



CALL TO ORDER: Greg T. Dutton, PE

Mr. Dutton called the meeting of the National Executive Committee of the American Society of Highway Engineers to order at 3:00 PM. The meeting was held via WebEx.

ROLL CALL:

<u>Present:</u>	<u>Name</u>	<u>Office</u>
	Greg T. Dutton, PE	President
	Richard N. Cochrane, PE	First Vice-President
	Michael D. Hurtt, PE	Second Vice-President
	Charles L. Flowe, PE	Secretary
	P. Frank O'Hare, PE	Treasurer
	Larry E. Ridlen, PE	Immediate Past President
	Shirley A. Stuttler	President's Assistant
	Thomas S. Morisi	Secretary-Elect
	Stan A. Harris, PE	Great Lakes and North Central Regions Director and ROC Chair
<u>Absent:</u>	None	

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

UNFINISHED BUSINESS:

- **Secretary's Items:** Charles L. Flowe, PE
 - Mr. Flowe noted that the current membership total is 6,570 after drops.
 - DFW, South Florida, and Tampa have not paid their assessments.
- **Treasurer's Items:** P. Frank O'Hare, PE
 - Mr. O'Hare reported that the audit is complete.
 - The Treasurer's Report is waiting for investment income from PNC Bank which will probably be received on January 8th.
- **Uncompleted Key Committee Action Items:**
 - Mr. Hurtt noted that the Ad Hoc Committee is ready to present the advertisement for the Executive Assistant position. The advertisement is included in the notes sent out by Ms. Stuttler for the upcoming National Board Meeting.
- **Section Health:** Greg T. Dutton, PE
 - DFW and South Florida are struggling.
 - Williamsport: Mr. Cochrane reported that he attended the Williamsport Section Meeting and that Mr. Kinnee will be attending their Board Meeting next week.
 - Bluegrass: Mr. Harris reported that the Section is doing well. The October meeting was well attended. Bluegrass joined with Derby City for a joint meeting in December at Churchill Downs.
 - Houston: 35 applications with associated fees have been received and the Section is on track for a February chartering.

NEW BUSINESS:

- **Items for Discussion at Workshop and National Board Meeting:** Greg T. Dutton, PE
 - Strategic Plan: Mr. Dutton is giving the Committee some direction as they have had some difficulty. He submitted information to the National Board for comments which he will discuss at the upcoming National Board Meeting. **Mr. Flow is to send meeting information to Mr. Pappalardo, Committee Chair, so that he can attend the Workshop at the upcoming National Board Meeting.**
 - Communications: Mr. Harris reported that the plan is in progress and should be ready for review by the March National Board Meeting.
 - Committee Reports: Mr. Dutton has received comments about the format of the committee reports and committee goals which he will pass along to Mr. Cochrane.
 - Cloud: Mr. Hurtt reported that he has received comments on the Cloud and file structure. He is hoping for time at the upcoming Workshop to discuss the Cloud structure. It was noted that Jake Morisi will be at the upcoming meeting and will have time to meet about the file structure.
 - Committee Roles and Responsibilities: Mr. Carriker had expressed concern that there is a great deal of unfinished business and that committees either need direction or have not finished what has been started. Mr. Dutton noted that the number of committees has been reduced from 27 to 22. He also noted that the Ad Hoc Committee is nearly complete and will then be eliminated. Mr. O'Hare suggested the Secretary and Treasurer be ex-officio members of the New Sections

- Committee due to the education role they would provide when chartering. Prior to chartering, they would not play much of a role.
- Constitution & Bylaws Committee: Add reviewing Section and Region Bylaws as a responsibility of the Committee.
 - Executive Committee: Mr. O'Hare noted that this is the only Committee that can hire someone. He will provide a comment to add to the role of the Committee.
 - Finance Committee: There is a duplication between finance and budget/audit. The relationship needs clarified.
 - Membership Committee: There was discussion on Committee roles and responsibilities but no recommendations were made.
 - National Conference Committee: No comments were made relative to the roles and responsibilities of the Committee. Mr. O'Hare requested cost information for the upcoming Conference so that the stipend can be calculated. Lodging can be booked now and registration opens in mid-January.
 - National Project Award: No comments were made relative to the roles and responsibilities of the Committee. Mr. Harris noted that no applications have been received to date but he knows some submissions are on the way.
 - New Sections Committee: Mr. O'Hare expressed concern regarding new Sections that start up then struggle. Mr. Cochrane proposed additional money in the New Section Committee budget to provide for a one to two year follow up after the start of a section.
 - Nominating Committee: No comments were made relative to the roles and responsibilities of the Committee. Mr. Ridlen noted that the nominees and slate of officers are provided in his notes and that award nominations are due soon. Mr. O'Hare suggested the Committee make a long-term list (5-year plan) when positions will become available.
 - Operations Oversight Committee: There was discussion on Committee roles and responsibilities but no recommendations were made.
 - Outreach Committee: No comments were made relative to the roles and responsibilities of the Committee.
 - Partnerships Committee: No comments were made relative to the roles and responsibilities of the Committee. Mr. Cochrane noted that the Committee is doing more than is being reported and he would like additional feedback from events.
 - Professional Development Committee: There was discussion on Committee roles and responsibilities but no recommendations were made.
 - Public Relations Committee: There was discussion on Committee roles and responsibilities but no recommendations were made. The Board was provided flyers that were prepared by the Committee and comments are requested.
 - Resource Center Committee: No comments were made relative to the roles and responsibilities of the Committee.
 - Scanner Committee: No comments were made relative to the roles and responsibilities of the Committee.

- Society History Committee: No comments were made relative to the roles and responsibilities of the Committee.
- Strategic Plan Committee: A discussion will follow at the planned Workshop.
- Student Chapter Committee: No comments were made relative to the roles and responsibilities of the Committee.
- **Other Items Discussed**
 - Mr. Cochrane will review the structure of the Committee Reports and make a recommendation on format and platform.
 - Houston Chartering: Mr. Flowe reported that preparation for the chartering is going well. However, he is concerned that we are chartering the Section with the minimum number of members necessary. He suggested when chartering a Section, we should push for more than just the minimum.
 - Workshop Planning: Agenda for the Workshop is in flux. Mr. Dutton will present an agenda at a later date.

ADJOURNMENT:

- The meeting adjourned at 5:00 PM.

Respectfully Submitted,

Charles L. Flowe, PE
National Secretary