



**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 1:45 PM. 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
	Stan A. Harris, PE	Regions Director and ROC Chair
<u>Absent:</u>		

**Note:** Actions of the Executive Committee are highlighted in yellow.  
Assignments or actions pending are highlighted in green

- **Training Update:** Richard N. Cochrane, PE
  - President Cochrane reported on the Section Officers training. A summary of the questions and attendance is attached to these minutes.
  - Training was successful with overwhelmingly positive comments. Improvements will be made to the presentation for next year based on feedback received.
  - The Power Point file has been forwarded to the Technology Committee for posting on the National Website.
- **Administrative Assistant Update:** Michael D. Hurtt, PE
  - **Committee Recommendation:** Michael D. Hurtt, PE
    - Mr. Hurtt reported that six candidates had applied for the Administrative Assistant position.
    - Nancy Morisi was ranked first by all committee members with the exception of Mr. Morisi who abstained from ranking Ms. Morisi but ranked the other candidates.
    - Mr. Hurtt will present a recommendation to hire Ms. Morisi at the January National Board Meeting with a February 1, 2019 date.
    - A pay rate has not been discussed but will be included with the recommendation. The position is an average 30 hours per week with no benefits.
  - **Computer and Related Items for Administrative Assistant:** Thomas S. Morisi
    - Mr. Morisi presented a quote from Link Computer Corporation for the purchase of a new laptop to include a docking station, on-site service agreement, Microsoft Office Suite, and Adobe Acrobat. The quote totaled \$2,308.00. A monitor and keyboard will be purchased separately.
    - Since funds related to the Administrative Assistant position, the Committee agreed to proceed with the purchase.
- **Website:** Richard N. Cochrane, PE
  - Mr. Cochrane reported that the deadline for responses to the RFP for a new website has been pushed back to December 5, 2018 due to a need to remove language from the Request for Proposal that eliminated most of the proposers that could submit.
- **Budget – President’s Travel Money:** Michael D. Hurtt, PE
  - Mr. Hurtt reported that the National President is traveling a great deal and will exhaust the travel amount budgeted. He will be seeking approval to increase the travel budget and expressed his support of the President reaching out and visiting Sections.
  - Mr. O’Hare noted that Directors are not charging for travel to Sections and expressed concern they may not be visiting Sections as intended. Mr. Harris recommended a change to the Sections Reports to note if a Director attended a meeting and who that Director was. President Cochrane will remind Ms. Stuttler to continue to solicit meeting attendance from Directors. Mr. Hurtt suggested that it be part of the nominating process that Directors have the ability to travel.

- **Insurance:** Richard N. Cochrane, PE
  - Mr. Cochrane reported that he has received some email correspondence from Mr. Brad Bush with DesignPro Insurance Group (our current provider) and is attempting to obtain a quote from them. Mr. Cochrane will be back in touch with Mr. Bush to obtain a quote.
- **Audit Results:** P. Frank O'Hare, PE
  - Mr. O'Hare reported that the audit is complete and reflects a positive audit.
  - National realized a loss in assets of approximately \$11,000 due to two conferences being held in one budget year and no revenue was realized from the NY Conference.
  - YTD, our investments have lost approximately \$20,000.
- **January National Board Meeting:** Thomas S. Morisi
  - Mr. Morisi reminded the Committee that the National Board Meeting will be held on January 11<sup>th</sup> and 12<sup>th</sup> at the Embassy Suites by Hilton Phoenix Airport.
  - The Board Meeting will be held on Friday (1/11) from 3:00 to 5:00 and on Saturday (1/12) from 7:30 to 11:30. Additional information will be sent out prior to the meeting.
- **IRS Late Fees:** Michael D. Hurtt, PE
  - Mr. Hurtt noted that he received an email from the IRS regarding late fees. ASHE National received a penalty in North Carolina for a late filing. The late filing was due to a mailing issue between our CPA and the Treasurer.
- **ASHE National Official Address:** Richard N. Cochrane, PE
  - The ASHE National Address is to change from Beacon Hill to Mr. Morisi's home address. A motion is to be made at the January Meeting establishing a deadline for the change.

**ADJOURNMENT:**

- The meeting adjourned at 2:40 PM.

Respectfully Submitted,

Thomas S. Morisi  
National Secretary

## **ASHE Officers Training Questions, answers, and attendance**

**What is the date again that the annual assessment is based on, head-count wise, knowing it will be sent by July 31st?**

The date upon which the assessment is based on is June 1.

**Will this pdf or ppt files for this presentation be available? This is all very good information!**

Yes, it will. Many of these documents are on the national web site, "resource center"  
<http://www.ashe.pro/resourcecenter.html>

**Do we need to provide a written acknowledgement with a copy to National for Section Sponsorships? Or just report them on the 990?**

Reporting on the 990 is fine.

**Who is responsible to update our section by-law?**

The section is responsible to update the section by-laws. However, sections' bylaws are approved by National

**Is there a way to change log in information in the member database rather than using member id.**

Tom Morisi will look into this.

**Please explain a little more what you meant by the sponsorship contributor form**

There is no form. It can be in the form of a report.

**If we were to pay for an officer to travel to the National Conference, would we need to fill out a 1099 for them?**

Reimbursed travel (and other) expenses are not reportable on a 1099.

**Do the Region and Section Secretaries have any additional "rights" or "privileges" to edit the national database in a way that differs from the individual member?**

Regions and section secretaries can only view the national database.

**Are there past president's pins for both the region and section? Is there a difference between the two?**

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**Are there past president's pins for both the region and section? Is there a difference between the two?**

There is a region president pin that has a single ruby set in it.

**I've asked for changes to our Region information on the Database and it has not been addressed. Who shall I coordinate this information with?**

National secretary

**Can we use one EIN number on multiple accounts? (i.e. two bank accounts with the same EIN number on it). Just want to make sure I understand a statement you made.**

It's up to your bank, but no existing section has more than one EIN. The EIN is associated with the section, not the account.

**What is National's stance on the region or section having a periodic audit performed and if so, how often?**

Sections are urged to perform audits, but it is not mandatory. National has an audit performed annually by an outside auditor.

**Any specific activities or expenditures you've seen Sections engage in that are not permitted for 501 (c) 6?**

[Frank to answer]

**Are all sections tax exempt?**

ASHE is tax exempt only at the Federal level. Each state has its own rules which each section must follow.

**If we are the Region or Section level get contacted (assume in writing) by the IRS, should we contact you/let you know Frank?**

Yes

**Can you email the slides, so we can print out to take notes?**

It will be distributed or posted.



October 30	October 31	November 1
White, Adam	Nash, Bob	Oaks, Angie
Post, Brian	Duffy, Caroline	Barrett, Bill
Nash, Chuck	Cerasela, Cristei	McGloughlin, Carl
Laird, Dan	DiGioia, David	Ramirez, Carlos
Kuczynski, Greg	McQuade, Donna	Emerick, David
Pitzer, Jerry	Kistner, Eric	Greenwood, Dave
Power, Kathryn	Pawlowski, Greg	Metcalf, David
Johnson, Kathy	Jones, Heather	Robertson, Devin
Kahatereh	Campbell, Jason	Purdy, Diane
Morenus, Luke	Macios, Joe	Hosseiny, Hossein
Benscoter, Matt	Caperilla, John	Main, Jay
Heffern, Melissa	Berry, Jonathan	Damron, Kevin
Bywaletz, Michael	Bowen, Kirsten	Kevin O
Desai, Nimish	Dunnahoo, Lindsey	Mark
Scott	Lisa	Carter, Matt
Cessna, Dan	Boris, Mark	Heckman, Max
Daniel	Macey, Matt	Agee, Michael
Shea, Jim	Raubenolt, Mike	Gonzalez, Naldo
Girolami, Michele	Foglemen, Nanette	Parrish, Nathan
Ramirez, Nick	Loukas, Nick	Spino, Rich
Baird, Shellie	Deshpande, Nikhil	Blackburn, Sarah
Carricker, Roger	Keller, Rhys	Cortese, Scott
	Prophet, Rob	Mary, Steve
	Carriker, Roger	Robinson, Tim
	Whaley, Scott	Colvett, Timothy
	Hart, Sean	
	Klaus, Sherman	
	Park, Stephen	
	Tyneski, Steve	
	Mason, Susie	
	Yamila, Hernandez	
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