will draft a meeting agenda for the January in-person meeting to discuss on November 3rd.

4.1.1.3 Waltemire will add potential work group/task group topics from the TG 181 report to the work plan.

4.1.2.3 Almodovar and McIntyre will draft the membership survey to discuss at the November 3rd meeting.

4.1.2.4 Waltemire will search the archives for any promotional documents that exist.

Call Summary

1. Welcome – *Dr. Calvin Creech*

2. Administrative Items – *Waltemire/Creech*

2.1. Agenda Acceptance

2.2. Next Quarterly Commissioners call :

2.2.1. Tue, 3 Nov 1300-1500

2.3. Acceptance of Minutes from 01 SEP meeting (Tab A)

Marino- Motion to approve the minutes

Walker – Second to approve the minutes

Creech- Any objections to the minutes being posted online?

No objections.

Almodovar – Once they are accepted they can be posted.

2.4. Federal Credit Union Discussion

2.4.1. Plans to move assets from BB&T to the Federal Credit Union. – *Mantey*

Mantey: We have 2 accounts (BB&T, and Commonwealth 1 credit union). Was able to incorporate PIANC within the District of Columbia. We can now open an account. Combined asset value of about \$400K. Only the first \$250K is insured federally. The State Department Federal Credit Union offers one of the highest paying interest rates in

the nation, and they will allow us to open an account. A \$100K CD has matured at BB&T with another maturing in late October. This proposal is to transfer PIANC-USA funds from BB&T to the State Department Federal Credit Union. Kayla will verify by signed statement that the Board adopts a resolution stating PIANC-USA approves opening a checking account at their credit union. The account will open with approximately \$35K from a check received from the PORTS'19 conference. Once opened, the \$100K from BB&T, and the remaining CD amount of about \$25K, will be transferred. Interest rates as of 14 Sep 20 are 0.95% for the State Department FCU, while the BB&T rate is 0.2%. Propose the resolution be adopted.

Leone- Will all the funds be in one place after the transition?

Mantey – The funds will be in the 2 credit unions so everything is insured. We need a statement stating the Board approves the adoption of a resolution to open an account.

Waltemire – Will include the minutes with the application documents.

2.4.2. Signatories will be Manous, Mantey, Waltemire.

2.4.3. Motion to approve the opening of the account with the above mentioned signatories

Almodovar- Motions to approve.

Leone- Seconds the motions.

Waltemire- Any objections?

No objections.

Motion carried. Resolution approved.

3. Updates from Work Plan Goals 1 & 2 – *Waltemire* (TAB B)

Waltemire – Has been working with Joe Manous to provide estimates on the framed certificates. Cost is about \$200 per person for the certificate framing and shipping. Estimating about \$1,000 for travel. 51 certificates are waiting to be framed and shipping (going back to FY16). To catch up on all of these just for the certificates will cost about \$10,000. Manous has suggested that we start inviting certificate recipients in person for 2020 and forward. Ongoing estimate per year is about \$14,250 per year to include certificate framing and travel for the in-person meeting presentation. Average of 1-2 publications per commission per year so about 4-5 groups with 3 people.

Waltemire – Please review the sections about upcoming dates for events. **Suggests that members of ExCom communicate with Waltemire about accurate dates prior**

to the next meeting in November. We need to look at various deadlines such as when we will commit to attend, submit abstracts etc.

Almodovar- Metric 3 should include PIANC America Conference for 2023. It will be a regional conference that we will support and participate in.

Pansic – Question about date and location of Smart Rivers 2021.

Creech – Believes it is China 2021. Has not seen updates from ExCom on this event.

Pansic- The next ExCom meeting is coming up and this will be discussed as well as the AGA and the rest of the events will fall into line once those are figured out. No decision has been made on World Congress.

Waltemire – The website contract has also been updated in the work plan.

4. Work Plan Update – *Almodovar* (TAB B)

4.1.1. Goal 3. Increase the Value, Relevance, and Impact of PIANC in the U.S. and the World – *Mike Leone and Nick Pansic*

4.1.1.1. Objective 3a – Metric 1

Leone- Someone from IWR was going to work within USACE to disseminate the information from the commissioners. Focus the communication via conferences and webinars to share the information with our community.

Almodovar- When these tasks were added to the work plan the idea was to engage more with the communities of practice. Many communities of practice are not aware of PIANC and our products. Should discuss with Joe about assigning an IWR person to serve as a liaison with the COPs and report to the commissioners on activities.

Creech- This metric is very USACE focused. It will take a liaison to disseminate the information. For the private sector, it is in their best interest to be members of PIANC and have access to the working group reports and incorporate the information into their reports. What is the vision in holding the PIANC-USA Annual Meeting? What has been happening in the past for an annual meeting? Is there an annual meeting where all of PIANC-USA comes together? Is this more of a business meeting related to administrative issues related to PIANC?

Almodovar- This was added years ago. We had a conversation with the leaders of the 4 commissions. They said they did not want to hold an annual meeting since they were already having meetings with their commissions. The idea was to have it be more technical and discuss reports and not really administrative. The goal is for all the people

working on group reports to get together and discuss what they are working. If we want to move forward, we need a vision.

Pansic- There was a watershed event where we moved away from the concept of elected commissioners. The commission used to be made up of elected officials from USACE. The remaining leaders were partly elected by the members, so the meeting had the administrative component of electing new commissioners. When we changed the by-laws to make all non-leadership positions appointed, that administrative component went away. The last annual meeting I attended was years ago. We are missing out on the opportunity to grow our membership by not having people get together where they feel like they have input into what happens in the organization.

Almodovar- The meeting could be both administrative and technical. Most organizations have an annual meeting. We do not currently have one. Seems disconnected.

Creech- At a minimum, it seems relevant for the commissions to present updates on their work. This could be tied to other meetings as well. Any further discussion? This would at least create some community.

Almodovar- Suggest the champions of the goals decide how to move forward with the annual meeting and have it defined better.

Leone- We could make one of our quarterly meetings into an annual meeting. This would involve more members, improve membership, and disseminate technical information.

Creech- A meeting like this would foster community within PIANC-USA. Many members may not be able to travel to some of the international events and this meeting would maintain their connection with PIANC since US events are not that often.

Pansic- Would like to review the other goals related to membership. Goal 3 is specific to dissemination of PIANC information, and other goals are related to membership. Objective 1F metric 2 relates to building membership. Agree with Creech, that we could open up one of our upcoming Commissioners meeting and call it a membership meeting.

Almodovar – This would be an opportunity for the principal representatives of the commissions to present about the technical work that their groups are doing.

Waltemire- Suggests making the January meeting the one open to all members since it is typically in-person. It would also provide a greater platform for presenting the certificates to the working group recipients. This year would most likely be virtual, but we could still invite all members.

Leone- Likes the idea of inviting all members to the January meeting, inviting the commission principal reps to present on their technical work, and present the certificates.

Pansic- The usual pattern is to have two in-person meetings a year and two virtual meetings. We try to have the US section meeting in January to prepare the US leaders for the HQ annual meeting that is usually towards the end of January/February.

Waltemire- Suggests having the event be connected to the two metrics on building membership as well as presenting technical information. The event would meet both goals 1 and 3.

Almodovar- We should discuss the goals of the January meeting at the next commissioners meeting. We should draft an agenda for that meeting and have it approved at the next commissioners call.

Waltemire- Will work with Manous to put together a draft for a January meeting to discuss at the next commissioners call.

4.1.1.2. Objective 3a – Metric 2

Leone: Do the sister organizations have better relationships with the universities?

McIntyre- Metric 1 and Metric 2 seem similar. Establish a contact within the sister organizations to disseminate information to the universities.

Almodovar- Do we have knowledge of the universities that have strong Port Engineering programs? Bring this up at the annual meeting to encourage MOUs with universities.

Pansic- Bill McAnally is active in the waterways community. Texas A&M has a reputation of a strong coastal and maritime programs. We have contacts with those universities through COPRI.

Walker – There are no schools that offer programs for Port Engineering. The closest thing to a degree in Port Engineering is a 12 course Port Engineering Certificate. If there is no national strategy, the universities do not want to put money into it. The universities tend to do most of the coastal ocean, port and river course work. COPRI has university branches of student chapters. That might be a place to connect, although we are already connect with COPRI through conferences. It ends up being a competition with the sister organizations who are already present at the universities.

Almodovar- Can we partner with relevant groups and organizations within the universities to help the students participate in working groups and establish scholarships to attend conferences. Can we do this without competing with COPRI?

Walker- We should strive to collaborate, but ultimately it comes down to money, which makes it competitive. The TRB exists to establish research priorities that academia, private sector, and government pick up, and these priorities control the narrative of transportation concepts. TRB priorities tend to be heavy on highway and rail, followed by airports. Ports are often a lower priority than any of these.

Walker- Looking at this through the lens of what is Research and Development, and what is focused on Job Placement, professors seek funding for research and students want jobs. Trying to figure out the identity of PIANC. Students can participate in the working groups and observe and learn about technical topics. If our goal is to bring people into careers, what PIANC-USA is offering can benefit their career paths. We need to have a clear process for PIANC-USA can offer students and universities before presenting ideas for university partnerships. We should connect with the district level people so they have an awareness of PIANC and can connect with working groups. Some self-evaluation as an organization is necessary for us to discuss what we offer and how we can offer that to universities.

Creech- Many of the working group members are researchers. Is there a way to use the PIANC-USA in-person meeting to begin some of these dialogues? Encourage researchers, people from academia etc. to participate in the meeting to receive their feedback and create those connections.

4.1.1.3. Objective 3b

Pansic- Has provided summaries of Task group 181 in terms of potential work group topics. Some were too broad, but need to capture these ideas. If the goal is a PIANC publication, then we need to have the topics approved by ExCom. The only thing requirement for approval of a new working group/task group at ExCom is to have someone at the chairman level champion the idea. Many recommendations are applicable to multiple commissions. Has recommended some WGs be co-sponsored with one group owning it from a leadership role.

Waltemire will add topics from the TG report to the work plan.

Almodovar- 3B is related to the working groups through the commissions and how we push US relevant issues. 3C is related to international technical group reports. 3D is the same as 3C so 3D can be deleted. Both related to TG 181.

4.1.2. Goal 4. Strengthen PIANC Relationships and Collaboration with Sister Organizations and Other Relevant Organizations – *Jim Walker and Ron Coles*

4.1.2.1. Objective 4a

Walker- There is an understanding that division leaders from USACE need this information, as well as the regional leaders from the military side. The idea was to break the goal down into specific objectives for groups such as USACE Navigation Program, USACE Civil Works Directorate, etc. There is an exchange of information between PIANC and the various leaders. The metrics are specific to how we facilitate with the specific leadership groups.

Creech- For Metric 3 – Do you see this as a PIANC America initiative, or do you see it more as commissioner outreach?

Walker- Since I currently do not know the specific contact for this leader, I would hold initial conversations with the leaders and build on that relationship with an increased understanding of each other's goals and objectives. This is the beginning stage of relationship building. As it matures, we will have more detailed objectives with more specific actions once we follow up introductory discussions.

4.1.2.2. Objective 4b- Metric 1

Walker- Assess an introductory level with other sister organizations. We would like to build on relationships that already exist and assess how these can grow. Encourage the other commissioners to help with this collaboration based on their existing contacts. This is to be a collaborative effort, not a competition with sister organizations. More about relationship growth and not revenue growth.

Almodovar- In TG 181 there is a list of sister organizations that deal with port matters. We can start there. Reminder to connect with the TRB and evaluate that relationship. Kevin Knight is a good contact for the TRB.

Walker- Yes, identifying the sister organizations is the first step, then identifying the natural relationships that already exist between the sister organizations and our commissioners. Build on those initial relationships.

Creech- We have an existing MOU with AAPA. Is there a metric associated with creating MOUs with these sister organizations? Or is it more relaxed?

Almodovar- The idea of the MOUs is good, but we might not be able to establish MOUs with all of the sister organizations. The MOU gives you something you can use as a framework when working with sister organizations, but they can be challenging to establish. Since they are signed by the ASA's office there is a long process that the agreement has to go through. It is good to have, but a lot of effort is required. It provides continuity with the organization. Some organizations will not talk with you if you do not have a MOU established.

Walker- Agrees with Almodovar. Sees the MOUs as a more long term goal once the relationships are established.

4.1.2.3. Objective 4b – Metric 2

Walker- The goal is to produce articles that can be shared with sister organizations to publish in their publications and vice/versa.

Coles- The involvement of the technical sections of USACE is part of what started this conversation about the sister organizations. More involvement from USACE employees is beneficial. We want to encourage and incentivize. We want the technical leaders in USACE to be more involved in working groups, which in turn can lead to more members and more involvement when customers/clients see people with whom they are working are also involved in PIANC. We want to figure out a way to incentivize people to be involved. They are giving up their time, so what are they gaining by being involved?

Creech- There seems to be overlap in some of the goals/metrics with the focus of increasing involvement of more technical leaders.

Almodovar- Expand the survey planned for PIANC-USA members to include questions on whether or not they want to participate in working groups and to what capacity. Are they experts in their field and would they be willing to serve as speakers for seminars etc. Have the survey results available at the annual meeting. **Will draft the survey for the next meeting.**

4.1.2.4. New Objective 5

Creech- There is a benefit to this objective. Communicating the topics of why it is beneficial to be involved in PIANC is important.

Walker- We need help with reaching out to USACE people who are not members. We should develop a brochure, “elevator speech” to present to people so they can be informed about why they should join.

Waltemire- Include a question about why members joined PIANC in the survey.

Waltemire will find in the archives what promotional documents already exist.

5. List of Remaining Action Items from 01 SEP Meeting for reference

- 5.1. 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

- 5.2. Waltemire/Manous- Invite US Principal Representatives to PIANC Commissions to participate in PIANC Board of Commission meetings. – Complete
- 5.3. 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. - Complete
- 5.4. Schedule the next quarterly commissioner’s call for October. - Complete
- 5.5. Waltemire- Will review options and costs for certificates presented to working group publication writers. – Complete
- 5.6. Waltemire will post meeting minutes from 3 Aug meeting on the website open to the public.
- 5.7. Waltemire will update the YPCom co-chair name in the work plan. – Complete
- 5.8. Waltemire will search for the MOU between AAPA and PIANC-USA - Complete
- 5.9. Schmeltz will check with ExCom on what they have decided for the COPEDEC conference schedule.
- 5.10. Waltemire will update the calendar in the work plan under objective 1e metric 1 to reflect accurate event dates. -Ongoing
- 5.11. Waltemire will update the website contract numbers on the work plan. Complete
- 5.12. 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 are working.
- 5.13. Waltemire will distribute a Doodle Poll for the October Commissioners Call and distribute a meeting invitation for the September 15th meeting. - Complete
- 5.14. Waltemire will update the login list to include Jim Walker’s nominee: William W. (Wynne) Fuller, Chief of Operations Division at USACE’s Mobile District. - Complete

6. Upcoming Events for Reference

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

- 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
Tue, 3 Nov 1300-1500
 8. Closing Remarks –
Meeting adjourn at 1601.