



**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 1:00 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.
- **Treasurer's Items:** Charles L. Flowe, PE
  - O'Hare recently sent a cash flow summary out to the Board.
  - A few Sections per day are receiving letters from the IRS questioning their tax status O'Hare prepared a standard response which is being sent to each Section. To date, no negative responses have been received from the IRS.
  - Harris reported that there has been no follow through with registering in Ohio as a tax-exempt organization. He noted that the Conference filed the proper paperwork. **Harris will contact the Region to have them look into this issue.** Flowe noted that ASHE is also incorporated in Ohio in addition to Pennsylvania.
- **Uncompleted Key Committee Action Items:**
  - Ad-Hoc: Ridlen reported that the job description information for the Administrative Assistant has been circulated for review. He noted that key to this position is to keep it under 30 hours per week so benefits and paid time off are not necessary. He noted that the position should be filled and operational by the first of 2019 so there is overlay with Lynnell Flowe. A few people have been identified for the position. Ridlen recommended talking to them to see if one of them is qualified and an agreement can be made prior to advertising for the position. A final draft of the description will be complete in time for the May Board meeting.
  - Strategic Plan: Dutton reported that he, Cochrane, and Hurtt have been adjusting the language and that it is nearly ready to submit to the Board for approval.
  - Operations/Oversight: Harris reported that not much work on the Training Manual has been completed since the March Board Meeting.
  - History: Stuttler reported that the 60<sup>th</sup> Anniversary Booklet is being delayed since the priority has been given to producing the spring issue of the Scanner. The only missing Section is Central New York. **Hurtt reported that he has a draft of their history and will send it along to Stuttler.**
  - Scanner: Dutton reported that the committee is working hard to complete the spring issue as quickly as possible.
  - Membership: Flowe reported that no meetings have been conducted and work on the Membership Application has not begun.
  - Partnerships: Dutton reported that negotiations with IBC have stalled and will pick up again shortly but an agreement will not be reached prior to the Cleveland National Conference.
  - National Conference: Flowe reported that he is working on another email blast to the membership. The new blast will include information on overflow hotels.
  - Outreach: Cochrane reported that he recently attended a quickly arranged committee meeting. Attendance in the meeting is typically low and the Chair is having difficulty getting members to attend.

- New Sections: Dutton stated that there was nothing new to report. Both Committee Chairs will be attending the May National Board Meeting.
- Public Relations: The Executive Committee decided that the emerging Sections information should be removed from the year in review document. **Cochrane will contact the PR Chair to have it removed.**
- Technology: Dutton asked to clarify the status of the agreement with Keller Engineers, Inc. for website maintenance. The contract was approved at a prior Board Meeting and is ready for execution.
- **Awards**
  - Dutton reported that voting for Section awards is currently in process.
- **Section Health**
  - No action has been taken on South Florida or DFW at this time.
- **Committee Organization**
  - Cochrane updated the Roles and Responsibilities and included this information in the Committee Report Template that was sent out.
- **Committee Reports**
  - Cochrane reported that the new format has been rolled out and was used for the March meeting. Only a few committees did not use the proper form. Updated Committee Reports are due May 4<sup>th</sup> and Morisi will share these reports with Cochrane as they are received.
- **Nominations**
  - Ridlen reported that everything associated with the awards is on track and ready to go.

**NEW BUSINESS:**

- Dutton reported that he attended the Mid-Atlantic Region Technical Conference and thought it was a big success.
- Cochrane reported upcoming meeting locations as follows:
  - September – Kalahari (Pocono Manor)
  - January – Phoenix
  - March – Lexington – **Note that Harris will check on the dates of the high school basketball tournament and report back to Cochrane in the event proposed dates need revised or the meeting locations needs changed.**



**ADJOURNMENT:**

- The meeting adjourned at 1:45 PM.

Respectfully Submitted,

Charles L. Flowe, PE  
National Secretary