



National Board Meeting Minutes

<u>Place:</u>	Sheraton Fort Lauderdale Airport and Cruise Port Hotel Fort Lauderdale, Florida	
<u>Date & Time</u>	January 16, 2016 8:00 am	
<u>Present:</u>	<u>Name</u>	<u>Office</u>
	Robert A. Hochevar, PE	President
	Larry E. Ridlen, PE	First Vice-President
	Greg T. Dutton, PE	Second Vice-President
	Charles L. Flowe, PE	Secretary
	P. Frank O'Hare, PE	Treasurer
	Samir D. Mody, PE	Immediate Past President
	Shirley A. Stuttler	President's Assistant
	Alice M. Hammond, PE	Northeast Region Director
	Michael D. Hurtt, PE	Northeast Region Director
	Brian A. Krul, PE	Northeast Region Director
	Brad S. Winkler, PE	Southeast and Rocky Mountain Region Director
	Leigh B. Lilla	Southeast and Rocky Mountain Region Director
	Stan A. Harris, PE	Great Lakes and North Central Regions Director
	Thomas A. Bolte, PE	Great Lakes and North Central Regions Director
	David A. Greenwood, PE	Mid-Atlantic Region Director
	Roger B. Carriker, PE	Mid-Atlantic Region Director
	Matheu J. Carter, PE	Chair – Student / CEU Committee
	Jeanette Morenski	Gold Coast Section
	Jose N. Gomez, PE	Gold Coast Section
	Naldo Gonzalez, PE	President – Gold Coast Section
	Nicole G. Reutlinger, PE	Chair – National Conference Committee
	Amanda Schumacher	Chair – Public Relations Committee
<u>Absent:</u>	None	

Note: Actions of the National Board are highlighted in yellow.

Assignments or actions pending are highlighted in green.

I. Welcome and Roll Call – Robert A. Hochevar, PE

II. Pledge of Allegiance – Stan A. Harris, PE

III. Approval of Minutes – Charles L. Flowe, PE

A. August 14, 2015 National Executive Committee Meeting

Flowe made a motion that the minutes of the August 14, 2015 National Executive Committee Meeting be approved. O’Hare seconded the motion and it was approved.

B. October 16, 2015 National Executive Committee Meeting

Flowe made a motion that the minutes of the October 16, 2015 National Executive Committee Meeting be approved. O’Hare seconded the motion and it was approved.

C. October 17, 2015 National Board Meeting

Flowe made a motion that the minutes of the October 17, 2015 National Board Meeting be approved. O’Hare seconded the motion and it was approved.

IV. Secretary’s Report – Charles L. Flowe, PE

A. National Secretary’s Report - Charles L. Flowe

Following is the current ASHE Membership List by Region/Section as of January 5, 2016:

Northeast Region	
Albany	115
Altoona	201
Central New York	49
Clearfield	155
Delaware Valley	385
East Penn	67
First State	141
Franklin	145
Harrisburg	356
Long Island	45
Mid-Allegheny	114
New York Metro	87
North Central New Jersey	167
Northeast Penn	128
Pittsburgh	551
Southern New Jersey	200
Southwest Penn	286
Williamsport	127
Subtotal	3319

Mid-Atlantic Region	
Blue Ridge	91
Carolina Piedmont	59
Carolina Triangle	227
Chesapeake	206
Greater Hampton Roads	125
N. Central West Virginia	36
Old Dominion	96
Potomac	275
Subtotal	1115
Southeast Region	
Central Florida	48
Georgia	334
Gold Coast	11
Middle Tennessee	250
Northeast Florida	199
Tampa Bay	94
Subtotal	936

Great Lakes Region	
Central Ohio	183
Cuyahoga Valley	120
Derby City	81
Lake Erie	140
Northwest Ohio	42
Triko Valley	172
Subtotal	738
North Central Region	
Central Dacotah	123
Subtotal	123
Rocky Mountain Region	
Phoenix Sonoran	134
Subtotal	134

South Central Region	
Dallas-Fort Worth	54
Subtotal	54
At-Large Membership	
Domestic At-Large	11
International At-Large	2
Subtotal	13
National Total	6378

Total Membership..... 6378

This represents a decrease of 127 members since the October 17, 2015 National Board Meeting.

2. Statistical Breakdown of the Membership

Professional Status	58%
Government	13%
Consultant	69%
Contractor	5%
Other	13%

3. Following are the Sections with unpaid assessments for 2015-2016:

Gold Coast

Flowe was directed to send instructions on how Section Secretaries and individuals can update the data in the database.

V. Treasurer’s Report – P. Frank O’Hare, PE, PS

Included as Attachment #1

Motion made a motion to approve the Treasurer’s Report. Flowe seconded the motion and it was approved.

VI. President’s Report – Robert A Hochevar, PE and Samir D. Mody, PE

President’s Report - Robert Hochevar

Date	Item	Location
10-24-15	Presentation at Pittsburgh Section Past President’s Dinner	Pittsburgh, PA
10-27-15	Ohio Transportation Engineering Conference, Including Presentation at the ASHE Luncheon	Columbus, OH
10-27-15	Great Lakes Region Board meeting	Columbus, OH
11-13-15	Technology Committee meeting	Conference Call
11-24-15	Meeting with 1st and 2nd Vice Presidents	Conference Call
12-03-15	National Governance Committee meeting	Conference Call
12-14-15	Membership Committee meeting	Conference Call
12-23-15	Meeting with 1st and 2nd Vice Presidents	Conference Call
1-4-16	Nominating Committee meeting	Conference Call
1-5-16	J.M. Server Solutions meeting	Conference Call
1-12-16	Conference Committee Meeting	Conference Call
1-13-16	Partnerships Committee Meeting	Conference Call
1-15-16	Executive Board Meeting	Ft. Lauderdale, FL
1-16-16	National Board Meeting	Ft. Lauderdale, FL
	including meeting with Gold Coast Section Officers	
10-17-15 to 1-16-16	Numerous emails and phone calls concerning ASHE related matters	

VII. President’s Assistant’s Report – Shirley A. Stuttler

Forwarded 47 requests to join ASHE since the October meeting: (Mid-Atlantic Region = 14; Northeast Region = 12; Great Lakes = 6 and Southeast Region =14).

Sent notice to all Region/Section Presidents, Secretaries and Treasurers for Treasurer O'Hare requesting Sections to include the name of their Section on their checks. The Section Treasurers are to add the Section name as chartered to the paper checks along with *American Society of Highway Engineers*.

Reminder was sent to all Regions to have their Sections submit nominations for 2nd Vice President and Northeast, Southeast and Great Lakes Regions for their recommendation for National Directors.

Notice and reminder was sent for National Nomination Awards for Robert E. Pearson/Person of the Year, Young Member of the Year, Member of the Year and Lifetime Achievement to be submitted by February 15, as requested by Sam Mody, Chair for the Nominating Committee.

Region/Sections Meeting Attendance

Only Sections not attended yet are:

- Cuyahoga Valley
- Lake Erie
- North Central West Virginia
- East Penn
- First State
- North Central New Jersey

VIII. SWOT Action Item #5 – Samir D. Mody, PE

The committee full committee report and recommendations are included as Attachment #2.

The Executive Committee recommended adoption of Recommendations 1, 2, and 3 (Proposed framework of Executive Committee, Proposed meeting schedule, and Proposed distribution of Governance Structure for 15-Member ASHE National Board) from the committee report. Mody made a motion that Recommendation 1, revising the framework of the Executive Committee to add the Region Operations Committee Chair, be adopted. Flowe seconded the motion. There was considerable discussion regarding the cost of implementing the revisions and a request for additional data.

O'Hare made a substitute motion that Mody's motion be tabled until additional data is provided to the Board. Greenwood seconded the motion and it was discussed. The substitute motion failed. The vote was called for on the original motion and it passed.

Action on Recommendations 2 and 3 was tabled.

IX. Constitution and Bylaws – David A. Greenwood, PE

The committee is working on the updates to the governance documents. They will circulate the documents for comments to the Executive Committee and then to the entire Board for approval.

X. Committee Reports

Strategic Planning Committee Report

Chairperson: David Rast, PE

**Members: Larry Ridlen (Board Liaison),
Greg Dutton, Stan Harris, Len Pappalardo & Robert Peda**

"The mission of the Strategic Plan Committee is to assist the National Board with periodic updates of the ASHE Strategic Plan, monitor progress of Action Items, and communicate with responsible committees to encourage timely completion of Action Items."

After some minor refinements, ASHE's Board of Directors adopted the 2015-2018 Strategic Plan. Included in the plan is a continued focus on our primary goals and associated action items with better defined metrics. The primary goals are:

1. Improve Internal Communications
2. Improve External Communications
3. Establish Strategic Alliances
4. Expand and Retain Membership Strength and Viability
5. Promote Education and Technology Transfer

Since the last report, there has been progress on several action items including:

- Development of the tools available for Regions and Sections by the Operations Oversight Committee.
- Rollout of Cloud storage
- Complete update of the Operations Manual
- Developing National Achievement Award
- Rollout of Marketing Plan and standardized materials

Some items which still need work include:

- Developing strategies for establishing alliances with contractors, utility owners and material suppliers. It is thought that this may be Section specific and that guidance should be provided to Sections to pursue these alliances as they see fit.
- Development of Survey for membership to determine needs, and potential programs.
- Development of new Sections mentoring program. Great successes in some recent new sections could be used as examples.
- Shared national calendar is not being utilized. Last entry was July 2015.
- Development of seminars and training programs to offer membership.

Members of the Strategic Plan Committee will continue to monitor other action items which have not progressed. We will coordinate with appropriate National Committees.

Last item of note is that Len Pappalardo will begin transition to Chair of Strategic Plan, beginning in June 2016. The Board recommended that the leadership transition begin in April.

**New Section Committee Report
Chairpersons Perry Schweiss and Tim Matthews,
Members: Mike Hurtt (Board Liaison), Thomas Bolte & Brian Krul**

The New Sections Committee had a conference call November 30, 2015. Tim and Perry discussed current activities followed by a National Collaborations call on the same day. A summary of activities since the last report is as follows:

The New Sections Committee sent out a survey and immediately received positive results. Companies located in states with ASHE Sections that have offices in our core target areas are wanting to help where possible. Tim started a series of communication chains with some Denver folks to see where we can progress. The time difference is a bit of a challenge when trying to coordinate etc.

Perry spoke with the Hartford contact (Brian Krul) in November. He told Perry that the original local champion has returned from military duty and he will be speaking with him about reactivating the efforts in that area. Scott Hill from Connecticut DOT will speak at the kick-off meeting. Hartford looks like the best possibility for the next new section.

Perry also spoke with the Boston contact (Bryan Pounds). He is spreading the word there but not getting the positive response he anticipated. Apparently many other organizations to compete with.

Jen Yoder has reached out to her marketing connections in our initiative areas. I am not certain what progress has been made on those fronts.

Austin TX – Tom Kolko reached out to Tim because he is trying to start an Austin TX section. He has already been in contact with Jen and is trying to get everything outlined. I sent him some important startup documents to help assist. We both tried to contact Jen but have not received any response to-date.

Denver, Colorado –Contacts were identified by the survey monkey. Tim reached out and trying to keep communication lines open. Denver is not significantly moving forward at this time. Mody expressed concern about the loss of momentum in Denver.

Hartford, Connecticut – No new developments since Oct 2015 Report.

Dallas TX - Newest section and momentum continues to build for DFW.

Beaumont TX – No new developments since Oct 2015 report.

Boston, MA – No new developments since Oct 2015

Future Efforts – Follow-up with new Denver contacts, Beaumont, Hartford contacts.

Perry has decided to step down from this committee to devote time to his company and other matters. Perry will remain involved with the Boston efforts due to his relationship

with Bryan. Tim is willing to remain on the committee with aspirations of moving to an executive position on the National Board. With Jen's success in DFW, we would like to have her serve as co-chair on the New Sections Committee if willing and able. Her professional background and experience is exactly what this committee needs. President Hochevar has appointed Jen Newman as co-chair with Tim Matthews to replace Perry Schweiss.

Partnerships Subcommittee
Chairperson Larry Ridlen

**Members: Stan Harris, Robert Hochevar, Brian Krul, Philip Erbland, Leigh Lilla,
Judson Wible & Dawn Fortuna**

The following is a summary of committee activities and accomplishments since the October 16, 2015 National Board Meeting:

- Committee meetings were held via conference call on:
 - October 13, 2015 / November 10, 2015
 - Next meeting scheduled for January 12, 2016
- Action Items are:
 - The ASHE Partnership Benefits Letter has been sent to the Regions and Sections
 - Spreadsheet has been developed that shows the location of ASHE sections with contact information versus the locations of sections or chapters of our four (4) current Partnership (NACE, IECA, NAWIC and SMPS). Committee members are contacting individual Sections and discussing the intent of the spreadsheet along with sharing success stories from teaming efforts by other sections.
 - Evaluation is continuing with ACEC and International Bridge Conference (IBC) on whether it makes sense to Partner with either organization.
 - Have also started looking at The American Society of Certified Engineering Technicians (ASCET) who contacted us and National Association of Environmental Professionals (NAEP)
- Committee Partnering Society Representatives continue to correspond/maintain relationships with contacts at their respective societies.
- NICET and ASCET have expressed interest in partnering.

**Membership / Member at Large Subcommittee
Chairperson Leigh Lilla**

**Members: John Derr, Kevin Duris, Charles Flowe, Alice Hammond
& Tammy Johnson**

5/30/15 – Present – we have received 22 inquiries for membership outside current sections. 9 inquiries were domestic, 11 were from outside of the US. Countries include Pakistan, UAE, United Kingdom, Nigeria, Telangana, Iran, India, Malaysia and Zambia.

At Present – there are 13 members-at-large, 11 domestic, 2 international

At-Large Membership Satisfaction Surveys Distributed – low participation, 2 members replied to survey. Both indicated they would not participate in a quarterly call. One did indicate he would join the committee; he will be added to future emails.

2015-12-14 - Last Committee Call – we discussed the results of the membership satisfaction survey and membership trends in general.

Next meeting: Monday, February 8th, 2:00 PM

Leigh Lilla requested an e-mail address at ashe.pro.

**National Membership Database Subcommittee
Chairperson: Charles Flowe**

Member: Jacob Morisi

Jake Morisi continues to develop the Regional Access feature for the database. He anticipates completion by February 1. Correcting the dropdown menus so that the Region field is autopopulated when the Section is selected has proven to be difficult and is still in development.

Jake continues to respond to requests for support as they come in.

A major issue that will affect some of the coding of the database is that the current version of PHP (the server scripting language) will go “end-of-life” soon and must be updated. Jake is trying to minimize the outages and impacts related to the code changes.

Renewal of the contract with JM Server Solutions will be discussed at the Executive Committee Meeting on January 15, 2016.

Student/CEU Committee Report
Chairperson Matheu Carter

Members: Roger Carriker (Board Liaison) & Kathryn Power

Conference calls with the full Committee have been held since the October 17th National Board Meeting on November 5th and December 2nd. In addition, the Chair has consulted the Board Liaison in between for guidance and assistance.

CONTINUING EDUCATION

- 1) Significant new information has come to light since August 2015 that we brought to the attention of the National Board for the October meeting.
 - a) Despite statements on the ASHE website, we are not registered as Education Providers with the Registered Continuing Education Providers (RCEP) Program. No application is pending. The Chair has personally confirmed this with the Continuing Education/RCEP Manager/Administrator at ACEC (parent organization to RCEP).
 - b) ASHE is no longer registered with the International Association for Continuing Education and Training (IACET); however, ASHE is still listed with IACET as an Accredited Provider but this is a clerical oversight, as confirmed by the Chair with the IACET Credentialing Program Manager.
 - c) For further background, see the detailed notes provided for the October Board meeting.
 - d) A report of ASHE's CEU provider status is Attachment 3
- 2) The Committee emailed a survey December 29, 2015 to all Section Presidents and Secretaries to advise them of the RCEP/IACET status and solicit information that will aid in a recommendation to the National Board.
 - a) We hope to have a recommendation in late February but that assumes a robust response to the survey by the end of January.
 - b) Committee members will be following up with sections that do not respond by the end of January.
 - c) A copy of the survey is Attachment #4
- 3) The outcome of the December 29th survey will guide the next step of recommendations, which will likely fall into one of the following categories: Expect recommendations by mid-March. Board needs to act quickly.
 - a) Remove ASHE as a national organization from coordinating PDHs/CEUs altogether and notify Sections and Regions. The Committee feels at this time that this is not a viable option, since education is clearly a core function of ASHE, from a reading of the Mission Statement – “...to provide a forum for members and partners of the highway industry to promote a safe, efficient and sustainable highway system through education, innovation and fellowship.”
 - b) Make immediate application to RCEP, IACET, or other national level certifying group (while one may cost more than another, the timeframes for approval and their requirements for compliance must also be a consideration) and then stand up a group to vet programs to ensure that ASHE will pass an audit, including all of the requirements that many presenters and Sections will likely view as unnecessary and bureaucratic.

- c) Establish an ASHE set of standards (not guidelines) based on the kind of logical best practices listed above, and be rather direct with Sections and Regions that any program offering PDHs or CEUs and advertised or offered using the ASHE name or logo must comply with those standards.
 - d) Determine whether the Florida Continuing Education Provider status continues to be necessary in addition to either (2) or (3) above; if not suspend payment going forward. Similarly, while not a cost to ASHE at this time, consult with the PIE Evaluators within ASHE to determine whether that process continues to be necessary.
- 4) Regardless of the path we target going forward, ASHE would be well served to consult Counsel on this matter and at a minimum include within the postings on the website and elsewhere something along the lines of:
- a) ASHE has established a process in good faith to provide PDHs for its members who attend its technical programs, but it remains the responsibility of the person seeking CEU/PDH credits to ensure that their state licensing board recognizes the training offered, and it is not the responsibility of ASHE at the Section, Region, or National level to ensure compliance with any licensing board's continuing professional education requirements.

STUDENT CHAPTERS

- 1) The listing of Student Chapters among ASHE Sections assembled a year or so ago is considered to be out of date.
 - a) The Committee reached out in a brief December 29, 2015 survey to Section Presidents and Secretaries (see attached copy) to learn in greater detail the state of current student chapter activity.
 - b) The results will be compiled and shared with the Board prior to its April meeting.
 - c) The Committee expects the survey to reveal Sections that can benefit from our support and we will be following up with them throughout the spring.
- 2) Recently three new student chapters have been established and are active:
 - a) University of Maryland – Fall 2014
 - b) Morgan State – Spring 2015
 - c) Temple University – Fall 2015
- 3) The Committee is aware of development activity at Carnegie Mellon University and is in contact with students there, as are members of the Pittsburgh Section.
- 4) The Committee is finalizing its first draft of the Best Practices Guide that will help share experiences, barriers, solutions, and other ideas for success and sustainability of student chapters, drawing from the successes of student chapters such as those above and the University of Delaware (Spring 2009). The Committee expects to finalize the Guide following its February 5, 2016 call and release it by mid-February, including publication on the ASHE National website. The current draft is attached and we welcome any input.

Carter requested feedback on the Best Practices attachment (Attachment #5). They hope to launch this by mid-February.

National Constitution/By-Laws Committee Report
Chairperson David Greenwood, P.E.

Members: Larry Ridlen, Stan Harris & Calvin Leggett

Since October 17, 2015:

1. **Committee Meetings:** The committee did not officially meet during the period, but e-mails were circulated addressing committee business and society governing document review.
2. **Updating Region and Section By-Laws:**
 - a. The Phoenix Sonoran Section has submitted their By-Laws for review. Comments were returned to the Section. We are awaiting the next draft; will continue to follow-up.
 - b. Requests were sent to several Sections/Regions to resubmit their By-Laws since they were initially submitted prior to the Generic By-Law template being developed and were asked to hold off until the templates were finalized. We are still waiting for a response from the Harrisburg and Central Ohio Sections. The Chair will follow up with them by 1/16/16.
 - c. A request was received from the North Central West Virginia Section for their By-Laws as the file had been lost due to a change in section governance. Research into this matter revealed that only a hard copy existed. It was supplied by Charlie Flowe. This places additional emphasis on getting the various section, region and national governing documents placed in the “Cloud”.

Committee Goals: The status of the committee goals are as follows:

- a. Address the “At Large” and “International” membership category in the Bylaws and Constitution based upon input received. The Constitution was revised to incorporate this category. Comments were received at the 10/16/15 Executive Board meeting in Charlotte. A revised draft has been prepared for review by the committee first and subsequently the Executive Board. A draft of the corresponding bylaw changes has been prepared and circulated to the committee first and subsequently the Executive Board for review and comment.
- b. Work with those sections that have not resubmitted the revised bylaws using the generic template. This is still in process.
- c. Review the Phoenix Sonoran Section By-Laws, provide comments and finalize.
- d. Work with the Executive Board on SWOT Analysis initiative involving the Society governing documents. Coordinate with Operations Oversight Committee (Tom Bolte- Chair), including the Operations Manual Subcommittee. The Chair circulated a second draft of final revisions to the Constitution and Code of Ethics documents. A

draft of the By-Laws changes has been prepared and is being circulated to the committee and Executive Board members.

3. **Current Activity:** The activity has consisted of reviewing and revising Society governing documentation. References between the Constitution and Bylaws have been revised and the Code of ethics updated. Second drafts of the Constitution and Code of Ethics have been prepared. The first draft of the By-Laws has been prepared. This will be an on-going process given the proposed changes in governance.
4. **Future activity:**
 - a. Continue to work with the Executive Board and Operations Oversight Committee to review/share the revised ASHE documents. Prepare for additional future revisions required for changes in governance.
 - b. Work with the Constitution and By-Laws Committee to finalize an updated Society Constitution and Code of Ethics and make it consistent with the language contained in the other Society governing documents.
Follow-up with the appropriate Sections to determine status of their By-Law updates.

Legislative Review Committee Report
Chairperson Brad Winkler

Members: Calvin Leggett, George Willis, Caroline Duffy & Brian Krul

December 1, 2015
11 AM Central (12 Eastern)

Attendees

Brad Winkler
Brian Krul
Calvin Leggett
Caroline Duffy
Larry Ridlen – ASHE 1st VP

Agenda

1. **Comments for October 6 Meeting Summary**
 - No Comments received. Summary marked as final and posted to the ASHE Cloud
2. **Outstanding Items**
 - Cloud - server.ashe.pro – Cloud appears to have bigger issues beyond access issues with Legislative Committee members.
3. **Duffy Technology Summary (From 11/6 Conference Call)**
 - Technology/website group to discuss the options for setting up a ASHE write-in letter system for ASHE, similar to other organizations such as ASCE, AASHTO, ARTBA, and etc. use to send letters to the

Congressional representatives about federal issues. Still waiting on feedback from other groups.

4. Legislative Committee Goals

- Item 1 - Update the Political Information Network (PIN) - Calvin with Brad
 - Summary of PIN Duties - updated
 - Update of PIN Contacts – In Progress – Brad will send a message directly to Section Presidents.
 - Calvin intends to retire from NCDOT at the end of January. This may impact his ability to pull together the relevant content. We may need to get someone else involved that can access a wide range of political/legislative sources if this is the case.

- Item 2 - Conduct a survey and assessment of sticker program – Brad with George
 - Update sent to scanner editors. This will be published as a mile marker in the Winter 2016 issue.
 - Draft survey questions prepared and reviewed by Brad and George.
 - George coordinated with Mindy Sanders to develop an online draft. Once ready, this will be circulated back through the committee for any final comments.

- Item 3 - Conduct an assessment of presentation distribution and uses – Brad with George
 - Same comments as under Item 2.

- Item 4 - Modify/Update presentation on an annual basis – Brian with Brad
 - Updates completed by Brian Krul on Dec 1. Brad to forward to Shirley for posting on the ASHE website. (Follow-up: File forwarded to Shirley Stuttler on Dec 12)

- Item 5 - Review and update the ASHE Federal Position Statement as needed – Brian with Brad
 - Updates completed along with committee review. The document will be finalized once dates are set for a new resolution or bill. Committee will get Executive Board approval via e-mail vote. (Follow-Up: President Obama signed a new Bill, the Fast Act, on December 4. The FAST Act provides a total of \$305B from FY '16 through FY '20. A

new Federal Position draft to be circulated via e-mail on Jan 4)

- Item 6 - Evaluate options for legislative updates on a national level – Caroline with Brian
 - No activity at this time.
- Item 7 - Implement process for legislative updates (potential 2016/2017 Goal) –
 - No activity at this time.

5. Meeting Schedule

- Jan 5 – Conference Call – Cancelled. Work to progress via e-mail correspondence
- Feb 2 – Conference Call
- March 1 – Conference Call
- April 5 – Conference Call
- May 3 – Conference Call

Public Relations Committee Report **Chairperson Amanda Schumacher**

Members: Samir Mody (Board Liaison), Thomas Morisi, Jennifer Yoder, Nikki Reutlinger, Alice Hammond, Dawn Fortuna & Jenny Jenkins

- Branding Guidelines – Distributed 11/2/15 – very positive feedback received
- Video - 3 proposals received – decided on with Urban Video Productions. Contract is out for approval.
 - Milestones:
 - Storyboard sketch out – mid January 2016
 - Filming/Editing – February – March
 - Completed – late April 2016 / 1st week of May
 - Rollout – Pittsburgh Conference – discussing timeslot for conference
- Website - working with committee to ensure branding is compliant
- NYC 2017 Conference - Amanda working with graphic designer to help develop logos and materials for upcoming conference
- PR Cloud upload – some issues uploading up front but now anticipated to be completed by end of January

- Display Booths – Upcoming Events
 - January 25 – to Chesapeake Section
 - February 19 – to Albany Section

- Social media report - a lot of action! (Comparatively speaking since its inception)
 - LinkedIn: 1,164 followers - +23 since October
 - Twitter: 19 followers - + 2 since October
 - Facebook: 35 likes - + 1 since October

- Update on Goals from May 2015:
 - Develop branding procedures within six months for use of National/Region/Section on all branding – internal and external. – **completed – sent 11/2/15**
 - Within one year develop national video – a Fresh Presentation of History for use in conferences, membership recruitment and use for regions and sections – to be utilized on the website and on social media (to be rolled out at 2016 national conference) – **underway**
 - Within six months - Order one additional banner and banner stand for use of a section at local events, conferences to promote ASHE and grow membership – **completed – Dallas-Fort Worth Section now has a banner**
 - Collaborate with website committee to contribute to new redesign of navigation to better serve our membership. Also to ensure brand consistency. - **ongoing**
 - Collaborate with New Sections committee to strategize on how to develop Denver section at a more rapid pace – similar to Dallas Fort Worth. Work on a campaign for new programs and driving membership/interest. – **ongoing through Jennifer Newman**
 - Continue collaboration with partnerships committee to continue their campaign to educate and encourage regions/sections to utilize the established partnerships. – **ongoing, benefits letter completed and sent**
 - Within one year have over 100 followers on Facebook and/or Twitter and develop national campaigns for contributions from all areas via local PR representative input - **ongoing**
 - Within one year, develop a YouTube marketing campaign to provide better exposure for our membership - **ongoing**
 - Within six months, submit a plan and schedule for the development of a promotional campaign for use of the ASHE Store by members of ASHE thereby promoting consistency in the image of ASHE across the Regions and Sections. – **ongoing – Jenny Jenkins taking the lead on this**

- Upcoming Initiatives:
 - Public agency speaker handouts - update and distribute for use by all sections
 - next phase of partnership initiative
 - marketing material update with Tammy Farrell & Order new tabletop & tablecloth for national distribution

National Conference Committee Report
Chairperson Nikki Reutlinger, PE
Co-Chair Tom Zeigler, PE

**Members: Michael Hurtt (Board Liaison), Gerald Pitzer, Shirley Stuttler,
Richard Cochrane & Laurie Martin**

The National Conference Committee held a conference call meeting on August 18 and September 30 with representatives from the 2015 to 2018 Conferences.

The only outstanding issue from the last report with 2014 is the replacement of the NEFL banner that was lost. Charlie ordered a new banner which was brought to the 2015 Conference. The NEFL has the banner now and 2014 has paid for the banner. This Conference will not be reported on in the future.

The 2015 National Conference in Baltimore's Inner Harbor was held on May 27-31. They have returned the seed money and have gifted some money to the 2016 Conference. They are finalizing their report which should be available by the end of October. They have also submitted a wrap up article for the scanner which is available now online.

The 2016 National Conference in Pittsburgh is on track. They are continuing to meet monthly and participate in the NCC monthly meetings. They have solicited \$49K in sponsorship to date. They have 19 booths reserved/paid. There are at least 8 more booths that have been reserved but not paid. National will need to determine how many partnership booths will be needed so these can be reserved. All the speakers, tours (technical and guest) as well as the Friday night event have been lined up. The Saturday night event location is being determined due to high AV costs. The committee is meeting and will have a decision by January. Gifts for registrants and speakers have been identified. They are still trying to determine gifts for the VIPs. They are starting to work on a transportation company and plan to make this a priority next month.

The 2017 National Conference in New York City is on track. They are meeting regularly and finalizing preliminary budgets for the NCC to review. They have designed a logo and have presented it to the National PR committee for final review. They intend to reveal it the NCC in January/February. They are actively working on finding goodies to bring to the 2016 conference as well as a video to show at the Gala.

The 2018 National Conference is on slightly behind. Their critical path is to find a hotel. They have been working with Destination Cleveland to find a suitable hotel for the conference. They have had one response from a hotel in the downtown area and are going back to the other hotels that were non-responsive. They are planning a kick off meeting with the entire conference committee in mid January.

The NCC sent out a letter soliciting for the 2019 National Conference in September. Letters of interest were received on November 20th from the Harrisburg/Clearfield/Altoona (State College, PA) and Middle Tennessee (Nashville,

TN). The committee met on December 17th to discuss the letters of interest. The committee discussed all the potential locations and voted unanimously to award to the Middle Tennessee Section. This selection will be presented at the January board meeting for confirmation prior to sending out letters to the above mentioned sections.

The NCC has also reviewed the current National Guidelines and has some proposed edits. Most of these are clarification issues with the exception of two items – removal of the National Monitor for future conferences and the new procedure for requesting funds from National. These will be available for review at the January meeting. If National concurs with the edits from the NCC these will be updated and posted to the website in January.

The NCC met on December 17th to discuss some recent issues brought up at the October National Board meeting concerning a registration vendor and an event planner. The NCC does not recommend a registration vendor for all conferences to use. 2016 worked with several vendors about multiple year contracts and there is very little cost savings if any. Each conference has a choice to use the previous conference's vendor to make the transition smooth. Some conferences (like the Atlanta, GA conference) have chosen to develop their own website/registration. The NCC feels like this choice should be left up to each conference. The NCC also discussed the event planner. We see a benefit when it comes to booking hotels and securing exhibitors/sponsors that aren't the normal engineering companies. We don't see benefits past this but would love to hear more about this if National wants to pursue this. Our only concern is that we don't want the financial burden of hiring an event planner to fall on the conferences. In discussions with the National Board, it seems like this is something National is willing to take on.

Reutlinger made a motion that the Middle Tennessee Section host the 2019 National Conference. Dutton seconded the motion and it was approved.

Conference call minutes are attached as Attachments 6, 7, and 8..

Technology Committee Report
Chairperson Mindy Sanders

**Members: Roger Carriker (Board Liaison), Tom Morisi,
Richard Cochrane & Jake Morisi**

The Technical Committee has not held a conference call since August 26th. Much of the activities of the committee since then have involved the SurveyGizmo.com website and research into other third-party websites at the request of other committees.

The SurveyGizmo.com website has been used by several committees to date including New Sections (60 responses received, no longer active), Members at Large (3 responses received, active), and Legislative Committees (not yet active).

A forwarding email has been created (survey@ashe.pro) to provide a consistent point of contact. It is currently set up to automatically forward emails sent to this address to me at mindy.sanders@loweengineers.com.

A generic login id/password has been set up within Survey Gizmo to allow committee leadership to access and view the results of the current surveys: survey_results@ashe.pro (password: ASHE*Survey).

The committee was approached by the National Board to determine if we should change conference call services. The committee has not come to a conclusion. Send recommendations to Mindy.

The committee was approached by the Legislative Committee to determine if we can devise a simple way for members to send letters to their representatives.

Website Subcommittee
Chairperson Thomas Morisi

Members: Roger Carriker (Board Liaison) & Craig Rock

Committee Structure

It has been my goal, as Chair, to establish a Website Committee member from each Region. To date, we have Mike Sewell from the Great Lakes Region. On June 25, 2015 a request was sent to each Region to appoint a Committee Member. I have received no responses to that request.

Website Template

The Website Template as presented at the Baltimore Conference is complete. Amanda Schumacher completed her review of the template on November 18, 2015 and had no comments. Therefore, the template is ready for use by the Sections and Regions.

The Chesapeake and Lake Erie Sections are currently using the template and appear to have their websites up and running. They have not yet requested approval from National for their websites so it is unclear if they are complete. I will reach out to both of these sections to determine if they are complete and, if so, have the link on National's website revised.

Section Websites

A review of Section Websites for conformance to the Website Guidelines and to ensure websites were updated was conducted in September. Emails were sent to those Sections not in compliance with the Guidelines. Some of the Sections have been working to make the necessary revisions. We will conduct another review in January 2016 and provide the results at a future date.

Website Revisions

Minimal website revisions have been requested through 2015. All revisions have typically been completed within one week of making the request. All revisions have been minor in nature.

Operations Manual Update

The framework for the Operations Manual revisions has been set up at www.ashe.pro/working. I have not been kept in the loop as to the progress and will make a better effort over the coming month to establish the overall status of the new site and what is needed to complete the work. In general, following is a summary of what has been completed:

- An “About ASHE” tab has been created with sub-tabs for National Constitution, National Bylaws, Code of Ethics, and Strategic Plan. Each of these items shows up as a separate webpage when the respective tab is clicked.
- An “Awards” tab has been created which brings up a webpage explaining our awards (Robert E. Pearson, Member of the Year, Young Member of the Year, and Lifetime Achievement). Documents for download, and associated with the award, have been created but not yet linked on the webpage.
- A “Resource Center” tab has been created with sub-tabs for National Resources, Region Resources, Section Resources, and Positions & Duties has been created. Links to documents have been created on each of these pages but the documents are not available. I need to establish the status of these documents and also ensure all necessary links have been captured.

Morisi noted that all communications related to the website through Tom Morisi, not through Craig Rock.

Cloud Subcommittee
Chairperson Richard Cochrane

Members: Charlie Flowe (Board Liaison), Diane Purdy & John Caperilla

Cloud user credentials continue to be submitted and issued. There were multiple bugs in the quarter that were fixed and found due to users input. As of December 31, 2015 there were 132 users. The files on the cloud total 7.32GB of storage space. The average amount of files transferred during the quarter is 155MB.

Hochevar stated that he has some suggestions for Region, Section, and National access.

scanner Committee Report
Chairperson Greg Dutton

Members: Thomas Morisi, Tammy Farrell & Sandy Ivory

PREVIOUS EDITION: Winter

- Published: 01/14/16
- Sections scheduled to provide articles:

Northeast Region

Altoona
Central New York
Pittsburgh
North Central New Jersey
East Penn

Mid-Atlantic Region

Carolina Triangle
Greater Hampton Roads

Great Lakes Region

Cuyahoga Valley

Southeast Region

Gold Coast
Tampa Bay

UPCOMING EDITION: Spring

- Publish date: 03/14/16
- Article due date: January 15, 2016
- Sections scheduled to provide articles:

Northeast Region

Franklin
Mid-Allegheny
North East Penn
Southern New Jersey
Williamsport

Mid-Atlantic Region

Potomac

Great Lakes Region

Central Dacotah
Central Ohio

Southeast Region

Middle Tennessee
Northeast Florida

HARD COPY SCANNER - BUDGET COMPARISON:

- 2015/16 Budget Income (Advertising): **\$35,000**
- Advertising: \$ 33,160 with \$22,810 paid when the ad was placed.
- Amount in arrears: \$0.00.

• 2015/16 Budget Costs:

Date	Budget	Actual Cost To-
- Scanner/Technical Committee:	\$ 1,000.00	\$ 0.00
- TNT Graphics Print & Mail:	\$32,000.00	\$14,847.67
- TNT Graphics Editor Fee:	\$10,624.00	\$ 980.00

- TNT Graphics Office Expenses:	<u>\$ 1,500.00</u>	<u>Not identified in</u>
<u>invoice</u>		
	\$45,124.00	
• Total Invoice To-Date:		\$15,827.67

VIRTUAL SCANNER - BUDGET COMPARISON

• 2015/16 Budget Costs:	Budget	Actual To-Date
- Electronic Version:	\$2,156.00	\$1,278.00
- E-mail Blast:	<u>\$1,328.00</u>	<u>\$ 642.10</u>
	\$3,484.00	
• Total Invoice To-Date:		\$1,920.10

SCANNER GUIDELINES

- The scanner guidelines were revised on 12/22/15 to more clearly specify the intent of the “As the Wheel Turns” section used to highlight ASHE member activities. This was due to a number of submittals from firms highlighting an employee without emphasis on ASHE involvement or having been endorsed by the local ASHE Section.
- A change in the title was suggested as “Scanner Article Submittal Guidelines”.
- Changes are under review by the committee.

OTHER:

- Feedback from Sections has been very good.

Member highlights should be sent in from the Sections.

Operations Oversight Committee
Chairperson Tom Bolte

Members: Larry Ridlen, Brad Winkler & Robert Peda

The Operations Oversight Committee has been focused on updating the Operations Manual. The update was initiated from SWOT Action Item #6 “Perform a complete update of the Operations Manual”.

Work on this task is almost completed. The primary tasks were to:

- Update the 60 + individual documents that make up the Operation Manual, revising the documents for content as well as reformatting them since the

committee decided there will no longer be a manual in a single document format.

- Reorganize the ASHE.pro website to create a resource center concept for accessing the documents.

The current status of the work is:

- All documents have been updated and reformatted except for four which are almost complete.
- Craig Rock is working on revising the website format to accommodate the Resource Center concept.

**Operations Manual Subcommittee
Chairperson Shirley Stuttler**

Members: Sandra Ivory & Tom Morisi

Revisions were made to the following documents: 2015-2016 National Officers & Directors, 2015-2016 Section President, Secretary and Treasurer list.

Documents were revised/updated, as a result of the SWOT 6 actions taken to-date, with the exception of the following documents which are still being reviewed: National Constitution, National By-Laws, Code of Ethics, Region Organization and Plan Guidelines and 'Generic' Region By-Laws

Name will be changed on our website to Resource Center in lieu of Operations Manual.

**Society History Subcommittee
Chairperson Shirley Stuttler**

Members: Stephen Lester, Charlie Flowe & Sandra Ivory

The following Sections have not yet returned their updates: Albany, Altoona, Central New York, Central Florida and Harrisburg. Dallas-Fort Worth was asked to submit their initial history.

The next 60th ASHE history revision will be prepared in 2018.

**Collaborations Subcommittee
Chairperson Jenny Jenkins**

**Members: Larry Ridlen (Board Liaison), Kevin Duris, Amanda Schumacher,
Perry Schweiss & Tim Matthews**

The primary goal of the Collaborations Committee is to facilitate communication between the Public Relations, Partnerships, New Sections and Members at Large

Committees. We hold a conference call every six weeks to allow each committee chair to provide an update on their committee's current activities and make any requests for help from the other committees. In doing so, we hope to avoid any overlap of responsibilities or having two folks perform the same task unnecessarily.

We have held a conference call every 6 weeks since September 2014 and will continue to do so. Recent discussions have included:

- Development of the PR video that will be used to promote ASHE and educate current members on existing initiatives
- Ongoing efforts to begin new chapters across the country
- Improving the experience for Members at Large
- Continuous work with regards to public relations and how all of these committees are interconnected

Nominating Committee Report
Chairperson Samir Mody

Members: Charlie Flowe, Shirley Stuttler, David Greenwood & Frank O'Hare

The following nominations were received for the 2015-2016 term:

- Southeast Region - Leigh Lilla, P.E., Tampa Bay Section
- Northeast Region – Donato DiZuzio, North Central New Jersey Section
- Great Lakes Region – Frank Bronzo, Cuyahoga Valley Section

All nominations and supporting documentation were received by the Nominating Committee prior to the December 1, 2015 deadline. At the time of preparing this committee report, we have not received any nominations for the position of National 2nd Vice President.

The National Nominating Committee conducted a conference call on Monday, January 4, 2016 between 2:30 and 3:15 pm. Presiding on the call included Chairman Mody, committee members Charlie Flowe, Frank O'Hare and Dave Greenwood and President Hochevar. Shirley Stuttler was unable to join the call but she was brought up to speed with the committee's decisions. A motion and second was made by Frank and Charlie respectively, to approve the proposed slate of National Directors. The motion was unanimously carried by the committee.

During the call, the committee identified a group of candidates from the NE, SE and Great Lakes Regions who would qualify for the National 2nd Vice President position. Since the SE Region is currently holding the 1st and 2nd Vice President positions, we ruled out these candidates from further consideration. After discussion, Chairman Mody was given the authority to initiate discussions with NE Region President Alice Hammond (and proposed 2nd VP candidate Michael Hurtt, P.E.), convey the committee's recommendation and ask for consideration and concurrence for his nomination. A follow up report will be presented once all discussions have concluded and learn if Mike is truly interested in accepting the nomination at this time.

Budget/Audit Committee Report
Chairperson Larry Ridlen

Members: Frank O'Hare & Greg Dutton

Committee activity since the last National Board meeting on October 16, 2015. Frank, Greg and Larry had a conference call on November 10, 2015. Working on establishing a breakout of the different committee's financial expenses for 2016 – 2017. Larry to contact Committee Chairs to confirm their commitment for 2016 – 2017 and identification of possible expenses. The Committee plans on meeting again on January 15, 2016 prior to the Executive Committee meeting. The committee met yesterday and the work on the budget is in progress.

Finance Subcommittee
Chairperson Samir Mody

Members: Frank O'Hare & Donna McQuade

Topic: Conference Call with National Finance Committee
Date: Thursday, December 17, 2015; 10:15 am to 12:00 pm

This committee continues to explore ways in establishing improved policies, creating efficiencies in our operating protocol and identifying best practices which can be used at all levels of ASHE. A summary of our discussion is provided below:

1. Preparation of draft ASHE Credit Card Policy to the Executive Committee based on another non-profit organization.
 - Guidelines were established to regulate the type of expenses placed on the card, how to gain approval for use, and how much of a limit would be put on a purchase.
 - Status - no action has yet been taken by Executive Committee.
 - Credit cards have been issued to Charlie and Frank.
 - Receipts are scanned and posted in Dropbox for Frank to view and pay.

2. Policy for submitting Expense Reports –
 - Recommendation to amend the current policy since the submission of expense reports is strung out way too long.
 - Auditor's report has been received by the National Treasurer and distributed to the Executive Committee. A motion to accept this report will be made by National Treasurer at the January Executive Committee meeting.
 - 60-day policy for payment of expense reports was recommended by the Auditor and will be discussed in further detail during Treasurer's report at the January National Board meeting

- Recommendation to submit expense reports electronically.
 - Two-person signature policy has been amended - check is cut by the Treasurer and PNC Bank receipt is approved by the Secretary.
- 3. Executive Committee Budget – approval secured from the National Board (October, 2015 meeting) to appropriate \$1,200 towards the following recommended expenditures:
 - QuickBooks – research is under review by Frank. QuickBooks may have the capacity to handle the integration of invoices, membership and database information (from Charlie). Frank and Charlie may be able to operate directly from the Cloud and pay bills.
 - Use of the Auditor’s accountant clerk for training and guidance.
 - Frank is investigating various laptops for use by the Treasurer to load QuickBooks, Adobe Reader (same as Charlie), Microsoft Office Package, and Security software (~\$500). External hard drive will also be purchased with laptop.
 - The use of electronic banking has significantly reduced the need for an external scanner.
 - Frank will provide me a cost of all final purchases for inclusion in the Finance report. As noted above, these expenditures will be deducted from the Executive Committee budget and be approved by the Secretary.
- 4. During our last conference call, Frank expressed the potential need for an independent CPA for two purposes. We currently have an independent auditor, CPA Associates of Altoona, PA. The proposal for this item was presented to the Executive Board at the August meeting. Until we see how QuickBooks and the electronic bill payment changes operate, our committee has recommended this proposal be tabled.
- 5. The committee will undertake the review of responsibilities currently established for Budget/Auditing committee and identify which activities from this list would serve better for us to tackle. Besides the objectives denoted in the opening paragraph, we will also explore alternative revenue sources to satisfy the long term goals for the organization.
- 6. Investing strategy by PNC Bank:
 - Finance committee to review of ASHE investments on a yearly basis.
 - Assess/review their fiduciary responsibilities.
 - Evaluate investment options by other non-profit organizations.
 - Review historical returns of our investments.

Regional Oversight Committee Report
Chair Alice Hammond

Members: David Greenwood, Brad Winkler, Thomas Bolte & Caroline Duffy

Our last formal conference call was on August 25, 2015. Information contained in this report has been updated to include current status of all of the Regions. Also, includes the two SWOT committees that we are now participating in.

❖ ROC Goals for 2015-2016 as per SWOT Action #4 and #6:

- Continue to share ideas and things that are working for one Region to the other three Regions.
- Offer assistance to the Regions as needed to mold current Region Boards to the National Board Structure. However; prior to trying to mold the Region Boards to be structured like National it was suggested that we do a survey of Sections regarding how their Region might serve them best and this committee will evaluate the needs of the Sections.

Alice is continuing to recommend that committee members attend other region board meetings to hear how they are run and see where we can make suggestions. This report will let all know when the upcoming meetings are. Alice will forward any invites to ROC members when she receives.

Last SWOT committee meeting held on 12/3/14 to address Action Item 2 (Develop an Internal Communications Plan including but not limited to a written plan for communication of material and directives between National, Regions, and Sections and a summary of annual deadlines. Identify communication tools available and use of new technologies to better improve internal communication) which came out of the SWOT Analysis.

Last SWOT committee meeting held on 12/4/14 to address Action Item 6 (Perform a complete update of the Operations Manual) that came out of the SWOT Analysis.

The following addresses both SWOT Action Item 2 and 6: ROC has completed the ASHE Regional Organization Plan and Guidelines and the ASHE Communications Guidelines for National, Regions and Sections to follow. Comments from the October 2015 board meeting have been addressed. These final documents will be submitted to all prior to the Board Meeting on Saturday, January 16, 2016.

Region Status Updates as of 01/05/16:

Northeast Region (National Director - Alice Hammond):

NE Region Board Meeting was held on November 24, 2015 via conference call/WebEx. Minutes are being finalized and will be distributed to ROC.

NE Region has one face to face meeting per year and the rest are done via conference call.

Next Northeast Region Board Meeting is planned for February 9th, 2016 at 10am via conference call. We will be electing officers at this meeting.

Mid-Atlantic Region (National Director – David A. Greenwood):

Mid-Atlantic Region Board face to face meeting was held on October 4, 2015. Meeting was held the Sunday before their Annual Technical Conference which was held on October 5, 2015. Minutes will be forthcoming.
Held Conference Call on December 9, 2015 : The discussions during the December meeting included a debrief of the regional conference on October 5 and establishing committees and committee chairs for the regional structure.

This effort will continue for the next call on January 13th. Region will also start planning for the spring regional conference (they had a fall conference in 2015 instead of a spring conference due to the potential impacts of the national conference in Baltimore).

Next Mid-Atlantic Region Board Meeting – January 13, 2016 via conference call

Southeast Region (National Director – Brad Winkler):

SE Region Board Meeting (3rd Quarter Meeting) was held on October 22, 2015 (face to face) at Pond office in Jacksonville, FL.

SE Region has one face to face meeting per year and the rest are done via conference call.

Next SE Region Board Meeting is scheduled for January 28, 2016 (conference call)

Great Lakes and North Central Region (National Director – Tom Bolte):

Great Lakes Region board meeting was held at 2015 OTEC – October 27 & 28, 2015. Alice attended OTEC Conference and Board Meeting.
Next Great Lakes and North Central Region Board Meeting is TBD.

XI. Unfinished Business

A. Update on SWOT Action Items – Mody

A brief review of the status of each of the SWOT Action Items was given:

1. Interactive scanner is complete.
2. The Communication Plan has been transitioned to Dutton to complete.
3. The Leadership Plan is in place. How ASHE plans to implement the plan was the subject of discussion. Jen Yoder has offered to facilitate leadership training.
4. The Committee Chair Responsibility Descriptions are a work in progress.
5. The Governance Model was discussed as item VIII above.
6. Operating Manual Updates and the associated revisions to the website are in progress.
7. The Professional Development Committee presented their report at the April Board Meeting.

XII. New Business

A. Report from the Executive Committee

Hochevar recapped the Executive Committee Meeting of January 15, 2015.

B. Gold Coast Section Report.

Naldo Gonzalez reported on the status of the Section. The framework is in place for section growth. They are holding good meetings with senior transportation officials. The FDOT Secretary is scheduled for an upcoming meeting. The Section website is operating. The Section is working on two student sections and some association partnerships.

XIII. Upcoming Meetings

April 1-2, 2016 – National Board - Arlington, TX

May 22, 2016 – National Board – Pittsburgh, PA (National Conference)

XIII. Adjournment (11:58 am)

Attachments:

- #1 Treasurer's Report
- #2 SWOT Action Item #5 Report
- #3 Continuing Education Provider Status Report
- #4 Student Chapter Information Request
- #5 Student Chapter Best Practices
- #6 National Conference Committee Conference Call 10-20-2015
- #7 National Conference Committee Conference Call 11-17-2015
- #8 National Conference Committee Conference Call 12-15-2015

Respectfully submitted,

Charles L. Flowe, PE
National Secretary

Attachment No. 1

Treasurer's Report

Attachment No. 2

SWOT Action Item #5 Report

Attachment No. 3

Continuing Education Provider Status Report

Attachment No. 4

Student Chapter Information Request

Attachment No. 5

Student Chapter Best Practices

Attachment No. 6

National Conference Committee Conference Call 10-20-2015

Attachment No. 7

National Conference Committee Conference Call 11-17-2015

Attachment No. 8

National Conference Committee Conference Call 12-15-2015