



National Board Meeting Minutes

<u>Place:</u>	Hilton Garden Inn DFW Airport South Irving, Texas	
<u>Date & Time</u>	April 2, 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
	Michael D. Hurtt, 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
	David A. Greenwood, PE	Mid-Atlantic Region Director
	Roger B. Carriker, PE	Mid-Atlantic Region Director
	Richard N. Cochrane, PE	Second Vice President – Elect
	Timothy N. Matthews, PE	News Sections Committee Co- Chair
<u>Absent:</u>	Alice M. Hammond, PE	Northeast Region Director
	Brian A. Krul, PE	Northeast Region Director
	Thomas A. Bolte, PE	Great Lakes and North Central Regions Director

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

Hochevar thanked everyone for a very successful year.

II. Pledge of Allegiance – Roger B. Carriker, PE

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

A. January 15, 2016 National Executive Committee Meeting

O’Hare made a motion that the minutes of the January 15, 2016 National Executive Committee Meeting be approved. Ridlen seconded the motion and it was approved.

B. January 16, 2016 National Board Meeting

O’Hare made a motion that the minutes of the January 16, 2016 National Board Meeting be approved. Mody seconded the motion and it was approved.

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

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

Northeast Region	
Albany	117
Altoona	211
Central New York	49
Clearfield	155
Delaware Valley	396
East Penn	78
First State	141
Franklin	145
Harrisburg	355
Long Island	45
Mid-Allegheny	133
New York Metro	87
North Central New Jersey	166
Northeast Penn	128
Pittsburgh	550
Southern New Jersey	174
Southwest Penn	292
Williamsport	129
Subtotal	3351

Mid-Atlantic Region	
Blue Ridge	95
Carolina Piedmont	58
Carolina Triangle	230
Chesapeake	210
Greater Hampton Roads	131
N. Central West Virginia	37
Old Dominion	97
Potomac	275
Subtotal	1133
Southeast Region	
Central Florida	48
Georgia	337
Gold Coast	11
Middle Tennessee	252
Northeast Florida	203
Tampa Bay	97
Subtotal	948

Great Lakes Region	
Central Ohio	187
Cuyahoga Valley	120
Derby City	83
Lake Erie	140
Northwest Ohio	42
Triko Valley	173
Subtotal	745
North Central Region	
Central Dacotah	123
Subtotal	123

Rocky Mountain Region	
Phoenix Sonoran	137
Subtotal	137
South Central Region	
Dallas-Fort Worth	73
Subtotal	73
At-Large Membership	
Domestic At-Large	11
International At-Large	2
Subtotal	13
National Total	6523

Total Membership.....6523

This represents an increase of 91 members since the January 16, 2016 National Board Meeting.

B. Statistical Breakdown of the Membership

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

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

None

D. Following are the Sections that Earned Membership Awards:

- Smith Award for the largest net numeric membership increase goes to the Middle Tennessee Section with a total increase of 80 members.
- Hart Award for the largest percent membership increase goes to the Middle Tennessee Section with a 47% membership increase
- Conner Award for the best member retention goes to the Blue Ridge Section with 21 new members and no drops.
- Yeager Award for the best employment balance among new members goes to the Blue Ridge Section.

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

Included as Attachment #1, the report is current as of February 29, 2016, the last full month available.

O’Hare reported that he is still unable to access the Prudential account. He also reported that the audit report was presented to the Executive Committee yesterday.

O’Hare requested that everyone add their last name to the filename for electronically transmitted expense reports to aid in filing.

A \$6,500 profit was reported from the 2015 National Conference.

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

O’Hare made a motion that the stipend for Board members attending the 2016 National Conference be set at \$905.00. Flowe seconded the motion and it was approved.

VI. President’s Report – Robert A Hochevar, PE

Date	Item	Location
1-21-16	Cuyahoga Valley Section/Ohio Contractors Assoc. Annual Forecaster Dinner Event	Akron, OH
1-26-16	Presentation at Franklin Section Venison Dinner	Meadville, PA
1-28-16	2018 Conference Committee Planning Meeting	Cleveland, OH
2-2-16	Legislative Review Committee Meeting	Conference Call
2-3-16	Meeting with 1st and 2nd Vice Presidents	Conference Call
2-8-16	Membership Committee Meeting	Conference Call
2-9-16	Partnerships Committee Meeting	Conference Call
2-19-16	Presentation at North Central New Jersey 25 th Anniversary Celebration Dinner Event	Hasbrouck Heights, NJ
2-23-16	Conference Committee Meeting	Conference Call
2-23-16	Meeting with 1st and 2nd Vice Presidents	Conference Call
2-24 & 25-16	2018 Conference Facilities’ Tours	Cleveland, OH
2-26-16	Nominating Committee Meeting	Conference Call
3-8-16	Partnerships Committee Meeting	Conference Call
3-15-16	Conference Committee Meeting	Conference Call
3-22-16	Meeting with 1st and 2nd Vice Presidents	Conference Call
3-24-16	Partnerships Committee Meeting	Conference Call
3-30-16	Finance Committee Meeting	Conference Call
3-31-16	Dallas-Fort Worth Section Member Lunch Meeting	Plano, TX
3-31-16	New Sections Austin & Houston Meeting	Irving, TX
3-31-16	Dallas-Fort Worth Section Social Event with Austin & Houston New Section Champions	Irving, TX
4-1-16	Executive Board Meeting	Irving, TX

4-2-16	National Board Meeting	Irving, TX
1-17-16 to 4-2-16	Numerous emails and phone calls concerning ASHE related matters	

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

Forwarded (85) requests to join ASHE since the January meeting: (Mid-Atlantic Region = 15; Northeast Region = 33; Great Lakes = 11 and Southeast Region = 26).

Notified National Region Directors to remind their Sections that award nominations for the Robert E. Pearson/Person of the Year, Young Member, Member of the Year and Lifetime Achievement were due by February 15th.

Sent webmaster bio and photo of Jennifer Newman, New Sections Contact Co-Chair.

Requested bios and photos of the in-coming National Directors and 2nd Vice President for publishing on our website, which will be sent following their installation. Also requested any revisions to current bios to be sent to me.

Forwarded the Expense Policy Guidelines and Expense Form to the new members of the Board for their reference and use.

Sent award announcements, photos and bios to the Pittsburgh Section Program Chair for the Robert E. Pearson/Person of the Year, Life Time Achievement and Young Member of the Year.

Region/Sections Meeting Attendance - Shirley Stuttler

Two sections need meeting attendance by a Board Member, East Penn and First State. Mody reported that he just attended East Penn and will soon attend First State.

VIII. Committee Reports

Strategic Planning Committee Report

Chairperson: David Rast, PE

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

No report this quarter. The new chair for 2016-2017 will be Len Pappalardo.

New Section Committee Report

Chairpersons Tim Matthews and Jen Newman

Members: Mike Hurtt (Board Liaison), Thomas Bolte & Brian Krul

Newman replaced Perry Schweiss as co-chair. Perry will remain involved but in a more localized role. Matthews and Newman are developing a strategic plan and guidebook. A handout was provided (Attachment #2). Austin, Texas and Hartford, Connecticut are this year's focus.

The New Sections Committee had a conference call February 10, 2016. Tim and Jen discussed current activities. A summary of activities since the last report is as follows:

Tim and Jen discussed the need for a strategic plan for our committee. This plan will include our action items for the year and our responsibility as a committee. The draft has been completed and will be discussed at the upcoming April 2nd National board meeting in Texas.

Jen Newman has reached out to her marketing connections in our initiative areas. Continuing to use these connections to build alliances for growth.

- **TEXAS**
 - **Austin TX** – Tom Kolko, Fugro is the ASHE Austin Champion. He is shadowing the Dallas Fort-Worth section. Tim sent some startup documents to assist his efforts. Waiting on update from Tom at this point.
 - **Houston TX** – Adam Jack with TxDOT (former ASHE Hampton Roads President) is interested in co-championing the section. Jen is actively recruiting consultant champions to assist Adam. He is shadowing the Dallas Fort-Worth section.
 - **Abilene TX** – Karl Bednarz is a member at large. I recently reached out to him. He is interested in working with Abilene TxDOT Michael Haithcock to champion a section. Mike Haithcock retired from GADOT and was Georgia section president.
- **Denver, CO** – Contacts were identified by the survey monkey. Tim reached out and is trying to keep communication lines open. Jen Newman has contacts with SMPS willing to help recruit champions.
- **Boston, MA** – Brian Pounds is interested in championing the section and is spreading the word. Jen Newman has SMPS contacts willing to help recruit champions.
- **Hartford, CT** – Brian Krul our local champion has started developing a plan for the Hartford effort. He held a meeting today 3/24 and we have scheduled a meeting for next week to continue discussions. Perry is still helping with this effort as well.

Future Efforts – Finalize strategic plan and work plan yearly.

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 January 16, 2016 National Board Meeting:

- Committee meetings were held via conference call on:
 - February 9, 2016/ March 8, 2016
 - Next meeting scheduled for April 12, 2016

- Action Items are:
 - Committee members have contacting individual Sections and discussed the intent of the spreadsheet which shows contact information and section/chapter location of our four (4) current Partnership (NACE, IECA, NAWIC and SMPS) along with sharing success stories from teaming efforts by other sections.
 - Evaluation is continuing with ACEC, International Bridge Conference (IBC), The American Society of Certified Engineering Technicians (ASCET) and National Association of Environmental Professionals (NAEP). Bryan has provide the IBC a draft agreement for consideration
- The SMPS will be exhibiting at the National Conference in Pittsburgh, the IBC is considering and the other 3 Partners have declined our invitation.
- We need to find a volunteer to take over as a representative for the International Erosion Control Association (IECA) Partner. Our current representative is not able to continue due to work relocation.
- Committee Partnering Society Representatives continue to correspond/maintain relationships with contacts at their respective societies.

Membership / Member at Large Committee
Chairperson Leigh Lilla

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

2015-0315 – present – we have received (34) inquiries for membership outside current sections. Fifteen inquiries were domestic, (29) were from outside of the US. Countries include Pakistan, UAE, United Kingdom, Nigeria, Telangana, Iran, India, Malaysia, Indonesia, Bahrain & Zambia.

At Present – there are (13) members-at-large, (11) domestic and (2) international.

At-Large Membership Satisfaction Surveys Distributed – low participation, two members replied to survey. Both indicated they would not participate in a quarterly call. Added one membership at large member as a result of the survey.

2016-0211 - Last Committee Call – we discussed the results of the membership satisfaction survey and membership trends in general.

2016-0321 – Last Partnership Committee Call – Realized that the New Sections committee was not receiving the data that is acquired by the Membership at Large Committee as far as potential New Sections / Champions for New Sections. Will share domestic contacts with New Sections as they come in.

Next meeting: Monday, April 11th, 2:00 PM

It was recommended that the local champions for new sections be recruited as at-large members.

National Membership Database Subcommittee
Chairperson: Charles Flowe

Member: Jacob Morisi

The development of the Region Access is nearly complete. We should be ready to roll this out at the conference. Jake Morisi continues to struggle with the autopopulate feature for regions. He is currently updating the code at the back end of the database because the current PHP code is no longer supported and must be updated.

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 January 16th National Board Meeting on February 4th and March 3rd. In addition, the Chair has consulted the Board Liaison in between for guidance and assistance.

CONTINUING EDUCATION

- 1) The Committee surveyed Sections on December 29, 2016 and twenty five of forty one Sections responded to the survey
- 2) The results are reflected in a pair of files, one Word and one Excel file – because of their size, they have been loaded to the ASHE Cloud (see below).
- 3) The Committee’s analysis of the information and recommended course of action are detailed in the attached document and we urge the ASHE National Board to take action on this matter at the April meeting and provide direction to the Committee so that we may expeditiously correct the gap in this program discovered last fall.

STUDENT CHAPTERS

- 1) The Committee surveyed Sections on December 29, 2016 and received 17 responses from the 41 Sections.
 - a) The responses are reflected in an Excel spreadsheet – because of their size, they have been loaded to the ASHE Cloud (see below).
 - b) The Committee is continuing to process the information received from the survey, but the overall results are summarized as follows.
 - i) Four responding Sections reported that they had an existing student chapter.
 - ii) Two Sections reported that they “sort of” or “not exactly” had an existing chapter.
 - iii) Eleven Sections responded that they did not have an existing chapter.
 - (1) Of those reporting “no”, six Sections reported an interesting in starting a student chapter, with many listing specific information or support needed and/or indicating perceived barriers.
 - (2) Once Section said they might be interested.
 - (3) Four of those Sections said they were not interested in starting a student chapter.

- 2) The Committee finalized the “Best Practices for Developing and Sustaining Student Chapters” to help share experiences, barriers, solutions, and other ideas for success and sustainability of student chapters, drawing from the successes of student chapters. The guide was published on the ASHE National website (<http://www.ashe.pro/downloads.html>) and circulated to Section Presidents and Secretaries directly.

ATTACHMENTS

See attachments at the end of Board of Director’s meeting minutes and the ASHE Cloud as noted below.

- 1) Results, survey of Sections regarding continuing education certifications
 - a) Note – the first of these summary files is a 23- page PDF file compiling the email narrative responses; we do not recommend printing this out since it is largely a support document for those wishing to look behind the captured answers in the Excel file that follows.
 - b) Note – this is a lengthy Excel file that we have also produced as a 21-page PDF; we do not recommend printing this out as it is easier to follow/comprehend on-screen.
 - c) The above files have not been attached; instead, they have been uploaded to the ASHE Cloud – see CEU Committee and then CEU_SurveyDec2015 folder for the three files mentioned.
- 2) Findings and Recommendations – continuing education certifications. File is dated 3/21/2016 and was distributed to the Board of Directors by Roger Carriker for review and comment in advance of the April 2 Board of Director’s meeting in Dallas.
- 3) Results, Survey of Sections regarding Student Chapters
 - a) Note – this is a lengthy Excel file that we have also produced as a 27-page PDF; we do not recommend printing this out as it is easier to follow/comprehend on-screen.
 - b) The above files have not been attached; instead, they have been uploaded to the ASHE Cloud – see Student Chapter Committee and then StudentChapterSurveyDec2015 folder for the two files mentioned.

See Assessment Attachment

Carriker requested approval of their recommended path forward for Continuing Education, which is basically continuing as we are. He proposed a standard operating procedure (sent via e-mail). Hochevar thanked the committee for all of their service.

Hurtt requested a summary explanation of the process. Carriker briefly explained that the process. There was discussion and Carriker will take the discussion recommendations back to the committee for review.

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

Members: Larry Ridlen, Stan Harris & Calvin Leggett

Since January 16, 2016:

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 bylaws 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 Bylaw template being developed and were asked to hold off until the templates were finalized. We have received responses from the Harrisburg and Central Ohio sections. The Chair will circulate for review.

3. 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 and bylaws were revised to incorporate this category. Comments were received at the 01/16/16 Executive Board Meeting Executive Board meeting in Ft. Lauderdale. A revised draft was prepared for review by the Executive Board first and then the full Board.
- b. The Code of Ethics has been revised with comments received. No further comments to date; anticipate Board approval on 04/2/16.
- c. Work with those sections that have not resubmitted the revised bylaws using the generic template. The bylaws have been submitted for review.
- d. Review latest version of the Phoenix Sonoran Section bylaws; finalize approval.
- e. 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 final draft of the bylaws revisions has been prepared and circulated to the Board members.

4. 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. Final drafts of the Constitution and Code of Ethics have been prepared. The Code of Ethics has received no further comments and is ready for approval. The final draft of the bylaws has been prepared. This will be an on-going process given the proposed changes in governance.

5. 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 Bylaw and Constitution revisions required for changes in governance.
- b. Work with the Constitution and Bylaws 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.
- c. Follow-up with the appropriate sections to finalize their bylaw updates.

Greenwood made a motion that the December 22, 2015 version of the revised code of Ethics be adopted. Flowe seconded and the motion was approved.

The Bylaws revisions are still in discussion, but nearing completion. Flowe is to revise the language about payment of the National Assessment.

Legislative Review Committee Report
Chairperson Brad Winkler

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

Meetings

The Legislative Committee held a call on February 2. Meeting summary is attached. All files have been posted to the ASHE cloud in the Legislative Committee folder. There was no formal call in March. However, the Committee has been corresponding via e-mail and advancing several goals.

Goal/Item Status:

Item 1 - Update the Political Information Network (PIN)

Updates Completed or 2015-2016.

Item 2 - Conduct a survey and assessment of sticker program & Item 3 - Conduct an assessment of presentation distribution and uses (Concurrent activities)

Survey in progress. Preliminary results to be discussed at the April 2 NBM.

Additional Item 2 Activities: The Committee prepared an update on the purpose of the sticker program and presentation which was posted to LinkedIn and published as a milemarker in the winter 2016 Scanner.

Item 4 - Modify/Update presentation on an annual basis

Update Completed. The next review and update will commence again in the fall of 2016.

Item 5 - Review and update the ASHE Federal Position Statement as needed

Updated Complete. National Board approved via e-mail vote on March 17, 2016. File forwarded to Shirley for posting on website on March 22, 2016.

Item 6 - Evaluate options for legislative updates on a national level

This will be a focus for 2016-2017.

Item 7 - Implement process for legislative updates (potential 2016/2017 Goal)

No activity at this time.

Future Committee Meetings

Next meeting is scheduled as conference calls for April 5.

ASHE - Legislative Review Committee
Meeting Summary
February 2, 2016
11 AM Central (12 Eastern)

Attendees

Brad Winkler
Robert Hochevar – ASHE President
Larry Ridlen – ASHE 1st Vice President

Agenda

- 1. Comments for December 1 Meeting Summary**
- 2. Outstanding Items**
 - Congratulations Calvin!

Meeting moved directly to Item 3

- 3. Legislative Committee Goals**
 - Item 1 - Update the Political Information Network (PIN) & PIN Contacts
 - Summary of PIN Duties – Update Complete
 - Update of PIN Contacts – Ready to go to PINs
 - 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.
 - Survey Link: <http://www.surveygizmo.com/s3/2504701/Funding-PowerPoint-and-Decal-Input-Request-Legislative-Committee>
 - Send out to Past President's and current PINs
 - Item 3 - Conduct an assessment of presentation distribution and uses
 - Same comments as under Item 2.
 - Item 4 - Modify/Update presentation on an annual basis
 - An updated presentation has been loaded onto the ashe.pro website (Approximately mid-December). The next review and update will commence again in the fall of 2016.
 - Item 5 - Review and update the ASHE Federal Position Statement as needed

- Final review – Draft attached – Send out to Committee for final reviews.
- Send to NBM by Feb 12. Soliciting comments until March 1.
- Will decide at that point if National Board can vote via e-mail or if a vote will need to wait until the April NBM in Fort Worth.
- Get Executive Board approval via e-mail vote?
- Item 6 - Evaluate options for legislative updates on a national level
 - Discussion Deferred
 - Technology/website group to discuss the options for setting up an 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.
 - Pricing for Legislative e-mail blasts: Send attachment.
 - Adjustment to how political information is sent out to the PINs
- Item 7 - Implement process for legislative updates (potential 2016/2017 Goal) –
 - No activity at this time.

4. Goals for Next Year

- Discussion Deferred

5. Meeting Schedule

- March 1 – Conference Call (cancelled)
- April 5 – Conference Call
- May 3 – Conference Call

Federal position paper is now posted on the website.

Public Relations Committee Report
Chairperson Amanda Schumacher

Members: Tom Morisi, Nikki Reutlinger, Alice Hammond, Jen Newman, Dawn Fortuna, Jenny Jenkins and Samir Mody (Board Liaison)

- New Mission Statement per governance committee – developing PR plan for roll out for notification of all transportation inclusivity.
- Video - 3 proposals received – decided on with Urban Video Productions. Contract was executed on March 18, 2016 and deadline is May 6, 2016.

- Milestones:
 - Storyboard sketch out – mid January 2016
 - Filming/Editing – February – March
 - Completed – late April 2016 / 1st week of May
 - Rollout – Pittsburgh Conference – finding timeslot for conference

- Collaborations
 - Website - working with committee to ensure branding is compliant.
 - New Sections – working closely with co-chairs to help implement new plan & develop materials as needed.

- National Conferences
 - Pittsburgh 2016 – actively helping with exposure for registration/hashtags/etc.
 - Will have a speaking spot to show new video as well as update on all PR initiatives
 - Developing conference ad for ASHE National with Tammy Farrell.
 - NYC 2017 conference - Amanda working with graphic designer & conference committee to help develop logos and materials for upcoming conference.

- PR Cloud upload – all PR materials are now on the cloud as of March 10, 2016 – email sent to all board/committees.

- Display Booths – Events
 - January 25 – to Chesapeake Section
 - Feb 3 – Maryland Quality Initiative (MDQI) Conference
 - February 25-26 – to Albany Section for Engineer’s Week
 - March 18 – Toledo Metropolitan Area Council of Governments (Ohio)

- Social media report
 - LinkedIn: 1,186 followers - +46 since October
 - Twitter: 24 followers - + 7 since October
 - Facebook: 35 likes - + 1 since October

- Next Committee Meeting – planning for April

Committee is in transition and trying to recruit committee members.

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 January 12 and February 23 and March 15 with representatives from the 2015 to 2018 conferences. 2019 was on the February 23 meeting.

The 2015 National Conference in Baltimore's Inner Harbor was held on May 27-31. The only outstanding items are the report and return of conference profits.

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 \$107K in sponsorship to date (90% of budget). They have 47 of 58 booths reserved/paid. National will pay for a booth for SMPS, ASHE Cloud (Jake Morisi), the scanner (TNT graphics) and the ASHE Store (Proforma). No other partnership booths have been requested. 5 people have registered and 13 people have made hotel reservations (as of 2/23/16). They have put a deposit on a bus company and are working with Shirley on National Board members that need transportation from hotel/airport. They are working with Shirley on the program book. All technical programs and tours have been set and descriptions are being uploaded to the website.

The 2017 National Conference in New York City is starting get behind. They are meeting regularly and finalizing preliminary budgets for the NCC to review. They have a logo which was presented at the January National Board meeting. They are actively working on finding goodies to bring to the 2016 conference as well as a video to show at the Gala. The NCC has asked for preliminary budgets and an action plan by mid-March.

The 2018 National Conference is on slightly behind. Their critical path is to find a hotel. They toured 3 hotels along with a representative from the NCC and Bob Hochevar. They have narrowed it down to two hotels – Westin and Hilton (still under construction). 2018 is preparing documentation of the hotel visits as well as a recommendation to the NCC for approval. Contract has been requested from the Westin.

The NCC recommended Nashville, TN as the 2019 location. The National Board approved the recommendation at the January Board meeting. 2019 has put together an executive committee and is starting to pull together a team to start things moving. National had suggested the use of an event planner to start in 2019 but since this is still up in the air, the NCC instructed 2019 to move forward as if they would not have this national event planner.

Conference call minutes attached: January 12, February 23 and March 15

Technology Committee Report
Chairperson Mindy Sanders

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

The Technical Committee held a conference call on January 14th to discuss ongoing activities and initiatives for 2016.

The SurveyGizmo.com website has been used by several committees to date including New Sections, Members at Large and Legislative Committees (currently 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 this time, there

is not enough activity to warrant spreading the responsibilities to other committee members so I will remain the point of contact.

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.

The committee has received questions about employment opportunities and the value of obtaining a service again for this. The committee discussed the past use of a similar service and we determined that it would be best to encourage and support the use of the ASHE National LinkedIn account for this purpose.

SUBCOMMITTEES

Website Subcommittee

- See separate report, submitted by Tom Morisi

Cloud Subcommittee

- See separate report, submitted by Dick Cochran

Website Subcommittee **Chairperson Thomas Morisi**

Members: Roger Carriker (Board Liaison) & Craig Rock

Committee Structure

On June 25, 2015 a request was sent to each Region to appoint a Committee Member. I have received no responses to that request. I plan to discuss this with the Board/Executive Committee at the Conference Meeting.

Website Template

The Website Template, as presented at the Baltimore Conference, is complete and available for Section/Region use. Current users of the template include Central Ohio and Lake Erie Sections. The Chesapeake Section is in the process of developing their site using the template.

Section Websites

A review of Section websites for conformance to National Guidelines is planned to occur prior to the Conference.

Website Revisions

Quite a number of revisions to the website have been requested over the past month (since 2/22). Craig and I are meeting the week of March 28th to review the requests and prioritize them. Following is a summary of requests:

- Committee Section – Change Co-Chairs to Tim Matthews and Jen Newman (complete)
- Committee Section – Change Partnership Chair to Larry Ridlen
- Change Operations Manual Subcommittee to Resource Center Subcommittee

- Re-order Executive Committee – Pres, 1st VP, 2nd VP, Treas, Sec, Past Pres
- Officers and Directors Area – Why only some committee chairs listed? (need to discuss with National)
- Officers and Directors Area – Add Organization Chart? (need to discuss with National)
- Update Scholarship information (waiting on data)
- Downloads – Need 2015 Year in Review (need to discuss with PR)
- Downloads – Add “Why Join ASHE” handout (need to discuss with PR)
- Resource Center – link updated website listing
- Resource Center – link updated D1 Section
- Change Perry Schweiss to Jen Newman (complete)
- Post Jen Newman bio and photo (complete)
- Add Nashville Conference
- Change Southern NJ Secretary to Matt Benscoter
- Fix issues associated with mobile devices and Flash
- Provide link to NE Region website
- Verify NE Region web links against Dick Cochrane’s list
- Verify scanner links
- Update NE Region information with attachments from Shirley

Operations Manual Update

No additional progress has been made since the last report.

Miscellaneous

- A breakdown of Technology duties between Keller Engineers and JM Server Solutions was developed and submitted to Larry Ridlen.
- The Website Committee, Technology Chair, and JM Server Solutions provided substantial support to the Potomac Section relative to problems they were having with their website. Unfortunately the problems were internal to their web development software and we were unable to help. Since then, they have fixed the problem.

Cloud Subcommittee

Chairperson Richard Cochrane

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

The cloud currently occupies 7.75GB of space on the server. This is up slightly from the previous quarter. In the last quarter there were 35 requests for user credentials, for a total of 167. None are outstanding. An audit was performed last month for user credentials and access to ensure proper levels of access and user setup.

scanner Committee Report
Chairperson Greg Dutton

Members: Thomas Morisi, Tammy Farrell & Sandy Ivory

❖ **PREVIOUS EDITION: Spring**

- Published: 03/14/16
- Distribution: 03/24/16

❖ **UPCOMING EDITION: Summer**

- Article due date: April 15, 2016
- Sections scheduled to provide articles:

Northeast Region

Albany, Clearfield, Delaware Valley, Harrisburg, Southwest Penn

Mid-Atlantic Region

Carolina Piedmont, Chesapeake

Great Lakes Region

Derby City, Northwest Ohio

Southeast Region

Central Florida, Dallas-Fort Worth

❖ **SCANNER PUBLICATION (Hard Copy & Virtual) - BUDGET COMPARISON:**

	○		2015/16 Budget Income (Advertising):
<u>Budget</u>		<u>Actual Income To-Date</u>	
		\$35,000.00	24,548.00

	○		2015/16 Budget Costs:
<u>Budget</u>		<u>Actual Cost To-Date</u>	
- Scanner/Technical Committee:		\$1,000.00	\$0.00
- TNT Graphics Print & Mail:		\$35,484.00	<i>*includes Electronic Version & E-mail Blast</i>
		\$48,182.87	
- TNT Graphics Editor Fee:		\$10,624.00	\$3,847.25
- TNT Graphics Office Expenses:		<u>\$1,500.00</u>	<u>\$1,368.67</u>
		\$45,124.00	\$53,398.79

SCANNER GUIDELINES:

Ad Sizes and Rates:

	<u>1-3 Times</u>	<u>4 Times</u>	<u>Size Specifications</u>
Full Page	\$650	\$2,400 (\$600/Issue)	7-1/2 x 10" or full bleed 8-3/4 x 11-1/4", trim at 8-1/2 x 11"

Half Page	\$550	\$2,000 (\$500/Issue)	7-1/2 x 4-3/4" horizontal or 3-1/2 x 10" vertical
Quarter Page	\$450	\$1,600 (\$400/Issue)	7-1/2 x 2-1/4" horizontal or 3-1/2 x 4-3/4" vertical
Business Card	\$350	\$1,200 (\$300/Issue)	3-1/2 x 2-3/8" horizontal

Classified Ad: Email text to editor for quote, Tammy Farrell, tntsince87@comcast.net

Ad files: high resolution (300dpi) .pdf, .eps, .tif, or .jpeg. All ads print in color.

Articles: Word or text document with location/ ASHE Section and author named; photos as high resolution (300dpi) .pdf, .eps, .tif, or .jpeg. Please include captions with photos.

❖ **OTHER:**

- None at this time.

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 three which are almost complete.
- Craig Rock is working on revising the website format to accommodate the Resource Center concept.

Additional work:

Craig Rock had suggested that we create links from the ASHE.pro website to the ASHE Cloud so that when committees make updates to the documents they can automatically be made on the website. He is having technical difficulties with making this happen.

Also, the Operations Oversight Committee needs to create a procedure for having committees update the documents.

Resource Center Subcommittee
Chairperson Shirley Stuttler

Members: Sandra Ivory & Tom Morisi

Revisions were made to the following documents: Section Officers list, National Board list, scanner Guidelines, scanner Sponsorship Rates and Contact as well as the Exhibit Display Booth form.

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, Code of Ethics, Region Organization and Plan Guidelines and 'Generic' Region By-Laws. National By-Laws currently in final stage of revision.

The CEU (Continuing Education Units) Guidelines were pulled, as requested by Roger Carriker, Board Liaison, for the **Student/CEU** Committee.

Society History Subcommittee
Chairperson Shirley Stuttler

Members: Stephen Lester, Charlie Flowe & Sandra Ivory

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

Sent Sam Mody the North Central New Jersey history information for his reference when he presents their 25th Anniversary Certification and Larry Ridlen for the North Central West Virginia history for their 35th Anniversary Certification presentation.

Section history updates are still needed from Altoona, Central New York and Harrisburg. Region history updates were requested as well.

Section yearly scholarship amounts were requested for the 2015 term (January thru December). The Southeast, Great Lakes and Northeast Regions have completed their information. Waiting on submission for the Mid-Atlantic Region Sections. Sandy Ivory noted that the total amounts for the 2014 term have not been published yet in the scanner due to insufficient space.

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

Collaborations Committee
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. Recent discussions have included:

- Ongoing efforts to begin new chapters in Austin and Houston
- Increasing the number of organizations that ASHE partners with on a national level
- by utilizing local sections' partnering activities
- ASHE National's attempt to expand our reach to include all forms of transportation,
- not just highways
- Improving the experience for Members at Large
 - Continuous work with regards to public relations and how all of these committees are interconnected
 - The availability of PR materials on the cloud for all committees to use as they see fit

Based on the success of this committee, Larry Ridlen has asked me to provide some guidance on what other committees I think would benefit from collaborating, focusing on the specific direction(s) for each subgroup. I will have that information to Greg Dutton prior to our next call on May 11.

Nominating Committee Report
Chairperson Samir Mody

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

As a follow up to e-mail exchanges with the NE Region Board and the National Nominating Committee following the January 15th, 2016 National Board meeting, we conducted a teleconference on February 26, 2016 to discuss the following activities:

- Memorialize the nomination for National 2nd Vice President which was conducted by E-meeting between 2-2 and 2-4-16. The motion to nominate Richard (Dick) Cochrane was unanimously carried by the committee.
 - Letters of support were received from the Northeast Region and North East Penn Section.
- Review the application package received from each National award recipient
 - Application packages were distributed to the committee on 2-21-16.
 - After a thorough review of each submittal and discussion among the committee members, our recommendations for each respective award recipient is provided below and distinguished in **bold** print.
- Establish the slate of officers for the 2016-2017 calendar year.
 - 3-year Directors were presented at the January 15th National Board meeting
- Discuss action items emanating from this committee that require our attention
 - Clarification of the ranking criteria contained in the guidelines for the Robert E. Pearson / Person of the Year Award – “notable achievements within the past year”
 - Clarification in the National Bylaws that candidates for National positions of President, 1st Vice President, 2nd Vice President and Past National President shall have served previously on the National Board for at least one year or served as the Chair of a standing National Committee for at least two years. This is an excerpt of the proposed language in the Bylaws awaiting approval by the National Board.

Presiding on the call included Chairman Mody, committee members Charlie Flowe, Frank O'Hare, Dave Greenwood, Shirley Stuttler and President Hochevar. Following the February 26, 2016 teleconference, the committee is recommending the following nominations to the National Board:

Slate of officers for 2016-2017:

President – Larry Ridlen, PE

1st VP – Greg Dutton, PE

2nd VP – Richard Cochrane, PE

Secretary – Charles Flowe, PE

Treasurer – Frank O'Hare, PE, PS

Past President – Robert Hochevar, PE

1 year Director – David Greenwood, PE (MA), Michael Hurtt, PE (NE), Brad Winkler, PE (SE)

2 year Director – Stan Harris, PE (GL), Roger Carriker, PE (MA), Brian Krul, PE (NE)

3 year Director – Leigh Lilla, PE (SE), Donato Di Zuzio (NE), Frank Bronzo (GL)

Nominations were solicited for the following awards: Robert E. Pearson, Young Member of the Year, Member of the Year, and Life Time Achievement. The deadline for nominations was February 15, 2016. We received the following nominations for consideration:

Lifetime Achievement Award

Jeffrey (Rusty) Sievers, PE – by Central Florida Section

Member of the Year

No applications were received by February 15th

Robert E. Pearson / Person of the Year Award

Barry Schoch, PE – by Pittsburgh Section

Kevin Johnson, PE - by Delaware Valley Section

Young Member of the Year

John Caperilla, EIT – by Delaware Valley Section

Notifications to the nominating Section for each candidate selected or not, will need to be sent via e-mail. Letters to each candidate will also be sent out via regular mail.

A letter will need to be sent to Mr. Kip Horn at the Russell and Eleanor Horn Foundation noting Mr. Sievers' choice of charities and requesting the donation check from the Foundation.

Mody made a motion that the slate of officers and the award nominations be accepted. O'Hare seconded the motion and it was approved.

Budget/Audit Committee Report

Chairperson Larry Ridlen

Members: Frank O'Hare & Greg Dutton

Committee activity since the last National Board meeting on January 16, 2016.

Frank, Greg and Larry met on January 15, 2016 prior to the Executive Committee meeting and Frank and Larry met in Lexington KY on March 16, 2016 with Greg calling in. Larry has gotten feedback from the committees on their anticipated cost for 2016 – 2017. Larry will be sending out to the National Board a draft 2016 – 2017 Budget prior to the April National Board Meeting in Dallas. Goal will be to receive comments at the National Board meeting, incorporate the comments and vote on approval of the budget by an E-Meeting prior to the National Conference.

A draft budget was presented for review and discussion by the Board. Ridlen presented the budget details. A revised budget with minor adjustments will be distributed via e-mail this week for approval by e-meeting prior to the National Conference.

Finance Subcommittee
Chairperson Samir Mody

Members: Frank O'Hare & Donna McQuade

Chairman presided over a teleconference held on March 30, 2016 with President Hochevar, Frank O'Hare and Donna McQuade in attendance. A summary of our discussion is presented below:

- Finalize the list of responsibilities for this Committee. In line with our committee's charge to explore ways in establishing improved policies, creating efficiencies in our operating protocol, identifying best practices which can be used at all levels of ASHE and focusing our efforts on "long range" initiatives for the organization, we agreed that the following activities should be re-assigned from the budget/audit committee to this group:
 - Develop methods to increase income and means for funding initiatives.
 - Document long range planning initiatives.
 - Set long-range financial goals along with funding strategies to achieve them.
 - Develop **multi-year operating** budgets that integrate strategic plan objectives and initiative. The budget/audit committee is responsible to develop and manage the expenditures **in a fiscal year** operating budget.
 - Present all financial goals and proposals to the National board for approval.
 - Review and recommend our investment strategies to the Executive Committee.
 - Review and recommend methods to improve our handling of finances, i.e. PayPal, financial institution recommendations, treasurer report format, software, etc.
 - Future financial planning with timeline based upon future changes to ASHE, i.e., increased region responsibility, increased membership, westward growth, dues, sponsorships, etc.
 - At least three weeks prior to the May/June National Board meeting and preferably within one week following the April National Board meeting, the outgoing Committee Chair shall provide the incoming Chair with all pertinent information and files to assure a smooth transition.

- Investment strategy of Prudential Dryden Account – the committee was unable to tackle this activity during the 2015-2016 campaign, therefore the following actions will carryover forward:
 - Based on historical figures, we have been only reaping an annual return of 0.69%.
 - Assess/review Prudential’s current fiduciary responsibilities to ASHE.
 - Evaluate investment options and strategies undertaken by other non-profit organizations.

- Evaluate the Reserves Fund
 - What is the minimum amount of reserves we should carry in this fund during a fiscal year?
 - Draw upon the knowledge and advice of our Auditor to establish best practices
 - Explore ways of re-assigning a portion of the money towards other long range initiatives that provide value to our membership

- Expenditures – the National Board approved this committee to proceed with \$1,200 applied towards the following recommended expenditures:
 - QuickBooks – Frank has decided to delay the purchase of Quickbooks for now, as Quicken seems to be working well for ASHE’s purposes. Should we proceed with integration of our invoices, receipts, membership and database information (from Charlie), then the movement to Quickbooks would be suitable. Charlie is currently using the National Database to process invoices for dues assessments.
 - The scanner and laptop have not yet been purchased, but Frank feels that it will be soon when he makes these purchases.
 - Frank did purchase Nuance (\$75) which is a reader/writer software with better capabilities than Adobe Acrobat.

- FYI - our annual audit will take place during the months of August-October. At that time, the outside CPA will work with Frank on procedures and obtaining copies of disbursements and receipts for this fiscal year.

Regional Oversight Committee Report
Chair Alice Hammond

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

No report this quarter.

IX. Unfinished Business

A. Update on SWOT Action Items – Mody

Mody discussed the number of Board and Executive Committee meetings proposed under the new governance model. O’Hare gathered and previously distributed cost data on our recent meetings to assist in determining the budget cost of implementing the new model.

The Board meeting held at the National Conference will be focused on committee goals and expectations. There will also be an Executive Committee meeting at the National Conference to set the goals for the year.

The committee was tasked to review the format of the National Board meetings. The committee recommends that the Executive Committee meet on Friday morning with committee meetings and workshops on Friday afternoon. The Region reports will continue to occur late Friday afternoon. ASHE National Board meetings will be held from 8:00 am until noon on Saturday.

Directors should meet with each Section in their Region at a minimum of once every two years.

Flowe will check the minutes from the reorganizational meetings and report on the minimum number of Sections needed to trigger the formation of a new Region.

B. Update on SWOT Action Items – Mody

O’Hare recommends that, beginning in 2016-2017, the Exposure Funds and Region/Section Grants be combined into a single grant program to be administered by the Regions. Grant funds would be distributed to each Region based on the membership of the Region on April 1st of each year. O’Hare and the Region Oversight Committee are developing guidelines.

X. Upcoming Meetings

National Board meetings: Board – May 22, 2016 – Pittsburgh, PA
Board - October 1 or 15, 2016 – Canton, OH
Board – January 21, 2017 – Orlando, FL
Board – April 15, 2017 – Morgantown, WV

XIII. Adjournment (12:10 pm)

Attachments:

- #1 Treasurer's Report
- #2 PDH Assessment and Recommendation
- #3 Code of Ethics
- #4 National Conference Committee Conference Call Minutes

Respectfully submitted,

Charles L. Flowe, PE
National Secretary

Attachment No. 1

Treasurer's Report

Attachment No. 2

PDH Assessment and Recommendations

Attachment No. 3

Code of Ethics

Attachment No. 4

National Conference Committee Conference Call Minutes