



National Board Electronic Meeting Minutes

| | | |
|------------------------|---------------------------------------|--|
| <u>Date</u> | April 25, 2017 through April 29, 2017 | |
| <u>Present:</u> | <u>Name</u> | <u>Office</u> |
| | Larry E. Ridlen, PE | President |
| | Greg T. Dutton, PE | First Vice-President |
| | Richard N. Cochrane, PE | Second Vice-President |
| | Charles L. Flowe, PE | Secretary |
| | P. Frank O'Hare, PE, PS | Treasurer |
| | Robert A. Hochevar, PE | Immediate Past President |
| | Shirley A. Stuttler | President's Assistant |
| | Michael D. Hurtt, PE | Northeast Region Director |
| | Brian A. Krul, PE | Northeast Region Director |
| | Donato DiZuzio, PE | Northeast Region Director |
| | Leigh B. Lilla, PE | Southeast and Rocky Mountain Region Director |
| | Stan A. Harris, PE | Great Lakes and North Central Regions Director |
| | Frank J. Bronzo, PE | Great Lakes and North Central Regions Director |
| | David A. Greenwood, PE | Mid-Atlantic Region Director |
| | Roger B. Carriker, PE | Mid-Atlantic Region Director |
| <u>Absent:</u> | Brad S. Winkler, PE | Southeast and Rocky Mountain Region Director |

Action Taken:

President Ridlen convened an e-meeting of the Board to discuss and potentially approve the 2017-2018 National Budget. Dutton, as chair of the Budget/Audit Committee, moved that the proposed 2017-2018 Budget be adopted. Hochevar seconded the motion and the floor was opened for discussion. Discussion ensued including a detailed e-mail discussion by Carriker, but no amended motions were offered.

President Ridlen called for the vote and the motion was approved.

The voting completed, President Ridlen adjourned the meeting on April 29, 2017.

Respectfully submitted,

Charles L. Flowe PE
National Secretary

Attachment



**Approved
FY 2017-2018
Operating
Budget**

2017 Budget/Audit Committee
 Greg Dutton, 1st VP, Chairman
 Richard Cochran, 2nd VP
 Frank O'Hare, National Treasurer

| Item | Operating Income | Budget FYE 2018 | Actual FYE 2018 |
|------|--|-------------------|-----------------|
| 1 | Member Assessment | \$ 125,400 | \$ - |
| 2 | New Members | \$ 22,500 | \$ - |
| 3 | Scanner Sponsorships | \$ 26,000 | \$ - |
| 4 | Conference Seed Money Return | \$ - | \$ - |
| 5 | Multiview | \$ 7,000 | \$ - |
| 6 | Past Pres. Pins | \$ 1,500 | \$ - |
| 7 | New Members - At Large | \$ 100 | \$ - |
| 8 | Clothing Royalties | \$ - | \$ - |
| 9 | National Conference Income | NA | NA |
| 10 | Miscellaneous | \$ - | \$ - |
| 11 | National Project of the Year - Entry fee | \$ 800 | |
| 12 | Voided Checks | \$ - | \$ - |
| 13 | Refund - Regional Exposure | \$ - | \$ - |
| 14 | Total | \$ 183,300 | \$ - |
| 15 | Reduction Of Assets | \$ 15,200 | |
| 16 | Total Inflow to Operating Budget | \$ 198,500 | |

FYE 2018 - June 1, 2017 to May 31, 2018

Operating Budget approved by ASHE National Board

Date: April 29, 2017

**Approved
FY 2017-2018
Operating
Budget**

2017 Budget/Audit Committee
Greg Dutton, 1st VP, Chairman
Richard Cochran, 2nd VP
Frank O'Hare, National Treasurer

| Item | Operating Expenses | Budget FYE 2018 | Actual FYE 2018 |
|----------------------------|---|------------------|-----------------|
| NATIONAL BOARD | | | |
| 1 | BOARD DIRECTORS LODGING | \$ 9,000 | |
| 2 | BOARD DIRECTORS TRAVEL | \$ 31,000 | |
| 3 | BOARD MEETING EXPENSES | \$ 15,000 | |
| TOTAL: | | \$ 55,000 | \$ - |
| EXECUTIVE COMMITTEE | | | |
| 1 | GOVERNANCE SUB-COMMITTEE | \$ 1,200 | |
| 2 | AUDIT & CPA FEES | \$ 7,000 | |
| 3 | AWARDS, BANNERS, RIBBONS, MISC | \$ 4,000 | |
| 4 | COMPUTERS, PURCHASE, REPAIR (Hardware Only) | \$ 1,000 | |
| 5 | CONTINGENCIES, LEGAL, BANK FEES | \$ - | |
| 6 | DONATIONS, MEMORIALS, GIFTS | \$ 100 | |
| 7 | EMPLOYEE - TAXES, FICA | \$ 1,500 | |
| 8 | EMPLOYEE - NET WAGES | \$ 10,600 | |
| 9 | EXECUTIVE COMMITTEE MEETING Only | | |
| 10 | INSURANCE - BUSINESS | \$ 2,500 | |
| 11 | OFFICE- CONF. CALL, OFFICE EXPENSES | \$ 1,500 | |
| 12 | OFFICE RENTAL | \$ 3,800 | |
| 13 | POSTAGE & DELIVERY | \$ 800 | |
| 14 | PRES. ASSISTANT'S EXPENSES | \$ 11,500 | |
| 15 | PRESIDENTS TRAVEL | \$ 9,000 | |
| 17 | REFUNDS | \$ - | |
| 18 | Lost Checks cut before FYE 2017 | \$ - | |
| 19 | SUPPLIES, BUSINESS, SOFTWARE | \$ 1,000 | |
| TOTAL: | | \$ 55,500 | \$ - |

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2017 Budget/Audit Committee
Greg Dutton, 1st VP, Chairman
Richard Cochran, 2nd VP
Frank O'Hare, National Treasurer

| Item | Operating Expenses | Budget FYE 2018 | Actual FYE 2018 |
|--|-----------------------------------|-----------------|-----------------|
| BUDGET/AUDIT COMMITTEE | | | |
| 1 | BUDGET/AUDIT COMMITTEE | \$ 450 | |
| 2 | Treasurer's Meeting with Auditors | \$ 450 | |
| 3 | FINANCE COMMITTEE | \$ - | |
| TOTAL: \$ | | 900 | \$ - |
| NOMINATING | | | |
| 1 | COMMITTEE TRAVEL | \$ - | |
| TOTAL: \$ | | - | \$ - |
| CONSTITUTION & BYLAWS COMMITTEE | | | |
| 1 | COMMITTEE TRAVEL | \$ - | |
| TOTAL: \$ | | - | \$ - |
| LEGISLATIVE REVIEW COMMITTEE | | | |
| 1 | COMMITTEE TRAVEL | \$ - | |
| TOTAL: \$ | | - | \$ - |
| STRATEGIC PLAN COMMITTEE | | | |
| 1 | STRATEGIC PLANNING COMMITTEE | \$ 600 | |
| TOTAL: \$ | | 600 | \$ - |
| PUBLIC RELATIONS COMMITTEE | | | |
| 1 | COMMITTEE TRAVEL | \$ 600 | |
| 2 | CONTEST | \$ 400 | |
| 4 | PROMOTIONAL MATERIALS | \$ 2,500 | |
| 5 | SHIPPING - ASHE DISPLAY | \$ 400 | |
| TOTAL: \$ | | 3,900 | \$ - |

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2017 Budget/Audit Committee
Greg Dutton, 1st VP, Chairman
Richard Cochran, 2nd VP
Frank O'Hare, National Treasurer

| Item | Operating Expenses | Budget FYE 2018 | Actual FYE 2018 |
|---|---------------------------------|------------------|-----------------|
| NEW SECTIONS COMMITTEE | | | |
| 1 | NEW SECTIONS COMMITTEE | \$ 3,600 | |
| 2 | PARTNERSHIPS EXCHANGE COMMITTEE | \$ 600 | |
| TOTAL: | | \$ 4,200 | \$ - |
| TECHNOLOGY COMMITTEE | | | |
| 1 | WEBSITE | \$ 2,600 | |
| 2 | TECHNOLOGY COMMITTEE | \$ 5,700 | |
| TOTAL: | | \$ 8,300 | \$ - |
| SCANNER COMMITTEE | | | |
| 1 | SCANNER/TECHNICAL COMMITTEE | \$ 600 | |
| 2 | TNT Invoices | \$ 55,000 | |
| TOTAL: | | \$ 55,600 | \$ - |
| STUDENT-CEU 'S COMMITTEE | | | |
| 1 | STUDENT / CEU COMMITTEE | \$ - | |
| 2 | IACET FEES & EDUCATION COSTS | \$ - | |
| TOTAL: | | \$ - | \$ - |
| MEMBERSHIP/MEMBER AT LARGE COMMITTEE | | | |
| 1 | MEMBERSHIP COMMITTEE | \$ 600 | |
| 2 | Membership Database Project | \$ 1,300 | |
| TOTAL: | | \$ 1,900 | \$ - |
| OPERATIONS OVERSIGHT COMMITTEE | | | |
| 1 | COLLABORATIONS SUB-COMMITTEE | \$ 600 | |
| 2 | OPERATING MANUAL COMMITTEE | \$ - | |
| 3 | OPERATION OVERSITE COMMITTEE | \$ - | |
| 4 | SOCIETY HISTORY COMMITTEE | \$ 4,000 | |
| TOTAL: | | \$ 4,600 | \$ - |

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2017 Budget/Audit Committee
Greg Dutton, 1st VP, Chairman
Richard Cochran, 2nd VP
Frank O'Hare, National Treasurer

| Item | Operating Expenses | Budget FYE 2018 | Actual FYE 2018 |
|---|------------------------------|----------------------|-----------------|
| REGIONAL OVERSIGHT COMMITTEE (ROC) | | | |
| 1 | REGIONAL DIRECTORS TRAVEL | \$ 5,000 | |
| 2 | National Project of the Year | \$ 3,000 | |
| 3 | REGIONAL DISTRIBUTION | \$ - | |
| TOTAL: | | \$ 8,000 | \$ - |
| TREASURER | | | |
| 1 | FUNDS TO RESERVE FUND | \$ - | |
| | | \$ - | \$ - |
| TOTAL OPERATING EXPENSES | | \$ 198,500.00 | \$ - |
| Notes: | | | |

Approved



**Approved
FY 2017-2018
Conference
Budget**

2017 Budget/Audit Committee
Greg Dutton, 1st VP, Chairman
Richard Cochran, 2nd VP
Frank O'Hare, National Treasurer

| Item | Conference Income ¹ | Budget FYE 2018 | Actual FYE 2018 | |
|--|---|-----------------|-----------------|-----------|
| | | | NYC | Cleveland |
| 1 | Conference Seed Money Return | \$ 8,000 | \$ - | \$ - |
| 6 | National Conference Income ² | \$ - | \$ - | \$ - |
| 7 | Miscellaneous | \$ - | \$ - | \$ - |
| 8 | Voided Checks | \$ - | \$ - | \$ - |
| Total | | \$ 8,000 | \$ - | \$ - |
| Reduction Of Assets | | \$ 54,500 | \$ - | \$ - |
| Total Inflow to Conference Budget | | \$ 62,500 | \$ - | \$ - |

- 1 Two conferences must be accounted for in the FYE 2018 Conference Budget, NYC 6/14-18/2017 & Cleveland 5/17-20/2018. FY 2017-2018 ends on May 31, 2018.
- 2 Many times the conferences have not submitted the income check to National until the following FY resulting in a \$0.00 income for the previous FY.

Conference Budget approved by ASHE National Board Date: April 29, 2017

**Approved
FY 2017-2018
Conference
Budget**

2017 Budget/Audit Committee

Greg Dutton, 1st VP, Chairman
Richard Cochran, 2nd VP
Frank O'Hare, National Treasurer

| Item | Conference Expenses | Budget FYE 2018 | Actual FYE 2018 | |
|---|---|---------------------|-----------------|-------------|
| | | | NYC | Cleveland |
| NATIONAL BOARD | | | | |
| 1 | CONFERENCE STIPEND & EXPENSES | \$ 37,200.00 | \$ - | \$ - |
| TOTAL: | | \$ 37,200.00 | \$ - | \$ - |
| PUBLIC RELATIONS COMMITTEE | | | | |
| 1 | CONFERENCE EXPOSURE | \$ 400.00 | \$ - | \$ - |
| TOTAL: | | \$ 400.00 | \$ - | \$ - |
| NEW SECTIONS COMMITTEE | | | | |
| 1 | PARTNERSHIPS EXCHANGE COMMITTEE | \$ 5,600.00 | \$ - | \$ - |
| TOTAL: | | \$ 5,600.00 | \$ - | \$ - |
| TECHNOLOGY COMMITTEE | | | | |
| 1 | NATIONAL CONF. EXHIBIT BOOTH - J.M. Server Solutions | \$ 400.00 | \$ - | \$ - |
| TOTAL: | | \$ 400.00 | \$ - | \$ - |
| SCANNER COMMITTEE | | | | |
| 1 | NATIONAL CONF. EXHIBIT BOOTH - TNT Graphics | \$ 400.00 | \$ - | \$ - |
| TOTAL: | | \$ 400.00 | \$ - | \$ - |
| MEMBERSHIP/MEMBER AT LARGE COMMITTEE | | | | |
| 1 | EXPENSES for Pearson, Member of Yr., Young Member of Yr., Lifetime Achievement and President's Award <u>to attend conference.</u> | \$ 5,000.00 | \$ - | \$ - |
| TOTAL: | | \$ 5,000.00 | \$ - | \$ - |

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Conference
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2017 Budget/Audit Committee
Greg Dutton, 1st VP, Chairman
Richard Cochran, 2nd VP
Frank O'Hare, National Treasurer

| Item | Conference Expenses | Budget FYE 2018 | Actual FYE 2018 | |
|--------------------------------------|-------------------------------|---------------------|-----------------|-------------|
| | | | NYC | Cleveland |
| NATIONAL CONFERENCE COMMITTEE | | | | |
| 1 | ADVANCE FOR CONFERENCE | \$ 8,000.00 | \$ - | \$ - |
| 2 | SPONSORSHIPS FOR CONFERENCE | \$ 4,000.00 | \$ - | \$ - |
| 3 | NATIONAL CONFERENCE COMMITTEE | \$ 1,500.00 | \$ - | \$ - |
| TOTAL: | | \$ 13,500.00 | \$ - | \$ - |
| <u>TREASURER</u> | | | | |
| 1 | FUNDS TO RESERVE FUND | \$ - | \$ - | \$ - |
| | | \$ - | \$ - | \$ - |
| TOTAL Conference Expenses | | \$ 62,500 | \$ - | \$ - |

Approved