



CALL TO ORDER: Michael D. Hurtt, PE

President Hurtt 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 Skype.

ROLL CALL:

<u>Present:</u>	<u>Name</u>	<u>Office</u>
	Michael D. Hurtt, PE	President
	Timothy W. Matthews, PE	First Vice-President
	Leigh B. Lilla, PE	Second Vice-President
	Thomas S. Morisi	Secretary
	P. Frank O'Hare, PE	Treasurer
	Richard N. Cochrane, PE	Immediate Past President
	Stan A. Harris, PE	ROC Chair
	Nancy A. Morisi	Administrative Assistant
	Nicole G. Parris, PE	Conference Committee Chair
<u>Absent:</u>		

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

NEW BUSINESS

President Hurtt provided an update to the Executive Committee regarding the status of the 2020 ASHE National Conference schedule for Raleigh, NC. In June as it relates to the COVID-19 outbreak. There is the potential to cancel the Conference or hold it with a reduced attendance. A message is being placed on the Conference website to alert potential attendees of the discussions and current status. The Conference Committee will be meeting on Wednesday, March 11, 2020 to further discuss this topic. President Hurtt will attend that meeting and will update the National Board, as necessary. The purpose of this Executive Committee Meeting was to provide this Committee with an update on the current situation. In establishing this Committee meeting, President Hurtt provided the following information to the Committee via email:

ASHE Executive Committee:

As you are all aware, the world is responding to an outbreak of respiratory disease caused by a novel (new) coronavirus that was first detected in China and which has now been detected in 60 locations internationally, including in the United States. The virus has been named "SARS-CoV-2" and the disease it causes has been named "coronavirus disease 2019" (abbreviated "COVID-19").

Global efforts at this time are focused concurrently on containing the spread and mitigating the impact of this virus. The federal government is working closely with state, local, tribal, and territorial partners, as well as public health partners, to respond to this public health threat. CDC is operationalizing all of its pandemic preparedness and response plans, working on multiple fronts to meet these goals, including specific measures to prepare communities to respond to local transmission of the virus that causes COVID-19.

As the Leadership of ASHE, we have the responsibility to stay abreast of developments and communicate, as appropriate, with our membership (via the National Website). I believe the decision to hold Section meetings remains with the Sections based on the information and effects of the virus in their localities.

The National Conference in Raleigh is a different story. With many companies (mine included) restricting travel and conference attendance, ASHE Members may hesitate to register for the conference with the current uncertainty. I believe the decision to hold the conference needs to remain with the 2020 Conference Committee, but there are questions and steps that need to be taken now:

- 1. Post, and update regularly, the current virus situation in Raleigh prominently on the home page of the conference website. Include updates of the status of the conference.*
- 2. Review the hotel and conference refund policies and display that information prominently on the home page of the conference website so folks have the information they need to make an informed decision.*
 - a. Note for Nikki: The conference registration form says refunds will be honored up to April 24 (with \$25 fee), but the next line states in bold type "No conference refunds after May 13". This is confusing.*

As the virus spreads, or dissipates, over the next couple of months, the dynamics of this situation will change. There are currently about 30 known cases of the virus known to the CDC (as reported on their website today, www.cdc.gov) within the ASHE geographic area. Less than 5 cases are in North Carolina. Although this seems very low, the bigger risk and fear that members will weigh is the risk of



contagion on flights. Fortunately, Raleigh is uniquely centered in the ASHE geographic area and driving to the conference may be a viable option for many.

No matter what, ASHE National and the 2020 Conference Committee need to prepare for the potential to cancel. This is a conversation that the National Conference Committee will have next week with the Conference.

- 1. What is the hotel's policy on canceling this event?*
- 2. What is the financial responsibility to the Conference? Will the hotel hold them to the contractual minimums?*
- 3. Same with the off-site events and other contracts.*
- 4. How do refunds get issued to those already registered?*
- 5. Refunds to sponsors and exhibitors.*
- 6. What is National prepared to do to offset those costs to the Conference?*

It goes without saying that canceling the conference will have a devastating financial impact to the Conference and ASHE and we need to understand that risk. Please respond with your thoughts to this email. I need a clear understanding as to where National stands before having the discussion with the Conference. I will be setting up a conference call for Monday morning with the group to discuss further.

Thank you.

No official Action was taken.

ADJOURNMENT:

- Following limited discussion the meeting adjourned at approximately 9:45 AM.

Respectfully Submitted,

Thomas S. Morisi
National Secretary