



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
	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>	P. Frank O'Hare, PE	Treasurer

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
 - DFW, South Florida, and Tampa have not paid their assessments. Mr. Dutton directed either Mr. Flowe or Mr. Morisi to follow up with Ms. Lilla.
 - Section awards will not be available for approval at the upcoming National Board Meeting. An E-Meeting may be necessary.
- **Treasurer's Items:** P. Frank O'Hare, PE
 - No report. Mr. O'Hare could not attend due to travel associated with his full-time job.
- **Uncompleted Key Committee Action Items:**
 - It was reported that the Awards Committee will be meeting on March 12, 2018 to finalize individual awards.
 - It was reported that the Ad-Hoc Committee will be meeting in April to follow up on the legal information relative to the advertisement for the Administrative Assistant as requested by Mr. O'Hare
- **Section Health:** Greg T. Dutton, PE
 - No action has been taken with DFW or South Florida (Gold Coast). Mr. Dutton will contact Ms. Lilla to follow up with these sections.

NEW BUSINESS:

- **Workshop(s) for the Philadelphia Meeting:** Greg T. Dutton, PE
 - Strategic Plan: Bob Muir is able to conduct the Strategic Planning Session. However, Mr. Dutton has not heard from him recently after repeated contact attempts. If Mr. Muir cannot make the meeting, a Strategic Planning Session will be scheduled for September
 - Alternate – Training & Communications: Following discussion, it was determined this item could be completed during committee discussion. Workshop time is not necessary.
 - Alternate – 60th Anniversary Booklet: Following discussion, it was determined this item could be completed during committee discussion. Workshop time is not necessary.
 - Alternate – Region Reports: If no other Workshop options are available, the Region Reports will be started early.
- **Scanner Status/Plan:** Greg T. Dutton, PE
 - Interim Issue: Minimal work had been completed on the Spring issue prior to Ms. Farrell's accident. However, she is confident the Summer issue will not be impacted. The Committee will need to determine what is to be done regarding sponsor who have paid for ads in that issue. Mr. Cochrane will meet with Ms. Farrell in person to come up with a complete, recommended plan of action. Options include foregoing the Spring issue and having a larger than usual Summer issue; and producing both the Spring and Summer issues on a delayed schedule.

- Proposal (Mailing cost): Mr. Cochrane will discuss the increased mailing cost with Ms. Farrell when he meets with her to obtain a clarification. There is a concern regarding the percentage increase in postage. Mr. Cochrane will discuss how postage has been paid in the past.
- **Guests and Committee Chairs for the Philadelphia Meeting:** Charles L. Flowe, PE
 - Mr. Flowe has not heard anything back from the invited Section Board members. He is sending an invite out to the area Past National Presidents today. The committee chairs that were invited included Mr. Pappalardo and Ms. Schumacher. No confirmation has been received from the committee chairs at this time.
- **Membership Applications – Simplify:** Greg T. Dutton, PE
 - Mr. Flowe reported that there is a good deal of information requested on the current application that National does not capture anywhere. The Board needs to decide what data is necessary to collect. Mr. Morisi is to notify Ms. Lilla that the Membership Committee should undertake an update of the membership application. They are to work with the Technology Committee in doing so.
- **Budget:** Richard N. Cochrane, PE
 - Mr. Cochrane will address the budget under committee discussion. He will revise the President’s travel line item into two separate lines: one for the President and one for those directed by the President.
- **Partnerships – Effect on budget at conferences (booths):** Greg T. Dutton, PE
 - There have been concerns expressed about the cost to the Conference to subsidize booths for partner organizations because they use space allotted to paid sponsors. Mr. Hurtt suggested that conferences plan for larger areas to account for the necessary booths and do not budget for revenue from these booths. He will take it to the Conference Committee who will make a recommendation to the National Board.
- **Committee Organization:** Richard N. Cochrane, PE
 - Mr. Cochrane is looking at this for his term as National President.
- **Committee Reports:** Richard N. Cochrane, PE
 - Mr. Cochrane stated that subcommittees reports need to be rolled into committee reports.
- **Upcoming Events:** Greg T. Dutton, PE
 - Mr. Dutton presented a summary of upcoming Section milestone events which he will be attending.

ADJOURNMENT:

- The meeting adjourned at 4:00 PM.

Respectfully Submitted,

Charles L. Flowe, PE
National Secretary