



CALL TO ORDER: Greg T. Dutton, PE

Mr. Dutton called the meeting of the National Board of the American Society of Highway Engineers to order at 8:00 AM at the Marriot Times Square, New York, NY.

INVOCATION & PLEDGE: Greg T. Dutton, PE

Mr. Dutton gave an invocation and led the Pledge of Allegiance.

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
	P. Frank O’Hare, PE	Treasurer
	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
	Roger B. Carriker, PE	Mid-Atlantic Region Director
	Brian A. Krul, PE	Northeast Region Director
	Leigh B. Lilla, PE	Southeast and Rocky Mountain Regions Director
	Frank J. Bronzo, PE	Great Lakes and North Central Regions Director
	Donato DiZuzio, PE	Northeast Region Director
	David A. Greenwood, PE	Mid-Atlantic Region Director
	Scott H. Jordan, PE	Southeast and Rocky Mountain Regions Director
	Mark A. Kinnee, PE	Northeast Region Director
	Jennifer L. Hawkins	Strategic Plan Committee
	Melinda H. Sanders, PE	Chair – Technology Committee
	Samir D. Mody, PE	Co-Chair – New Sections Committee
	Jacob A. Morisi	Technology Committee
	Dawn M. Fortuna	Chair – Partnerships Committee
	Anis A. Shaikh, PE	Chair – Scanner Committee
<u>Absent:</u>	None	

Note: Actions of the National Board are highlighted in yellow.
Assignments or actions pending are highlighted in green

APPROVAL OF MINUTES:

- **January 17, 2017 National Executive Committee Meeting:** O'Hare made a motion to approve the minutes of the January 17, 2017 National Executive Committee Meeting; seconded by Ridlen; all in favor.

UNFINISHED BUSINESS:

- **Bylaws Change:** David A. Greenwood, PE
Greenwood will revise the bylaws to reflect the change to the committee structure and circulate them for approval. This change will reduce the number of standing committees to Executive, Budget/Audit, Nominating, Operations & Oversight, and Outreach. The standing committees would always exist under each President and it would be up to that President to have/appoint committees under each of the standing committees. All committees will have a Board Liaison. The purposed of the change was to have less standing committees in the bylaws and to provide the President with more flexibility when appointing committees. O'Hare made a motion to provide direction to the Bylaws Committee to make the Conference Committee a standing Committee; seconded by Flowe; all in favor.

NEW BUSINESS:

- **Vision/Feedback:** Gregory T. Dutton, PE/National Board
Dutton requested feedback on the vision for ASHE that is to grow, add Sections, and simplify operations. Hurtt agreed with the vision presented by Dutton and stated that our role is to support, nurture, and grow the Sections.
- **Committee Direction:** Gregory T. Dutton, PE
Dutton reviewed the ASHE Committee Roles & Tasks document which is included as **Attachment 1** to these minutes.
- **Ad Hoc Committee:** Larry E. Ridlen, PE
Ridlen explained the purpose of the Ad Hoc Committee which includes five members: Ridlen, Bronzo, Hurtt, Kinnee, and Greenwood. The purpose of the committee is to consolidate the recommendations of the Governance Committee and provide recommendations to the Board by the September meeting regarding budget, dues, reserves, and future financial concerns. They will evaluate potential dues increase and how well the Board is managing money. They will establish triggers that require changes – cost reductions or fee increases. The first meeting will be held on June 21, 2017. They plan to meet every 2-3 weeks and will coordinate with the revised Strategic Plan Mody reported that the Governance Committee created a white paper to support a dues increase.

COMMITTEE HIGHLIGHTS & CHALLENGES:

Note: Please refer to previously submitted Committee Reports included as **Attachment 2**. Information provided below is intended to supplement those reports with discussion or actions taken at the meeting.

- **Conference:** Michael D. Hurtt, PE presenting
Hurtt made a motion that the National Board recognizes and congratulates the NY Metro Section for a great conference; seconded by Ridlen; all in favor. DiZuzio recommended that National provide better oversight of contracts and believes the current conference overestimated commitments. The 2018 Conference in Cleveland is going strong. The 2019 Conference in Nashville has selected and contracted with a hotel. The 2020 Conference in Raleigh has selected a hotel but not yet contracted with the facility. A solicitation for a host for the 2021 Conference will soon be going out.
- **Constitution & Bylaws:** David A. Greenwood, PE presenting
Following the Bylaws change, the committee is continuing to collect Section Bylaws so they may be uploaded and stored on the Cloud. The Constitutional amendment is complete. The Committee recommends using Survey Gizmo or other method to solicit any future votes on constitutional amendments in order to encourage a better response. Hurtt recommended a Scanner article to review the change and why. Greenwood will forward information to Flowe to prepare an article. The Bluegrass Section Bylaws are approved.
- **Strategic Plan:** Jennifer L. Hawkins presenting
The Committee is ramping up to update the Strategic Plan over the next year. Keeping metrics for the plan has been an issue over the past three years and the Committee is looking into ways to improve metrics for the next Plan. The Friday portion of the September National Board Meeting will be dedicated to the Strategic Plan. O'Hare recommended the committee assign a dollar value to each action item/initiative. The purpose of the September discussion will be to summarize the status of the current Plan and obtain direction moving forward. Cochrane will set up a WebEx to allow the Committee members to participate in September.
- **Public Relations:** Donato DiZuzio, PE presenting
The Committee met in early June in preparation for and to publicize the Conference. An additional meeting was held at the Conference. Schumacher is not happy with the current Committee budget. The Committee is looking to utilize social media more. The demographic for ASHE is a bit older which impacts the use of social media. Fortuna recommended using LinkedIn more to reach our demographic. Additional members have joined the Committee. Jen Jenkins is no longer the liaison for the ASHE Store and Dawn Fortuna has been asked to take over that position. The Committee will look to possibly bid out services for the Company Store. Our contract with Multiview was discussed as they have requested additional information from Flowe. Coordination with Multiview was assigned to the Public Relations Committee. Schumacher and Shaikh will work together to make recommendations relative to our relationship with Multiview. Flowe will not provide additional information to Multiview until this analysis is complete.
- **New Sections:** Samir D. Mody, PE presenting
Mody supplemented the report presented/stored in the Cloud. The Committee is scheduling a conference call in the near future to set priorities for next year and set a future vision. A representative from the potential Houston Section attended the Conference. Mody will reach out and reconnect with the prior group in Houston. Fortuna has contacts in San Diego which will be examined for future potential. There is also some

interest in Tucson. The Committee is looking to formulate a guide book. Hurtt expressed concern with creating Sections that are “on an island”.

- **Partnerships:** Dawn M. Fortuna presenting
Committee was looking at a potential partnership with IBC. However, IBC was hesitant to formalize that partnership. Therefore, the Committee is recommending to withdraw the IBC partnership as an action item. They are looking at ITE and WTS. ASCE and ACEC are a no-go.
- **Technology:** Mindy H. Sanders presenting
Sanders reported she is absorbing tasks from Morisi (Website) and Cochrane (Cloud). The Georgia Section used Survey Gizmo to assist with the constitutional amendment. However, participation was still weak.
- **Website:** Mindy H. Sanders presenting
A website overhaul is coming in the future but has been deferred till next year due to budget issues. Morisi reported that Keller Engineers is not receiving the advertisement included with the sponsorship at the Conference. This has been and is an ongoing issue.
- **Cloud:** Mindy H Sanders presenting
Cochrane is transferring responsibilities to Sanders. Cochrane is set up so that he can add users to the Cloud. Sanders will now be set up to do the same. Cochrane recommended a review of the folder structure and workspace.
- **Scanner:** Anis A. Shaikh, PE presenting
Shaikh reported that he sent out an email to former Committee members regarding an article that needs reviewed. He is currently getting up to speed with his new duties. Articles are to be created by the Section, reviewed by the Region, then final reviewed by the Committee. Scanner guidelines need to be updated.
- **Student/CEU:** Roger B. Carriker, PE presenting
Waving of fees for student members is being communicated to the Sections. Matt Carter is working toward a Student Chapter Forum in the Delaware area in the fall. **An agenda has been drafted as part of the Committee report and Carter would like any Board comments on that agenda.** The Committee is working on recommendations as to their needs relative to the database. **National Directors are to remind Sections to track and record PDH'S and to provide a report to National each year.**
- **Membership/Member-at-Large:** Leigh B. Lilla presenting
A workshop was conducted in April which provided better goals for the Committee. They are looking to educate members how to update information on the database and how to use this information as a way to improve retention. The Committee will look into developing a resume booklet in conjunction with local universities. Delaware Valley has a resume booklet and offered it up as an example.
- **National Member Database:** Charles L. Flowe, PE presenting
Working on an update for Regional access; Cochrane is beta testing. Developing ability for Sections to upload members manually through excel spreadsheet. This is currently in beta testing. Sanders requested that the Georgia Section be allowed complete back door access to the database. Flowe is concerned with providing this capability but will discuss further with Sanders. Dutton recommended against allowing this access. Sanders was added to the Database Committee. Jacob Morisi reviewed current security issues. The

database was originally developed with little emphasis on security as the developer did not see the need. No sensitive information is currently stored in the database. Jacob Morisi recommended redoing the back-end database coding and will propose an addition to the database contract. Flowe is working with Sections to reconcile Section and National database. All problem Sections are currently in process of reconciling.

- **Operations Oversight:** Stan A. Harris, PE presenting
No addition to submitted report.
- **Resource Center:** Shirley A. Stuttler presenting
No addition to submitted report.
- **Society History:** Shirley A. Stuttler presenting
No addition to submitted report.
- **Collaborations:** Charles L. Flowe, PE presenting
Committee will not be disbanded. A regular conference call will be conducted to coordinate efforts between several committees. A new Chair will be discussed.
- **Budget/Audit:** Richard N. Cochrane, PE presenting
Cochrane would like to start looking at budget in September. O'Hare recommended waiting till later but Cochrane could start filling out budget template.
- **Finance:** Richard N. Cochrane, PE presenting
No addition to submitted report.
- **Nominating:** Larry E. Ridlen, PE presenting
Morisi and Greenwood are to be added as Committee members. O'Hare recommended placing a note in the solicitation letter that nominees must be a member as designated by the National database.
- **Governance:** Samir D. Mody, PE presenting
Mody will submit one final packet summarizing Committee activity and will continue to support the Ad Hoc Committee.
- **Legislative Review:** Brian A. Krul, PE presenting
Federal funding position statement and PowerPoint are to be removed from website and archived on the Cloud. The PIN is to be eliminated.
- **National Project Award:** Stan A. Harris, PE presenting
The first award process went well. Next year some improvements will be made to the process. Award winner photos are to be placed on the website and a Scanner article is to be prepared.
- **Executive:** Greg T. Dutton, PE presenting
Dutton requested feedback on availability for the following dates: 7/24, 7/25, or 7/26.

NATIONAL DIRECTOR HIGHLIGHTS:

Note: Please refer to previously submitted Section and Region Reports included as **Attachment 3**. Information provided below is intended to supplement those reports with discussion or actions taken at the meeting.

- **Northeast:** Brian A. Krul, PE; Donato DiZuzio, PE, and Mark A. Kinnee, PE presenting
With the change in Directors, the Region reorganized Section contacts. Krul's Sections are all healthy financially and with attendance. They are having some joint meetings that have been successful. DiZuzio reported that Sections he represents are similar. A Region Board

meeting was held June 17, 2017 with no significant action items or concerns resulting from that meeting.

- **Mid-Atlantic:** Roger B. Carriker, PE; and David A. Greenwood, PE presenting North Central West Virginia lost most of their officers due to health reasons but they are filling positions for this coming year. Directors are pushing to get 990's submitted. The Regional Technical Conference was conducted and went well. As a Region, they are advocating offering of PDH's for presentations. Several Sections in the Region will be celebrating 30 years this year.
- **Southeast/South Central/Rocky Mtn:** Leigh B. Lilla, PE and Scott H. Jordan, PE presenting Northeast Florida and Tampa Bay are doing well. There are still difficulties associated with South Florida. The current representative from Phoenix is not a strong communicator with the Region but the Section may have corrected the issue. The Georgia Section will assist the Nashville Section with the upcoming Conference. Winkler is working with DFW on an action plan to correct difficulties in that Section.
- **Great Lakes/North Central:** Stan A. Harris, PE; and Frank J. Bronzo, PE presenting Bronzo will be working with Northwest Ohio to do some succession planning and will also be monitoring Lake Erie as they go through the Conference process. Harris joined the Bluegrass Section to monitor/help them out. The Region is having difficulty getting in touch with Central Dacatoh.

OFFICERS REPORTS:

- **National Secretary:** Charles L. Flowe, PE presenting
Following is the current ASHE Membership List by Region/Section as of June 9, 2017.



Northeast Region	
Albany	103
Altoona	194
Central New York	49
Clearfield	176
Delaware Valley	375
East Penn	109
First State	140
Franklin	134
Harrisburg	348
Long Island	45
Mid-Allegheny	129
New York Metro	162
North Central New Jersey	180
Northeast Penn	134
Pittsburgh	571
Southern New Jersey	97
Southwest Penn	282
Williamsport	133
Subtotal	3361
Mid-Atlantic Region	
Blue Ridge	77
Carolina Piedmont	65
Carolina Triangle	252
Chesapeake	244
Greater Hampton Roads	124
N. Central West Virginia	37
Old Dominion	95
Potomac	239
Subtotal	1133
Southeast Region	
Central Florida	48
Georgia	397

Gold Coast	11
Middle Tennessee	273
Northeast Florida	196
Tampa Bay	90
Subtotal	1015
Great Lakes Region	
Bluegrass	48
Central Ohio	181
Cuyahoga Valley	119
Derby City	85
Lake Erie	152
Northwest Ohio	38
Triko Valley	182
Subtotal	805
North Central Region	
Central Dacotah	123
Subtotal	123
Rocky Mountain Region	
Phoenix Sonoran	153
Subtotal	153
South Central Region	
Dallas-Fort Worth	81
Subtotal	81
At-Large Membership	
Domestic At-Large	12
International At-Large	2
Subtotal	14
National Total	6685

This represents an increase of 90 members since the April 8, 2017 National Board Meeting.

Statistical Breakdown of the Membership:

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

Following are the Sections with unpaid assessments for 2016-2017:

- None
- **National Treasurer:** P. Frank O'Hare, PE presenting
Refer to **Attachment 4** for complete Treasurer's Report.
 - Income and Expenses are shown on the attachment as of 5/31/2017 for FY 2016-2017.
 - Investments are shown in the attachment.
 - Cash flow – All invoices are being paid well under 30 days.
 - CPA Associates has reconciled the PNC Bank ledger for April and May. All monthly bank statements for FYE 2017 have been reconciled by National Treasurer and CPA Associates. Copies of CPA reconciliation for FYE 2017 are being forwarded to the Budget/Audit Committee for review.
 - The cost of the National Board Meeting in Morgantown was \$10,258.53. All expense reports have been received.
 - If a Board Member changes address, make sure you notify the Treasurer such that your expense check is sent to the new address.
 - Stipend checks have been sent for delivery on June 1, 2017.
 - Form 990 due on June 15th. They will be sent back if not signed.
 - Two separate PNC accounts are now active, Operations and Conference. Two ledgers are now set up in Quicken. Two bank statements are being reconciled by CPA Associates.
 - National President will need to order up an audit for FYE 2017.
- **President's Assistant Report:** Shirley A. Stuttler presenting
 - Forwarded 35 requests to join ASHE since the January meeting: (Mid-Atlantic Region = 8; Northeast Region = 7; Great Lakes = 4 and Southeast Region = 16). Total inquires since 2006 is 2,839.
 - Treasurer O'Hare had me send notice to the Regions, Sections and Conference Treasurers to submit their IRS Form 990 by June 15th.
 - Yearly information was sent to the Regions and Sections on May 1st.
 - Sent webmaster revised and new bios and photos of our National Board and Program Summary from Sections for the past term.
 - As requested by Mathew Carter, I forwarded information on PDH to all Regions and Sections Presidents and Secretaries.
 - A National representative has not attended the following Section meetings as of the date of this meeting:
 - Great Lakes Region: Central Dacotah and Derby City
 - Mid-Atlantic Region: Blue Ridge, Carolina Piedmont, Greater Hampton Roads, and Old Dominion
 - Northeast Region: Long Island and Williamsport
 - Southeast Region: Georgia and Dallas Fort Worth

- **President's Report:** Greg T. Dutton presenting
President Dutton reported the following meeting attendance/upcoming meeting attendance:

2017

- 06/01 (Thur) Chartering Luncheon - Bluegrass Section (Lexington, KY)
- 06/07 (Wed) Collaborations Committee Meeting (Teleconference)
- 06/14 to 06/17 (Wed-Sat) National Conference - NY Metro Section (NY, NY)
- 06/18 (Sun) National Board Meeting - NY Metro Section (NY, NY, No Executive Board Meeting)
- 06/27 (Tue) Officer Installation - Central Florida Section (Orlando, FL)
- 07/11 (Tue) Partnership Committee Meeting (Teleconference)
- 07/24,25,26 (M,T,W) Executive Board Meeting - WebEx Meeting (2 hrs)
- 08/22 (Tues) 55th Anniversary - Franklin Section (Erie, PA)
- 09/15 (Friday) - Tentative ASCE/ASHE Annual Conference - Phoenix-Sonoran Section (Phoenix, AR)
- 09/22 (Fri) Executive Board Meeting + Workshop - Greater Hampton Roads Section (Norfolk, VA)
- 09/23 (Sat) National Board Meeting - Greater Hampton Roads Section (Norfolk, VA)
- 10/09 (Mon) Great Lakes Region Meeting – Central Ohio Section (Columbus, OH)
- 10/10 to 10/11 (Tues-Wed) OTEC Conference (Lunch presentation on 10/10)

2018

- 01/12/18 (Fri) Executive Board Meeting + Workshop - Georgia Section (Atlanta, GA)
- 01/13/18 (Sat) National Board Meeting - Georgia Section (Atlanta, GA)
- TBD (Jan) Venison Dinner – Franklin Section (Canonsburg, PA)
- 03/23/18 (Fri) - Tentative Executive Board Meeting + Workshop - First State Section (Middletown, DE)
- 03/24/18 (Sat) - Tentative National Board Meeting - First State Section (Middletown, DE)
- TBD (Mar/Apr) Mid-Atlantic Region Meeting – XX Section (XX)
- 05/17 to 05/20 (Wed-Sat) National Conference - Lake Erie Section (Cleveland, OH)

- **Upcoming Board Meetings:** Greg T. Dutton presenting

Following is a tentative list of upcoming Board Meetings:

07/24,25, or 26 (M,T, or W)	Executive Board Meeting – WebEx Meeting (2 hrs)
09/22/17 (Fri)	Executive Board Meeting/Workshop (Strategic Plan and Ad Hoc) – Greater Hampton Roads Section (Norfolk, VA)
09/23/17 (Sat)	National Board Meeting – Greater Hampton Roads Section (Norfolk, VA)
November TBD	Executive Board Meeting – WebEx Meeting (2hrs)
01/12/18 (Fri)	Executive Board Meeting/Workshop – Georgia Section (Atlanta, GA)
01/13/18 (Sat)	National Board Meeting – Georgia Section (Atlanta, GA)

ADJOURNMENT:

The meeting adjourned at 11:50 am.

ATTACHMENTS:

The following Attachments are included and made part of these minutes:

- Attachment 1: ASHE National Committee Structure 2017-2018
- Attachment 2: Committee Reports
 - Grant Program Report
 - Student Chapter Regional Workshop Agenda
 - Database Conference Call Meeting Notes
- Attachment 3: Region and Section Reports
- Attachment 4: Treasurer’s Report

Respectfully Submitted,

Charles L. Flowe, PE
 National Secretary



Attachment 1: ASHE National Committee Structure 2017-2018

ASHE NATIONAL COMMITTEE STRUCTURE*

2017-18

**The committees as shown below are defined as "Standing" or "Appointed" per the Board vote in Mogantown, WV and still require a change in the By-Laws.*

Current Committee	Type	Committee Role	Goals & Tasks
Executive Committee	Standing	Per Bylaws	
Budget/Audit	Standing	Assist president with budget. Provide guidance to Treasurer. Review investment policies. Review audit as needed.	2017-18 Prelim Budget developed by March 1. Review investment strategy. Ensure audit recommendations are incorporated.
Nominating	Standing	Ensure a slate of officers each year. Solicit, evaluate, and select honorary awards.	Nominees as prescribed in bylaws. Honorary nominees per Resource Center.
Operations Oversight	Standing	Monitor national, section and region operations to ensure a unified society and ensure that ASHE is operating in accordance with Constitution and Bylaws. Provide guidance to the Regions and Sections.	Review section performance with respect to bylaws and operating procedures in coordination with National Regional Directors.
Regional Oversight	Standing		
Outreach	Standing	Recruit membership. Unify the ASHE brand. Grow ASHE's footprint.	Provide vision and direction to Regions in the application of the role. Assist other committees with their roles as they relate to outreach. Develop champions in each Region.
Public Relations	Standing	Promote ASHE. Monitor branding of ASHE. Publicize ASHE to transportation community.	Increase social media presence. Coordinate booth appearances.
National Conference	Standing	Maintain ASHE's conference policies, and ensure that annual conferences are successful and meet the needs of the Society.	Work closely with upcoming conference hosts. Review conference sites annually. Solicit and evaluate future conference hosts.
Constitution/By-Laws	Standing	Monitor documents for applicability. Implement changes as directed by Board.	Changes reviewed and processed per BoD needs
Collaborations	APPOINTED	Ensure that operations committees are communicating with one another and not duplicating effort.	
Governance Subcommittee	APPOINTED	Original task is completed.	
Legislative	Standing		
Technology	Standing	Ensure that new technology is used appropriately for ASHE. Monitor vendor providing IT services.	Maintain a safe environment for the exchange of information within ASHE including documents, data, video conferencing, surveys, etc.
Website Subcommittee	APPOINTED	Keep web site up-to-date	Solicit and evaluate proposals for updating the National Web Site
Cloud Subcommittee	APPOINTED	Ensure the Cloud vendor meets the needs of the Society. Encourage Cloud use by Society.	Increase cloud usage and expand to committees.
Membership/Members at-Large	Standing	Monitor membership information and data for ways to increase membership.	Work with Sections to reduce drop rate. Work with Student Chapter Committee to track student members and assimilate them into ASHE culture. Foster leadership development in membership and student chapters. Conduct a coordinated national membership drive in association with the strategic plan.
National Membership Database Subcommittee	APPOINTED	Ensure that the database meets the needs of the Society	Improve the exchange of membership information between National and the Sections.
Student Chapter	Standing	Promote student chapters. Provide assistance to sections sponsoring student chapters.	Publish adopted Student Dues procedures adopted in April, 2017. Identify ways to track student members within the ASHE database and provide recommendations on how Sections can move them into membership upon graduation.
New Sections	Standing	Encourage new sections. Provide support and resources for fledgling sections.	Identify local champions and/or transferred members within prospective new Section locations. Identify and monitor potential locations. Focus on specific areas where company assets may be able to help. Goal of 1-2 Sections every 2 years.
Partnerships	APPOINTED	Monitor existing partnerships and work with partners. Be aware of and solicit new partnerships.	Work with the Outreach Committee and the New Sections Committee to look for new opportunities to use our partnerships to grow and improve ASHE's image.
Professional Development	Standing	Assist sections with professional development procedures and policies.	Monitor sections with respect to professional development. Provide information to Sections as needed.
Strategic Plan	Standing	Work with Board to keep Strategic Plan pertinent and up-to-date. Review every three years	-September BoD workshop, -Proposed plan to BoD by March, 2018

ASHE NATIONAL COMMITTEE STRUCTURE*

2017-18

**The committees as shown below are defined as "Standing" or "Appointed" per the Board vote in Mogantown, WV and still require a change in the By-Laws.*

Current Committee	Type	Committee Role	Goals & Tasks
scanner	Standing	Ensure scanner is published and represents the Society in a positive, professional light. Promote a sponsor base to minimize cost to membership.	Ensure scanner is published quarterly. Increase sponsorship. Review articles for publication.
Resource Center Subcommittee	APPOINTED	Monitor Resource Center (operations manual) documents and keep up-to-date	Update Resource Center documents as needed. Ensure that latest documents are on web site
Society History Subcommittee	APPOINTED		Publish a 2017 60 th year history
National Project Award	APPOINTED	Monitor National project of the Year policies	Solicit and evaluate 2017 projects
AD HOC	APPOINTED	Complete tasks started by Finance & Governance Committees.	Develop and deliver a recommendation to the National Board before the September 2017 Board Meeting about raising dues paid by Sections to National: When should it start? How much should it be?



Attachment 2: Committee Reports

BUDGET/AUDIT COMMITTEE

Committee Members:

Greg Dutton, Chair
Frank O’Hare
Richard Cochrane

Quarterly Report Period:

Summer - May / June

Date:

6/18/2017

Motions or Discussions to be brought before the National Board:

1. *None*

Meetings held since the previous Quarterly Report:

1. Date: [Click here to enter a date.](#) – *Multiple discussions conducted by e-mail and phone*
2. Members in attendance: *All*

Established Meeting Dates already set before the next Quarterly Report:

1. Date: [Click here to enter a date.](#) Time:

2016 – 2017 Goals with Action Taken to meet those goals:

Goal #1: Combine the Regional Exposure Grant with the Region Section Grant into one fund managed by the Regions

Action (Provide what has been accomplished on this goal)

- a. Regions have been allocated \$10,000.
 - i. Great Lakes/North Central, \$1400.
 - ii. Northeast, \$5200
 - iii. Mid-Atlantic, \$1700
 - iv. Southeast/SC/Rocky Mt, \$1700
- b. Report to be submitted by each Region by May 1st describing allocation of funds. *Stan Harris is compiling*

Goal #2: Develop the Roles and the Responsibilities of the new Finance subcommittee

Action (Provide what has been accomplished on this goal)

- a. Discussed this goal during the Finance Committee teleconference meeting held on 09/07/16. Finance sub-committee has held meetings on 12/14/16, 01/10/17, and 03/22/17. Goals and focus points have been established. *This goal has been completed.*

Goal #3: Provide recommendations concerning potential investments and future finances

Action (Provide what has been accomplished on this goal)

- a. Will be topic of meetings and forthcoming from Finance Committee. Finance sub-committee will be submitting recommendations at the April meeting. *The new Ad Hoc Committee will be taking on this responsibility.*

Goal #4: Track the FY 2016-2017 budget to see how the funds are actually being utilized

Action (Provide what has been accomplished on this goal)

- a. Currently in progress. *Reconciliations for the checkbook and Treasurer’s Report have been reviewed.*

- b. Will begin to determine the National Conference stipends from the National Conference Chairs. The Treasurer determines the stipend based upon the costs provided by the conference committees. Treasurer to recommend a stipend for 15 National Board members @ \$1,405 for the 2017 NYC Conference and \$925 for the Cleveland Conference for a total 2017-18 budget of \$36,355. *Stipends have been issued for NY.*

Stretch Goal: *Have regular meetings of the committee*

Action (Provide what has been accomplished on this goal)

- a. *Information has been shared via multiple teleconferences and e-mails between Greg Dutton, Frank O’Hare and Dick Cochrane.*

BUDGET UPDATE

- 1. **2016 – 2017 Budget:** **\$1,200.00**
- 2. **2016 – 2017 Spent:** **\$0.00**
 - a. Frank’s Budget Meeting trip to Altoona was covered by his company.
- 3. **Current Budget Balance:** **\$1,200.00**
- 4. **List any Non-Budget Items that should be considered in the 2016 – 2017 budget:**
 - a. None

Discussion Items within the Committee:

- 1. None.

NOMINATING COMMITTEE

<u>Committee Members</u>	<u>Date</u>	6/8/2017
Robert Hochevar, Chair	<u>Quarterly Report Period</u>	Summer - May / June
Charlie Flowe		
Shirley Stuttler		
David Greenwood		
Frank O’Hare		
Sam Mody		

Motions or Discussions to be brought before the National Board

- 2. None

Meetings held since the previous Quarterly Report

- 1. None

Established Meeting Dates already set before the next Quarterly Report

- 2. To be established by the incoming committee chair – Larry Ridlen, Immediate Past President.

2016 – 2017 Goals with Action Taken to meet those goals

Goal #1 Assure adherence to the National Officer/Director Nomination Guidelines and applicable sections of the National Bylaws.

Action (Provide what has been accomplished on this goal)

- c. Prepare & distribute First Notice for Officers/Directors Nominations letter with attachments in compliance with Guidelines and Bylaws – **DONE 7/29/16**
- d. Prepare & will distribute First Notice for National Awards Nominations letter with attachments in compliance with Guidelines and Bylaws - **DONE 10/1/16**

Goal #2 Conduct committee meetings/conference calls as necessary, typically on a monthly basis at a minimum.

Action (Provide what has been accomplished on this goal)

- b. **Committee meetings** via WebEx conducted over the last quarter - **none**.
- c. **Several email correspondence and phone calls** between committee members and others over the last quarter

Goal #3 Send first notice letters and second notice letters to Region and Section Presidents & Secretaries for nominations for the following National Officers and Directors positions (nominations due December 1):

- o *National Second Vice President*
- o *National Secretary Elect*
- o *National Director Mid-Atlantic Region – 3 year term*
- o *National Director Northeast Region – 3 year term*
- o *National Director Southeast Region – 3 year term*

Action (Provide what has been accomplished on this goal)

- a. Distribute via email the First Notice letter – **DONE 7/29/16**
- b. Distribute via email the Second Notice letter – **DONE 10/18/16 & 11/15/16**

Goal #4 Send first and second notice letters to Region and Section Presidents & Secretaries for nominations for the following awards as per the Nomination Guidelines (nominations due February 15):

- o *Robert E. Pearson/Person of the Year*
- o *Young Member of the Year*
- o *Member of the Year*
- o *Lifetime Achievement*

Action (Provide what has been accomplished on this goal)

- c. Distribute via email the First Notice letter – **DONE 10/1/16**
- d. Distribute via email the Second Notice letter – **DONE 12/5 & 12/15/16, 1/11 & 2/9/2017**

Goal #5 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.

Action (Provide what has been accomplished on this goal)

- a. Information provided on 6/2/17 via email to committee members and others including incoming chair Larry Ridlen. Additional information provided via email to Shirley Stuttler on 6/2/17. – **DONE 6/2/17**
- b. In addition, current chair, Bob Hochevar will provide any information, including emails, documents, etc. from the current year and answer questions/provided clarification to incoming chair, Larry Ridlen or others as requested. **ON-GOING**

Stretch Goal Effectively communicate the recent revisions to the National Bylaws in regards to the National Secretary and Treasurer positions, in particular the expanded qualifications and Officer-Elect Positions.

Action (Provide what has been accomplished on this goal)

- a. Notice for Nominations letters included the attached recently revised Bylaws and an explanation in the letter of the changes in regards to the National Secretary and Treasurer positions –**DONE per Goals #2 & 3 above**

Stretch Goal Identify, encourage and communicate effectively to obtain qualified candidate(s) for the National Second Vice President and National Secretary-Elect Positions no later than October 15.

Action (Provide what has been accomplished on this goal)

- a. Committee members have identified potential candidates or have corresponded with others who may know potential candidates and have encouraged their nominations - **DONE**
- b. Committee members will continue to encourage additional nominations and timely submittal of documentation prior to the deadline of December 1 - **DONE**

Stretch Goal Encourage and communicate effectively to obtain at least two candidates submitted for nomination for each of the National Awards.

Action (Provide what has been accomplished on this goal)

- a. Committee members have discussed potential candidates for nominations - **DONE**

Budget update

5. **2016 – 2017 Budget:** \$0 (Committee has typically conducted business using conference calls. Attendance by Chair to attend 0 Board Meeting. Chair is National Director)
6. **Spent – List items and \$ spent this quarter**
 - a. None.
7. **Current Budget Balance:** \$0
8. **List any Non-Budget Items that should be considered in the 2016 – 2017 budget**
 - a. None to date.
9. Submitted Proposed 2017-2018 Budget (\$0) to First VP Greg Dutton – **DONE 12/30/16**

Discussion Items within the Committee over Last Quarter

2. Recommendations for revisions to the National Awards Nomination requirements.

Additional Items by the Committee over Last Quarter

1. Correspondence with Robert Collyer, Robert E. Pearson/Person of the Year Award Recipient and Stacy Horn, Representative of the Russel & Eleanor Horn Foundation in regards to the recipients chosen charity and other matters.

CONSTITUTION/BY-LAWS COMMITTEE

Committee Members
David Greenwood, Chair

Date 6/8/2017
Quarterly Report Period Spring

Stan Harris
Calvin Leggett
Donato Di Zuzio

Motions or Discussions to be brought before the National Board

1. Discuss National Constitution Update/Amendment- Voting Process
2. Brief Board on approval of the Bluegrass Section Bylaws- Update
3. Inquire status of final standing committee structure- **Incorporate into Bylaws**

Meetings held since the previous Quarterly Report

1. Date: None- Correspondence handled via e-mail

Established Meeting Dates already set before the next Quarterly Report

1. Date: April-May via e-mail. E-mail and phone discussions with Dick Cochrane regarding Bylaw revisions.

2016 – 2017 Goals with Action Taken to meet those goals

Goal #1 Address “At Large” and “International” membership category in the Constitution;

Action (Provide what has been accomplished on this goal)

- a. “At Large” membership category incorporated into revised draft Constitution- **Done**
- b. “International” membership category incorporated into revised draft Constitution-**Done**

Goal #2 Work with remaining sections (Harrisburg, Central Ohio, and Sonoran) who have submitted their revised bylaws for review using the generic template;

Action (Provide what has been accomplished on this goal)

- a. Central Ohio draft bylaws circulated for review by committee- **No new progress.**
- b. E-mail query made regarding Harrisburg and Sonoran Bylaws Status-**No new progress.**

Goal #3 Continue to work with the Executive Committee on SWOT Analysis Initiative outstanding issues. This relates mainly to the governance of the Society and the integration of National governance with that of the Regions and Sections. This committee work will coordinate its efforts with that of the Operations Oversight Committee including the Operations Manual/Resource Center Subcommittee.

Action (Provide what has been accomplished on this goal)

- a. Coordinated efforts with website committee and President’s Assistant via e-mail to better locate the governing documents on the website. Also identified need to provide identifier on documents to provide date for update and adoption-**Craig Rock working on this activity- Status Update**
- b. Revised draft to be presented to Board and Governance Chair to receive comments and suggested edits on the Bylaws with new committee structure incorporated- **To be circulated and discussed at the 6/18/17 Board meeting.**

Goal #4 Gain committee chair and member access to the Cloud

Action (Provide what has been accomplished on this goal)

- a. Chair access to Cloud achieved- **No change.**

- b. IT presentation and discussion on 10/14/16 provided guidance as to committee member access and what we can expect as to the storage of governing documents from regions and sections- **No new activity.**

Goal #5 Upload National, Regional, and Section governing documents to the Cloud. This will require coordination with the National Secretary.

Action (Provide what has been accomplished on this goal)

- a. Bylaws (trial set) uploaded to the Cloud- **Waiting for hardcopy/scans of various sections to complete upload. Sent e-mail to Tampa Bay section to get their latest bylaws for upload purposes. Will repeat request.**

Goal #6 Finalize an updated Society Constitution and make it consistent with the language contained in the other Society governing documents (timeframes approximate).

Action (Provide what has been accomplished on this goal)

- a. Amended Constitution approved at January Board meeting. Sent to National Secretary for distribution to all members for voting purposes. This is still in process with 4/30/17 goal for receipt of all member votes.
- b. Vote on Constitution extended through May with new voting deadline set at 5/31/17.
- c. Final vote tallied. Constitutional amendments passed with marginal participation from membership.

Stretch Goal All Section Region Bylaws accessible from the Cloud

Action (Provide what has been accomplished on this goal)

- a. No action

Budget update (2016-2017) and proposed (2017-2018)

1. Spent – List items and \$ spent this quarter
 - a. \$0
2. Current Budget Balance: \$0
3. List any Non-Budget Items that should be considered in the 2016 – 2017 budget
 - a. None at this time
4. Budget Proposed for 2017-2018: \$0 (Chair is National Director)

Discussion Items within the Committee

1. None this quarter

LEGISLATIVE REVIEW COMMITTEE

Committee Members
Brad Winkler, Chair
Caroline Duffy

Date 6/14/2017
Quarterly Report Period Summer - May / June

Calvin Leggett
Brian Krul

Motions or Discussions to be brought before the National Board

3. Discussion is required – As the Legislative Committee is set to be disbanded with the adoption of the new bylaws, action is required on the following:
 - a. Which committee will assume the responsibility for updating and maintaining the ASHE Federal Position Statement (if the Board determines a position statement is still needed)
 - b. Which committee will assume the responsibility for updating of the PowerPoint - Surface Transportation Funding Needed Now? If the Board determines that this is still warranted)
 - c. Political Information Network database has been recently updated. This group should be either disbanded or a Board liaison assigned to continue providing content for this network.

Meetings held since the previous Quarterly Report

2. No committee calls this reporting period.

Established Meeting Dates already set before the next Quarterly Report

3. No calls scheduled at this time.

2016 – 2017 Goals with Action Taken to meet those goals

- Goal #1** *Evaluate options for legislative updates on a national level. (First ½ of year)*
- o *Committee to review options and develop and implementation plan*
 - o *Work with Public Relations to develop “brand” for the legislative update process*
 - o *Work with Technology and ROC to develop distribution plan*

Action (Provide what has been accomplished on this goal)

- e. Worked with PR to develop a template for ASHE Legislative Correspondence. Decision was made use ASHE Inside Lane for political updates (See c)
- f. Reviewed other available paid services (too expensive)
- g. Information on the ASHE Inside Lane was sent to each PIN to reinforce that this tool is available. It did become evident that the publication is frequently identified as spam and that members should be aware that this may be the case. Discussion was held with the ASHE Inside Lane publisher, Multibriefs. They are willing to further customize the newsletter. No decision was reached with current committee.

- Goal #2** *Implement process for legislative updates (2nd half of year)*
- o *Commence sending out updated Legislative Updates.*
 - o *Monitor and adjust process as necessary*

Action (Provide what has been accomplished on this goal)

- d. Political information and relevant National transportation news is readily available via the ASHE Inside Lane. Information is also disseminated via the ASHE LinkedIn page as well as the ASHE Facebook page. As a result, the committee stopped work on developing another communication tool at this time.

- Goal #3** *Evaluate Opportunities to Establish a Legislative call to action tool*
- *Initial research conducted in 2015/2016 along with the technology/website group to discuss the options for setting up an ASHE write-in letter system for ASHE members (similar to other organizations such as ASCE, AASHTO, ARTBA, and etc. use to send letters to the Congressional representatives about federal issues).*
 - *Committee to develop a white paper on the applicability of this tool. The paper to be presented to the National Board by Jan 2017 for their review and consideration.*

Action (Provide what has been accomplished on this goal)

- c. Compiling info on other sources that use call to actions.
- d. No other action.

- Goal #4** *Define/Redefine the role of the PIN*
- *Develop roles and responsibilities for PINs at the section level.*

Action (Provide what has been accomplished on this goal)

- e. Guidance Developed and circulated to PINs via email.

- Goal #5** *Update the Political Information Network (PIN) – Spring 2017*

Action (Provide what has been accomplished on this goal)

- c. Updated roster in January with requested changes.

- Goal #6** *If there is activity at the Federal level pertaining to transportation funding, then the Committee will initiate a review and update to ASHE Federal Position Statement.*

Action (Provide what has been accomplished on this goal)

- d. No action.

- Goal #7** *For 2016/2017, the committee does not anticipate the need to update the legislative PowerPoint available on ashe.pro. The next planned update will commence once the next ASCE infrastructure report*

Action (Provide what has been accomplished on this goal)

- a. ASCE report card has now been released.
- b. New board to determine continued need for a presentation and who should update it if warranted.

- Stretch Goal** *Establish a Legislative call to action tool – similar to other engineering related organizations*

Action (Provide what has been accomplished on this goal)

- b. Not started.

Budget update

10. 2016 – 2017 Budget: \$2,000 (Purchase technology to distribute FACT Sheets. Attendance by Chair to attend one Board Meeting.

11. Spent – List items and \$ spent this quarter

- a. Nothing spent

12. Current Budget Balance: \$2,000

13. List any Non-Budget Items that should be considered in the 2016 – 2017 budget

- a. None

STRATEGIC PLAN COMMITTEE

Committee Members	Date	6/8/2017
Len Pappalardo, Chair	Quarterly Report Period –	Apr./May/June
David Rast		
Richard Cochrane		
Scott Kroper		
Jen Hawkins		
Greg Dutton (Board Liaison)		

Motions or Discussions to be brought before the National Board

4. Robert (Bob) Peda has dropped off the Strategic Planning Committee

Meetings held since the previous Quarterly Report

3. May 10, 2017.

Established Meeting Dates already set before the next Quarterly Report

4. Date: 7/5/2017 Time 12pm-Noon

2016 – 2017 Goals with Action Taken to meet those goals

Goal #1 Review the current Strategic Plan and develop suggested changes/adjustments to the plan for the National Board to consider for the next three-year plan (2018-2020)

Action (Provide what has been accomplished on this goal)

- h. The current plan and metrics have been disseminated to the committee with the first round of comments and suggestions due to the committee chair by 6/2/2017.

Goal #2 Assign Strat. Plan goals with associated metrics to appropriate Committees and gain “buy in” from the National Board and the Committee Chairperson

Action (Provide what has been accomplished on this goal)

- e. The committee chair issued a request to all committee members to provide their thoughts on which committees should be responsible for the various Strat. Plan goals.
- f. These assignments will be shared with the National Board for their concurrence.
- g. If the National Board agrees with goal assignments, the Strat. Planning Committee will be responsible for gaining “buy in” from the various committee chairs.
- h. Our committee meeting on 5-10-17 focused on further clarifying goal and metric assignments, and gaining “buy in” from National Board as well as other committees. Another major focus was on working toward reviewing the current plan and working with National to develop the next Strategic Plan for period 2018-2020.

Goal #3 Improve the committee’s internal communication and re-assigning champions to reach out to other ASHE committees and external groups, who will be vital to achieving the goals of the Strategic Planning Committee.

Action (Provide what has been accomplished on this goal)

Andy Katz (social media)

Anis Shaikh – Public Relations representative on Regional Calls

Motions or Discussions to be brought before the National Board

1. None

Meetings held since the previous Quarterly Report

1. Date – 6/5/2017 PR Committee Call

Established Meeting Dates already set before the next Quarterly Report

1. Date: 6/16/2017 Time TBD – during national conference

2016 – 2017 Goals with Action Taken to meet those goals

Goal #1 Collaborate with website committee to contribute to new redesign of navigation to better serve our membership. Also to ensure brand consistency.

Action (Provide what has been accomplished on this goal)

- a. Tom Morisi reached out for branding materials to aid in the search of a new website consultant – PR will continue to be involved as necessary

Goal #2 Collaborate with New Sections committee to work within their strategic plan to continue to create new materials for driving interest.

Action (Provide what has been accomplished on this goal)

- a. Discussions ongoing with Tim Matthews on new brochure for outreach efforts
- b. John Midyette will be reaching out to Tim and determine needs going forward and report back to the committee
- c. To be further discussed during national conference

Goal #3 Collaborate with membership at large/membership chair to develop new materials, create a survey of value for current membership and offer webinars to encourage interest/purpose

Action (Provide what has been accomplished on this goal)

- a. Amanda and Leigh to follow up during national conference

Goal #4 Continue collaboration with partnerships committee to continue their campaign to educate and encourage regions/sections to utilize the established partnerships as well as be more active in attending partnership events.

Action (Provide what has been accomplished on this goal)

- a. Outreach letter has gotten a positive response. Next steps on their outreach program have not been communicated with the PR Chair as of yet.

Goal #5 Develop defined social media plan & implement - 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

Action (Provide what has been accomplished on this goal)

- a. Social Media Plan is now being implemented. Corey Fenwick and Jonathan Daguilh are the leads, Amanda S is the support
- b. Andy Katz has joined the committee to further help this initiative

- c. Booth materials sent now include a ‘win a free membership’ incentive for those who like us on facebook
- d. DVD – why join ashe is also being included with the booth mailings
- e. Social Media stats are increasing:
 - a. Twitter – 75 followers – increase of 30 followers since April- BIG INCREASE!!
 - b. LinkedIn – 1,320 members – increase of 9 members since April
 - c. Facebook – 49 likes – increase of 3 like since April

Goal #6 *Within six months – set up a national picture database as a depository for future reference/ongoing initiatives as well as to help populate the 60th anniversary history book. Develop procedure to map out naming convention/organization/etc.*

Action (Provide what has been accomplished on this goal)

- a. Account created on Flickr (ashe national) – invitation only.
- b. Guidelines/Management instructions need to be drafted and are in progress
- c. Need to designate a POC per section/region to send invite to.

Goal #7 *Within one year, develop a YouTube marketing campaign to provide better exposure for our membership*

Action (Provide what has been accomplished on this goal)

- a. Completed
- b. Uploaded our membership video to our youtube channel.
- c. Linked other national conference videos to our youtube channel.

Goal #8 *Within one year, develop more interactive PowerPoint presentations (or maybe other medium) for the website – fresh, new look*

Action (Provide what has been accomplished on this goal)

- a. Discussing with other committee members on how to approach and complete this goal
- b. Amanda S just updating powerpoints for now.

Goal #9 *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.*

Action (Provide what has been accomplished on this goal)

- a. Jenny Jenkins has developed a survey in collaboration with the technology committee (mindy) to poll existing membership on their knowledge/use of the store.
- b. Message to send with survey is completed – survey to be sent to all membership and separate reminder message to regional/section leadership to boost response
- c. Results of survey will help develop a plan

Goal #10 *Within six months, update all promotional material to comply with new mission statement*

Action (Provide what has been accomplished on this goal)

- a. This has been completed.

Goal #11 Within one year, Update tabletop booth display and add technology via a tablet to showcase the video

Action (Provide what has been accomplished on this goal)

- a. Currently working on this – new booth/tablecloth purchased March 2017 and is currently in use
- b. Tablet idea has been pushed back

Goal #12 Within six months, touch base and develop a management plan for multi-briefs service

Action (Provide what has been accomplished on this goal)

- a. Amanda S has established connection with multi-briefs and is reviewing the contracts – will be recommending any changes by mid-February to National
- b. Multi-briefs review to be transitioned
- c. Contract has been renewed as of April 2017
- d. Brad Winkler was connected with multi-briefs in order to incorporate the legislative committee needs.

Stretch Goal Blog for ASHE – set up a word press application for easy reference of scanner articles and share insights of membership/leadership

Action (Provide what has been accomplished on this goal)

- a. No action has been taken yet. Evaluating the effectiveness and potential contributions needed.

Stretch Goal International recognition of ASHE – speak on behalf of the organization on an international scale and be a true leader and example organization

Action (Provide what has been accomplished on this goal)

- a. Strategizing on how to attack this stretch goal – may be a multi-year goal

Budget update

1. 2016 – 2017 Budget: \$7,000 (\$1,200 Attendance by Chair to attend 2 Board Meeting / \$100 Contest for 2016-2017 / \$600 National Conf. Exhibit Booth - Company Store / \$4,750 Two new table top displays. Social media service. New promotional items including updating the mission statement and associated PR activity / \$350 Shipping - Ashe Display)

2. Spent – List items and \$ spent this quarter

- b. \$50.00 – stock photo for social media use from Pat Schumacher Photography
- c. \$780.08 – new booth display and pull up banner/graphic design
- d. \$23.20 – display shipping
- e. \$712.08 – promos for booth

3. Current Budget Balance: \$764.12

4. List any Non-Budget Items that should be considered in the 2016 – 2017 budget

Discussion Items within the Committee

1. Promoting the national conference via social media frequently
2. Need new ASHE store contact within committee
3. UPS account created for booth mailing
4. New committee member – Andy Katz – Andy is helping with the social media platforms

NEW SECTIONS COMMITTEE

Committee Members

Tim Matthews, Co-Chair

Sam Mody, Co-Chair

Date

6/18/2017

Quarterly Report Period Summer - May / June

Motions or Discussions to be brought before the National Board

1. None

Meetings held since the previous Quarterly Report (VIA Phone)

1. Date – 1/12/2017 Tim Matthews, Larry Ridlen, Stan Harris, Caroline Duffy
2. Date – 2/27/2017 Tim Matthews, Dawn Fortuna, Jenny Jenkins, Amanda Schumacher

Established Meeting Dates already set before the next Quarterly Report

1. Date: 6/16/2017 Time: TBD at National Conference
2. Date: 6/1/2017 Time: Chartering Meeting with Blue Grass Section (Tim to attend)

2016 – 2017 Goals with Action Taken to meet those goals

Goal #1 Charter new sections in:

- o Austin
- o Hartford

Action (Provide what has been accomplished on this goal)

- a. Austin: No Action
- b. Hartford: Waiting on Champion to return from Military duty

Goal #2 Identify champions to begin process to charter new sections in:

- o Boston
- o Houston
- o Abilene

Action (Provide what has been accomplished on this goal)

- a. **Boston: No action**
- b. Houston: Received new contact from this area. Following up to see if there is interest.

Goal #3 Identify three to five potential new section locations

Action (Provide what has been accomplished on this goal)

- a. Held kickoff meeting in Kentucky to spark interest.
- b. Kickoff meeting led to establishing executive board and chartering members.
- c. Chartering Meeting scheduled for June 1st2017.
- d. Received some interest from South Carolina. Tim Matthews has contacts in Columbia and Augusta and will see if there is any interest.

Goal #4 Work with the PR committee to create a downloadable branded “New Section Kit & Guidebook”

Action (Provide what has been accomplished on this goal)

- a. Will now work with Sam Mody on guidebook.
- b. Once we have a draft we will coordinate with PR committee to ensure consistency with ASHE’s mission.

Stretch Goal Have a working guidebook

- Action** (Provide what has been accomplished on this goal)
- a. See Goal #4

Stretch Goal Have Sections collaborating with state and local governments consistently

- Action** (Provide what has been accomplished on this goal)
- a. No action yet.

Budget update

- 1. 2016 – 2017 Budget: \$7,500** (Travel for New Section Startups and 2 New Section Co-Chairs to attend one Bd. Meetings)
- 2. Spent – List items and \$ spent this quarter**
 - a. Tim Matthews trip to Kentucky Bluegrass start up. \$814.74**
 - b. Stipend to help cover kickoff meeting - ~\$898.46 (waiting for final numbers)**
- 3. Current Budget Balance: \$5,786.80**
- 4. Tim Matthews to travel to Chartering Meeting on June 1st.**
- 5. List any Non-Budget Items that should be considered in the 2016 – 2017 budget**

Discussion Items within the Committee

- 1. Jen Newman no longer on committee
- 2. Sam Mody will serve as co-chair
- 3. Bluegrass chartering meeting will be held first week of June.

TECHNOLOGY COMMITTEE

<u>Committee Members</u>	<u>Date</u>	6/8/2017
Mindy Sanders, Chair	<u>Quarterly Report Period</u>	Summer - May / June
Roger Carriker - (Board Liaison)		
Thomas Morisi, Website Subcommittee Chair		
Jake Morisi		
Richard Cochran, Cloud Subcommittee Chair		

Motions or Discussions to be brought before the National Board

- 1. The Georgia Section has formally requested access through the National Secretary to the backend of the National database to allow automatic updates to the national database when updates to their contact information are made by members through the Georgia section’s website/database.

Meetings held since the previous Quarterly Report

- 1. None

Established Meeting Dates already set before the next Quarterly Report

- 1. Date: During ASHE National Conference Time TBD

2016 – 2017 Goals with Action Taken to meet those goals

Goal #1 To assist website committee to recruit website representatives for each region

Action (Provide what has been accomplished on this goal)

- a. Will continue to work with Tom to reach out with Regional contacts and their section website.

Goal #2 To assist the cloud subcommittee to research and initiate a new conferencing service

- a. Goal Complete – WebEx selected.

Goal #3 To assist the National Conference Committee on research for possible conference app development

Action (Provide what has been accomplished on this goal)

- a. *Removed* - This was discussed at the October National Board Meeting and it was concluded that it would be up to the conference committee of the hosting Section(s) to determine whether or not they wish to provide an app and the degree to which it would be utilized

Goal #4 Determine the extent that the website and additional database functionality would be used by the National Committees and by the general membership, including but not limited to, membership applications and conference registration.

Action (Provide what has been accomplished on this goal)

- a. Regarding new memberships, the current direction is to ease the workload on the National Secretary by developing a protocol for sections to provide their new member applications on a file that can easily be uploaded into the server without someone having to type the information into the database. The technology committee will work with the National Secretary and JMSS to develop a workflow. – No action yet taken. This would ideally be implemented prior to Tom transitions from website sub-committee chair to secretary
- b. The idea of a discussion board was suggested. Online systems such as Yammer will be investigated. – No action yet taken. The cloud and website are priorities at this time.
- c. At this time no additional functionality to the database has been requested. A suggestion to send out a survey to the membership to determine their needs/wants on the website. Potential functions to help other committees and board members include:
 - i. A database for Scanner articles to include titles, authors, publishing dates, and tags, etc. to allow users to search for past Scanner articles. The database would include a link to the online Scanner edition.
 - ii. New Member Online Form to automatically update the database
 - iii. Conference registration – May be an initial startup cost, but could provide long term savings

Stretch Goal To develop a conference app

Action (Provide what has been accomplished on this goal)

- a. This will no longer be a stretch goal

Stretch Goal Work with the database and website subcommittee chairs to implement any desired increased website functionality.

Actions to Be Taken

- c. No actions to be taken until Goal #4 is accomplished and direction is provided. Will remove from list of goals.

Budget update

- 1. **2016 – 2017 Budget:** \$4,290 (Survey Monkey \$400, Member (Technology/Website or Cloud) attend 1 Board Meeting \$600, J.M. Server (Includes Hosting, Domain, Cloud Support, and backup CY2017) \$3,290)
- 2. **Spent – List items and \$ spent this quarter**
 - a. \$375.00 (JM Server, 5/15/17)
- 3. **Current Budget Balance:** ~\$685 (\$375 for database/server in 2016/2017, plus ~\$311 surplus)
- 4. **List any Non-Budget Items that should be considered in the 2016 – 2017 budget**
 - a. **None; Does not Include requests from subcommittees**

Discussion Items within the Committee

- 1. Recent Survey Gizmo Requests:
 - a. Email discussion of using Survey Gizmo for ASHE Constitution vote. Survey Gizmo can be used for this purpose. It also has capabilities to upload a contact list and generate a unique link for each contact, thereby not allowing duplicate votes and would also track who received/responded to the emails. Ultimately, this system was not used on the National level. However, the Georgia Chapter used this method. GA directly uploaded the names and emails of its memberships. Automatic emails and reminders were sent out to achieve the desired 25% response from the memberships. Reminders were automatically only sent out to those who had not cast their ballot. It took several reminders to get the last 5% required. Overall, the GA section felt that this method was successful and would recommend it on the National level for future needs.
- 4. The subcommittee duties will be absorbed into the Technical Chair since Dick and Tom will be installed as new board members.
- 5. Credentials have been requested for access to the website.

SCANNER COMMITTEE

Committee Members:

Greg Dutton, Chair
Tammy Farrell, Editor
Sandra Ivory
Thomas Morisi
Donato DiZuzio
Kathryn Power

Date:

5/25/2017

Quarterly Report Period:

Summer - May / June

Motions or Discussions to be brought before the National Board:

5. None

Meetings held since the previous Quarterly Report:

Date: [Click here to enter a date.](#)

Members in attendance:

Established Meeting Dates already set before the next Quarterly Report:

5. Date: [Click here to enter a date.](#) Time:

2016 – 2017 Goals with Action Taken to meet those goals:**Goal #1: Monitor, guide & control scanner content prior to established submittal deadlines**

Action (Provide what has been accomplished on this goal)

- a. Improve processes for article submission, review and inclusion by the Sections, Regions and National Committee. Review and edit articles in detail at the Section & Region level. Get assistance from colleagues having skills for article writing/editing. *Improvements have been seen in the quality of articles submitted to the committee for final inclusion into the scanner.*
- b. Recruit and provide reviewers that have an eye for detail, knowledge of technical/engineering issues, desire for helping the scanner continue to be an outstanding product, and a knack for politely getting articles edited. *This should be an ongoing activity*
 - i. Update the scanner Guidelines to provide more details for article writers and reviewers as necessary. *Scanner Guidelines were updated on 11/08/16.*
 - j. Find a replacement chair person to take over the committee. Sandy Ivory to check with Bob Peda in Harrisburg to see if he will be interested in getting involved again. The committee chair must have technical experience to be able to properly review articles. Greg to compile a job description for distribution. *Anis Shaikh, PE, President of the Potomac Section, will be the new Chair. Also, Melissa Boyles, Director from Phoenix Sonoran Section, will be added to the committee.*

Scanner Committee Chair:

- *Oversee and implement the committee's goals as specified herein.*
- *Coordinate the activities of the committee regarding article reviews, budget issues, guideline updating, and conducting periodic meetings as necessary.*
- *Recommend and/or appoint committee members as necessary.*
- *Compile quarterly reports for delivery and presentation to the National Board.*
- *Coordinate with the scanner publisher on any issues related to the scanner.*
- *Review invoices from the publisher and recommend approval to the National Treasurer.*
- *Monitor and report on the committee's budget.*
- *Address inquiries with the scanner from membership.*

Goal #2: Monitor the budget and report status of revenue and costs to the Board

Action (Provide what has been accomplished on this goal) *See BUDGET UPDATE attached below*

Fiscal Year: June 2016 – May 2017

Three (3) editions published (Summer 2016, Fall 2016, Winter 2017)

INCOME (Sponsorships)

- a. Sponsorship goal of \$26,000 for the year. Collected **\$27,900** to-date this fiscal year.

- b. Solicit companies for sponsorship who are prominently featured in an upcoming article. *Borton-Lawson has sponsored a full page ad in spring issue, for an article where they are featured.*
- i. Solicit contractors and vendors for sponsorship. *Tammy to report.*
- j. Review opportunities for gaining revenue through The Inside Lane. **TOPIC OF DISCUSSION**

EXPENSES

- a. Expense budget of \$40,000 for the year. With *four (4)* editions published this fiscal year and invoices submitted for *three (3)*, current costs are estimated at *\$19,693* with *\$20,907* remaining in the budget. If the trend remains, the costs will *remain* within the 2016-17 budget.
- b. An estimated *6400* printed copies are made for each edition at an approximate cost of *\$1.95*/person/issue.

Goal #3: Balance the use of the electronic version and the hardcopy

Action (Provide what has been accomplished on this goal)

- a. Both Hard copy and electronic versions of the scanner are available.
- b. *Seven (7)* members have opted out of the printed version in lieu of the electronic version – *Feedback indicates most of the membership like the hard copy. This information will continue to be solicited.*
- c. There is currently no vehicle for reducing the printed version.
- d. Committee recommends that the electronic version be shown to new members or at meetings along with the new video as a marketing tool.

Goal #4: Improve accessibility on the Website with a scanner tab

Action (Provide what has been accomplished on this goal)

- a. Website currently has a scanner tab. *This goal has been achieved.*

Stretch Goal: Increase Sponsorship by \$10,000

Action (Provide what has been accomplished on this goal)

- c. See sponsorships in Goal #2. *Stretch goal will be hard to achieve.*

BUDGET UPDATE

1. 2016 – 2017 Budget Income (Sponsorships):	\$26,000
<i>a. Total Income Received To-Date:</i>	Summer 2016 - \$5,650
	Fall 2016 - \$6,650
	Winter 2017 - \$7,750
	<u>Spring 2017 - \$7,850</u>
	<i>\$27,900</i>
2. 2016 – 2017 Budget Expenses:	\$40,600
\$40,000 Combine all scanner activities. Committee receives breakdown on invoices from TNT.	
\$600 NYC National Conference	
\$0 Current chair is National Board Member for travel	

INVOICED by quarter:

f. <i>Invoice for <u>Printed scanner:</u></i>	Summer 2016, 06/07/16 - \$7,070.91
	Fall 2016, 09/19/16 - \$6,101.10
	<u>Winter 2017, 03/24/17 - \$4,651.90</u>
	<i>\$17,823.91</i>

- g. *Invoice for Digital scanner:*
 - Summer 2016, 06/14/16 - \$629.60
 - Fall 2016, 09/19/16 - \$619.60
 - Winter 2017, 03/24/17 - \$619.60
 - \$1,868.80***
- h. *Total Expenses To-Date:* *Estimated through Winter 2017 edition: **\$19,692.71***
- i. *Current Budget Balance:* *Estimated through Winter 2017 edition: **\$20,907.29***

3. List any Non-Budgeted Items that should be considered in the 2017 – 2018 budget:

- j. *None at this time*

Discussion Items within the Committee:

- 1. Tammy to review her 3-year proposal and advise.



STUDENT CHAPTER COMMITTEE

<u>Committee Members</u>	<u>Date</u>	<u>6/8/2017</u>
Matheu Carter – Chair (First State)	<u>Quarterly Report Period</u>	Summer - May / June
Roger Carriker – (Chesapeake, Board Liaison)		
Frank Bronzo – (Cuyahoga)		
Kathryn Power – (Pittsburgh)		
Erin Collins – (Chesapeake)		
Eugene Cipriani – (Delaware Valley)		
John Caperilla – (Delaware Valley)		
Matthew Galenas – (Delaware Valley)		
Aaron Muck – (Triko Valley)		

Motions or Discussions to be brought before the National Board

- 1. Track student members at Section level (see attached notes from a working group and summary as follows):
 - a. Student members will not be logged in the national database individually.
 - b. Ask all Sections that host a student chapter to periodically monitor the number of students participating. A suggested best practice will be to task the student leadership with tracking attendance at events (on-campus meetings, field trips, Section dinners, officer attendance at Section Board meetings, etc.) such that periodic assessment can be made of student members in good standing, resulting in an average number of participating students.
 - c. As part of quarterly report to Regions, ask all Sections that host a student chapter to:
 - i. Identify the name and contact information of the Section Member that liaisons with the students.
 - ii. Estimate the average number of students participating currently in the student chapter.

Meetings held since the previous Quarterly Report

1. Date – 4/13/2017 (WebEx) Caperilla, Galenas, Carriker, Carter
2. Date – 5/11/2017 (WebEx) Cipriani, Power, Galenas, Caperilla, Carriker, Carter, Larry Ridlen (National President, guest)
3. Date – 6/8/2017 (WebEx) Cipriani, Carriker, Carter

Established Meeting Dates already set before the next Quarterly Report

1. Date: 7/13/2017 Noon WebEx
2. Date: 8/10/2017 Noon WebEx
2. Date: 9/14/2017 Noon WebEx

2016 – 2017 Goals with Action Taken to meet those goals

Goal #1 Share results of December 2015 student chapter survey with Sections in summary form (summer 2016)

Action (Provide what has been accomplished on this goal)

- a. Final summary is located on the ASHE Cloud. This goal is complete.

Goal #2 Update “Best Practices for Developing and Sustaining Student Chapters” (March 2017)

Action (Provide what has been accomplished on this goal)

- a. This task has not been initiated.
- b. Version 2.0 of the document will likely begin Winter 2017/2018.

Goal #3 Target Sections with desire to establish a Student Chapter and provide outreach and support (on-going)

Action (Provide what has been accomplished on this goal)

- a. Committee members assigned target Sections during September 8 conference call.

- Central Ohio – John Caperilla
- Lake Erie – Matthew Galenas
- Harrisburg – Kathryn Power
- Triko – Aaron Muck
- Pittsburgh – Kathryn Power
- Middle Tennessee – John Caperilla

Stretch Goal A Committee member will travel to any Section exploring a Student Chapter for a planning and consulting session.

Action (Provide what has been accomplished on this goal)

- a. No action taken. At this point, Section activity has not seemingly warranted this kind of excess.

Budget update

1. **2016 – 2017 Budget:** \$600 (Attendance by Chair to attend 1 Board Meetings)
2. **Spent – List items and \$ spent this quarter**
 - a. \$412.34 – Chair invited to Board Meeting in West Virginia.
3. **Current Budget Balance:** \$187.66

- 4. List any Non-Budget Items that should be considered in the 2016 – 2017 budget**
a. None, currently.

Discussion Items within the Committee

1. Committee has extensively discussed a recommendation for National Board policy on student fee alternatives. The final proposal was made prior to the April Board of Directors meeting. The Board approved the recommendation to waive all initiation fees and dues for students going forward.
- a. The Board of Directors asked the Chair to convene a working group to discuss the merits of tracking students in the national database. The notes from that work group are attached and a motion is made within this report.
6. Committee is planning a regional student chapter conference or workshop to be held September 30, 2017 at the University of Delaware. Funding of \$900 is currently in place.
- a. A working agenda (very draft) is attached to this report.

PROFESSIONAL DEVELOPMENT COMMITTEE

<u>Committee Members</u>	<u>Date</u>	6/8/2017
Matheu Carter – Chair (First State)	<u>Quarterly Report Period</u>	Summer - May / June
Roger Carriker – (Chesapeake, Board Liaison)		
Frank Bronzo – (Cuyahoga)		
Kathryn Power – (Pittsburgh)		
Erin Collins – (Chesapeake)		
Eugene Cipriani – (Delaware Valley)		
Rob Snowden – (First State)		

Motions or Discussions to be brought before the National Board

1. None

Meetings held since the previous Quarterly Report

1. Date – 4/5/2017 (WebEx) Notes lost
2. Date – 5/3/2017 (WebEx) Cipriani, Carriker, Carter
3. Date – 5/31/2017 (WebEx) Power, Carter

Established Meeting Dates already set before the next Quarterly Report

1. Date: 9/7/2017 Noon WebEx
2. Date: 10/5/2017 Noon WebEx

2016 – 2017 Goals with Action Taken to meet those goals

Goal #1 Develop a national certifying entity that would allow all of our Sections and/or Regions to issue professional development hours (PDHs) (summer 2016)

Action (Provide what has been accomplished on this goal)

- a. The Professional Development Certification Program (approved July 6, 2016 by the ASHE National Executive Committee) has been published to the ASHE National web site, to the ASHE Cloud, and distributed to Presidents and Secretaries of each Section and Region. It is effective September 1, 2016.

b. This goal is complete.

Goal #2 Review Section and/or Region data on PDH issuance and summarize to the National Board (spring 2017)

Action (Provide what has been accomplished on this goal)

a. On 11/7/2016, the Professional Development Committee solicited from each Section and Region (via Shirley Stuttler) a summary of PDHs issued in the past year and follow-up reminders were sent as well. A second reminder was sent 02/02/2017.

b. Summary of reports:

- Sixteen (16) Sections reported offering one or more sessions where PDHs or CEUs were issued using ASHE’s branding, totaling in excess of 4,700 educational contact hours.
- Twenty-three (23) Sections failed to report.
- Two Sections reported that they issued no PDHs or CEUs using ASHE’s name or logo in 2016.

c. The Committee was disappointed that so many Sections declined to report, but are appreciative of those who did. For the first partial year where the program was implemented, we do not view the weak response as critical, but we will ask National Region Directors to play a more persuasive role in soliciting the reports.

d. The sixteen Sections that reported sessions demonstrate that ASHE presents a robust program of educational opportunities for its members on a wide array of relevant topics.

1. The Committee circulated, via Shirley Stuttler, the summary to Regions and Sections as a means of sharing ideas for future programs.
2. This goal is complete until next year’s annual reporting begins (December).

Stretch Goal A series of free webinars will be held each year to educate ASHE Sections on the topic of Professional Development (ASHE procedures, typical licensing board expectations, topic development, speaker selection, feedback solicitation, and other best practices).

Action (Provide what has been accomplished on this goal)

1. No action yet – this will remain an option should we find topics that fit.

Budget update

- 1. 2016 – 2017 Budget: \$1,200** (2015-2016 Florida PDH fee plus other education & PDH costs)
- 2. Spent – List items and \$ spent this quarter**
 - a. No expenditures this quarter
- 3. Current Budget Balance: \$1,200**
- 4. List any Non-Budget Items that should be considered in the 2016 – 2017 budget**
 - a. None, currently.

Discussion Items within the Committee

1. Compliance with PDH reporting, as noted above, was disappointing but for the first year of implementation, the Committee remained positive. However, it is essential that National

Regional Directors play an active role in the 2017 round to ensure that all Sections report in, even if to say they have issued no PDHs.

MEMBERSHIP/MEMBERS AT LARGE COMMITTEE

<u>Committee Members</u>	<u>Date</u>	6/7/2017
Leigh Lilla, Chair	<u>Quarterly Report Period</u>	Summer - May / June
John Derr		
Kevin Duris		
Charles Flowe - (Board Liaison)		
Alice Hammond		
Tammy Johnson		
Karl Bednarz		

Motions or Discussions to be brought before the National Board
N/A

Meetings held since the previous Quarterly Report

1. Date – 4/7/2017 Workshop at Board Meeting

Established Meeting Dates already set before the next Quarterly Report

1. Date: 7/10/2017 Time: 2 pm

2016 – 2017 Goals with Action Taken to meet those goals

Goal #1 Develop Member at Large (MAL) program structure that encourages renewals

Action

- a. N/A membership at large survey rendered poor response, members are not interested

Goal #2 Collaborate with PR committee to improve outreach items / initial correspondence

Action

- a. Amanda recently updated the ‘Why Join ASHE’ brochure – will be sure to utilize the latest PR materials. Will update future MAL interest responses with a link to our ‘Why Join ASHE’ promotional video.

Goal #3 Collaborate and share Member at Large (MAL) data with New Sections Committee for their use

Action

- a. Completed

Goal #4 Start tracking the “how did you hear about ASHE”? responses on membership applications – at least MAL applications

Action

- d. Completed

Stretch Goal Successful membership drive

Action

- a. Revisiting materials with PR Committee based on new Goals

Stretch Goal Develop Section Report Card

Action

- a. No action to date on this item, need additional input from Board on their expectations for this item

Revised Goals based on April 7th Membership Workshop

Reduce / Eliminate Membership Drops via Membership Database

Advertise Value of ASHE as an Organization

Add membership trends to New Section startup Guidelines

Budget update

- 1. **2016 – 2017 Budget: \$500** (\$500 for membership marketing materials. Attendance by Chair to attend 0 Board Meeting. Chair is National Director)
- 2. **Spent – List items and \$ spent this quarter**
 - a. **\$0.00**
- 3. **Current Budget Balance: \$500**
- 4. **List any Non-Budget Items that should be considered in the 2016 – 2017 budget**
 - a. **N/A**

Discussion Items within the Committee

- 1. Work with National Conference committee on offering a webex from one of the technical presentations versus coming up with a technical presentation from ‘scratch’
- 2. Extensive discussion on last call regarding Section report card

NATIONAL CONFERENCE COMMITTEE

<u>Committee Members</u>	<u>Date</u>	6/18/2017	
Nikki Reutlinger, Chair		<u>Quarterly Report Period</u>	Summer - May / June
Michael Hurtt - (Board Liaison)			
Gerald Pitzer			
Shirley Stuttler			
Brad Winkler			
Roger Carriker			
Laurie Martin			

Motions or Discussions to be brought before the National Board

- 1. N/A

Meetings (Conference Calls) held since the previous Quarterly Report

- 1. Date – 4/18/2017 9 Members in attendance
- 2. Date – 5/3/2017 6 Members in attendance (meeting with just 2017 and incoming/outgoing presidents)
- 3. Date – 5/23/2017 8 Members in attendance

Established Meeting Dates already set before the next Quarterly Report

2016 – 2017 Goals with Action Taken to meet those goals

Goal #1 Move committee documents to the cloud for easy reference

Action (Provide what has been accomplished on this goal)

- a. Still working to get items moved over to the Cloud. Nikki Reutlinger has moved some stuff but it doesn't appear visible by other members.

Goal #2 Work on an ASHE National Conference APP with the Technology Committee

Action (Completed – not moving further with this goal)

- a. After discussion with the Technical Committee, the NCC has decided not to move forward with this at this time. The NCC is recommending that future conferences develop websites that are also available on mobile devices.

Goal #3 Develop better guidance on Conference Insurance Requirements and provide historical costs

Action (Provide what has been accomplished on this goal)

- a. No work to date has been done on this

Goal #4 2020 Conference Location Selection

Action (Completed)

- a. 2020 Conference Location (Raleigh, NC) was recommended to National at the January board meeting and approved. The Carolina Triangle Section has joined our monthly conference calls.

Goal #5 Update guidelines (every December)

Action (Completed)

- a. Guidelines updated and sent to National and are available online on ASHE National website.

Goal #6 Provide guidance or a checklist for hotel selections - NEW GOAL added

Action (Provide what has been accomplished on this goal)

- a. Jerry and Mike have developed a draft checklist. It was sent to the NCC and 2020 for their use. Jerry and Mike just need to do some final editing.

Budget update

1. 2016 – 2017 Budget: \$13,500 (\$8,000 Advance for 2018 ASHE National Conference/ \$4,000 during the fiscal year 2016-2017, the national conference does not occur. Sponsorship has been allocated for the NYC Conference at \$4000/ \$1,500 during the fiscal year 2016-2017, the national conference does not occur. Costs are for Chair to attend National Bd Mtg. Comm. to visit Conference Hotel Conference)

2. Spent – List items and \$ spent this quarter – Request dates below – I don't have payment dates (No change from last report)

- a. -\$4,000 for National Sponsorship for 2017 requested on 8/22/16 – received by 2017 on 11/15/16
- b. -\$8,000 for Advance funds for 2019 conference requested on 8/16/16 – received at October Board meeting
- c. +\$8,000 credit for seed money returned from 2016 – given to Frank at 2016 conference

- d. +\$31,689 credit for 2016 conference profits received by National on 11/18/16
- e. - \$486.10 +/- for hotel/air fare for Nikki to attend January Board meeting

3. Current Budget Balance: \$40,702.90 (No change from last report)

4. List any Non-Budget Items that should be considered in the 2016 – 2017 budget

- a. N/A

Discussion Items within the Committee

1. 2015 (Baltimore on May 27-31, 2015) – **Conference report still needs to be submitted to the NCC and National Board;** however, the 990 Form was submitted to National on 6/4/17.

2. 2017 (New York on June 14-18, 2017) –The website is up and running and registration is open. They have \$215K (including National) in sponsorships. They have 40 exhibitors’ line up as well. Based on their budget they are behind; however, they have worked to refine their budget and cut costs by negotiating with the hotel for breakfast vouchers on Thursday/Sunday and changing to a buffet on Friday night. As of the end of May they had 407 attendees registered and 78 golfers registered. They have their speakers confirmed for the technical sessions and have all their guest tours finalized. The World Trade Center tour has proven to be the most popular and is sold out. They have finalized contracts with all their entertainment and transportation. Parking will be an issue here and they have put some helpful hints on their website. Banner shipping information went out to the regions/sections in late May.

3. 2018 (Cleveland on May 16-20, 2018) – On Track – They have signed a contract with the Westin and have contracted with a printer for promotional material and the program book. They have a video to be presented at 2017 gala and have provided SAVE THE DATE information in the registration packets for 2017. The website is almost complete and is likely to be ready to launch in the fall. They are meeting regularly and their committee chairs have all been assigned.

4. 2019 (Nashville on May 8-12, 2019) – On Track – They have a contract with the Gaylord hotel. They are starting to look at their program agenda and are discussing locations for golf. Their executive committee is meeting regularly. They held a logo contest with their local section. The National PR committee has given feedback and they should be revealing the logo shortly.

7. 2020 (Raleigh dates TBD) – On Track – They have an executive committee and bank account established. The NCC is planning on visiting hotels in late June. A logo contest is planned for the local section in the fall.

Minutes from April 18 and May 23 conference call are available, if needed.

OPERATIONS OVERSIGHT COMMITTEE

<u>Committee Members</u>	<u>Date</u>	6/7/2017
Thomas Bolte, Chair	<u>Quarterly Report Period</u>	Summer - May / June
Brad Winkler		
Robert Peda		
Frank Bronzo (Board Liaison)		

Motions or Discussions to be brought before the National Board

1. None

Meetings held since the previous Quarterly Report

1. None [Click here to enter a date.](#)

Established Meeting Dates already set before the next Quarterly Report

1. None

2016 – 2017 Goals with Action Taken to meet those goals

Goal #1 Carry out “unfinished business” items

Action (Provide what has been accomplished on this goal)

- a. Craig Rock suggested a revised format for the Resource Center. He has revised the website to incorporate the format he suggested. Documents and forms formerly contained in the Operations Manual have now been listed on the “home” page of the Resource Center page. Documents and forms have been grouped by type, such as Governance, Awards, Membership, etc..and contain the latest date of updating. PDF versions of the documents are accessed by clicking on links from the listing. The original WORD versions of the documents and forms will be retained by Shirley Stuttler.
- b. A procedure for future updates of Resource Center documents needs to be developed.

Goal #2 Correct various (mostly grammatical) inconsistencies in Resource Center documents

Action (Provide what has been accomplished on this goal)

- a. These revisions are relatively minor and will be carried out in the next Quarter.

Goal #3 Respond to questions about the Resource Center

Action (Provide what has been accomplished on this goal)

- a. As yet there have not been any questions about the Resource Center outside of the National Board and as described above.

Goal #4 Make improvements to the Resource Center as a result of user feedback

Action (Provide what has been accomplished on this goal)

- a.. See Goal #3.

Goal #5 Develop a procedure for collecting interesting section and/or region programs information and distributing it to other sections and regions

Action (Provide what has been accomplished on this goal)

- a. Ideas for how to accomplish this goal need to be developed.

Goal #6 Discuss ways to help section leaders (e.g. officers, committee chairs) better perform their responsibilities

Action (Provide what has been accomplished on this goal)

- a. This is essentially the same as the stretch goal.

Stretch Goal Go beyond the Resource Center by providing ways to connect with individuals who need assistance

Action (Provide what has been accomplished on this goal)

- a. Goals #5, #6, and the Stretch Goal are all related in that they are about exploring ways to connect people within ASHE that are looking for information to people within ASHE that can provide it, beyond the static documents contained in the Resource Center. This was discussed in the October 2016 board meeting but no specific ideas about how to accomplish it surfaced that would be easily implementable. This committee should work with the Technology Committee to explore ways to accomplish this goal.

Budget update

- 1. **2016 – 2017 Budget:** \$600 (Attendance by Operation Oversight Chair to attend 1 Board Meeting).
- 2. **Spent – List items and \$ spent this quarter**
 - a. None spent
- 3. **Current Budget Balance:** \$600
- 4. **List any Non-Budget Items that should be considered in the 2016 – 2017 budget**
 - a. None

RESOURCE CENTER SUBCOMMITTEE

Committee Members
Shirley Stuttler, Chair
Sandra Ivory
Thomas Morisi

Date 6/18/2017
Quarterly Report Period Summer - May / June

Motions or Discussions to be brought before the National Board

- 1. None

Meetings held since the previous Quarterly Report

- 1. Date – 5/3/2017 Members in attendance: Sandy Ivory, Tom Morisi & Shirley Stuttler

Established Meeting Dates already set before the next Quarterly Report

- 1. Date: 9/6/2017 Time: 1:00 PM

2016 – 2017 Goals with Action Taken to meet those goals

Goal #1 Support the Operations Oversight Committee in completing the development of the Resource Center

Action (Provide what has been accomplished on this goal)

- a. Updates were made to the following documents:
Exhibit Display Booth Policy, Exhibit Display Booth Form, Robert E. Pearson/Person of the Year Guidelines, National Officers-Directors Nomination Guidelines and Section Program Summary

Goal #2 Tract the documents in the Resource Center

Action (Provide what has been accomplished on this goal)

- a. Update any documents that we are responsible for that require revised information.

Stretch Goal Assure documents are revised as a result of actions taken at both the Executive and National Board Meetings

Action (Provide what has been accomplished on this goal)

- a. None at this time.

Budget update

1. 2016 – 2017 Budget: \$0
2. Spent – List items and \$ spent this quarter
3. Current Budget Balance:
4. List any Non-Budget Items that should be considered in the 2016 – 2017 budget

Discussion Items within the Committee

1. None

SOCIETY HISTORY SUBCOMMITTEE

SOCIETY HISTORY

Committee Members

Shirley Stuttler, Chair
Stephen Lester
Charlie Flowe
Sandra Ivory

Date

6/18/2017

Quarterly Report Period Summer - May / June

Motions or Discussions to be brought before the National Board

1. Short version of history from 2008 thru 2017.

Meetings held since the previous Quarterly Report

1. Date: 5/17/2017 Members in attendance - Sandy Ivory, Steve Lester, Shirley Stuttler and In-Coming National President Greg Dutton.

Established Meeting Dates already set before the next Quarterly Report

1. Date: 9/13/2017 Time 1:30 PM

2016 – 2017 Goals with Action Taken to meet those goals

Goal #1 Obtain yearly updates from all Sections.

Action (Provide what has been accomplished on this goal)

- a. All Regions and Sections to submit their updates by January 15, 2018.

- b. Shirley Stuttler will request updates from the Regions and Sections near the end of June this year.

Stretch Goal Prepare the ASHE 60th Anniversary history update for the book in 2018

Action (Provide what has been accomplished on this goal)

- a. All current Regions and Sections updates were reviewed by Steve Lester who forwarded them to Sandy Ivory for her final review.
- b. The past nine year National Board notes and National Past Presidents history will be reviewed by Sandy Ivory and any updates provided to her later.
- c. Anticipate having most of the updates for the booklet done by April 2018 and we will be able to include President Dutton's information.

Budget update

- 1. 2017 – 2018 Budget: Estimate \$4,000**
- 2. Spent – List items and \$ spent this quarter \$0**
- 3. Current Budget Balance: \$0**
- 4. List any Non-Budget Items that should be considered in the 2017 – 2018 budget**
 - a. Final cost will be determined once we know how many pages will be added to the booklet.

Discussion Items within the Committee

Tammy Farrell's Estimate of January 31, 2017:

- 1. A pdf hard copy on the Cloud at no charge.
- 2. Digital edition (like the scanner) at \$5.25/page plus set up in digital software at \$715 = \$2,180 was deleted.
 - a. 200 Pages - (100 Sides; 50th was at 160 Pages = 80 Sides)
100 Books at \$15 Each at a Cost of \$1,500
 - b. 260 Pages - (130 Sides)
100 Books at \$18 Each at a Cost of \$1,800

(These can be distributed to the current Regions/Sections Secretaries and any new Sections.)

- 3. The format will be similar to the original version.

REGIONAL OVERSIGHT COMMITTEE (ROC)

<u>Committee Members</u>	<u>Date</u>	6/2/2017
Stan Harris, Chair	<u>Quarterly Report Period</u>	Summer - May / June
Leigh Lilla (Southeast Region)		
David Greenwood (Mid-Atlantic Region)		
Brian Krul (Northeast Region)		
Alice Hammond, Past Chair (Past Chair)		

Motions or Discussions to be brought before the National Board

1. None

Meetings held since the previous Quarterly Report

1. Date – 5/11/2017 Members in attendance – Harris, Lilla, Greenwood (Ridlen, Shaikh)

Established Meeting Dates already set before the next Quarterly Report

1. Date: TBD Time 4 pm, EDT

2016 – 2017 Goals with Action Taken to meet those goals

Goal #1 Continue to share ideas and things that are working for one Region to the other three Regions

Action (Provide what has been accomplished on this goal)

- a. This is ongoing as committee members share during the committee conference calls.

Goal #2 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.

Action (Provide what has been accomplished on this goal)

- a. No action to date.

Goal #3 Continue to improve communication from National to Region to Sections and vice versa.

Action (Provide what has been accomplished on this goal)

- a. Committee members work to make sure communication from National gets to the correct persons at Regions and Sections and vice versa.

Goal #4 Develop Criteria for National Director Travel Budget

Action (Provide what has been accomplished on this goal)

- a. Travel expense guidelines have been developed and approved by National Board.

Goal #5 Develop Criteria for Regional Grant Program

Action (Provide what has been accomplished on this goal)

- a. Grant program guidelines have been developed and approved by National Board. New guidelines have been sent to Regions for implementation.

- d. Grant Funds distributed to Sections (see attached report)

Stretch Goal Have the Regions be actively engaged in communications between National and Sections.

Action (Provide what has been accomplished on this goal)

- a. Regions regularly reach out to Sections to communicate on such items as officer nominations, award nominations and actions needed by Sections such as quarterly reports.

Budget update

1. **2016 – 2017 Budget:** \$16,000 (\$6,000 Travel by Regional Directors to Section and Regional Director Meetings/ \$10,000 Regional Exposure Funds)
2. **Spent – List items and \$ spent this quarter**
 - a. Director Travel - \$578.89
 - b. Grant Funds - \$0.00
3. **Current Budget Balance:** \$4,132.99 (Director Travel), \$0.00 (Grant funds)
4. **List any Non-Budget Items that should be considered in the 2016 – 2017 budget**

Grant Program information is attached.

GOVERNANCE COMMITTEE

Committee Members

Sam Mody, Chair
Robert Hochevar – Board Liaison
Charlie Flowe
Rodney Pello
David Jones
Calvin Leggett

Date:

6/8/2017

Quarterly Report Period: Summer - May / June

Motions or Discussions to be brought before the National Board

1. Feedback received from the Executive Committee was incorporated into the Committee Report for Goals 1-4 and discussed with the Committee during our 5-31-17 conference call.
2. A list of Board actions have been presented below.

Meetings held since the previous Quarterly Report

1. Date: 5/31/17 Messrs. Flowe, Jones, Leggett and Pello were present during the 1 hour conference call.

Established Meeting Dates already set before the next Quarterly Report

1. Date: 7/7/2017 Time: 3:00 PM Date will be confirmed after the June 18th National Board Meeting.

2016 – 2017 Goals with Action Taken to meet those goals

Goal #1 Improve the engagement of our ASHE Past National Presidents and how can we improve communication and outreach efforts. (100% complete)

Action (Provide what has been accomplished on this goal)

- a. The sitting National President shall continue to explore roles where these individuals can bring value and their institutional knowledge to serve on National committees.
- b. Provide a courtesy invite to Past Presidents who reside close to a National Board meeting venue (i.e. Friday evening dinner and NB meeting)
- c. It was recommended during our 5/31 conference call to update the database and recognize the Past Presidents who are deceased.

d. Action: Submit updated database to Charlie and Shirley by 6/13/17 for use by the National Board.

Goal #2 Establish a new framework, structure and “revised” agenda highlighting future ExCom meetings and National Board meetings/workshop. Critique the format of the May National Board Meeting in Pittsburgh that focused on committees. (100% complete)

Action (Provide what has been accomplished on this goal)

a. Based upon feedback received from the Executive Committee, the Mock Agenda was updated and presented to the Governance Committee for discussion:

- Good information for more efficient/effective National Board meetings in the future. Committee reports have been organized into the following primary 8 headings: Executive, Financial, Operations, Growth, Outreach, Strategic Plan, National Conference and Nominating
- The Student Chapters subcommittee was moved from Outreach to the Growth heading.
- This is strictly a tool which can be utilized by the National President as deemed appropriate.
- The electronic document may be housed on the Cloud.
- We decided not to dissect the Executive Committee agenda at this time. We felt that the National President shall exercise his/her discretion and establish an Agenda that focuses on the priorities and issues facing the organization.
- 1st and 2nd Vice Presidents should be further integrated into the committee structure through the new Governance model.

b. Action: We are seeking approval of the amended Agenda for use at future Board meetings.

Goal #3 Move forward the discussion on Administrative Assistant to the Executive Committee by developing a job description that defines the responsibilities. This role could encompass current duties of the Assistant to the Secretary and also the Assistant to the President plus current administrative roles being accomplished by the National Secretary and National Treasurer. (100% complete)

Action (Provide what has been accomplished on this goal)

a. Based upon feedback received from the Executive Committee, the duties of the ASHE National Administrative Assistant were refined and presented to the GC:

- The verbiage for the current duties of the President’s Assistant were tweaked slightly. Maintaining mailing lists for Section Officers, National Board and National Officers was added to the responsibilities.
- Current duties of the Secretary’s Assistant were amended to reflect database membership reporting.

- Additional “Wish List” duties for the Administrative Assistant were combined to reflect filling this position with a single individual.
- The level of effort for the President’s Assistant and Secretary’s Assistant was updated to reflect historical figures secured from the National Treasurer recorded over the past 3 years. The anticipated effort associated with the Wish List duties was also increased commensurate the position.
- Summarize the figures for all three positions in a more presentable fashion.
- A timeline must be established if and when Shirley and Lynnell may step down from their respective positions and transition the duties to the new individual. The new National Secretary will assume his full-time position at the start of 2018-2019 ASHE calendar year (May, 2018). It is recommended that Shirley and Lynnell would be retained on an “as-needed” basis until the new individual (if hired) is fully operational.

b. Action: We are seeking approval of the job description for the Administrative Assistant to the Executive Committee.

Goal #4 Looking forward to a possible need to increase the National Fee structure provide guidance on the process to gain support of Regions and Sections. (Work-in-Progress)

Action (Provide what has been accomplished on this goal)

a. No update towards this Goal during the quarter.

b. Pending Actions:

- In unison with the Finance committee, provide support to the newly formed Ad Hoc Committee chaired by Past National President Ridlen, with intelligence, discussion summaries and other documentation to support his efforts. Many issues related to our overall financial viability and continued spending controls (i.e. number and location of National Board meetings) will be discussed by this Committee.
- It is my understanding that the Ad Hoc Committee is responsible to present the National Board with their final recommendations by September, 2017.
- The White Paper titled the “Value of ASHE National” will be amended to support the recommendations presented by the Ad Hoc Committee.
- If an increase in the Section dues assessment is the ultimate decision, a strategy on how the message is articulated to the membership will require sensitivity. A detailed “Year-in-Review” white paper with a bullet point summary of our projected expense profile (say over the next 10 years) shall tell the story.
- National shall lead by example and guide the Sections on the structure of their operating account. (1x, 1.5x or 2x of operating expenses)

Stretch Goal The development of guidance for the process of moving toward the hire/retain of a part-time Executive Director.

- Action** (Provide what has been accomplished on this goal)
a. No update towards this Goal during the quarter.

Budget update

1. **2016 – 2017 Budget: \$1,000.00** (Chair to attend two board meetings)
 - a. Chair has utilized teleconference and WebEx technology to conduct business with the Committee.
 - b. Chair attended the **January, 2017** Executive Committee, Workshop and National Board Meetings per discussion with the National President.
2. **Spent – List items and \$ spent this quarter**
 - a. Travel expenses to January, 2017 Meeting (\$487.11)
3. **Current Budget Balance:**
 - a. \$512.89
4. **List any Non-Budget Items that should be considered in the 2016 – 2017 budget to date.**

Discussion Items within the Committee:

1. Await further direction from the National Board for the Governance Committee to proceed in an efficient manner during the 2017-2018 calendar year.

FINANCE SUBCOMMITTEE

Sub-Committee Members

Richard Cochrane, Chair
Donna McQuade
Michael Bywaletz
Richard Meehan
Frank O’Hare, ASHE Treasurer

Date

6/7/2017

Quarterly Report Period Summer - May / June

Motions or Discussions to be brought before the National Board

1. None

Meetings held since the previous Quarterly Report

1. None

Established Meeting Dates already set before the next Quarterly Report

1. Date: To be determined

2016 – 2017 Goals with Action Taken to meet those goals

Goal #1 - Develop strategy to reduce and eliminate deficit spending of the organization. This discussion will address methods to reduce spending.

Action (Provide what has been accomplished on this goal)

- a. Handed to *ad hoc* committee

Goal #2 - Prepare for the National Board a recommended investment policy for ASHE funds and provide the underlying asset risk strategy.

Action (Provide what has been accomplished on this goal)

- a. No change

Goal #3 - Review and recommend methods to improve ASHE handling of finances, i.e. PayPal, financial institution recommendations, treasurer report format, software, etc.

Action (Provide what has been accomplished on this goal)

- a. Quicken Software is working well now, and no changes are recommended

Goal #4 - Develop multi-year operating budgets that integrate strategic plan objectives and initiatives. This will assist with future financial planning with the timeline based upon future changes to ASHE, i.e., increased region responsibility, increased membership, westward growth, dues, sponsorships, etc.

Action (Provide what has been accomplished on this goal)

- a. No action

Budget update

1. **2016 – 2017 Budget:** \$500 (Purchase technology, Attendance by Chair to Board Meetings if requested)
2. **Spent – List items and \$ spent this quarter**
 - a. Nothing spent
3. **Current Budget Balance:** \$500
4. **List any Non-Budget Items that should be considered in the 2016 – 2017 budget**
 - a. None

Discussion Items within the Committee

1. None

PARTNERSHIPS SUBCOMMITTEE

Committee Members

Dawn Fortuna, Chair

Greg Dutton

Stan Harris

Brian Krul (Board Liaison)

Philip Erbland (NACE)

Leigh Lilla (NAWIC)

Jeff DeAngelo (IECA)

Date

5/24/2017

Quarterly Report Period Summer - May / June

Mollie Gosnell (ASCET)
Dawn Fortuna (SMPS)

Motions or Discussions to be brought before the National Board

1. How can this committee effectively support the New Sections Committee, more integration will assist in providing contacts through our partnership relationships? Invites to New Section Conference call might be beneficial. One Phoenix Section member has expressed interest in expanding to Tucson.
2. Brian Krul to finalize partnership with IBC or notify this committee that it isn't moving forward.

Meetings held since the previous Quarterly Report

1. Date – 5/9/2017 Fortuna, Dutton, Lilla, Gosnell

Established Meeting Dates already set before the next Quarterly Report

***It has been determined that bi-monthly meeting will be more effective moving forward.**

1. Date: 7/11/2017 3PM EST
2. Date: 9/12/2017 3PM EST

2016 – 2017 Goals with Action Taken to meet those goals

Goal #1 *Continuing outreach to local sections on the advantages of partnering.*

Action (Provide what has been accomplished on this goal)

- a. Promotion to be done through Region quarter calls.

Goal #2 *Develop an additional teaming partner, potential opportunities exist for:*

- o *The American Society of Certified Engineering Technicians (ASCET)*
<http://www.ascet.org/>
- o *National Association of Environmental Professionals (NAEP)*
<http://www.naep.org>
- o *Women's Transportation Seminar <https://www.wtsinternational.org/>*

Action (Provide what has been accomplished on this goal)

- a. ASCET and ASHE have completed the formal partnership agreement and will be participating in the ASHE National Conference. Mollie Gosnell has accepted the position as liaison to this committee.
- b. Brian Krul and Dawn Fortuna are working toward a potential partnership with ITE.
- c. Dawn Fortuna is reaching out to WTS to begin establishing a relationship.

Goal #3 *Finalize partnership with IBC.*

Action (Provide what has been accomplished on this goal)

- a. This items will be dropped from future minutes due to inaction.

Goal #4 *Continue cross promotion of our organizations at each other's National Conference. Create a more focused approach to what that entails including session speakers, costs and collaboration with National Conference Planners.*

Action (Provide what has been accomplished on this goal)

- e. ASHE exhibited at the National NACE Conference in 2017. Phillip Erbland and Stan Harris will represented.
- f. ASCET and SMPS intends to exhibit at our 2017 National Conference in NYC.

Goal #5 Collaborate with New Sections to leverage our currently partnerships to expand to new geographic areas.

Action (Provide what has been accomplished on this goal)

- d. Dawn Fortuna to meet with New Sections at National Conference to determine who to best assist.

Stretch Goal Double our Partnerships – go from 4 to 8

Action (Provide what has been accomplished on this goal)

- a. ASCET is now a national partner.
- b. Potential partnership with ITE to be determined.

Budget update

1. 2016 – 2017 Budget: \$4,000 (Attendance at Partnering Society Conferences (NACE, ICEA, NAWIC and SMPS) Booth sponsorships at ASHE Conference 4 x \$600. Partnership Chair attendance at one Bd. Meeting)

2. Spent – List items and \$ spent this quarter

- a. NACE-Expenses for Phillip Erbland to attend conference \$272.68.
- b. National-Flight for Dawn Fortuna to attend conference \$598.95.

3. Anticipated Expenditures prior to next quarter

- a. NACE Conference Hotel-(\$600 estimated)
- b. ASHE Conference Booth for SMPS \$600
- c. ASHE Conference Booth for ASCET \$600
- d. ASHE Conference-Lodging for Chair of Partnership Committee to attend board meeting (\$1300 estimated) (portion to be charged to National Member of the year budget)

4. Current Budget Balance: \$2650

5. List any Non-Budget Items that should be considered in the 2016 – 2017 budget

- a. N/A

Discussion Items within the Committee

- 1. The Partnership Committee is looking to be more integrated with New Sections since this may add value to these efforts particularly in the west.

WEBSITE SUBCOMMITTEE

<u>Committee Members</u>	<u>Date</u>	<u>Quarterly Report Period</u>
Thomas Morisi, Chair	6/5/2017	Summer - May / June
Roger Carriker (Board Liaison, Chesapeake Section)		tmorisi@keller-engineers.com carriker@pbworld.com
Frank Bronzo (Cuyahoga Section, Great Lakes Region)		fbronzo@envdesigngroup.com
Craig Rock (Altoona Section, Northeast Region)		crock@keller-engineers.com
Rhys Keller (Mid-Atlantic Region)		rkeller@jmt.com
Mike Sewell (Great Lakes Region)		mike_sewell@gspnet.com
TBD (Southeast Region)		
TBD (Northeast Region)		

Motions or Discussions to be brought before the National Board

- 1. We need an updated copy of the ASHE Map which includes the Bluegrass Section so it can be posted on the website.

Meetings held since the previous Quarterly Report

No formal meetings have been held. To date, the function of the committee has been to respond to requests. It is the hope to change the function once committee members from each Region are established and can bring additional technical expertise to the committee.

Established Meeting Dates already set before the next Quarterly Report

None are scheduled at this time.

2016 – 2017 Goals with Action Taken to meet those goals

Goal #1 Establish Website Committee Chair/Contact at each of the four active Regions by December 31, 2016. We will need assistance from the National Board and the Regions in order to do this. Note that prior requests for these members have been unsuccessful.

Action (Provide what has been accomplished on this goal)

- a. No additional action has been taken on this item. A representative is still needed from the Northeast and Southeast Regions

Goal #2 Perform a comprehensive update of the National Website Guidelines by August 31, 2016. While the current Guidelines are adequate, revisions are necessary to keep up with ASHE's increased use of technology.

Action (Provide what has been accomplished on this goal)

- a. No action taken.

Goal #3 Conduct a review of Section websites for conformance to the National Website Guidelines and notify Sections of deficiencies by July 31, 2016. Note this review is typically conducted annually. A future goal is to shift this duty to the Region.

Action (Provide what has been accomplished on this goal)

- a. Review was completed by July 31, 2016.
- b. The notification of deficiencies was combined with the notification under Goals #4/#5 and sent to the Regional Oversight Committee on August 30, 2016 for distribution to the Regions.

Goal #4 Contact Sections not using the ashe.pro domain by August 31, 2016. At the time of preparation of this report, there are six Sections that are not using the ashe.pro domain. A future goal is to shift this duty to the Region.

Action (Provide what has been accomplished on this goal)

- a. See item b under Goal #3.

Goal #5 Contact Sections that do not have a website by August 31, 2016.

Action (Provide what has been accomplished on this goal)

- a. See item b under Goal #3.

Goal #6 Continue to update/maintain National Website and minimize turnaround on requests to one week where feasible.

Action (Provide what has been accomplished on this goal)

- a. No requests/revisions have been made since the previous report.

Stretch Goal Completely revamp the Website working with the PR committee to make it more presentable to both members and perspective members

Action (Provide what has been accomplished on this goal)

- a. Three proposals have been received for the complete revamp of the website. As summary of those proposals is as follows:
 - TNT Graphics: \$2,600 - \$3,500
 - J. David Productions: \$6,500
 - Prime Design Solutions: \$6,754

Additional information is going to be requested from TNT Graphics. However, all three proposers were providing similar services to ASHE. TNT, being an intricate part of the organization provided discounted services. Although I will be stepping down as Chair of the Website Committee, I will follow through to provide three complete proposals to the incoming Chair. The line item for a new website was removed from the 2017/2018 budget.

Budget update

1. **2016 – 2017 Budget: \$2,600** (By agreement, National pays for Keller's Sponsorship in exchange for Craig Rock's technical support. Attendance by Chair to attend 1 Board Meeting. J.M. Server agreement for 2016-2017 is not a portion of this expense. J.M. Server \$0.00)
2. **Spent – List items and \$ spent this quarter**
 - a. Attendance at October 2016 Board Meeting – \$496.
 - b. An invoice was submitted to the National Treasurer in the amount of \$830 for Keller’s sponsorship at the NY Conference.
3. **Current Budget Balance: \$2,104**
4. **List any Non-Budget Items that should be considered in the 2016 – 2017 budget**
 - a. None

CLOUD SUBCOMMITTEE

<u>Committee Members</u>	<u>Date</u>	3/31/2017	
Richard Cochrane, Chair			Winter - January
Charlie Flowe - (Board Liaison)			
Diane Purdy			
John Caperilla			
Jake Morisi (JM Server Solutions)			

Motions or Discussions to be brought before the National Board

1. None

Meetings held since the previous Quarterly Report

1. None

Established Meeting Dates already set before the next Quarterly Report

1. None

2016 – 2017 Goals with Action Taken to meet those goals

Goal #1 Ensure that everyone who desires cloud access has the appropriate access

Action (Provide what has been accomplished on this goal)

a. Provide Cloud sub-committee chair with rights to add users

b. Follow-up with cloud requests

Status: Users added as requested.

Goal #2 Ensure that the permissions and folder access protocols are correct and allow sections and committees to interact internally and externally as required.

Action (Provide what has been accomplished on this goal)

a. Complete

Stretch Goal Make the Cloud attractive for users to want to utilize its capability

Action (Provide what has been accomplished on this goal)

a. JM Server Solutions to prepare updated user guide (pending)

Stretch Goal Develop a Cloud User group

Action (Provide what has been accomplished on this goal)

a. Donna McQuade has agreed to lead this effort.(pending)

Budget update

1. 2016 – 2017 Budget: \$1,250 (J.M. Server agreement for 2016-2017 is a portion of this expense. J.M. Server \$1250)

2. Spent – List items and \$ spent this quarter

a. \$1,666.67 (Per March 18 Treasurer’s report)

3. Current Budget Balance: \$1,250

4. List any Non-Budget Items that should be considered in the 2016 – 2017 budget

Discussion Items within the Committee

1. Committee Chair Richard Cochrane has the ability to add and modify users and workspaces, and has done so on occasion
2. The National Board has successfully used the Cloud to share documents.

NATIONAL MEMBERSHIP DATABASE SUBCOMMITTEE

Committee Members

Charlie Flowe – Chair

Robert Hochevar

Jake Morisi

Date

6/10/2017

Quarterly Report Period

Summer - May / June

Motions or Discussions to be brought before the National Board

Meetings held since the previous Quarterly Report

1. Date 4/13/2017 Charlie Flowe, Bob Hochevar, Jake Morisi, Larry Ridlen
2. Date 3/2/2017 Charlie Flowe, Bob Hochevar, Jake Morisi, Larry Ridlen

Established Meeting Dates already set before the next Quarterly Report

1. Date: 6/12/2017 4:00 P.M.

2016 – 2017 Goals with Action Taken to meet those goals

Goal #1 Adjust the Data base to meet the needs of end users

Action (Provide what has been accomplished on this goal)

- a. Developed the Region Access capability – Working through a couple of bugs. Plan to roll at the National Conference
- b. Developed bulk electronic input capability. Beta testing ongoing.

Goal #2 Complete the Region access

Action (Provide what has been accomplished on this goal)

- a. Region Access search functions have been added.
- b. Next step is Region Rollout.

Goal #3 Section membership is correct and matches

Action (Provide what has been accomplished on this goal)

- a. Working with Central Florida to resolve roster differences including officers that are not members
- b. North Central West Virginia has officers and unresolved membership discrepancies
- c. Harrisburg has reported roster issues
- d. Still need to resolve Southern New Jersey roster issues

Goal #4 Develop the tools to utilize the option to opt out of receiving the scanner in a hardcopy format

Action (Provide what has been accomplished on this goal)

- a. Completed

Stretch Goal Make the data base more of a collaborative tool but also maintain security

Action (Provide what has been accomplished on this goal)

- a. Beta version is complete
- b. Next steps are testing and rollout

Stretch Goal Have the National Data and Section Data match

Action (Provide what has been accomplished on this goal)

- a. This is very similar to Goal #3. It is a work in progress. We are working Section by Section.

Budget update

1. **2016 – 2017 Budget:** \$1,000 (J.M. Server agreement for 2016-2017 - database is a portion of this expense. See also technology & cloud committees)
2. **Spent – List items and \$ spent this quarter**
3. **Current Budget Balance:**
4. **List any Non-Budget Items that should be considered in the 2016 – 2017 budget**
 - a. Not aware of any at this point.

COLLABORATIONS SUBCOMMITTEE

No report this quarter - information from last quarter remains the same.

NATIONAL PROJECT AWARD SUBCOMMITTEE

Committee Members

Joe Rikk - Chair

Bob Hochevar

Jerry Pitzer

Caroline Duffy

Stan Harris – (Board Liaison)

Date

6/8/2017

Quarterly Report Period

Summer - May / June

Motions or Discussions to be brought before the National Board

1. Subsidy for expenses related to the 2017 Project Awards Program
 - d. Entry fees of \$600 were submitted to the National Treasurer from the NE, SE, and GL Regions representing 100% of expected revenue for the award program.
 - e. A projected subsidy of approximately \$400 will be needed to pay for 5 attendees representing the two winning projects at the Luncheon Honoring Past Presidents and the awards.

Meetings held since the previous Quarterly Report

1. E-mail correspondence with committee members and regions regarding.
2. E-mail correspondence with judges

Established Meeting Dates already set before the next Quarterly Report

There are no scheduled meetings at this time.

2016 – 2017 Goals with Action Taken to meet those goals

Goal #1 Establish to National Project of the Year Program Rules

Action (Provide what has been accomplished on this goal)

- a. Develop the NPAP submission requirements ← Done
- b. Secure approval from the National Board ← Done

Goal #2 Develop advertising program to promote the NPAP

Action (Provide what has been accomplished on this goal)

- a. Prepare advertising flyer to promote the NPAP ← Done
- b. Prepare article for the ASHE Scanner to introduce the NPAP ← Done

Goal #3 Implement the NPAP

Action (Provide what has been accomplished on this goal)

- a. Obtain approval for the NPAP from the Board ← Done
- b. Obtain a commitment from the Board to subsidize the program as needed (Worst case subsidy is approximately \$1,500 which assumes two entries) ← Done
- c. Distribute advertising flyer to the Regions and Sections ← Done

- d. Publish the advertising flyer in the next ASHE Scanner ← Done
- e. Post the advertising flyer on the National website
- f. Contact each Region's and Sections PoY Committee Chair to promote the NPAP ← Done

The following regions submitted project for the Inaugural National Award:

Great Lakes Region – 2 Projects

Northeast Region – 2 Projects

Southeast Region – 2 Projects

- g. Coordinate with the National Conference Committee to present awards at the Luncheon honoring Past President's at the 2017 National Conference ← **In-progress**

- 15 minutes total time slot for award presentations, most likely before the main luncheon speaker
- Committee chair to present awards and read previously submitted project summaries (no presentations or acknowledgments by award winners during the luncheon due to time restriction)

Stretch Goal *N/A*

Action (Provide what has been accomplished on this goal)

Budget update - N/A – NPAP is not in 2016-17 Budget

1. 2016 – 2017 Budget: \$0

2. Spent – List items and \$ spent this quarter

- a. \$200 down payment to Capital Awards for 2017 awards
- b. \$325 registration fees for 5 project award winners

3. Current Budget Balance: N/A – NPAP is not in 2016-17 Budget

4. List any Non-Budget Items that should be considered in the 2016 – 2017 budget

Discussion Items within the Committee

1. Begin developing a guiding document for the NPA program

**ASHE Region Grant Program
2016-2017 Report
June 5, 2017**

Purpose

The purpose of the ASHE REGION GRANT PROGRAM is to provide funding for the following types of activities through the nine Regions:

- Expand and grow our current sections and student sections.
- Start new student sections.
- Increase appropriate representation from all sectors of the transportation industry through membership growth.
- Increase the influence and image of ASHE within the transportation industry.
- Promote educational activities for members from all sectors of the highway industry.
- Promote ASHE through established national, regional and local alliances where appropriate.
- Initiate an appropriate community service project that supports any of the items above.

Eligibility

ASHE National Board Grant monies are allocated to the ASHE Regions. The Regions have the option to use the funds for Region activities or can distribute to ASHE Sections for various events and projects. Grants are not awarded to individuals or non-members. Distribution of funds to Regions will generally be done according to membership percentage.

In order for an ASHE Region to be eligible for the receipt of Grant monies, the Region must have all leadership positions filled, be meeting regularly with both face to face meetings and conference calls and provide quarterly updates of region and section activities to the National Board.

In order for an ASHE Section to be eligible for receipt of Grant monies from the ASHE Region, the Section must have all leadership positions filled, be meeting on a regular basis and be able to demonstrate that sound technical, management and financial practices are being followed.

Limitations

Grant monies shall not be used for the following purposes:

- Annual galas, or other special-event fundraising activities
- Golf outings or other social events
- Capital campaigns/renovation projects
- Debt reduction
- Emergency or disaster relief efforts
- Dissertations or student research projects
- Indirect/administrative costs

- Religious, political or legislative activities
- Loans, scholarships, fellowships, or grants to individuals
- Unsolicited requests for international organizations or programs
- To support institutions that discriminate on the basis of race, creed, gender, or sexual orientation in policy or in practice

Distribution of Funds

The National Board approved the distribution of funds to Regions at its Board meeting in October of 2016 and funds were distributed in November. Funds were distributed as follows:

Great Lakes Region - \$1,400 (includes \$200 for North Central Region)

Northeast Region - \$5,200

Mid-Atlantic Region - \$1,700

Southeast Region - \$1,700 (includes \$100 for South Central and \$200 for Rocky Mountain Regions)

Funds were distributed to various Sections within Regions over the next several months. Attached are reports from the various Sections which received funds. It should be noted that due to the late distribution, in some cases the awarded funds will not be spent until the 2017-2018 ASHE fiscal year.

Respectfully submitted,
Stan A. Harris, PE
Chair -Regional Oversight Committee



G R E S H A M
S M I T H A N D
P A R T N E R S

April 25, 2017

Subject: Middle TN ASHE Grant Awards

Dear ASHE Regional Oversight Committee:

Thank you for awarding the Middle Tennessee Chapter an \$850 Exposure Grant. The funds were used for the following items.

Joint ASHE/TSPE/ACEC Meeting

Information:

- March 2, 2016, 100 attendees (room capacity)
- \$350: Half of Catering Bill (\$779.20) for Joint Session

Description:

Middle TN ASHE hosted a joint ACEC/TSPE/ASHE Meeting on 3/2/17. We had room capacity of 100 in attendance, with the meeting only open to members of these three organizations. By show of hands, 1/3 of those in attendance were non-ASHE members. With the sponsorship, we provided our membership rate to these non-members. Our guest speaker was the ACEC of TN Executive Director to update us on State Government legislation affecting engineers, with an emphasis on transportation related bills. We advertised ASHE membership, our Century Club, our Technical Seminar, and our hosting of 2019 National Convention. This meeting topic enhanced our Political Information Network efforts for our membership while exposing ASHE to a broader group of engineers, improving our recruitment efforts. ACEC's membership of consultant companies enhanced our Century Club recruitment target effort. Our Century Club sponsorships allow us to keep meeting and membership costs low. The grant offset TSPE's and ACEC's higher lunch rates than ASHE's. The grant allowed our members to attend at our standard rate, and promoted our organization to ACEC and TSPE members. We provided a co-sponsorship with ASHE advertising on the meeting PowerPoint presentation, meeting invitation, etc. The catering bill for the meeting was \$708.36/ \$779.20 with tip (receipt attached). We used the grant to assist with the catering bill.

Design Services For The Built Environment

1100 Nashville City Center / 511 Union Street / Nashville, Tennessee 37219-1733 / Phone 615.770.8100 / www.greshamsmith.com



ASHE Regional Oversight
March 7, 2017
Page 2

Committee

Tennessee Engineering Conference Booth

Information:

- September 27-29, 350 (anticipated) attendees at conference
- \$500: Booth at All Engineers Conference

Description:

The Tennessee Engineering Conference is an event co-sponsored by the Tennessee Society of Professional Engineers (TSPE), the Tennessee Section of the American Society of Civil Engineers (ASCE), the Tennessee Section of the American Council of Engineering Consultants (ACEC), and the Structural Engineering Association of Tennessee (SEA). This unified conference will have over 350 attendees from private and government sectors. There will be approximately 30-40 vendors in addition to attendees. This forum provides ASHE an opportunity to re-connect with existing members, foster relationships with other organizations and vendors, and help build a database of potential new members. Since this is a statewide event, the conference will also provide the opportunity for ASHE to gain exposure in areas outside of the Middle Tennessee Region. With event sponsorship, ASHE will have a 10'x10' booth space to prominently display and provide ASHE materials and information. The Middle Tennessee Section will provide volunteer resources to work at the booth and participate in the event.

Sincerely,

A handwritten signature in black ink, appearing to read "Jonathan Storey".

Jonathan Storey, PE, PTOE
2016-2017 Middle TN ASHE President

SJ

Attachment: Receipts

Guest Check

TABLE NO. 100 CHECK NO. 2771-50

ITEMS: BREADS • SOUPS • SALADS • ENTREES • BEVERAGES • DESSERTS

22# Pork	188 10
8# Turkey	92 00
13 1/2 PK'S	35 75
4 1/2# Beans	72 00
2 1/2# Slaw	45 00
• 5 Tray Pudding	120 00
5 swt/2 un	
5 Lemonade	52 23
• 100 P.G.S	25 00
	630 08
TA x	58.28
	688 36
	20 00
	708 36

TAX

Whitt's BARBECUE

5211 ALABAMA AVE.
NASHVILLE, TN 37209
(615) 385-1553

Customer's Order No. _____ Date Mar 2nd 20 17

Name TDOT

Address _____

QUAN.	DESCRIPTION	PRICE	AMOUNT
22#	Pork		188 10
8#	Turkey		92 00
13DZ	Buns		35 75
4g	Beans		72 00
2.5g	Slaw		45 00
5T	Pudding		120 00
12g	Tea/Lemon		52 23
100	PPGS		25 00
	TAX Del		20 00
	TOTAL		708 36

0013900 Rec'd by _____



2017 TN Engineers' Conference Exhibitor Registration Form

WHAT: TN Engineers' Conference
(Annual Meeting & Professional Development Conference of ACEC of TN, TSPE, ASCE, TN Section & TNSEA)

WHEN: September 27-29 2017

WHERE: Music City Center, Nashville, TN

WHY: There will be an opportunity for your company to show your products or services to the professional engineers attending the meetings. Exhibits will be open, September 28, from 8:00 am - 5:00 pm, and during the Welcome Reception, 5:30 pm - 8:00 pm, and on Friday, September 29, from 8:00 - 11:45 am. A six-foot table will be provided for you to set up your display or lay out materials. All electrical and computer hook ups are available through the Music City Center. Forms are available upon request. Please let us know if you need additional exhibit space. The Exhibit Hall will be available for set up at 6:00 pm on Sept. 27th.

SPACE SIZE: 10' x 10'
Exhibitor Set-Up: September 27, 2017, 6:00 pm
Exhibits must be removed by September 29, 2017, 2:00 pm

COST: **\$600 Non-member** (one person)/2nd person \$280.00, 3rd person full registration fee
\$500 ACEC of TN/ASCE TN/TSPE Section Members and Partners (one person), 2nd person \$280.00, 3rd person full registration fee

BENEFIT: You will meet with potential and/or current customers and clients. All breaks and meals will be held in the exhibit hall. Exhibits will be open all day Thursday, Thursday evening during the Welcome Reception, and on Friday 8:00 - 11:45 am.

New this year! All meals & education included in the cost of registration, plus all events will be in the Exhibit Hall **this year!** Exhibitors will receive Program and Signage recognition.

Organization AMERICAN SOCIETY OF HIGHWAY ENGINEERS (ASHE)

Name of Contact/s who will attend Jon Storey

2nd Contact _____ 3rd contact _____

Phone Number 615.770.8177 E-Mail JON_STOREY@GSPNET.COM

Exhibit amount enclosed \$ 500.00

PAYMENT OPTIONS: Pay by check: If paying by check, *please make all checks payable to ASCE TN Section* and mail to ASCE, TN Engineering Center, 800 Fort Negley Blvd, Nashville, TN 37203. You can also fax your registration form to 615-254-1923. Hotel room reservations available at Hyatt Place, Nashville. Call (615) 687-9995, ask for "2017 TN Engineers Conference" Block. On-line registration will be available June 1st.

Questions can be directed to: Judy Logue at (615) 242-2486, jlogue@trec.org

Storey, Jon

From: Judy Logue <JLogue@TNEC.org>
Sent: Monday, April 24, 2017 3:49 PM
To: Storey, Jon
Subject: 2017 TN Engineers' Conference - September 27-29 - Music City Center, Nashville



April 24, 2017

Jon Storey, PE
ASHE

Re: 2017 TN Engineers' Conference - September 27-29 – Music City Center, Nashville

Good Morning Jon~

Hope all is well with you! We are currently planning the upcoming **2017 TN Engineers' Conference** and are excited to once again be at the **Music City Center in Nashville, Tennessee on September 27-29, 2017**. **ASHE** has been an exhibitor and/or sponsor in the past, and we greatly value and appreciate that professional relationship and history!

We are excited to be in Middle Tennessee again for our upcoming 2017 combined conference. The meeting will be centrally located for our members and, as a result, more members will be able to attend, as past attendance numbers have shown. We are extending an invitation to you for your consideration. We have exhibit opportunities available during our conference this September. On Thursday, September 28, from 8:00-5:00 p.m. and 6:00-8:00 p.m. and Friday, September 29th, 7:00 am – 11:45 am vendors will have an opportunity to exhibit services or products to our ACEC of TN, ASCE, TNSEA and TSPE members. Set up for exhibitors will be Wednesday evening at 6 pm on September 27th. The last few years we have followed this exhibitor format and it seems to work well.

New this year, an even larger exhibit area, all meal events included (even TEF Luncheon) and all events will be held in the Exhibit Hall!!! We are trying to increase traffic during the day by having all events and breaks in the Exhibit Hall." You will have a "captive audience!"

I have inserted a link to the [Exhibitor Registration Form](#) for your convenience. Our schedule of events is not finalized yet, but will be published soon. Any company who is at least a Silver Sponsor of the Conference will receive free exhibit space (I have attached a [Sponsorship opportunity](#) list for your convenience). Exhibitors and sponsors will be recognized during the meeting, in the ACEC of TN, ASCE and TSPE newsletters which recap the meeting and on both associations' web sites.

If you would like to be a presenter, please download the [Call for Presentations](#). If you have questions about presenting, contact [Monica Sartain](#) for details.

To give you ample time to review the attached materials, I will follow up with you soon. If in the meantime you have any questions, please feel free to contact me at 615-242-2486 or jlogue@tnec.org. If you already know you are interested in sponsoring or exhibiting, just email, or fax your form. Fax number is 615-254-1923. Online Registration will be available June 1st.

Thank you for your time and consideration! I look forward to discussing this opportunity with you soon.

Judy Logue

Manager of Member Services

TN Society of Professional Engineers | American Council of Engineering Companies of TN

TN Engineering Center | 800 Fort Negley Blvd. | Nashville, TN 37203

(P) 615.242.2486 | (F) 615.254.1923 | www.tnspe.org | www.acectn.org

Follow us on...





(Year Term) **Region/Section Grant
Fund Request**

Region or Section Requesting Funds: Central Florida Section

Contact Person: Sunserea Dalton ASHE Position: Section President Phone: 321-279-7566 (Cell)

Email: sunserea.dalton@ch2m.com Mailing Address: 12701 Lakebrook Drive Orlando, FL 32828

Total Amount requested from Region: \$450

Additional Funding Provided by: Central Florida Section Amount \$250

Describe how the funds will be used (event/activity name): University of Central Florida (UCF) Student Section Career Development Seminar (April 2017). This event would involve mini-sessions on various career development topics including resume development, interview skills, professional development opportunities, etc. and will be located at the UCF College of Engineering. The UCF Faculty Advisor recommended this event and the Central Florida Section will host and organize. The funds will be used to provide refreshments and professional speakers to encourage large attendance and recruitment of student membership.

Background:

After several Board requested meetings and communications with UCF over the past year, the Central Florida Section has accomplished tremendous progress with re-establishing the UCF Student Section. In November 2016, the monthly ASHE Central Florida Section Board meeting was held at UCF in coordination with Professor Naveen Eluru, UCF ASHE Student Section Faculty Advisor. UCF new student leadership was introduced and we discussed goals for the 2016-2017 Academic Year including establishing a student membership recruitment process for both undergraduate and graduate students, recruiting student leadership for the 2017-2018 academic year for continuity, scheduling 1-2 events in the Spring 2017 semester, and regular communications with the Central Florida Section Board. UCF noted that the Section's goals to re-establish the UCF Scholarship and monthly Student meetings were best planned for 2017-2018 after initial momentum is realized this year. As a result, the first event is scheduled for February 2017, and will involve a Technical Session at UCF sponsored by ASHE Central Florida and involving a presentation from Loreen Bobo, FDOT District Five I-4 Ultimate Construction Program Manager.

Date of event or date funds will be used: by April 30, 2017

Is this a one time opportunity or a recurring activity/event? one-time opportunity

Will participation be possible if the full amount requested is not granted? Yes, we will reduce speaker costs.

If yes, what is the minimum amount that can be utilized? \$ 250 (refreshments)

Please explain in detail how participation in this event or activity will promote the society and/or the highway industry or how past grant monies have increased membership. (Additional sheets, diagrams and photos may be attached.)

The funding will achieve ASHE National's goal to expand and grow our current student sections. UCF is currently the 2nd largest university in the nation and a strong UCF Student Section will bring additional exposure to ASHE and fulfill ASHE National's goal to host activities aimed at recruiting younger members. The ASHE Central Florida Section has made tremendous progress over the past two years in re-establishing the UCF Student Section, requesting a Faculty Advisor, hosting strategic meetings with UCF, encouraging the recruitment of student leadership and developing a program schedule for the 2016-2017 Academic Year. This event will capitalize on this momentum and provide an opportunity for additional expansion of the UCF Student Section.

Is participation in this event or activity expected to help grow ASHE by (mark all that apply)

Yes Increasing membership in an existing Section? *Section name:* ASHE Central Florida

No Expand the society into new geographical areas? *Where:* _____

Yes Providing a new service or improving an existing service to ASHE members? Expand and retain membership strength and viability consistent with ASHE National's Strategic Plan and the corresponding action to develop specific outreach programs for membership growth and retention of students

Describe what and how other organizations, if any, will be participating in this event or activity? None; ASHE-focused for expansion of ASHE Student Section

Who will be submitting a report to the National Board on how the grant funding was used after the event/activity?

Scott Perfater, ASHE Central Florida UCF Student Section Lead and Central Florida Section Director/Past President will submit a report to the SE Region and the SE Region will submit a report to National.

Submittal Instructions

E-mail

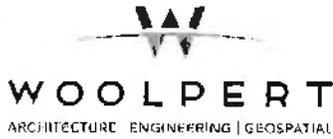
- 1) This completed application and,
 - 2) Supporting information
- in pdf file format **on or before October 31**

Submit application/information to the Region President and Secretary.

The e-mail must contain the contacts name and telephone number.

Applications received will be acknowledged as received within 48 hours by the Secretary via e-mail. This acknowledgment does not represent approval of the application by the Region.

Grant Funds, if approved, will be sent directly to the Section Treasurer.



May 16, 2017

ASHE
Great Lakes Region
Exposure Funds Report

To: Caroline Duffy, Region President

Cc: Stan Harris
Julie Burkert

For the 2016 – 2017 fiscal year ASHE National awarded The Great Lakes Region \$1,400 In Exposure Grant funds. The Great Lakes Board solicited the Sections within the region to submit applications for these funds. Four applications were received. After review and scoring of the applications the following awards will be made to the sections.

Derby City	\$400
Central Ohio	\$200
Lake Erie	\$400
Triko Valley	\$400

Each Section will be required to submit a report on how the fund were spent, to be eligible to receive funds in the future.

Please contact me using the following information if you have any questions.

Ronald K. Mattox, P.E.

Woolpert
1 Easton Oval, Suite 310
Columbus, Ohio 43219
614-827-6118
Ron.mattox@woolpert.com

Woolpert, Inc.
One Easton Oval, Suite 310
Columbus, OH 43219-6062
614.476.6000



(2017 Winter) Region/Section Grant Fund Request

Region or Section Requesting Funds: Central Ohio

Contact Person: Mike Taricska ASHE Position: Secretary Phone: (614) 459-2050

Email: mike.taricska@burgessniple.com

Mailing Address: 5085 Reed Road, Columbus, OH 43220

Total Amount requested from Region: \$ 400

Additional Funding Provided by: Central Ohio ASHE Amount \$ _____

Describe how the funds will be used (event/activity name): Funds requested for updates to the section's booth and Highway Club banner, which is used as a marketing activity during the Ohio Transportation Engineering Conference (OTEC)

Date of event or date funds will be used: October 2017

Is this a one time opportunity or a recurring activity/event? Recurring event (annual)

Will participation be possible if the full amount requested is not granted? Yes

If yes, what is the minimum amount that can be utilized? \$ Any amount

Please explain in detail how participation in this event or activity will promote the society and/or the highway industry or how past grant monies have increased membership. *(Additional sheets, diagrams and photos may be attached.)*

The Central Ohio ASHE Section typically receives its greatest amount of exposure during OTEC. OTEC typically attracts the most transportation engineers than any other conference. The Booth and banner that need to be updated yearly with any changes to the section's board and corporate sponsors. Our section also hosts a luncheon during OTEC, and this booth helps to promote attendance at this luncheon as well.

Is participation in this event or activity expected to help grow ASHE by *(mark all that apply)*

Increasing membership in an existing Section? Section name: Central Ohio ASHE

Expand the society into new geographical areas? Where: _____

Providing a new service or improving an existing service to ASHE members? _____

Describe what and how other organizations, if any, will be participating in this event or activity?
Typically, all other large transportation and civil engineering professional organizations host a

luncheon and display a booth during OTEC. Other organizations include WTS, ASCE and Engineer's Club.

Who will be submitting a report to the National Board on how the grant funding was used after the event/activity?

Mike Taricska

Submittal Instructions

E-mail

- 1) This completed application and,
- 2) Supporting information
in pdf file format **on or before October 31**

Submit application/information to the Region President and Secretary.

The e-mail must contain the contacts name and telephone number.

Applications received will be acknowledged as received within 48 hours by the Secretary via e-mail. This acknowledgment does not represent approval of the application by the Region.

Grant Funds, if approved, will be sent directly to the Section Treasurer.



(2016-2017) Region/Section Grant
Fund Request

Region or Section Requesting Funds: Derby City

Contact Person: Tim Robinson ASHE Position: President Phone: 502-489-8484

Email: trobinson@grwinc.com Mailing Address: 9710 Bunsen Parkway, Louisville, KY 40299

Total Amount requested from Region: \$750

Additional Funding Provided by: Derby City Section Amount \$ Approximately \$900

Describe how the funds will be used (event/activity name): Hospitality Suite at the 2017 KYTC/FHWA/ACEC-KY Partnering Conference – Snacks and refreshments are served at a suite in the conference hotel with door prizes and socializing.

Date of event or date funds will be used: September 2017

Is this a one time opportunity or a recurring activity/event? Annual Event

Will participation be possible if the full amount requested is not granted? YES

If yes, what is the minimum amount that can be utilized? \$600

Please explain in detail how participation in this event or activity will promote the society and/or the highway industry or how past grant monies have increased membership. *(Additional sheets, diagrams and photos may be attached.)*

The Derby City Section uses the Partnering Conference Suite as its primary tool to raise awareness about ASHE both locally and nationally. Several of ASHE Derby City's current members initially learned of the group through this event. Additionally, the event has been used to help establish contact with potential Bluegrass Section members in the Lexington and Frankfort area, as professionals from the entire state (more than 600) are at the conference.

Is participation in this event or activity expected to help grow ASHE by *(mark all that apply)*

Increasing membership in an existing Section? Section name: Derby City

Expand the society into new geographical areas? Where: Bluegrass (Lexington/Frankfort)

Providing a new service or improving an existing service to ASHE members? _____

Describe what and how other organizations, if any, will be participating in this event or activity?

Who will be submitting a report to the National Board on how the grant funding was used after the event/activity?

Jon Berry, Treasurer

Submittal Instructions

E-mail

- 1) This completed application and,
- 2) Supporting information
in pdf file format **on or before October 31**

Submit application/information to the Region President and Secretary.

The e-mail must contain the contacts name and telephone number.

Applications received will be acknowledged as received within 48 hours by the Secretary via e-mail. This acknowledgment does not represent approval of the application by the Region.

Grant Funds, if approved, will be sent directly to the Section Treasurer.



ASHE
National Board

2017 Region/Section Grant Fund Request

Region or Section Requesting Funds: Lake Erie Section

Contact Person: Jamie Scott ASHE Position: Lake Erie Section President Phone: 440-934-7878

Email: jscott@bramhall-engineering.com Mailing Address: 801 Moore Road, Avon, OH 44011

Total Amount requested from Region: \$ 1,000

Additional Funding Provided by: _____ Amount \$ _____

Describe how the funds will be used (event/activity name): To defray the costs for students to attend our first meeting of the season and/or for registration costs for a career fair at Case Western Reserve. The award of these funds will help continue the momentum created from the funds awarded last year in building more longstanding relationships with local universities. See attached photos.

Date of event or date funds will be used: February 2017 and/or September 2017

Is this a one time opportunity or a recurring activity/event? Recurring event

Will participation be possible if the full amount requested is not granted? Most likely, may need to limit participation.

If yes, what is the minimum amount that can be utilized? \$ 500

Please explain in detail how participation in this event or activity will promote the society and/or the highway industry or how past grant monies have increased membership. *(Additional sheets, diagrams and photos may be attached.)*

The Career Fair is an event held in mid-February. Civil Engineering students from Case Western Reserve University, Cleveland State University, and Akron University all gather in CWRU's Thwing Ballroom to showcase their skills in front of several potential employers looking for both full time employees and interns. Funds would be used for registration costs for a booth and Section representatives to attend.

The Lake Erie Section traditionally kicks off the season with a "State of ODOT" meeting that usually draws a substantial attendance to hear the District Deputy Directors speak. This past year, the Section was awarded grant funds for a lunch time event held at Cleveland State University. The event was a success with over 30 students and faculty members in attendance, in addition to other ASHE members and non-members; as a result, the Section received its first student member. The grant funds will be used to host a similar event in September 2017. The money will go towards food and venue rental and will cover student attendance costs. Faculty at CSU are receptive to building a relationship with ASHE Lake Erie and are encouraging their students to attend events.

Is participation in this event or activity expected to help grow ASHE by *(mark all that apply)*

Increasing membership in an existing Section? *Section name:* Lake Erie Section

Expand the society into new geographical areas? *Where:* Student Sections

Providing a new service or improving an existing service to ASHE members? Providing a forum for students and professionals to network and build relationships

Describe what and how other organizations, if any, will be participating in this event or activity?

No other organizations except Cleveland State University and Case Western Reserve University. Previously CSU participated by offering students an incentive to attend event.

Who will be submitting a report to the National Board on how the grant funding was used after the event/activity?

Section President or Secretary

Submittal Instructions

E-mail

- 1) This completed application and,
- 2) Supporting information
in pdf file format **on or before October 31**

Submit application/information to the Region President and Secretary.

The e-mail must contain the contacts name and telephone number.

Applications received will be acknowledged as received within 48 hours by the Secretary via e-mail. This acknowledgment does not represent approval of the application by the Region.

Grant Funds, if approved, will be sent directly to the Section Treasurer.

ASHE Grant Funds at Work
ASHE Lake Erie Partnering with Cleveland State University and ODOT
for the
"State of ODOT" Lunch Event



**Bringing more than 70 professionals
and 30 students together.
Exposing students to the highway
industry.**



ASHE[®]
Lake Erie



September 20, 2016
Fenn Hall
Washkewicz College of Engineering



(2017) Region/Section Grant Fund Request

Region or Section Requesting Funds: TRIKO VALLEY

Contact Person: Aaron J. Muck ASHE Position: Board of Directors – 3rd Year Phone: (513) 612-9051

Email: aaron.muck@terracon.com Mailing Address: 611 Lunken Park Drive, Cincinnati, OH 45226

Total Amount requested from Region: \$500.00

Additional Funding Provided by: None Amount \$ 0

Describe how the funds will be used (event/activity name): A Region/Section Grant is being requested to support interaction and initiation of a student chapter at the University of Cincinnati and Northern Kentucky University.

Student membership within the TRIKO Valley section remains stagnant. While efforts were made in 2015 and 2016, continued exposure is needed with the local academic faculty and students. ASHE and the benefits of an ASHE Student Chapter were presented on two occasions to transportation-focused students at the University of Cincinnati in 2015. The University of Cincinnati's Dr. Jonathan Corey has attended several ASHE general section meetings in 2016. The TRIKO Valley board supports and desires to couple regional academic faculty focusing on transportation-related curriculum and transportation-minded students with active ASHE professionals. We have recently been in contact with faculty at Northern Kentucky University and there is interest in the possibility of an ASHE student chapter. In addition to the University of Cincinnati, goals for 2017 include initiating further discussions/meetings with faculty and students at Northern Kentucky University. Other regional opportunities include Cincinnati State and the University of Dayton. Exposure funds would be used to support our efforts in initiating the development of active student chapters at these regional colleges/universities.

The purpose of the fund request is to offset costs associated with promotion of ASHE within the area of student membership. Funds are anticipated to be used for promotional materials, printing costs, and other expenses used to expose ASHE through our engagement with the local faculty and students.

Date of event or date funds will be used: TBD

Is this a one time opportunity or a recurring activity/event? One-time kickoff meeting with the goal of regular future meetings.

Will participation be possible if the full amount requested is not granted? Yes, but involvement and impact would be reduced.

If yes, what is the minimum amount that can be utilized? \$ 250.00 (estimated)

Please explain in detail how participation in this event or activity will promote the society and/or the highway industry or how past grant monies have increased membership. *(Additional sheets, diagrams and photos may be attached.)*

With a current general membership of nearly 200, the TRIKO Valley section continues to prosper across the region of southwest Ohio, northern Kentucky, and southeast Indiana. The strength of our general membership provided the opportunity and resources to serve beyond ourselves and provide great exposure for ASHE within the regional schools. Starting in 2015, our relationship with civil/transportation professor Dr. Jonathan Corey at the University of Cincinnati has grown. Dr. Corey attends TRIKO Valley section meetings and section representatives have presented ASHE to two of Dr. Corey's classes at the University of Cincinnati. In 2015, grant money was used to cover costs of preparing materials and offering snacks and drinks to the attendees. In addition to future opportunities at the University of Cincinnati, grant funds in 2017 will be used to expand ASHE's exposure at Northern Kentucky University. The goal of our continued relationship with the University of Cincinnati and development at Northern Kentucky University is to build ASHE's relationship and exposure to students, with the ultimate goal of initiating an ASHE student chapter. The engagements and interaction with current ASHE TRIKO Valley members with the University of Cincinnati and Northern Kentucky University will continue to expose ASHE and promote the highway industry overall.

Is participation in this event or activity expected to help grow ASHE by *(mark all that apply)*

Increasing membership in an existing Section? *Section name:* TRIKO Valley

Expand the society into new geographical areas? *Where:* There are currently no ASHE student sections in the TRIKO Valley region. The initiation of a student chapter would expand ASHE from the professional to the academic realms and serve as a bridge between the two.

Providing a new service or improving an existing service to ASHE members? Improved opportunity for student interaction (student chapter) with the members of the ASHE TRIKO Valley professional group.

Describe what and how other organizations, if any, will be participating in this event or activity? Teachers/faculty from the University of Cincinnati and Northern Kentucky University would participate in the presentations and directly engage with students desiring to learn more about establishing an ASHE student chapter. Their participation would be critical in championing the student chapter at their respective school.

Who will be submitting a report to the National Board on how the grant funding was used after the event/activity?

Aaron J. Muck (refer to contact information above)

Submittal Instructions

E-mail

- 1) This completed application and,
- 2) Supporting information
in pdf file format **on or before January 6**

Submit application/information to the Region President and Secretary.

The e-mail must contain the contacts name and telephone number.

Applications received will be acknowledged as received within 48 hours by the Secretary via e-mail. This acknowledgment does not represent approval of the application by the Region.

Grant Funds, if approved, will be sent directly to the Section Treasurer.

**Chesapeake Section Attends Maryland Quality Initiative Conference
January 25-26, 2017 – Baltimore, Maryland**

***Report for Region-Section Grant Program
April 17, 2017***



ASHE Chesapeake members attended and sponsored a booth at the 2017 MdQI Conference in Baltimore, MD. Pictured from left to right: Dion Ho, Vice President, Brian Post, Past President, and Heather Henck, President

The ASHE Chesapeake Section attended the Maryland Quality Initiative (MdQI) conference in Baltimore, MD on January 25-26, 2017. More than 850 professionals attended the 24th annual conference, which featured 27 technical sessions presented on a variety of transportation related topics over the two-day forum. Other conference activities included the mouse-trap car competition and the annual pinewood derby races. The conference concluded with an awards banquet and the project awards of excellence ceremony.

This annual conference provides attendees many opportunities to share ideas, technologies, current trends and projects associated with our transportation industry. It was a great forum for ASHE to promote itself to new members and foster existing relationships with our industry partners. Conference attendees included federal, state and local governments, contractors, vendors and consultants. The Chesapeake Section sponsored a booth to promote ASHE and its local, regional and national activities. Chesapeake Section members who staffed the booth spoke with attendees about the benefits of being an ASHE member and promoted upcoming events.

The \$850 provided by the Region-Section Grant funds were used towards the cost of the booth (\$950) and giveaways (approx. \$700). This year's booth giveaway, ASHE logo pens with laser pointers, were a big hit with conference attendees. ASHE Chesapeake also purchased four Yeti Tumblers, marked with the ASHE Logo, as giveaways in a drawing at the end of the conference. Attendees needed to leave behind a business card to be eligible to win one of the Yeti Tumblers. Obtaining business cards via a drawing allows us to expand our mailing list to reach more professionals in the region with event announcements.

We greatly appreciate the support that the Region-Section Grant provides in offsetting our costs for participation at MdQI. It was another successful year at MdQI for the Chesapeake Section. For more information about MdQI, visit their web site at <http://mdqi.org/>.

Harris, Stan

From: Jessup, Sean <SJessup@moffattnichol.com>
Sent: Tuesday, May 30, 2017 6:09 PM
To: Greenwood, David A; Johng.harman@vdot.virginia.gov
Cc: Carriker, Roger; BReed@jmt.com; Mike Prezioso
Subject: RE: ASHE Grant Program

Dave,

We have designated the money for the VDOT Hampton Roads Transportation Expo that will take place in November. We're going to sponsor the Silver Lunch for \$1000; the grant was a check for \$850 and ASHE GHR was going to pay the \$150 difference. We won't have a receipt until we get closer to the event though.

Do you need official documentation or is this email sufficient?

Regards,

Sean Jessup, P.E.
Moffatt & Nichol

Creative People, Practical Solutions.™

From: Greenwood, David A [mailto:greenwoodda@cdmsmith.com]
Sent: Tuesday, May 30, 2017 4:07 PM
To: Johng.harman@vdot.virginia.gov; Jessup, Sean <SJessup@moffattnichol.com>
Cc: Carriker, Roger <Roger.Carriker@wsp.com>; BReed@jmt.com; Mike Prezioso <mprezioso@mbpce.com>
Subject: ASHE Grant Program

Sean/John: My understanding is that the GHR section received a check as a part of the ASHE National Grant Program. As a part of this program, the section is asked to provide a report on how the money was used. Please follow-up asap with the appropriate person to provide this response. Thank you.

Dave

David A. Greenwood, P.E.
National Director, Mid-Atlantic Region



American Society of Highway Engineers
410-227-8680 (cell)
<http://www.ashe.pro>

ASHE Northeast Region

Region Exposure Money Committee Meeting

March 1, 2017

ASHE National has allocated \$5,200 for grant money for the Northeast Region. Twelve Sections from the Northeast Region submitted requests totaling \$12,610 for the Northeast Region's Grant funds. The following is a summary of the requests and the decisions of the Committee.

1. Albany requested \$450 for an exhibit space at the Engineers Week celebration and educational event in Albany, NY.

The Committee approved \$450 for this request.

2. Altoona requested \$1,000 to subsidize a joint dinner meeting with the University of Pittsburgh - Johnstown to encourage their future participation in ASHE, \$450 for the room rental, and \$380 to subsidize 20 students at \$19 each.

The Committee approved \$250 for the room rental and \$250 for the student subsidy.

3. Central New York requested \$500 for partial sponsorship (total cost of \$1,500) of the statewide conference on local bridges.

The Committee approved \$500 for the sponsorship.

4. Clearfield requested \$350 for operating costs to put on a workshop with PennDOT, \$125 for an initial meet and greet pizza event, \$125 to subsidize students at meetings and \$500 for a booth at career day at Penn State.

The Committee approved \$200 for the workshop and \$300 for the booth.

5. Delaware Valley requested \$300 for volunteers for Adopt-A-Highway, \$250 to subsidize an event with Secretary Richards, \$450 for young members events and \$975 for room rental for technical sessions.

The Committee approved \$200 for the young member events and \$300 for the technical sessions.

6. First State requested \$700 for a regional student chapter conference.

The Committee approved \$500 for the conference.

7. Harrisburg requested \$655 for an exhibit at the APC conference in Harrisburg.

The Committee approved \$500 for the exhibit.

8. Mid Allegheny requested \$1,500 to subsidize attendance at a meeting with Secretary Richards.

The Committee did not approve this request.

9. North Central New Jersey requested \$1,200 to be a sponsor of the middle school New Jersey Future Cities competition and to provide ASHE branded merchandise for distribution and awards.

The Committee approved \$250 for the branded merchandise.

10. Northeast Penn requested \$400 to subsidize students at dinner meetings and \$300 to sponsor a bridge building competition.

The Committee approved \$400 for the dinner meeting subsidy and \$100 for the bridge building sponsorship.

11. Pittsburgh requested \$400 for partial payment of the annual dues for membership in the Construction Legislative council (CLC), \$200 to sponsor the local future cities competition, and \$150 for ASHE branded merchandise to distribute at high school outreach programs and \$250 to subsidize young member events. The CLC meets with legislators and public officials to advocate the build environment with an emphasis on transportation.

The Committee approve \$400 for the CLC dues and \$100 for the young member events.

12. Southern New Jersey requested \$500 to subsidize students at chapter functions and \$500 to fund the start up of a student chapter

The Committee approved \$500 for the student chapter start up.



ASHE-Altoona Section Grant Fund Report

The ASHE Altoona section requested Grant funds for their January 18, 2017 event held with Engineering students at the University of Pittsburgh at Johnstown. 58 consultants, state employees, and engineering students attended the event which included a social hour for students to hand out resumes and meet with potential future employees, a dinner, and a presentation on autonomous and connected vehicles in the future of transportation. Having an event with the students introduces them to the ASHE organization and it's benefits to them as professionals. Students from the event have applied to either become student members, applied for our scholarships, or have become members after starting their career in the engineering field. This university is also considering a student chapter of ASHE. This event also benefits the students by exposing them to up and coming topics in engineering, networking with peers, and exposure to potential future employers.

A handwritten signature in black ink that reads "Kristen Swan". The signature is written in a cursive, flowing style.

Kristen Swan
President
ASHE-Altoona Section



2016-17 Region /Section Grant Fund Report

April 24, 2017

Central NY Section

The date of the event that the Grant Funds will be used for is October 24-26, 2017. Therefore, the Central New York Section cannot provide a report on the effectiveness of the grant. However, we anticipate membership increasing because of the event.

Last year's conference drew 358 State and Municipal employees, consultants and professionals, vendors, and contractors to the 3-day conference for planning, design, construction, and maintenance of local bridges in New York State.

Last fall, Central NY and Albany Sections set up an ASHE Booth at the 2016 conference and distributed over 100 membership applications along with ASHE promotional literature.

The Central NY Section, residing in the location of the Conference, had an increase in membership, but we cannot attribute the increase to the conference because we did not track the applications provided at the conference.

Interim activities for this year's conference include our President's participation on the Steering Committee and attending a coordination meeting on January 19th. He or the incoming President will be attending another Steering Committee meeting on June 27th.

This conference in the past has been sponsored by:

- Cornell Local Roads Program
- The New York State Department of Transportation
- FHWA
- New York State County Highway Superintendents Association
- Association for Bridge Design and Construction, Western and Eastern Chapters
- ACEC American Council of Engineering Companies
- ASHE Central NY and Albany Sections

We anticipate members from these organizations to become members of ASHE.

Respectfully Submitted,

Ron Centola, PE

President Central NY Section

Delaware Valley Section of the American Society of Highway Engineers

Region Exposure Money Report Technical Sessions Committee

April 12, 2017

The Delaware Valley Section's Technical Sessions Committee was awarded \$300 in grant monies from the Northeast Region.

The funds were used to rent the room used for a Technical Session on February 15, 2017. The session was entitled Engineering Ethics and occurred at the Radisson Hotel in King of Prussia, PA. This Technical Session provided 2 PDH's and also assisted members who needed professional development hours, specifically in Ethics, for the renewal of their New Jersey and/ or Delaware PE Licenses. Pennsylvania does not have a specific Ethics PDH requirement; however, these PDH's were applicable towards the 24 PDH overall requirement for each two year licensing period.

Approximately, 70 people attended the Technical Session and, of that number, approximate 80% were existing members. These sessions are free for ASHE Del-Val members and cost \$40 for non-members. This discount has encouraged several professionals to join our Section, so that (on an annual basis) they can only spend \$75 for membership (only \$50.00, if renewing), instead of \$120 to attend the three technical session which occur each season (namely, November, February, and April). In the month of February 2017 alone, we increased our membership by 6, and historically, we increase our membership by between 5-10 new members each time we hold a Technical Session.

The room rental was \$323.30, so the entire grant went to this one Technical Session.

American Society of Highway Engineers



First State Section

Use of Northeast Region Exposure Funds Student Chapter Conference

Regional Student Chapter Conference. First State Section applied for these funds on behalf of the National Student Chapter Committee, which is the planning entity for this event. The National Student Chapter Committee believes that the students from now established student chapters at Rowan University (South New Jersey Section), Temple University and Widener University (Delaware Valley Section), University of Maryland and Morgan State University (Chesapeake Section), and University of Delaware (First State Section), as well as potentially other students farther removed, would benefit from a regional conference in Newark, Delaware (UD's campus) to network, share ideas and successes, hear from professional speakers, and learn more about ASHE professional membership upon graduation.

Originally scheduled for Spring 2017, student input strongly suggested moving to the Fall to avoid conflict with ASCE competitions and other dominant spring events. The current target is September or early October and the Committee received permission to defer execution of funds until that time.

- The details are still being worked out, the most critical being the alignment of a suitable venue in Newark, Delaware with a date in either late September or early October. We should have that nailed down in the next month.
- The number of participants will have to be constrained a bit, due to funding limitations – we had planned for 60 participants, but may have to pull back to 50 unless we secure additional funding.
- As stated in the application, we anticipate that the exposure will result in a greater number of students converting to professional membership in ASHE, particularly in the regional Sections this event will influence – e.g., First State, Delaware Valley, Chesapeake, Southern New Jersey, etc.
- We can submit a final report by the end of October.

At least six student chapters now exist within 50 miles of the University of Delaware campus in Newark, Delaware at this time and most of them are relatively new. ASHE@UD is the most mature student chapter, having been formed in 2009 and remaining robustly active since; the experiences at UD have been influential on the development of other area student chapters they are now, in turn, beginning to develop new activities and strategies that are influencing the UD students. This is an opportunity to enhance the energy of students, particularly their leadership, by bringing them together for networking, sharing of ideas, and hearing from ASHE professionals. We believe this could leverage the value of individual student chapters and increase the likelihood that current students will become professional members upon graduation.

The Committee believes that the event will leverage ASHE's visibility and potentially increase membership in at least First State Section, Delaware Valley Section, South New Jersey Section, and Chesapeake Section. However, we also anticipate it may assist in the expansion into new geographical areas, since some of these students will be relocated upon graduation to other areas of the country where

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2017 Exposure Funds - First State Section

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Attn: Jerry Pitzer

Subject: NCNJ Section Exposure Funds Activity Report

On Saturday January 14, 2017 four members of the ASHE North Central New Jersey board (Jonathan Brunkhorst, Greg Kuczynski, Larry Kern, and Tom DiChiara) attended the New Jersey Regional Future City Competition held at Rutgers University. The Future City Competition is a national project-based learning experience where students in 6th, 7th, and 8th grade imagine, design, and build cities of the future.

As part of our "Platinum"-level sponsorship, board members manned a booth in the "Meet the Professionals" room from 9:00 AM to 5:00 PM. The approximately 300 students participating in the competition were broken up into smaller groups and sent into the room for 30 minute blocks throughout the day. Board members took the opportunity to explain what ASHE is and does, as well as generally promote the highway engineering field. Two laptops were setup showcasing videos of several notable New Jersey projects. Students were offered ASHE promotional items, of which very few were left at the end of the day. Overall, this event was a great opportunity to promote ASHE and hopefully inspire students to consider a future career in highway engineering.



North East Penn Section
c/o Mrs. Jaime Volonakis
Pennoni
672 North River Street, Suite 313
Plains, PA 18705

Grant Fund Reporting – ASHE North East Penn Grant Request #1

We were awarded a \$100 grant to sponsor the Northeast Pennsylvania Regional Bridge Building Competition. We will not be spending the funds by May 31, 2017. ASHE North East Penn sponsored the event in February 2017 but used funds received from the previous Exposure and Grant Money program for that sponsorship. We anticipate once again sponsoring the competition in Feb 2018 at the Sustaining Event sponsor level and will use the grant money at this time. For the \$100 sponsorship, a small logo is placed on event material and we are given a half page advertisement in the program booklet. See sample of this year's advertisement below:



**Congratulations to
the students in this
year's competition!**

**The North East Penn Section of the American Society of
Highway Engineers is proud to support the 2017
Regional Bridge Building Competition.**

**High school and college students interested in careers in
the engineering field are welcomed to attend our
monthly meetings at no cost. Please visit our website
below to learn more.**

www.ashenepenn.org

Board Members Michelle Price and Robert Naugle and three additional members of our section volunteered as judges for the 29th Annual Northeast Pennsylvania Regional Bridge Building Competition on Saturday, February 11, 2017. This competition encourages secondary students to explore and consider careers in Science, Technology, Engineering, and Mathematics (STEM). The object is to design, construct, and test the most efficient bridge based on the actual bridge mass and load carrying capacity. Students in grades 9-12 from 18 counties in the northeastern part of the state are eligible to participate.

The North East Penn Section promoted the society by making young students aware of our organization. Through the advertisement we made high school and college students who are interested in careers in the engineering field aware of how they are welcomed to attend our monthly meetings free of charge. Our members who volunteered had the opportunity to discuss the local chapter and explain the mission



North East Penn Section
c/o Mrs. Jaime Volonakis
Pennoni
672 North River Street, Suite 313
Plains, PA 18705

to interested students. We anticipate providing a similar number of volunteers and similar ad in February 2018 using the grant funds. Through our annual support of and regional alliance with this competition we hope to attract younger members and students to our Section.

Thank you for the Grant we look forward to spending it in February 2018.



North East Penn Section
c/o Mrs. Jaime Volonakis
Pennoni
672 North River Street, Suite 313
Plains, PA 18705

Grant Fund Reporting – ASHE North East Penn Grant Request #2

We were awarded a \$400 grant to subsidize attendance to our monthly meetings for high school and college students who are interested in careers in the engineering field. We will not be spending the funds by May 31, 2017.

Our section has been waiving the dinner/meeting fees for any current high school or college student whom attends our monthly meetings. During the 2015-2016 season, we extended this courtesy to 11 students. For the 2016-2017 we extended this courtesy to 6 students. ASHE North East Penn has requested and received exposure fund money in the past for this effort. We plan to utilize the Grant Program money to continue this benefit for current students during our 2017-2018 season.

We believe this has and will continue to expand and grow our current Section as it exposes ASHE to current and future engineering students and guides them towards an engineering career. It is an activity aimed at attracting younger members and promotes ASHE through contact with local colleges offering engineering programs. We have established connections with Wilkes University and King's College but for 2017-2018 plan to also approach Penn State satellite campuses within our Sections geographic area and encourage greater attendance from College students. We promote this opportunity to attend to high school students through alliances with two local competitions, the Northeast Pennsylvania Regional Bridge Building Competition and PSPE MATHCOUNTS Competition which we sponsor and provide volunteers for annually.

Thank you for the Grant we look forward to spending in our 2017-2018 season.

ASHE Pittsburgh Section
c/o Zell Engineers
2200 Liberty Avenue
Pittsburgh, PA 15222

April 10, 2017

ASHE Northeast Region
Jerry Pitzer
Treasurer

Dear Jerry:

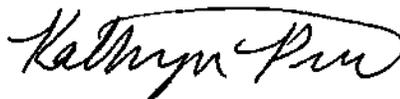
Thank you for the Northeast Region's decision to award the Pittsburgh Section \$500 in exposure funds. The Pittsburgh Section has utilized these funds for the Construction Legislative Council dues and a young member event.

The Pittsburgh Section applied \$400 towards the Construction Legislative Council dues paid in November 2016. The CLC meetings are held monthly and ASHE has the most representatives in attendance at almost every meeting. Generally, 6 to 8 ASHE members attend these meetings. CLC participants meet with legislators and public officials to advocate for construction and the build environment. We expect membership in this organization will also increase membership in our section, and improve an existing service to our section members via transportation advocacy and a monthly summary of legislation that impacts the transportation industry.

The Pittsburgh Section is hosting a Young Member joint organization networking event on May 12, 2017 at the Shadyside Saloon. This event is co-hosted by ASCE, SAME, PSPE. The networking event brings together young engineers, transportation planners, and other highway industry professionals in a casual, social place. We anticipate 125 people to attend this event. The purpose of hosting joint organization events is recruit members of other organizations to join ASHE as well. We anticipate receiving 2 or 3 new member applications at this event. It also provides a networking forum to exchange practices and ideas that could improve our ASHE organization. By co-hosting these types of events, ASHE is positively promoted. ASHE Pittsburgh will be applying \$100 of the exposure funds received towards this young member event.

Once again, I would like to thank you for your support to ASHE Pittsburgh. We greatly appreciate the financial contributions.

Sincerely,



Kathryn E. Power,

PE

Pittsburgh Section Representative



ASHE[®]

**Southern
New Jersey**

April 11, 2017

Mr. Jerry Pitzer, ASHE Northeast Region Treasurer

VIA EMAIL: jerry1368@yahoo.com

Dear Mr. Pitzer:

Thanks you for the generous offer of support for our chapter. As part of your requirement, we have utilized the funds provided in support of our assistance to Rowan University students in their establishment of an ASHE Rowan Section.

ASHE Rowan is currently in a probationary period and receives no monetary support from Rowan University. The \$500 check was distributed directly to ASHE Rowan and supported them in their on-campus meetings, programs and activities, In addition, we allowed ten student members to attend our March 20, 2017 a field trip of a current NJDOT project and at a dinner meeting afterwards.

This allowed the students to see what the next steps are and how ASHE membership can help benefit their careers both in practical educational value, experience, and networking. This initiative allows ASHE to reach these students and get them to join the organization and participate when they graduate college

Once again, thank you for your support.

Sincerely;

Joseph Macios, PE

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American Society of Highway Engineers – Southern New Jersey Section



April 25, 2017

ASHE NE REGIONAL GRANT AWARD REPORT

Date and Description of Event:

The ASHE Harrisburg Section utilized the \$500 grant award to set up an Exhibit Booth at the 38th Annual Associated Pennsylvania Constructors/PennDOT conference in Hershey from November 16-18, 2016. The conference is held to gather transportation industry representatives from throughout Pennsylvania to network, attend interactive educational sessions on a wide range of transportation issues and topics and to promote the transportation industry.

Number of Participants:

Nearly 1500 people attended the conference from throughout Pennsylvania and surrounding states. These included PennDOT, PA Turnpike Commission, SEPTA, FHWA, and many other government officials and staff, including PA Secretary of Transportation Leslie Richards and PA Turnpike Commission CEO Mark Compton. Consulting Engineering Companies, Highway and Bridge Contractors, Equipment Vendors and many other companies and organizations were also in attendance.

How the Event Benefited ASHE:

ASHE Harrisburg Section members participated at the booth by handing out Membership Applications, talking to prospective ASHE members and generally promoting the ASHE organization.

Report Submitted By:

Paul E. McNamee, PE
ASHE Harrisburg Section President

Please see below for reports.

Event 1: ASHE Clearfield/PennDOT 2-0 Workshop

Date: 06.29.2016

Number of Participants: 111

How the event benefited ASHE: Grant funding helped to defray the cost of this event for perspective new members with a reduced registration fee. The event provides an opportunity to network with clients and peers; showcases PennDOT, Turnpike or University presenters; promotes ASHE from a National and Regional perspective; and allows social interaction in a relaxed atmosphere at the picnic and ball game.

Event 2: ASHE Clearfield_Student Interaction

Date: 04.20.2017

Number of Participants: 38 (including 4 PSU students + 2 PSU facility)

How the event benefited ASHE: Grant funding helped to defray the cost for students and facility to attend the April dinner meeting for Autonomous Vehicles. The event provided an opportunity: to meet with students and facility; to introduce ASHE and promote the benefits of professional organizations; and to encourage attendance at future venues.

Event 3: ASCE Penn State Civil and Environmental Engineering Career Fair

Date: 02.08.2017

Number of Participants: 53 Companies/Organizations attended with over 300 students in attendance

How the event benefited ASHE: The event provided an opportunity to meet with students and discuss the benefits of professional organizations while providing exposure to future employers at ASHE events.

Respectfully submitted,



Student Chapter Regional Workshop September 30, 2017 Agenda

- 10:00 - 10:30 a.m.: Welcome Remarks and Introductions
- Welcome remarks - Matt Carter and Eric Kramer
 - Student Chapter Committee introductions
 - Student Attendee introductions
 - Professional Member introductions
- 10:30 - 11:00 a.m.: ASHE overview? Or is that redundant since they're here?
- 11:00 - 11:30 a.m.: Student Chapter Sharing - Open forum
- What has worked, not worked in your student chapter?
 - What are the best field trips have you been on?
 - What has been your best speaker?
 - How do you solicit speakers and hosts for field trips?
 - What challenges have you had and how have you overcome?
 - What do you most get out of being a member of an ASHE student chapter?
- 11:30 - 12:00 p.m.: Professional sharing
- 5-minute PechaKucha-style presentations; alternatively, we can use Speed Geeking, Ignite, Lightning talks to achieve the same thing¹
- Professional email tips - don't write anything that you wouldn't want to appear in a federal investigation
 - Professional dress tips - time to lose the flip flops
 - Social media in the professional world - dos, don'ts, and holy crap
 - Working in a team, leading and following
 - Making yourself indispensable - be the one everyone wants on their team

¹20 slides are shown for 20 seconds each, 6 minutes and 40 seconds total; other high energy styles include Speed Geeking, Ignite, and Lightning talks.

American Society of Highway Engineers

- Options upon graduation - public agencies, consulting, academia, construction, construction management, NSA, etc.
- Resume tips - drop the clichés and make yourself stand out
- Interview tips - how to be irresistible in the first 3 minutes

12:00 - 12:30 p.m.: Lunch

Speaker during lunch? Something playing in the background?
Construction videos?

- Sandwich trays, including veggie opportunities
- Chips
- Sodas, water
- Cookies
- Okay, some fruit

12:30 - 1:00 p.m.:

Leadership training?

Professionals, students, or a mix of both? Series of 5-7 minute sessions?

- How to motivate students to join
- How to motivate students to actively participate
- Encouraging students to pursue leadership positions
- Delegating authority, duties, responsibilities - are you the President doing the job of the Secretary and the Treasurer, too?

1:00 - 1:30 p.m.:

Competition or game

- Egg drop challenge - I don't think the GWC will let us on the roof
- Spaghetti or fettuccini bridge challenge - something with marshmallows for abutments and then a certain number of noodles to arrange to carry a certain weight?
- MUTCD challenge - Jeopardy style or otherwise game of knowledge of the MUTCD
- Giant bubbles -

<https://www.pinterest.com/pin/449023025332217728/> or

<https://www.pinterest.com/pin/449023025332217728/>

We have the George Wilson Center from 9 a.m. to 2 p.m., including setup and cleanup.

American Society of Highway Engineers



Student Chapter Committee – Database Workgroup WebEx Conference Call: May 22, 2017 Meeting Notes

Participants: Kathryn Power (Pittsburgh), Tom Clements (First State), Carrie Strehle (Southern New Jersey), Nick Ramirez (Carolina Triangle), Charlie Flowe (National Secretary), Roger Carriker (Chesapeake, National Board Liaison), Matt Carter (First State, Student Chapter Committee Chair).

Agenda Items:

At the last gathering of the ASHE National Board, a motion was passed to waive all initiation fees and dues for student members in good standing. However, the Board was undecided about whether we should nonetheless enter student members into the national database. The President asked Matt, in his capacity as Chair of the Student Chapter Committee, to convene a representative group that might have some experience with this and hash out some options and recommendation.

Matt summarized the April 7/8 discussions at the National Board meeting in West Virginia, with the remaining question being whether student members should be entered into the national database, and then opened it for discussion.

Tom shared the First State experience over the past eight or so years, saying it is very cumbersome to keep up with student members that come and go throughout a given academic year. He found it all but impossible to genuinely account for them on a student by student basis. Charlie agreed with Tom's concerns. Matt shared what the ASHE@UD students now do, which is a spreadsheet of activities for each semester or academic year with columns for the student name, their projected graduation year, and each event (on-campus meeting, field trip, First State Section dinner meeting, etc.) and an X goes in each column a student attends. From that, it is easy to see who the members in good standing are.

Charlie asked what students need or want from National. Matt responded that, frankly, nothing; at least that's what UD students tell him. They value the interaction at the Section level. Carrie shared that Rowan University students have said they do like the Scanner, but not enough to pay National dues. Tom pointed out that student chapter leaders regularly attend and participate in First State Section Board of Director meetings and are copied on minutes. Charlie echoed that they do a similar thing in the Carolina Section.

Nick asked if we have ever surveyed the students to see what they need from us. Matt said to his knowledge, no. Nick said he felt that targeting employers of young professionals would be better, because young members are more focused on being young professionals.

Returning to the question at hand, Charlie suggested that perhaps any Section that hosts a student section should be asked to assign and identify a liaison (or similar such title) between the Section and the Student Chapter as National's point of contact for student activity. Matt sought to clarify that he intended that the liaison would be the POC for the National Secretary to obtain an annual listing of student members (or even just a Section by Section count). Tom endorsed the idea, saying he thought

American Society of Highway Engineers

the National Secretary would find that a lot easier than trying to keep up with changing student members. Nick asked what would be the purpose of tracking individual student names at the National level – i.e., what are our goals in doing so? Matt concurred, saying a simple count would suffice for National since the primary interest at that level would be to gauge how much student activity there is (and hence, how much time or resources to spend on the topic).

Matt summarized, suggested putting forth the following model (to the Student Chapter Committee and the National Board) for consideration:

- 1) Student members will not be logged in the national database individually.
- 2) Ask all Sections that host a student chapter to periodically monitor the number of students participating. A suggested best practice will be to task the student leadership with tracking attendance at events (on-campus meetings, field trips, Section dinners, officer attendance at Section Board meetings, etc.) such that periodic assessment can be made of student members in good standing, resulting in an average number of participating students.
- 3) As part of quarterly report to Regions, ask all Sections that host a student chapter to:
 - a) Identify the name and contact information of the Section Member that liaisons with the students.
 - b) Estimate the average number of students participating currently in the student chapter.

Upon acceptance by those on the call, these notes will be shared with the Student Chapter Committee and the National Board for further consideration.



Attachment 3: Region and Section Reports



REGION REPORTS
National Board Meeting – June 17, 2017

GREAT LAKES REGION

Stan Harris, P.E. & Frank Bronzo, P.E.

SECTIONS: Central Dacotah, Central Ohio, Circle City, Cuyahoga Valley, Derby City, Lake Erie, Northwest Ohio & Triko Valley

Region

President: Caroline Duffy 143engineers@gmail.com
Vice President: Kirsten Bowen Knbowen@mbakerintl.com
Secretary: Jim Shea jshea@trcsolutions.com
Treasurer: Julie Burkert jburkert@msconsultants.com

Activities:

No Great Lakes Region Board Meeting during Q2 of 2017. The following updates can be provided:

- **Grant Funds**
 - o Grant Fund application for the Great Lakes Region were received on 1/6/2017. The \$1,400 in available funding will be dispersed as follows:
 - Central Ohio - \$200 – New Highway Club banner that is displayed at OTEC and ASHE monthly meetings
 - Triko Valley - \$400 – To support efforts in initiating the development of active student chapters.
 - Lake Erie - \$400 – Student subsidies at meetings and career fair attendance to increase exposure to students.
 - Derby City - \$400 - Hospitality Suite at the 2017 KYTC/FHWA/ACEC-KY Partnering Conference
- **Committee Chairs**
 - o No Committee Chair updates given during Q2

Operating Budget (As of 5/23/2017)		Membership (As of 3/24/2017)	
Starting Balance	\$9,304.84	Starting Membership	877
Revenue	\$0	Losses	3
Expenses	\$200.00	Gains	7
Ending Balance	\$9,104.84	Ending Membership (paid)	881

*listed membership is based on Section reports and includes Central Dacotah

Events scheduled during next quarter:

- Great Lakes Board meeting. Date, time and location TBD.

Miscellaneous Items:

- Ongoing planning for the 2018 Conference is being conducted by the Lake Erie Section.
- New Section Officer contact information will be collected by Jim Shea and submitted with the Q3 reports.

Milestones:

The following is a summary of key milestones for this quarter:

- None.

Central Dacotah

President: Alayna Gottsman agottzman@nd.gov
Secretary: Scott Whaley swhaley@tensarcorp.com
Treasurer: Mark Kvas mark.kvas@bartwest.com

<u>Operating Budget (As of 6/5/17)</u>		<u>Membership (As of 5/24/17)</u>	
Starting Balance	\$20,866.72	Starting Membership	101
Revenue	\$24,258.72	Losses	0
Expenses	\$456.24	Gains	0
Ending Balance	\$44,669.20	Ending Membership (paid)	101

Activities:

The following is a summary of key activities for this quarter:

- April 11, 2017: “I-94 Painted Canyon Slide Project” – Jeff Jirava – NDDOT
- May 9, 2017: “Metropolitan Planning Organization’s in North Dakota” – MPO’s

Events scheduled during next quarter:

- June – August 2017: Summer Recess
- September 12, 2017: “Modular Bridges” – Tim Miller - Contech

Central Ohio

President: Tiffany Elchert TMElchert@TranSystems.com
1st Vice President: Emily Steva estva@msconsultants.com
2nd Vice President: Sean Oatman Sean.Oatman@ohm-advisors.com
Secretary: Mike Taricska Mike.Taricska@burgessniple.com
Treasurer: Mike Raubenolt mraubenolt@structurepoint.com

Activities:

The following is a summary of key activities for this quarter:

- Hosted our annual Project of the Year luncheon on May 23.
 - Installed new officers and board members for the ASHE Central Ohio Section for the 2017 – 2018 year.
 - Presented awards for the Projects of the year in the over \$5 million, under \$5 million, and peer’s choice categories.
- Hosted a Highway Cleanup on May 20

- Hosted the annual spring technical seminar on April 19, which featured discussion about the design and construction of the design/build Portsmouth Bypass project.

YTD Operating Budget (As of 12/2016) (Includes Investment Accounts)		Membership (As of 1/6/17)	
Starting Balance	\$ 35,883.91	Starting Membership	184
Revenue	\$ 34,521.74	Losses	0
Expenses	\$ 33,130.90	Gains	5
Ending Balance	\$ 37,274.75	Ending Membership (paid)	189

Events scheduled during next quarter:

- Our section’s annual golf outing is scheduled for July
- Upcoming ASHE Columbus Crew outing tentatively scheduled for August 12 or 13

Miscellaneous Items: Nothing Additional

Milestones: Nothing Additional

Cuyahoga Valley

President: Mike Garofalo mikeg@beaverexcavating.com
Vice President: Nick Loukas nick.loukas@cantonohio.gov
Secretary: Scott Basinger smbasinger@starkcountyohio.gov
Treasurer: Denny Flechtner denny319@att.net

Activities:

The following is a summary of key activities for this quarter:

- 4/20/17 ASHE/ASCE Joint Mtg – City of Akron’s Asset Management Program
- 5/5/17 2nd Annual ASHE Trap Shoot
- 5/25/17 Annual ASHE Golf Outing at Legends in Massillon

<u>Operating Budget (As of 5/26/17)</u>		<u>Membership (As of 5/26/17)</u>	
Starting Balance	\$6,005.13	Starting Membership	120
Revenue	\$1,817.00	Losses	0
Expenses	\$666.00	Gains	0
Ending Balance	\$7,156.13	Ending Membership (paid)	120

Derby City

President: Tim Robinson TRobinson@grwinc.com
Vice President: Erica Albrecht Erica.Albrecht@hdrinc.com
Secretary: Brian Meade brian.meade@urs.com
Treasurer: Jonathan Berry jon.berry@burgessniple.com

Activities:

The following is a summary of key activities for this quarter:

- April 27, 2017; Derby City Section Quarterly Meeting at the Knights of Columbus; The Projects of the Year presentations by applicants; Speaker to be determined
- May 16, 2017; Derby City Board of Directors Meeting at the Jade Palace
- May 20, 2017: Habitat for Humanity event

<u>Operating Budget (As of 12/31/16)</u>		<u>Membership (As of 3/31/17)</u>	
Starting Balance	\$7,826.08	Starting Membership	84
Revenue	\$1,125.00	Losses	0
Expenses	\$800.00	Gains	0
Ending Balance	\$8,151.08	Ending Membership (paid)	84

Events scheduled during next quarter:

- June 2017; Derby City Section Quarterly Meeting at Knights of Columbus; The winners of the Project of the Year Awards will be announced.
- August 2017: Hospitality Suite at the ACEC/KYTC Partnering Conference

Lake Erie

President: **Jamie Scott, P.E.** **jtscott@rewarner.com**
Vice President: **Jim Shea, P.E.** **jim.shea@mbakerintl.com**
Secretary: **Kathy Johnson, P.E.** **kathy.g.johnson@hdrinc.com**
Treasurer: **Steve Gage, P.E.** **gagesj@pbworld.com**

Activities:

The following is a summary of key activities for this quarter:

- March 28, 2017; (Attendance: 42) Michael Malloy, PE, and Amy White, PE, of KS Associates presented on the 2016 Lake Erie Section Project of the Year, the LOR-57-19.42 Corridor Improvement Project. Event was held at The 100th Bomb Group.
- April 25, 2017; (Attendance: 48) Frank Greenland, Director of Watersheds at NEORSD presented on the NEORSD Regional Stormwater Management Program. Event was held at Holiday Inn Cleveland-South.
- May 3, 2017; Board meeting held at TRC office. Seven of twelve board members attended along with Frank Bonzo representing Nationals. Notable discussions included the 2018 national conference, new secretary Kathy Johnson and new board member Steve Tyneski, plans for the Corporate Sponsorship Program, and committee chair positions to be filled at the next Board meeting after the election and installation of new Board members.
- May 24, 2017; (Attendance: 48) Dave Holstein, Administrator, ODOT Office of Roadway Engineering, presented on Performance Based Project Development. The event was held at the Holiday Inn Cleveland-South. Included announcement of election results and introduction of new Board members.

<u>Operating Budget (As of 5/25/2017)</u>		<u>Membership (As of 5/15/17)</u>	
Starting Balance	\$8726.56	Starting Membership	152
Revenue	\$4722.04	Losses	1
Expenses	(\$6485.27)	Gains	2*
Ending Balance	\$6963.33	Ending Membership	153

*Two membership applications pending.

Events scheduled during next quarter:

- Summer Social Gathering

Miscellaneous Items:

- Four projects were submitted for the section's project of the year in the over \$5M category.
- 2018 National Conference planning is in full swing.

Section elections were held via email in May.

Milestones:

The following is a summary of key milestones for this quarter:

- General liability insurance policy purchased to protect the chapter and Board, to be renewed on a yearly basis.
- New section gmail account started to provide a centralized location for a member email contact list which is easy to pass on upon officer transitions.

Northwest Ohio

President: Pete Bick

Vice President: Tom Yurysta

Secretary: Amy Zimmerman

Treasurer: Richard Spino

pjbick@aol.com

tyurysta@proudfootassociates.com

azimmerman@dgl-ltd.com

rspino@manniksmithgroup.com

Activities:

The following is a summary of key activities for this quarter:

- 01/19/17 - Bryan Martin, Turner Concrete Products, Redi-Rock, MSE Walls and Pole Base
- 03/16/17 - Brad Falkinburg, PWS, Hull & Associates, Inc. – Environmental Headaches and how to avoid them
- 05/18/17 – Jason Wielinski, Heritage Research Group, Asphalt Recycling

<u>Operating Budget (As of 03/21/17)</u>		<u>Membership (As of 05/26/17)</u>	
Starting Balance	\$3286.04	Starting Membership	46
Revenue	\$870.00	Losses	0
Expenses	\$563.62	Gains	0

Ending Balance	\$3592.42	Ending Membership (paid)	46
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Events scheduled during next quarter:

- Golf Outing/Scholarship Fundraiser – July 21st 2017
- Next meeting September, 2017 Speaker TBA

Triko Valley

President: Nathan Moore nathan.moore@kleingers.com
Vice President: Vanessa Nghiem Vanessa.nghiem@aecom.com
Secretary: David Emerick david.emerick@duke-energy.com
Treasurer: Eric Kistner, eric.kistner@stantec.com

Activities:

The following is a summary of key activities for this quarter:

- April 18, 2017 Third Board of Directors Meeting
- May 16, 2017 General Membership Meeting

<u>Operating Budget (As of 05/08/17)</u>		<u>Membership (As of 05/09/17)</u>	
Starting Balance	\$25,228.03	Starting Membership	190
Revenue	\$6,120.00	Losses	2 (correction of duplicate entries)
Expenses	\$3,313.36	Gains	0
Ending Balance	\$28,034.67	Ending Membership (paid)	188

Events scheduled during next quarter:

- June 9, 2017 Golf Outing
- August 15, 2017 Third Board of Directors Meeting
- September 26, 2017 General Membership Meeting

MID-ATLANTIC REGION - David Greenwood, P.E. & Roger Carriker, P.E.

REGIONAL REPORT

by Robert G. Reed, P.E., President, Mid-Atlantic Region, Nimish Desai, P.E., 2nd Vice President, Mid-Atlantic Region and the Sections of the Mid-Atlantic Region

Sections: Blue Ridge, Carolina Piedmont, Carolina Triangle, Chesapeake, Greater Hampton Roads, North Central West Virginia, Old Dominion, and Potomac

REGIONAL REPORT

The eight Sections in the Mid-Atlantic Region continued programs/events through the spring of 2017. PDH requests and approvals are using the process the MA has been following for several

years now which is consistent with the updated/current ASHE National PDH/CEU guidelines. All Sections continue to be reminded that ASHE is self-certifying and not registered with IACET nor RCEP.

Overall membership in the ASHE grew within the region. No sections lost membership this period and most saw an increase in members.

The Mid-Atlantic Region was active in many areas during the period. We held a face to face BoD meeting in Raleigh NC on April 2, 2017. Regional committees were also active and held meetings for strategic planning and our annual technical conference. Investigations continue on the viability and means to initiate a new section in South Carolina. Committees formed to aid the region with the technical awards program and to distribute exposure grants will continue their dialog over the next year in preparation for next year's "cycle". We were excited that several members were nominated for national awards and learned in April that the Potomac Section will receive the Conner Award for the best member retention with 26 new members and no drops and our Blue Ridge Section will receive the Yeager Award for the best employment balance among new members at the National Conference in NY this June. Dave Greenwood was re-elected as one of our Region's National Directors.

Our annual technical conference was held in Raleigh, NC on April 3, 2017. We had over 125 attendees and offered participants 7 pdh's for the one day forum. We were pleased to have National President, Larry Ridlen attend and speak to our attendees. The session speakers were excellent and the sponsorship of the event was the best ever. Students from NC State were also involved and made 2 presentations at lunch - another unique treat for the attendees. Conclusion: The Region successfully delivered our Region's premier event again this year. This event was used as a "practice run" for our Carolina Triangle Section who has been chosen to host the 2020 national conference.

The Region and Sections were asked to review and approve the proposed National Constitution updates during the period. Various means were used in order to provide the required input to pass the amendments. Scholarships continued to be awarded by the Sections and we will compile the information and forward to national as required each year. IRS form 990's are being developed for submittal by each Section in advance of the June 15th deadline.

We continued to try to keep updated information to/from each other and then in turn to National as it relates to Section officers, Section and Regional Histories, and will continue do so for updates to the "lists" for the remainder of the 2016-2017 FY so that National can update the information posted on the National web site. This is an ongoing effort.

As we head into the summer season, we will continue to communicate with each other and provide our members continued opportunities for networking, gathering and having fun, and prepare for the new leadership at the Section level as we approach the 2017-18 "season".

Regional Financial activities during the period

The Spring Technical Conference was the most significant activity during the second quarter with over 100 attendees at the conference in North Carolina. The total revenue of \$14,526.80 from sponsorships and registrations exceeded conference expenses of \$7,716.69. This resulted in \$6,810.11 of net proceeds, the most successful conference since the first regional technical conference in 2010.

The Region also received \$1,700.00 from National for exposure grants, which were evenly distributed to the Greater Hampton Roads and Chesapeake Sections based on their applications for these funds. The remaining expense this quarter was \$750.00 for an advertisement in support of the 2017 National Conference.

The balance in the Region’s checking account increased from the last report from \$43,929.81 to \$50,541.18.

Blue Ridge

May

- **Annual Meeting – 5/16/2017**
 - Presenter: Delegate Greg Habeeb (VA 8th House Delegate)
 - Presentation Topic: Legislative Update - Transportation Committee
 - Where: Appalachian Room at the Historic Hotel Roanoke
 - Time: 5:30 to 6:30 PM (Social Hour) and 6:30 to 8:30 (Dinner, Presentation, and Installation of New Officers)
 - Attendee’s: 41

June

- **Slow Down, Move Over Event – 6/4/2017**
 - Sponsor
 - Wytheville Community College, Wytheville, VA
 - 4:00pm to 7:00pm

Operating Budget (as of 5/31/17)	
Starting Balance	\$10,167.24
Revenue	\$2341.30
Expenses	(\$3527.18)
Ending Balance	\$8981.36

Membership (as of 5/31/17)	
Starting Membership	78
Gains*	0
Losses*	0
Current Membership	78

* since previous quarter

Carolina Piedmont

Activities:

Past Period:

- Golf Tournament – May 12th

Upcoming Meetings:

- NCDOT Speaker Louis Mitchell / Board Induction – June 21st
- Charlotte City Manager – July TBD
- August No Meetings
- Sporting Clays TBD

Membership (as of 5/31/17)	
Starting membership	72
Gains*	3
Losses*	0
Current Membership	75

Operating Budget (as of 3/10/17)	
Starting Balance	\$11,936.35
Revenue	\$1,474.47
Expenses	(\$58.59)
Ending Balance	\$13,352.23

Carolina Triangle

Activities

The following is a summary of key activities for this quarter:

- March 21, 2017 – Board of Directors Meeting major topics discussed were:
 - Previous Board Meeting Minutes approved.
 - Membership update – 4 new members
 - Century Club Membership – 27 as of March 21st
 - Recent financial report (as of March 21, 2017) was reviewed with the highlights as shown below:
 - Cash Balance = \$13,560.71
 - Mutual Fund Balance = \$8,672.79
 - Scholarship Fund Balance = \$23,318.50
 - ASHE Golf Tournament planned: June 8, 2017 at Pine Hollow Golf Club
 - Scholarship Committee: one application received so far
 - Raleigh selected to host the 2020 National Conference, planning has begun
 - Next meeting will be May 11, 2017 and the University Club
- May 11, 2017 – Board of Directors Meeting major topics discussed were:
 - Previous Board Meeting Minutes approved.
 - Membership update – 2 new members
 - Century Club Membership – 27 as of May 11th
 - Recent financial report (as of May 11, 2017) was reviewed with the highlights as shown below:
 - Cash Balance = \$16,150.78
 - Mutual Fund Balance = \$8,865.17
 - Scholarship Fund Balance = \$23,402.70
 - Scholarship Committee: 3 scholarships awarded at the May 11, 2017 dinner meeting
 - National Conference: planned for June 3-6, 2020 at the Raleigh Convention Center
 - Mid-Atlantic Technical Conference was a huge success, 122 members attended
- The next board meeting will be held on July 19, 2017.

<u>Operating Budget (as of 05/31/2017)</u>	
Starting Balance	\$21,844.85
Revenue	\$29,389.52
Expenses	\$24,386.71
Ending Balance	\$26,847.66

<u>Membership (as of 05/31/2017)</u>	
Starting Membership	228
Losses (Transfer/Dropped)	0
Gains	6
Ending Membership	234

Chesapeake

Activities:

- Chesapeake Board of Directors meeting May 16, 2017
 - Approval of meeting minutes from March
 - Review of finances
 - Recap of past events the past month
 - Planning for 2016-2017 Section Year

- Final Planning for Golf Outing
 - Committee Reports
- April:
 - April 20, 2017 – Member Appreciation Meeting
 - Awarding of Scholarships
- May:
 - None
- June:
 - June 1, 2017 – Golf Outing
 - June 8, 2017 – Highway Safety Maryland Highway Safety Office (MHSO) Webinar Series
 - June 22, 2017 – Highway Infrastructure MHSO Webinar Series

<u>Operating Budget (as of 5/16/2017)</u>	
Starting Balance	\$59,019.73
Revenue	\$10,115.45
Expenses	\$(20,533.26)
Ending Balance (as of 2/28/17)	\$48,601.92

<u>Membership (as of 05/30/2017)</u>	
Starting Membership	251
Losses (Transfer/Dropped)	0
Gains	2
Ending Membership	253

Greater Hampton Roads

Activities

- May 2017
 - ASHE General Meeting on May 16, 2017 at the Westin Town Center in Virginia Beach, VA. This meeting was a panel discussion with local municipalities and other entities directly related to transportation. The board of directors was also changed over at this event. The guest panelist are listed below along with the new board of directors.

Panelist:

- Camelia Ravanbakht, HRTPO
- Earl Sorey, City of Chesapeake
- Jim Utterback, VDOT
- L J Hansen, City of Suffolk
- Lynn Allsbrook, City of Hampton
- Phil Davenport, City of Virginia Beach
- Ray Amoruso, HRT
- Phil Shucet, CEO, ERC (Moderator)

New Board of Directors:

- President – Joe Modica
- 1st Vice President – Daniel Baum
- 2nd Vice President – Chad Lahaie
- Secretary – Sean Jessup
- Treasurer – Matt Edwards
- Past President – Maria Murdock
- Regional Director (2017-2019) – John Harmon

- Regional Director (2016-2018) – Rhys Keller
- Director (2016-2018) – Ryan Banas
- Director (2016-2018) – Jen Canatsey
- Director (2016-2018) – Robert Thuma
- Director (2017-2019) – Matthew Martin
- Director (2017-2019) – Ken Yarrberry
- Director (2017-2019) – Phillip Quillin

Upcoming Events:

- July 18, 2017 – Social Event at Waterside District in Norfolk
- September 18, 2017– Smart Scale program briefing for General Membership Meeting
- October 6, 2017 – Top Golf Outing

Operating Budget (as of May 31, 2017)	
Starting Balance	\$8,707.01
Revenue	\$21,668.50
Expenses	-\$26,665.00
Ending Balance	\$13,703.51

Membership (as of May 31, 2017)	
Starting Membership	112
Losses	0
Gains	3
Ending Membership	115

North Central West Virginia

Activities:

The following is a summary of key activities for this quarter:

- April 20, 2017 – NCWV ASHE Commissioners Dinner/Scholarship Awards Presentation
 - Speaker: WVDOT Secretary of Transportation Tom Smith
 - Topic: The State of the Highway Department and future projects
 - Location: Bridgeport Conference Center
- May 2, 2017 – Fairmont State University Capstone Presentation/Dinner
 - Speaker: FSU Senior Class
 - Topic: US 250 Slide Repair
 - Location: Bridgeport Conference Center
- May 19, 2017 – NCWV ASHE Golf Outing
 - Location: Tygart Lake Golf Club
- June N/A

Operating Budget (as of 6/07/17)	
Starting Balance	\$ 8,690.22
Revenue	\$ 6,008.14
Expenses	\$ 6,850.00
Ending Balance	\$ 7,848.36

Membership (as of 6/07/17)	
Starting Membership	44
Gains	9
Losses	0
Ending Membership	53

Old Dominion

Activities:

The following is a summary of key activities for this quarter:

- April 13, 2017 – ODS member technical session presentation on “Porous Pavement for BMP” by Mike Fitch of VTRC
- May 10, 2017 – ODS Board of Directors’ meeting
- June 8, 2017 – ODS member technical session presentation on “Unmanned Aerial Systems (UAS) Bridge Inspection”
- Active participation by ODS members in the Mid-Atlantic Region

Operating Budget (as of 6/1/17)	
Starting Balance	\$ 8,459.74
Revenue	\$ 198.15
Expenses	\$ 144.33
Ending Balance	\$ 8,513.56

Membership (as of 6/1/17)	
Starting Membership	95
Gains	0
Losses	0
Corrections	0
Ending Membership	95

POTOMAC

The following is a summary of key activities for this quarter:

- 4/19/2017 - On Wednesday, April 19th our guest speaker was Catherine C. McGhee, P.E., Director of the Virginia Transportation Research Council (VTRC). We had 85 registrants and approximately 75 attendees.
- 5/12/2017 - The 7th annual golf tournament was held at Bull Run Golf Course in Haymarket, VA. We had 58 registered and 55 golfers participated in the event despite the rainy weather. We raised just over \$7,000 for the Steve Evans Scholarship.
- 5/17/2017 - Wednesday, May 17th was our last meeting for the 2016-2017 season. We had our new board inducted, scholarships awarded, President’s award and our guest speaker Mark Hoffman Director of the Loudoun County Department of Transportation and Capital Infrastructure. We had 90 registrants and approximately 85 attendees.

Operating Budget (as of 5/31/2017)	
Starting Balance (3/01/17)	\$27,908.14
Revenue	\$37,143.11
Expenses	(\$26,451.07)
Ending Balance	\$38,600.18

Membership (as of 5/31/2017)	
Starting Membership	221
Losses	0
Gains	+4
Corrections	+4
Ending Membership (Paid)	229

Events scheduled during next quarter:

- Summer Field Trip – Project and time TBD
- 8/15/17 - Washington National game outing

Miscellaneous Items

- Breakfast Board Meetings – Held on April 13th, May 4th and June 8th. Discussed financials, programs, PDHs, newsletter, webpage, membership, younger member events, summer field trip, ASHE annual baseball outing, Scholarship and Golf Tournament.
- Managed the online registration for the Spring Technical Conference at the McKimmon Center at North Carolina State University.

- Three recipients below were selected by the Board to receive scholarships.
 - Alex Radford (University of Virginia) - \$2,000
 - Sarah Shay (George Mason University) - \$2,000
 - Sun Jin (Emily) Kim (John Hopkins University) - \$1500

NORTH CENTRAL REGION

SECTION: Central Dacotah

Covered Under Great Lakes Region at This Time

NORTHEAST REGION – Brian Krul, P.E., Michael Hurtt, P.E. & Donato Di Zuzio (Reported by Richard Cochrane)

SECTIONS: Albany, Altoona, Central New York, Clearfield, Delaware Valley, East Penn, First State, Franklin, Harrisburg, Long Island, Mid-Allegheny, New York Metro, North Central New Jersey, North East Penn, Pittsburgh, Southern New Jersey, Southwest Penn, Williamsport

Region - No Report

Albany

Activities:

The following is a summary of key activities for this quarter:

- May 4, 2017: **NYSDOT Region 1 Update** at the ACEC Offices in Albany, NY starting at 7:30am.
- May 18, 2017: **ASHE Albany Section Board Meeting** at the offices of CDM/Smith in Latham, NY starting at 7:30am.

<u>Budget (As of 04/30/17)</u>		<u>Membership (As of 05/30/17)</u>	
Starting Balance (12/01/16)	\$13,204.03	Starting Membership	101
Income	\$1,513.19	Members – New	0
Expenses	(\$250.00)	Members - Dropped	0
Ending Balance	\$14,467.22	Members - Reinstated	0
		Ending Membership (paid)	101

Upcoming Events:

- June 2017: **Albany Section’s 7th Annual Golf Outing** at Van Patten Golf Course in Clifton Park

Altoona - No Report

Central New York - No Report

Clearfield
Activities

April

The April dinner meeting featured a presentation on Autonomous Vehicles – A New Challenge for Transportation Engineers. Modern vehicles are undergoing numerous technological revolutions that surpass automotive advancements in the last 100 years. Perhaps the most visible is the increasing removal of the driving task from the human occupant. Autonomous vehicle technologies are often championed due to their great promise in increasing vehicle safety, improving vehicle efficiency, and reducing congestion. However, there is also the potential for hidden burdens that particularly affect transportation infrastructure. The presentation focused on the challenges in planning, construction and operation of future traffic infrastructure of autonomous vehicles

The presenter was Dr. Sean Brennan, Professor of Mechanical Engineering at Penn State University with a joint appointment at Larson Transportation Institute. He is the director of the Intelligent Vehicle and Systems Group, and his research focuses on vehicle dynamics and automation, ground robotics, and map-based sensing algorithms and data-fusion. As part of our Section's initiative to promote student interaction, we offered free admission to engineering students that attended this event. The meeting was held at Ramada in State College, PA and was attended by 40 members and guests including 2 PSU faculty and 4 students.

May

The May event is the annual scholarship dinner. We are proud to support the scholarship program which is awarded to a civil engineering degree student who is a junior or senior and is a resident of the 10 county region of the ASHE Clearfield Section. This year's recipients will be Devon Walker, Andrew Brown, and Kirsten Adamson. The candidates are enrolled at the University of Pittsburgh, Pennsylvania State University and Ohio Northern University, respectively, with Civil Engineering Majors. Scholarships in the amount of \$2500, \$1000 and \$1000, were awarded to Devon, Andy and Kirsten, respectively, during the dinner meeting at Luigi's in DuBois on 05.18.2017. The dinner was attended by 35 members and guests including the scholarship recipients and their families.

Operating Budget and Membership

<u>Operating Budget (As of 05.04.2017)</u>		<u>Membership (As of 05.04.2017)</u>	
Starting Balance	\$15,553.15	Starting Membership	180
Revenue	\$12,668.00	Losses	0
Expenses	\$7,514.65	Gains	2
Ending Balance	\$21,706.50	Ending Membership	182

Upcoming Events

Date **Event** **Location**

06.28.2017	Workshop/Baseball Game	State College
July	No Event	
August	Golf/Picnic Outing	Clearfield

Miscellaneous Items

- None

Milestones

- Increased membership and attendance at events

Delaware Valley

Activities:

The following is a summary of key activities for this quarter:

- April 9, 2017 – Adopt a Highway Roadway Cleanup Event
- April 19, 2017 – Board Meeting and Dinner Meeting – Project of the Year Award, Future City Award, Board Swearing In. John Nawn (Del Val Engineer of the Year) recognized.
- April 19, 2017 – Technical Session – Concrete Pavement Technology
- May 3, 2017 – Younger Member Committee Bowling Event
- May 24, 2017 – ASHE Del Val Section and PennDOT 6-0 Workshop at PennDOT District 6-0– Workshop included multiple speakers from PennDOT, PA Turnpike and consulting community.
- May 25, 2017 – Joint Meeting with PSPE at Villanova University – I-95 Update

<u>Operating Budget (As of 5/28/17)</u>		<u>Membership (As of 5/28/17)</u>	
Starting Balance	\$79,584	Starting Membership	351
Revenue	NA	Losses	0
Expenses	NA	Gains	0
Ending Balance	\$80,000	Ending Membership (invoiced)	351

Events scheduled during next quarter:

- June 12, 2017 – Annual Golf Outing – Chester Valley Country Club
- June 29, 2017 – Annual Summer Board Meeting

Miscellaneous Items:

- Edition No. 5 of the Section Newsletter was sent to members in April.
- A total of 35 firms are registered to participate in the section sponsor program (DVSP). The program allows firms to advertise in the section newsletter and website.
- The section continues to coordinate with the local universities to setup and maintain student chapters. Chapters have been established at Widener University and Temple

University. Student member events held at Widener University and Temple University. Efforts are being made to establish sections at Villanova University and Drexel University.

- The section is in the process of developing a manual which will contain committee chair responsibilities.

Milestones:

- None.

East Penn

Activities:

The following is a summary of key activities for this quarter:

- Date: April 18, 2017
Location: Hotel Bethlehem (Bethlehem, PA)
‘ASHE East Penn Installation of Officers/Board of Directors and Presentation of Scholarships’
- Date: April 25, 2017
Location: PennDOT Engineering District 5-0 (Allentown, PA)
‘PennDOT District 5-0 Technical Session’
- Date: May 5, 2017 – ***POSTPONED TO JUNE 9, 2017 (DUE TO WEATHER)***
Location: Green Pond Country Club (Bethlehem, PA)
‘21st Annual ASHE East Penn Golf Classic’
- Date: May 25, 2017
Location: The Hamilton Kitchen (Allentown, PA)
‘Happy Hour and Membership Drive’

Operating Budget (As of 05/24/17)		Membership (As of 05/24/17)	
Starting Balance (03/20/17)	\$39,897.59	Starting Membership (03/20/17)	108
Revenue	\$18,709.76	Losses	0
Expenses	\$15,770.64	Gains	4
Ending Balance (05/24/17)	\$42,836.71	Ending Membership (05/24/17)	112

Events scheduled during next quarter:

- Date: June 9, 2017 – ***RESCHEDULED FROM MAY 5, 2017 (DUE TO WEATHER)***
Location: Green Pond Country Club (Bethlehem, PA)
‘21st Annual ASHE East Penn Golf Classic’
- Date: Summer 2017
Location: TBD
‘Summer 2017 Planning Meeting #1’ (Officers/Board of Directors Only)

Miscellaneous Items:

Milestones:

The following is a summary of key milestones for this quarter:

First State

Activities:

The following is a summary of key activities for this quarter:

- **May 11, 2017** – Hall of Fame Banquet is confirmed at Cavaliers Country Club.
- **June 15, 2017** – A second annual membership Happy Hour at Iron Hill Brewery in Wilmington

Operating Budget (As of 4/30/17)		Membership (As of 5/3/17)	
Starting Balance	\$12,217.45	Starting Membership	150
Revenue	\$ 2,521.00	Losses	0
Expenses	\$ 514.51	Gains	0
Ending Balance	\$12,141.15	Ending Membership (paid)	150

Events scheduled during next quarter:

- **September, 2018** – Annual Scholarship Golf Tournament fundraiser
- **September, 2018** – Annual Student Chapter Barbecue

(Actual dates not yet determined)

Miscellaneous Items:

- Nothing to report this period

Milestones:

The following is a summary of key milestones for this quarter:

- Celebrating the 30th anniversary of the First State Section at our Hall of Fame banquet on May 11, 2017.

Franklin

Activities:

The following is a summary of key activities for this quarter:

- April 13, 2017
Section Board Meeting
- April 27, 2017
Joint ASHE Meeting held at the RLA Learning & Conference Center in Cranberry, PA with presentation by Leslie Richards, PennDOT Secretary of Transportation (199 attendees)
- May 30, 2017
Meeting held at the Station 3 Fire Hall in Conneaut Lake, PA with presentation by Joe Szczur, PE PennDOT D-12 (49 attendees)

<u>Operating Budget (As of 5/30/17)</u>		<u>Membership (As of 5/30/17)</u>	
Starting Balance (3/1)	\$6,511.89	Starting Membership (1/1)	146
Revenue	\$1,965.00	Losses	0
Expenses	\$2,703.89	Gains	0
Ending Balance (5/30)	\$5,733.00	Ending Membership (5/30)	146

Events scheduled during next quarter:

- June 8, 2017
Section Board Meeting
- June 20, 2017
Section Meeting to be held at TBD
- July 18, 2017
Steak Cookout at Kamp Kiwanis
- August 22, 2017
Section Meeting to be held in Erie, PA

Miscellaneous Items:

- None

Milestones:

The following is a summary of key milestones for this quarter:

- None

Harrisburg

Activities:

The following is a summary of key activities for this quarter:

- April 7, 2017 – ASHE/ District 8-0/ PTC Conference
- May 11, 2017 – Past President’s Awards Banquet – Hollywood Casino
- June 5, 2017 – Dinner Meeting, Dr. Brian Swartz, Ph.D., Engineering Chair at Messiah College, Scholarship Awards

<u>Operating Budget (As of 6/1/17)</u>		<u>Membership (As of 6/1/17)</u>	
Starting Balance	\$107,076.16	Starting Membership	376*
Revenue	\$14,573.19	Losses	0
Expenses	\$44,023.67	Gains	4
Ending Balance	\$77,625.68	Ending Membership (paid)	380*

*Section Roster and National Roster Need to be Rectified

Events scheduled during next quarter:

- Aug 4, 2017 – Annual Golf Outing
- Aug 25, 2017 – Annual Casino Night / Picnic
- June 23, 2017 – Joint Society Networking Event in Harrisburg (w/ ASCE, Masite, WSP, and others)

Miscellaneous Items:

- A total of **\$20,000** in scholarship awards was issued this year to **7 students**

Milestones:

- None this quarter

Mid-Allegheny

Activities:

The following is a summary of key activities for this quarter:

- April 27, 2017: Joint Dinner Meeting (Mid-Allegheny, Pittsburgh, Southwest Penn, Altoona, and Franklin Sections) at the Regional Learning Alliance in Cranberry Township, PA.
Speaker: Ms. Leslie S. Richards, Secretary of Transportation, PennDOT.
- May 4, 2017: May Dinner Meeting at Rustic Lodge in Indiana, PA.
Program to included Steak Dinner, Announcement of Scholarship Recipients, Announcement of 2016 Outstanding Highway Engineering Awards with overview of winning projects, and induction of 2017-2019 officers.
- May 12, 2017: 18th Annual Golf Outing at Lenape Height Golf Course in Ford City, PA.

Operating Budget (As of 6/2/17)		Membership (As of 6/2/17)	
Starting Balance (4/1)	\$9,894.60	Starting Membership (4/1)	127
Revenue	\$9,981.00	Losses	0
Expenses	\$9,981.75	Gains	2
Ending Balance	\$9,893.85	Ending Membership (paid)	129

Events scheduled during next quarter:

- June 19, 2017: A.C. Miller Precast Concrete Plant Tour in Blairsville, PA.
- July 28, 2017: Sporting Clay Shoot at Promise Land Sporting Clays in Freeport, PA.
- September 8, 2016: September Dinner Meeting at Rustic Lodge in Indiana, PA.
Speaker: To be Determined.
Presentation: To be Determined.

Miscellaneous Items:

- 2016 ASHE Mid-Allegheny Outstanding Highway Engineering Award Recipients:
 - Projects > \$2.5 Million: SR 68 Clarion Curve (D-10/Gannett Fleming/Palo)
 - Projects < \$2.5 Million: SR 85 Hot-in-Place Asphalt Recycling (D-10/Highway Rehab)

- 2017 ASHE Mid-Allegheny Scholarship Recipients:
 - Lauren Helveston – Bucknell University (\$1000 Engineering Scholarship)
 - Logan Eschrich – Pittsburgh Technical Institute (\$500 Technical Scholarship)

Milestones:

The following is a summary of key milestones for this quarter:

- No applicable milestones for this quarter.

Long Island

Activities:

None

<u>Operating Budget (as of 5/31/17)</u>		<u>Membership (As of 5/31/17)</u>	
Starting Balance	\$8,187.07	Starting Membership	45
Revenue	\$560	Losses	
Expenses	\$00	Gains	
Ending Balance	\$8,747.07	Ending Balance (paid)	45

Events scheduled during next quarter:

Scholarship Golf Outing

Miscellaneous Items:

Milestones:

The following is a summary of key milestones for this quarter:

- None

New York Metro

Activities:

The following is a summary of key activities for this quarter:

- 4/11/17 Board Meeting
- 4/18/17 Presentation: LaGuardia Redevelopment
- 5/9/17 Board Meeting
- 5/16/17 Presentation: Nassau County Hub transit Initiative

<u>Operating Budget (As of 5/10/17)</u>		<u>Membership (As of 5/10/17)</u>	
Starting Balance (3/13/17)	\$49,885.00	Starting Membership	168
Revenue	\$10,358.00	Losses	
Expenses	\$20,601.00	Gains	+2

Ending Balance	\$39,642.00	Ending Membership (paid)	170
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Events scheduled during next quarter:

- June 14-18, 2017 ASHE National Conference

Miscellaneous Items:

- N/A

Milestones:

The following is a summary of key milestones for this quarter:

- Preparations continue for ASHE 2017 National Conference at NYC (Sheraton Time Square) June 14-18, 2017.

North Central New Jersey

Activities:

The following is a summary of key activities for this quarter:

- April 20, 2017; (Joint meeting with SNJ) Project of the Year Presentation and Scholarship awards.
- May 04, 2017; Annual Golf Outing.
- June 6, 2017; NJTA – Interchange 14A Field Trip/Presentation.

Operating Budget (As of 04/20/17)		Membership (As of 06/5/17)	
Starting Balance (03/01/17)	\$75,281.19	Starting Membership (04/01/17)	175
Revenue	\$2,360.00	Losses*	0
Expenses	(\$6,156.27)	Gains	6
Ending Balance	\$71,484.92	Ending Membership (paid)	181

- Dropped for non-payment of dues.

Events scheduled during next quarter:

- June 14-18; 2017 National Conference, New York City.
- July 18, 2017; Section Board Reorganization Meeting.
- August, 2017; No Activities.

Miscellaneous Items:

- Awarded 2017 Scholarships in the amount of \$15,500.
 - \$11,000 to Engineering Students.
 - \$4,500 to Member Child.

Milestones:

The following is a summary of milestones for this quarter:

- None.

North East Penn

Activities:

The following is a summary of key activities for this quarter:

- 4/11/2017; State of the District (4-0), George Robert's Discussion
- 5/12/2017; Installation of Officers and 50th Anniversary of North East Penn Chapter Celebration
- 6/22/2017; North East Penn Section Golf Outing

Operating Budget (As of 03/31/17)		Membership (As of 05/05/17)	
Starting Balance (7/1)	\$29,477.10	Starting Membership (04/17)	133
Revenue	\$45,368.03	Losses	0
Expenses	\$41,763.47	Gains	2
Ending Balance	\$33,081.66	Ending Membership (paid)	135

Events scheduled during next quarter:

- 7/18/2017 or 7/25/2017; Board of Director's Meeting
- 9/2017; Dinner Meeting: TBD

Miscellaneous Items:

- The North East Section has a new logo to celebrate our 50th Anniversary. See new logo above.
- North East Penn Section, along with the East Penn Section, is pursuing/proposing to host the ASHE National Convention in 2021.

Milestones:

- Nothing to report at this time.

Pittsburgh

Activities:

The following is a summary of key activities for this quarter:

- April 5th Transportation Forum at the University of Pittsburgh
- April 27th – Women's Forum with Secretary Leslie Richards
- April 27th – Joint Section Dinner meeting with Secretary Leslie Richards
- April 29th – Adopt A Highway – I-376 Campbells Run interchange
- May 12th – Young Member joint social – Shadyside Saloon
- May 16th - Section Dinner meeting at Narcisi Winery
- May 26th - Golf Outing – Pittsburgh National Golf Course

Operating Budget (As of 05/31/17)	Membership (As of 05/31/17)
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Starting Balance (4/1)	\$66,095	Starting Membership (4/1)	562
Revenue	\$33,588	Losses	0
Expenses	\$22,592	Gains	0
Ending Balance	\$77,091	Ending Membership (paid)	562

Events scheduled during next quarter:

- June 14-18 Pittsburgh Section sponsored bus to ASHE National Conference NYC
- June 27th – Pittsburgh Section Board-only meeting
- June 30th Pirate Game Outing and tailgate party
- August TBD – Pittsburgh Section Board-only meeting

Miscellaneous Items:

- Awarded the annual scholarship during the May 16th Section dinner meeting
- Installation of Executive Board Officers and Directors at the May 16th Section dinner meeting
- Community Outreach at various local high schools
- Members actively engaged in Construction Legislative Council – monthly meetings
-

Milestones:

- None at this time

Southern New Jersey - No Report

Southwest Penn

<u>Operating Budget (As of 4/30/17)</u>		<u>Membership (As of 5/31/17)</u>	
Starting Balance (1/1)	\$2,685.75	Starting Membership (1/1)	288
Revenue	6,732.21	Losses	0
Expenses	5,942.87	Gains	0
Ending Balance	3,475.09	Ending Membership (paid)	288

Events scheduled during this quarter:

- April – Nemaquin Country Club - Presentation by Steve Hrovich, P.E. – Construction Engineering Manager, PA Turnpike Commission
- May – Stonevilla

Miscellaneous Items:

Milestones:

The following is a summary of key milestones for this quarter:

Williamsport - No Report

ROCKY MOUNTAIN REGION
Covered by Southeast Region at This Time

SOUTHEAST REGION – Brad Winkler, P.E. & Leigh Lilla, P.E., LEED AP

SECTIONS: Central Florida, Dallas-Fort Worth, Georgia, South Florida, Northeast Florida, Middle Tennessee, Phoenix Sonoran and Tampa Bay

REGION

The Southeast Region conducted its meeting on March 27, 2017 in Orlando, Florida.

- The Region Officers for 2016-2017
 - National Directors:
 - Leigh Lilla
 - Brad Winkler

 - Regional Directors:

<ul style="list-style-type: none">▪ Eugene Lozano▪ Ron Osterloh▪ Naldo Gonzalez▪ Sharon Shultz▪ Russell Yaffee▪ Larry Josephson▪ John Willet▪ Mike Zieminski	Section: Central Florida Georgia South Florida Middle Tennessee Northeast Florida Tampa Bay Phoenix Sonoran Dallas-Fort Worth
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 - Region Officers
 - Eugene Lozano – President
 - Ron Osterloh – Vice President
 - Whitney Stevens – Secretary
 - Donna McQuade – Treasurer
 - Scott Jordan – Past President

Budget:

SE Region Budget Update (through December 31, 2016)

- Southeast Region account current balance is shown as \$1,004.53. Beginning quarter balance was \$1,038.53. No income this quarter and \$2,749.00 this year. Expense of \$34 for BOA service fees occurred during the month and \$3,704.53 during the year. Total expenses of \$1,285.02 due to the January in person Regional meeting in Orlando.

Other:

- Next Scanner Deadline – Georgia and Phoenix are due April 15, 2017
- The next Region meeting is not yet scheduled on Web-ex.

Central Florida

Previous submittal Activities

Past Events:

- Eweek was well attended on 2/23/17. We had 77 people for our panel discussion about Traffic/Pedestrian Safety.
- Programs Meeting held on 3/15/17
- Spring Social was held on Tuesday 3/21/17. 44 registered and approximately 40 attended.

Upcoming Meeting/Events:

- Clay Shoot was re-scheduled for May 12th, 2017
- Board Induction Meeting and Social being scheduled for June 2017
- We are considering putting on a PdH technical program this year

Scholarship:

- N/A

Student Sections:

- Coordination is still ongoing with the UCF Student Section

Other:

Operating Budget ⁽¹⁾		Membership ⁽²⁾	
Starting Balance (7/26/16) (Checking and PayPal Account)	\$11,383.08	Starting Membership (5/15/16)	57
Revenue (Memberships and event Fees collected)	\$780.00	Losses	0
Expenses (National Membership dues)	\$4,264.50	Gains	0
Ending Balance (9/2/16)	\$7,898.58	Ending Membership As of (12/31/16)	57

Notes:

1. Does not include Petty Cash of \$304.00 or Valencia Foundation Scholarship Fund of \$10,500.00.
2. Currently reconciling membership list with National

Dallas-Fort Worth

Activities

Past Events:

- N/A

Upcoming Meetings/Events:

- N/A

Student Sections:

- N/A

Operating Budget (As of 6/1/2017)		Membership (As of 3/1/2017)	
Starting Balance	\$8,204.56	Starting Membership	31
Revenue	\$0.00	Losses	0
Expenses	\$1,025	Gains	0
Ending Balance	\$7,176.56	Ending Membership (paid)	31

Georgia

Activities

Past Events:

- April 21st – Technical Tour at Gwinnett County Water Resource Center (5 attendees)
- May 11th – Golf Tournament at River pines (128 attendees)

Upcoming Meeting/Events:

- June 16th, ASHE Lunch Meeting, New board members will be announced but not inducted until next meeting due to conflict with National Conference
- July TBD, ASHE Annual Happy Hour Social
- August TBD, ASHE Bowling Tournament
- September TBD, Lunch meeting
- October 20th – Transportation Summit – partnership with ACEC and other local organizations
- December TBD, Annual Holiday party

Scholarship:

- 2017 Scholarships:
 - Babs Abubakari Memorial Scholarship (presented at the January 2017 luncheon)
 - \$1,500
 - Jim McGee Memorial Scholarship (will be presented at September 2017 luncheon)
 - \$1,500 each, TBD

Student Section (37 members):

- Approximately 37 Student Members
- Taking summer off and will resume meetings in the fall

Other:

Operating Budget (As of 5/31/17)		Membership Renewals (As of 12/31/16)*	
Starting Balance	\$90,340.17	Starting Membership	344

Revenue	\$ 20,278.71	Losses	0
Expenses	\$ 13,182.60	Gains	53
Ending Balance	\$ 97,436.27	Ending Membership (paid)	397

South Florida

No Report

Middle Tennessee

Previous Submittal

Activities

Past Events:

- The January lunch meeting included a presentation by Ms. Tanisha Hall and Mr. Jonathan Russell on “TDOT’s I-65 Multimodal Corridor Study”.
- No February meeting was held in order for members to participate in local All Engineers Week events.
- The March lunch meeting was a joint meeting with TSPE and included a presentation by Ms. Kasey Anderson with ACEC with a “Capitol Hill/Legislative Update”. This was very timely as transportation funding is being considered in the Legislature.

Upcoming Meetings/Events:

- The April lunch meeting will be Mr. Paul Holzen and Mr. Jonathan Marston of the City of Franklin.
- Annual all day ASHE Technical Session is scheduled for May.

Student Sections:

- N/A

Other:

- 2019 ASHE National Conference –preliminary planning is underway.

Operating Budget (As of 12/23/2016)		Membership (As of 12/23/2016)	
Starting Balance	\$13,678.41	Starting Membership	256
Revenue	\$8,561.22	Losses	0
Expenses	\$9,487.98	Gains	17
Ending Balance	\$12,751.65	Ending Membership (paid)	273

Northeast Florida

ACTIVITIES:

Scholarship Funding:

- 2016 – Approximately \$14,800.00

Past Events:

- Nov 2016 – “THE MODERNIZATION OF JAXPORT BLOUNT ISLAND MARINE TERMINAL” by Mr. Frank Proctor, Ports Group Section Manager and Mr. Stephen Mersdof, Ports Group Engineer from HDR.
- Dec 2016 – “ASHE-NEFL Christmas/Holiday Party” at Wicked Barley Brewery.
- Jan 2017 – FDOT and Local Agency Work Program Presentations, featuring: Jim Knight with FDOT / Tom Fallen with City of Jacksonville / Richard Pirerra with Jacksonville Transportation Authority / Paul Soares with Jaxport and Jeff Sheffield with North Florida TPO.
- No event due to Engineers Week – ASHE Board Representatives presented our annual UNF Scholarships to the recipients at the Engineers Week kick-off luncheon.
- March 2017 - Mr. Vern Danfroth, P.E. and Mr. Jimmie Prow from FDOT CADD Production Support Team, presented on the much-anticipated topic, "QC Review Methods for 3D Engineered Models".

Upcoming Meeting/Events:

- April 2017 – “Clay Shoot”
- May 2017 – Project site visit – TBD
- June/July – Top Golf Event
- September – Bob Burleson will present our annual Legislative Update

Scholarship:

- Scholarships from last year’s golf tournament were presented to the recipients in February at the Annual Engineers Week kick-off luncheon.

Student Sections:

- Our Student Chapter has continued to flourish under a new Director and has continued to host regular monthly meetings at the University of North Florida. We sponsored our first Student Chapter Competition at the annual Build/Putt/Give Program hosted by Peters and Yaffee, in September 2016. Two student teams competed in the competition, with a prize awarded to the best build.

Other:

- Our Membership/Sponsorship Drive has closed with membership numbers staying fairly stable.
- Would like to discuss the cost of our last “face to face” regional meeting and our plan for making arrangements for the next one, in an effort to lessen the financial burden to the host section.

Operating Budget (As of 5/31/17)		Membership (As of 5/31/17)	
Starting Balance	\$ 52,566.47	Starting Membership	206
Revenue	\$ 7,155.00	Losses	13
Expenses	\$ 14,640.25	Gains	21

Ending Balance	\$ 45,071.22	Ending Membership (paid)	214
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Phoenix Sonoran

Previous submittal

The Sonoran Chapter has been to start 2017. We have had the following monthly breakfast meetings:

- January 10, 2017 – Seth Chalmers, PE Traffic Engineering Division Manager for Pima County DOT, presented – *Road Safety Engineering Decisions, Issues & Considerations* – attended by 53 people
- February 14, 2017 – Molly Monserud, City of Phoenix Aviation – *Phoenix Sky Train – Past, Present and Future* – attended by 52 people
- March 14, 2017 – Bob Hazlett, Senior Transportation Engineer, Maricopa Association of Government – *Regional Freeway & Highway Program – MAG 2016 Rebalancing* – attended by 56 people

We also held a volunteer event at the St. Vincent de Paul Center in south central Phoenix, with approximately 10 ASHE members and guests helping young children between 5 and 12 complete their homework, read and/or perform science experiments. Current membership is 141.

Tampa Bay

Previous Submittal

Activities

Past Events:

- January 10, 2017 – EC Meeting
- January 17, 2017 – Joint Meeting with FES, ASHE, and ASCE regarding a Legislative Forum
- February 13, 2017 – EC meeting
- E-week Banquet – February 23, 2017
-

Upcoming Meeting/Events:

- April 11th – Robert Clifford of WSP/ Parsons Brinckerhoff
- TBD – Casino Night hosted at THEA Boardroom
- TBD- Adopt a Highway Event

Scholarship:

- We expect our endowment to provide two \$1,000 scholarships for the 2016- 2017 year.

Student Sections:

- Looking into establishing a student section. Spoke to USF's College of Engineering Assistant Dean, Dr. Jose Zayas-Castro about getting a supporting faculty member. The search is still on going.

Other:

Operating Budget			Membership	
Starting Balance	\$14,996.33		Starting Membership (9/26/16)	87
Revenue (Memberships and event Fees collected)	\$2,310.00		Losses	0
Expenses (National Membership dues)	\$1,262.51		Gains	10
Ending Balance (9/2/16)	\$16,043.82		Ending Membership As of (3/17/17)	97



Attachment 4: Treasurer's Report