



CALL TO ORDER: Richard N. Cochrane, PE

Mr. Cochrane called the meeting of the National Executive Committee of the American Society of Highway Engineers to order at 9:00 AM. The meeting was held via WebEx.

ROLL CALL:

<u>Present:</u>	<u>Name</u>	<u>Office</u>
	Richard N. Cochrane, PE	President
	Michael D. Hurtt, PE	First Vice-President
	Timothy W. Matthews, PE	Second Vice-President
	Thomas S. Morisi	Secretary
	P. Frank O'Hare, PE	Treasurer
	Gregory T. Dutton, PE	Great Lakes and North Central Regions Director and ROC Chair
	Stan A. Harris, PE	
<u>Absent:</u>		

Note: Actions of the National Board are highlighted in yellow.
Assignments or actions pending are highlighted in green

UNFINISHED BUSINESS:

- **National Board Meeting Agenda and Format:** Richard N. Cochrane, PE
 - The upcoming National Board Meeting will be conducted as follows:
 - 9/28/18 – National Board Meeting 2:30PM to 4:30PM
 - 9/28/18 – Reception by hosting Sections 5:30PM to 6:30PM
 - 9/28/18 – Dinner 6:30PM
 - 9/29/18 – National Board Meeting 8:30AM to 12:00PM
 - 9/29/18 – Lunch 12:00PM
 - There will be no Workshop
- **Administrative Assistant Status:** Michael D. Hurtt, PE
 - Committee met to finalize job description and how to advertise. All comments were addressed in the final document.
 - Mr. Morisi noted he would arrange for an email blast and post on our Facebook page. Since timing will not allow an advertisement in the Scanner, Tammy Farrell has developed a professional ad which can be used both in the email blast and in the Facebook post.
 - Candidate should be local to the Secretary until trained and comfortable with the job. In future years, the position could be done remotely.
 - Mr. Dutton Noted that Jeanette Hirniak has applied for the position and is very interested. He noted that she has assisted ASHE in the past on several occasions.
- **SASHTO Conference:** Richard N. Cochrane, PE
 - Mr. Cochrane attended the SASHTO Conference in Houston, staffing the booth with assistant from the local Sections. He noted the following items that are important when representing ASHE with a booth:
 - Provide good instruction to attendees.
 - Promote ASHE membership and potential conference vendors.
 - Obtain feedback related to potential and existing Sections.
 - There was an interest in starting a few new Sections in the area which Mr. Cochrane will pass along.
 - The overall cost of attendance at this conference was approximately \$5,000. Of that, \$1,500 was a contribution from local Sections.
 - Mr. Cochrane recommended we do not participate in next year's SASHTO Conference which will be located in Savannah.
- **Section/Region Training:** Stan A. Harris, PE
 - Mr. Harris reported that he has received comments on the presentation and is looking to add a few graphics with the assistance of Ms. Schumacher.
 - The delivery platform for this presentation will be WebEx with Mr. Cochrane, Mr. O'Hare, and Mr. Morisi as presenters.
 - Mr. Harris will now coordinate schedules in an attempt to schedule this training prior to the upcoming National Board Meeting.

- **Website RFP Status:** Richard N. Cochrane, PE
 - Mr. Cochrane lead a discussion regarding the update to the National website. He will send the RFP that has been prepared to the Executive Committee for comments then present to the Board for a vote.

NEW BUSINESS:

- **Check Processing:** P. Frank O'Hare, PE
 - Mr. O'Hare noted that there has been a delay in getting checks submitted to him and that the auditor stated that checks need processed within 14 days. Mr. Morisi is to notify the Regions and Sections that checks are to be sent to Henderson, NC. Mr. Morisi is also to notify Lynnell to transmit checks every two weeks.
- **Dacotah Section Roster & Assessment:** Thomas S. Morisi
 - Mr. Morisi noted that the Central Dacotah Section has not updated their roster since 2013-2014. In the years following, National has assessed the Section based on the roster in the National Database. The Section is now trying to correct their roster with National. In doing so, they have provided information outlining their membership for each of the years in question and noted they have been overpaying on their assessment based on those actual numbers. The Section is requesting a credit for the overpayment. Motion by Hurtt to recommend to the National Board that, based on review of documentation, the National Board shares in the discrepancy with the Central Dacotah Section; seconded by Harris; all in favor.
- **Closing out an EIN for Conferences:** P. Frank O'Hare, PE
 - Mr. O'Hare noted that Conferences need to close out their EIN once they are complete.
- **Honorary Award Winners' Publicity Cost:** Greg T. Dutton, PE
 - Mr. Dutton noted that the award guidelines state that National will issue a press release for reward recipients. However, publications are now charging for such a release. The Nominating Committee is to review the guidelines to remove the press release burden from National.

ADJOURNMENT:

- The meeting adjourned at 10:10 AM.

Respectfully Submitted,

Thomas S. Morisi
National Secretary