



National Executive Committee Meeting Minutes

<u>Place:</u>	Webex Conference Call	
<u>Date & Time</u>	July 6, 2016 11:00 am	
<u>Present:</u>	<u>Name</u> Larry E. Ridlen, PE Greg T. Dutton, PE Richard N. Cochrane, PW Charles L. Flowe, P.E. P. Frank O’Hare, PE Robert A. Hochevar, PE Stan A. Harris, PE Samir D. Mody, PE	<u>Office</u> President First Vice-President Second Vice-President Secretary Treasurer Immediate Past President ROC Committee Chair Governance Subcommittee Chair
<u>Absent:</u>	Shirley A. Stuttler	President’s Assistant

Note: Actions of the Executive Committee are highlighted in yellow.

Assignments or actions pending are highlighted in green.

- I. Call to Order and Roll Call – Ridlen**
- II. Pledge of Allegiance – Mody**
- III. Welcome, Introductions and Remarks – Ridlen**

Ridlen welcomed the Executive Committee.

IV. President’s Report - Ridlen

Attended the following Sections:

- North East Penn Section on June 3rd for the Installation of Officers
- Southern New Jersey Section on June 24th for their 30th Anniversary
- Clearfield Section on June 29th for their 55th Anniversary

Held Meetings with the Vice Presidents on:

- June 7th
- July 5th

Business Items:

- Held National Board Meeting on May 22nd focused on Committees
- Held Executive Committee meeting on May 22nd
- Conducted a E-Meeting with the Executive Committee and held a vote on two items
 - Item #1: motion to approve the purchase of the WebEx Intermediate Plan for 1 year for video conferencing. Approved
 - Item #2 w/amendment: motion to approve reimbursement of one night stay at the hotel (\$200) and travel expenses (parking \$45 + mileage \$122) for a total \$367 for Tammy Farrell to exhibit at the National Conference in Pittsburgh in May 2016 as the editor of the scanner. This is a one-time payment and is not part of the TNT vendor agreement. Approved
- Set up two (2) Video conference for the Executive Committee on July 6th and August 24th
- Contacted the following sections by email to make them aware that the National Board would be holding their meeting in their city and invite them to the Friday night dinner
 - Cuyahoga Valley
 - Central Florida
 - North Central West Virginia
- Signed the Directors and Officers Liability and Employment Practices Liability Insurance Proposal on June 2nd
- June 7th provided Dick Cochrane an excel file with the list of Committee members for establishing Cloud permissions
- Identified Jeff DeAngelo of the North East Penn section to replace Jud Wible as the IECA representative on the Partnership Committee
- Invited Mindy Sanders Technology Committee Chair and Tom Morisi Website Committee Chair to attend the Technology Workshop at the October National Board Meeting
- Contacted all of the Committee Chairs to confirm their committee goals for 2016 – 2017 that they presented at the May National Board Meeting

V. Secretary Update – Flowe

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

Northeast Region	
Albany	117
Altoona	207
Central New York	49
Clearfield	155
Delaware Valley	398
East Penn	78
First State	141
Franklin	145
Harrisburg	355
Long Island	45
Mid-Allegheny	132
New York Metro	86
North Central New Jersey	166
Northeast Penn	124
Pittsburgh	550
Southern New Jersey	180
Southwest Penn	302
Williamsport	129
Subtotal	3359
Mid-Atlantic Region	
Blue Ridge	97
Carolina Piedmont	58
Carolina Triangle	235
Chesapeake	207
Greater Hampton Roads	131
N. Central West Virginia	37
Old Dominion	101
Potomac	215
Subtotal	1081

Southeast Region	
Central Florida	48
Georgia	391
Gold Coast	11
Middle Tennessee	252
Northeast Florida	203
Tampa Bay	97
Subtotal	1002
Great Lakes Region	
Central Ohio	188
Cuyahoga Valley	123
Derby City	87
Lake Erie	146
Northwest Ohio	42
Triko Valley	173
Subtotal	759
North Central Region	
Central Dacotah	123
Subtotal	123
Rocky Mountain Region	
Phoenix Sonoran	142
Subtotal	142
South Central Region	
Dallas-Fort Worth	80
Subtotal	80
At-Large Membership	
Domestic At-Large	12
International At-Large	2
Subtotal	14
National Total	6560

Total Membership.....6560

This represents an increase of 45 members since the May 22, 2016 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 2015-2016:

None

VI. Treasurer Update – O’Hare

O’Hare reported that all of the 990 data sheets have been received except for the Southeast Region. The Treasurer’s Report is attached as Attachment No. 1.

VII. Action Items from the May 22, 2016 Executive Committee Meeting

- A. Stan Harris – Distribute description of the draft Project Award guidelines to the executive board for review – ***Not completed***
- B. Stan Harris – provide Shirley the committee members of the National Project Award subcommittee for inclusion on the Committee list as a subcommittee to the ROC committee - ***Completed***
- C. Charlie Flowe – identify sections that had the largest drops this past year and request from them reasons for the drops and what they did to try and prevent members from dropping. To be used as lessons learned for other sections – ***Not Completed***
- D. Larry Ridlen – develop a checklist for Section Health to be used by the National Directors in evaluating their sections. Key areas will be Financial, Membership trends, Leadership transition and frequency and value of meetings – ***Not Completed***
- E. Greg Dutton – send to the board the email with the responses from Naldo on the Gold Coast section - ***Completed***
- F. Charlie Flowe / Dick Cochrane – report back by the October meeting on the evaluation of our ASHE IT needs and expectations with suggestions on if we hire a IT firm – ***Not Completed***

- G. Larry Ridlen – Provide Dick and Jake a excel file on the committee members with contact information to set up Cloud permissions - **Completed**
- H. Larry Ridlen – pull together the summary of the Committee information from the National board meeting - **Completed**
- I. Sam Mody – take back the results of the Sunday National Board / Committee Meeting to the Governance Committee for feedback - **Completed**
- J. Sam Mody – Governance Committee to provide recommendations to the National Board agenda to allow for less reporting and more discussion items from Committees or National Directors - **Completed**
- K. Sam Mody – transition the Leadership training SWOT item to the Professional Development Committee – **Not Completed**
- L. Larry Ridlen – set up 2-hour video conference calls for mid-July and end of August on either Wednesday or Thursday from either 11 to 1 or 4 to 6 - **Completed**
- M. Dick Cochrane – Prepare for the Committee workshop meeting at the October Board Meeting on Technology. Larry to let Mindy Sanders and Tom Morisi know that they will be invited to that meeting – **Not Completed**

VIII. PDH Proposal - Ridlen

Attached are the Student Chapter / CEU Committee Professional Development Certification Assessment and Recommendations and the Draft Professional Development Certification Program (Attachments 2 and 3). **After discussion, the Professional Development Certification Program was approved.** Ridlen will contact Matheu Carter and notify him of the approval.

IX. Grant Fund - Harris

Harris reported that the ROC Committee meets on the 2nd Thursday of the month. The Committee will send out a notice to the Sections and Regions notifying them of the changes to the Grant Fund and that guidelines will be distributed soon. The proposed guidelines will be presented to the National Board at the October meeting.

X. Governance Subcommittee - Mody

Mody reported on the activities of the Governance Subcommittee. The subcommittee consists of the following members:

Sam Mody – Chair
Bob Hochevar – Board Liaison
Rod Pello

Dave Jones
Charlie Flowe
Calvin Jones

All of the committee members of the 2015-2016 committee have agreed to continue to serve. Status of unfinished actions are:

- Engagement of Past National Presidents
 - The current outreach efforts seem sufficient. The Past National Presidents who wish to remain engaged with the National Board have stepped up and maintain a committee or board role.
 - Updated the Past National President contact list that was compiled for the 2016 National Conference to include their home Section. The Board will extend an invitation to any Past Presidents who reside in the vicinity of a Board Meeting as a guest to the Friday night dinner and the Saturday Board Meeting.
- Engagement of an Event Planner and Selection of a Registration Vendor for the National Conference.
 - Document the committee's knowledge base of recommending to contract with specific Registration Vendor(s) and moving toward securing Event Planner for National Conferences.
 - Give recommendations to the National Conference Committee Chair.

Following are the Committee's goals:

- 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.
- Move forward the discussion on Administrative Assistant to the Executive Committee by developing a job description that defines their responsibilities. This role could encompass current duties of the Assistant to the Secretary and Assistant to the President plus current administrative roles being accomplished by the National Secretary and National Treasurer.
- Looking forward to a possible need to increase the National Fee structure provide guidance on the process to gain support from Regions and Sections.
 - The last national dues increase was implemented in 2006. (assessment was increased from \$10 to \$20/member)

- Prepare a white paper which outlines the value that National provides to the Regions and Sections.
- Coordinate with the PR committee to broadcast the message.
- The National Reserves were reduced by \$23k to balance 2016-2017 budget. Compute the projected trend line of reducing the Reserves on a yearly basis without a dues increase?

Stretch Goal:

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

XI. Committee Goals - Ridlen

Committees need to report out on how they are addressing their yearly goals in their quarterly committee reports. Ridlen will send out a reminder of their goals along with the notice from Shirley to have quarterly reports to her by a set date

Look at a standard committee report which includes

- Motion for committee
- Past committee meeting
- Future committee meetings
- Actions / goals
- Budget

XII. Other Items of Business

There was discussion about simplifying the process of holding e-meetings with votes.

XIII. Adjourn

Respectfully submitted,

Charles L. Flowe, PE
National Secretary

Attachments:

1. Treasurer's Report
2. Student Chapter / CEU Committee Professional Development Certification
Assessment and Recommendations
3. Draft Professional Development Certification Program

Attachment #1
Treasurer's Report



ASHE Treasurer's Report
for
Fiscal Year 2015-2016 Un-audited

DEMAND ACCOUNTS

1	PNC Checking - Beginning Balance (6/1/2015) ¹	\$ 71,348.57
2	Income (See Page 2)	\$ 202,245.16
3	Expenses (See Page 3)	\$ (242,983.05)
4	Increase or (Decrease) in PNC Checking - as of 5/31/2016	\$ (40,737.89)
5	<u>PNC Escrow Account (Circle City)</u>	\$ 1,680.95
6	PNC Bank Balance (5/31/2016)	\$ 32,291.63

INVESTMENTS

7	Dryden Active Allocation - Beginning Balance (6/30/2015)	\$ 260,406.82
8	Increase or (Decrease) in Fund - as of 5/31/2016	\$ 3,831.33
9	Dryden Balance as of 5/31/2016 (Based upon 4/30/2016 report)	\$ 264,238.15
10	<u>Total Assets as of 6/1/2016</u>	\$ 296,529.78
11	<u>Total Assets as of 5/31/2016</u>	\$ 331,755.39
12	<u>Increase or (Decrease) in Total Assets - 6/1/2015 to 5/31/2016</u>	\$ (35,225.61)

¹ 6/1/2015 Balance Revised to reflect check 2727, 5/25/2015, \$186.02 voided on 10/22/2015.

Respectfully submitted:

P. Frank O'Hare, PE, PS July 5, 2016
ASHE National Treasurer

Cash Flow - Year To Date

6/1/2016 through 7/5/2016

7/5/2016

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Category	6/1/2016- 7/5/2016
INFLOWS	
Conference Seed Money Return	8,000.00
Sponsorships	
Multiview	384.22
TOTAL Sponsorships	384.22
TOTAL INFLOWS	8,384.22
OUTFLOWS	
Executive Committee	
Employee - Wages	930.69
Insurance - Business	956.00
Office - Conf. Call, Office Expenses	101.24
Office Rent	550.00
Postage and Delivery	27.41
President Assistant's Expenses	
Stipend	1,200.00
TOTAL President Assistant's Expenses	1,200.00
President's Expenses (Other than BD Mtg)	
Lodging	172.05
Mileage	486.00
Misc. Travel Expenses, Meals, Parking,	48.03
Travel -- Air,Train,Transit,Cab,Rental	824.95
TOTAL President's Expenses (Other tha...	1,531.03
TOTAL Executive Committee	5,296.37
Membership - Members at Large Committee	
Data Base Project	1,125.00
TOTAL Membership - Members at Large C...	1,125.00
National Board	
Board Member - Board Meeting Expenses	
Travel-Air,Train,Transit,Cab,Rental	33.05
TOTAL Board Member - Board Meeting ...	33.05
TOTAL National Board	33.05
Regional Outreach Committee (ROC)	
Committee & Regional Director Travel	
Mileage	113.40
Misc. Travel Expenses, Meals, Parking,	38.00
TOTAL Committee & Regional Director T...	151.40
TOTAL Regional Outreach Committee (ROC)	151.40
SCANNER Committee	
Committee Travel	

Cash Flow - Year To Date

6/1/2016 through 7/5/2016

7/5/2016

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Category	6/1/2016- 7/5/2016
Lodging	200.00
Mileage	122.00
Misc.Travel Expenses, Meals, Parking	45.00
TOTAL Committee Travel	367.00
Scanner Printer and Mailing	7,700.51
TOTAL SCANNER Committee	8,067.51
TOTAL OUTFLOWS	14,673.33
OVERALL TOTAL	-6,289.11

July 5, 2016

	2015/2016 Budget Income	2015/2016 Actual Income as of 5/31/2016	2015-2016 Over/(Under) Budget	% of Budget as of 5/31/2016
INCOME				
1 MEMBER ASSESSMENT	\$ 128,000	\$ 119,106.50	\$ (8,893.50)	93%
2 NEW MEMBERS	\$ 14,500	\$ 19,400.00	\$ 4,900.00	134%
3 SCANNER SPONSORSHIPS	\$ 35,000	\$ 35,976.90	\$ 976.90	103%
4 CONFERENCE SEED MONEY RETURN	\$ 8,000	\$ 8,000.00	\$ -	100%
5 MULTIVIEW	\$ 10,000	\$ 11,391.81	\$ 1,391.81	114%
6 PAST PRES. PINS	\$ 1,500	\$ 1,769.95	\$ 269.95	118%
7 NEW MEMBERS - At Large	\$ -	\$ 100.00	\$ 100.00	
8 CLOTHING ROYALTIES	\$ 100	\$ -	\$ (100.00)	0%
9 CONFERENCE PROFITS	\$ 2,000	\$ 6,500.00	\$ 4,500.00	325%
10 MISCELLANEOUS	\$ 100	\$ -	\$ (100.00)	0%
11 VOIDED CHECKS	\$ -	\$ -	\$ -	
12 REFUND - REGIONAL EXPOSURE	\$ -	\$ -	\$ -	
13 TOTAL INCOME	\$ 199,200	\$ 202,245.16	\$ 3,045.16	102%
14 Approved Reduction of Assets - Original Budget	\$ 22,408	\$ 22,408.00	\$ -	100%
15 9/10/2016 Approved Additional Reduction of Assets	\$ 1,200	\$ 1,200.00	\$ -	100%
16 5/22/2016 Approved Additional Reduction of Assets	\$ 18,000	\$ 17,129.89	\$ (870.11)	95%
17 TOTAL INCOME	\$ 240,808	\$ 242,983.05	\$ 2,175.05	101%

Notes:

BASED UPON APPROVED BUDGET 2015 - 2016

9-10-2015: Budget revised to reflect the \$1,200 expenses budgeted for the Technology Committee.

5-22-2016 Budget revised by National Board to increase the reduction of assets by \$18K.

EXPENSES

	2015-2016 Budgeted Expense	2015-2016 Actual Expense as of 5/31/2016	2015-2016 Over/(Under) Budget	% of Budget as of 5/31/2016
CONSTITUTION & BYLAWS COMMITTEE				
1 COMMITTEE TRAVEL	\$ 2,000	\$ -		
	\$ 2,000	\$ -		
EXECUTIVE COMMITTEE				
1 AUDIT & CPA FEES	\$ 6,500	\$ 6,413.75	\$ (86.25)	99%
2 AWARDS, BANNERS, RIBBONS, MISC	\$ 2,000	\$ 4,989.29	\$ 2,989.29	249%
3 COMPUTERS, PURCHASE, REPAIR	\$ -	\$ 53.36	\$ 53.36	
4 CONTINGENCIES, LEGAL, BANK FEES	\$ 500	\$ 86.00	\$ (414.00)	17%
5 DONATIONS, MEMORIALS, GIFTS	\$ -	\$ 76.93	\$ 76.93	
6 EMPLOYEE - TAXES, FICA	\$ 2,500	\$ 2,395.42	\$ (104.58)	96%
7 EMPLOYEE - WAGES	\$ 10,000	\$ 9,711.68	\$ (288.32)	97%
8 EXECUTIVE COMMITTEE MEETING	\$ 6,500	\$ 16,331.22	\$ 9,831.22	251%
9 INSURANCE - BUSINESS	\$ 2,400	\$ 1,305.00	\$ (1,095.00)	54%
10 OFFICE- CONF. CALL, OFFICE EXPENSES	\$ 1,000	\$ 3,178.42	\$ 2,178.42	318%
11 OFFICE RENTAL	\$ 3,300	\$ 3,300.00	\$ -	100%
12 POSTAGE & DELIVERY	\$ 1,500	\$ 955.71	\$ (544.29)	64%
13 PRES. ASSISTANTS EXPENSES	\$ 10,000	\$ 12,336.67	\$ 2,336.67	123%
14 PRESIDENTS TRAVEL	\$ 5,000	\$ 9,266.31	\$ 4,266.31	185%
15 SOCIETY EXPOSURE FUNDS	\$ 7,000	\$ 5,000.00	\$ (2,000.00)	71%
16 Society Grant Funds	\$ -	\$ 5,000.00	\$ 5,000.00	
17 SUPPLIES, BUSINESS	\$ 2,000	\$ 1,014.57	\$ (985.43)	51%
	\$ 60,200	\$ 81,414.33	\$ 21,214.33	135%
LEGISLATIVE REVIEW COM.				
1 COMMITTEE TRAVEL	\$ 800	\$ -	\$ -	
	\$ 800	\$ -	\$ -	
MEMBERSHIP - MEMBERS AT LARGE COMMITTEE				
1 EXPENSES for Hart, Member of Yr., Young Member of Yr.	\$ 1,600	\$ 3,097.46	\$ 1,497.46	194%
2 Membership Database Project	\$ 4,000	\$ 5,847.49	\$ 1,847.49	146%
	\$ 5,600	\$ 8,944.95	\$ 3,344.95	160%
NATIONAL BOARD				
1 BOARD DIRECTORS LODGING	\$ 7,500	\$ 9,077.42	\$ 1,577.42	121%
2 BOARD DIRECTORS TRAVEL	\$ 21,000	\$ 32,164.72	\$ 11,164.72	153%
3 BOARD MEETING EXPENSES	\$ 8,000	\$ 11,340.29	\$ 3,340.29	142%
	\$ 36,500	\$ 52,582.43	\$ 16,082.43	144%
NATIONAL CONFERENCE COMMITTEE				
1 2016 CONFERENCE STIPEND & EXPENSES	\$ 17,650	\$ 13,575.00	\$ (4,075.00)	77%
2 ADVANCE FOR CONFERENCE	\$ 8,000	\$ 8,000.00	\$ -	100%
3 SPONSORSHIPS FOR CONFERENCE	\$ 4,000	\$ 4,800.00	\$ 800.00	120%
4 NATIONAL CONFERENCE COMM.	\$ 2,800	\$ 1,002.57	\$ (1,797.43)	36%
	\$ 32,450	\$ 27,377.57	\$ (5,072.43)	84%
NEW SECTIONS COMMITTEE				
1 NEW SECTION COMM.	\$ 7,500	\$ 2,490.49	\$ (5,009.51)	33%
2 PARTNERSHIP EXCHANGE	\$ 4,000	\$ 400.00	\$ (3,600.00)	10%
	\$ 11,500	\$ 2,890.49	\$ (8,609.51)	25%

<u>NOMINATIONS COMMITTEE</u>					
1	NOMINATING COMM.	\$	-	\$	-
		\$	-	\$	-
<u>OPERATIONS OVERSIGHT COMMITTEE</u>					
1	OPERATING MANUAL COMM.	\$	-	\$	-
2	OPERATION OVERSITE COMM.	\$	-	\$	-
3	SOCIETY HISTORY COMM.	\$	-	\$	-
		\$	1,500	\$	(1,500.00) 0%
<u>PUBLIC RELATIONS COMM.</u>					
1	COMMITTEE TRAVEL	\$	456.27	\$	456.27
2	CONTEST	\$	50.00	\$	50.00
3	Conference Exposure (Not in 2015-2016 Budget Projections)	\$	400.00	\$	400.00
4	PROMOTIONAL MATERIALS	\$	5,457.47	\$	5,457.47
5	SHIPPING - ASHE DISPLAY	\$	350.00	\$	350.00
		\$	10,000	\$	6,713.74 \$ (3,286.26) 67%
<u>REGIONAL OUTREACH COMMITTEE (ROC)</u>					
1	REGIONAL DIRECTORS TRAVEL	\$	2,000	\$	5,448.69 \$ 3,448.69 272%
2	REGIONAL OVERSITE COMMITTEE	\$	1,200	\$	(1,200.00)
3	REGIONAL/SECTIONS GRANT	\$	3,000	\$	(3,000.00)
4	REGIONAL DISTRIBUTION	\$	-	\$	-
		\$	6,200	\$	5,448.69 \$ (751.31) 88%
<u>SCANNER COMMITTEE</u>					
1	SCANNER/TECHNICAL COMMITTEE	\$	1,000	\$	(1,000.00) 0%
2	SCANNER PRINTER & MAIL	\$	32,000	\$	49,201.87 \$ 17,201.87 154%
3	TNT GRAPHICS EDITOR FEE - scanner	\$	10,624	\$	3,847.25 \$ (6,776.75) 36%
4	TNT GRAPHICS OFFICE EXPENSES	\$	1,500	\$	1,368.67 \$ (131.33) 91%
5	TNT GRAPHICS - Electronic Version	\$	2,156	\$	(2,156.00) 0%
6	TNT GRAPHICS - Email Blast	\$	1,328	\$	(1,328.00) 0%
		\$	48,608	\$	54,417.79 \$ 5,809.79 112%
<u>STRATEGIC PLAN COMMITTEE</u>					
1	STRATEGIC PLANNING COMMITTEE	\$	1,600	\$	-
		\$	1,600	\$	(1,600.00) 0%
<u>STUDENT-CEU 'S COMMITTEE</u>					
1	STUDENT / CEU COMMITTEE	\$	2,500	\$	532.75 \$ (1,967.25)
2	IACET FEES & EDUCATION COSTS	\$	150	\$	250.00 \$ 100.00
		\$	2,650	\$	782.75 \$ (1,867.25) 30%
<u>TECHNOLOGY COMMITTEE</u>					
1	WEBSITE	\$	2,000	\$	1,180.00 \$ (820.00) 59%
2	Cloud Committee (Not in 2015-2016 Budget Projections)	\$		\$	896.40 \$ 896.40
3	TECHNOLOGY COMMITTEE	\$	1,200	\$	333.91 \$ (866.09) 28%
		\$	3,200	\$	2,410.31 \$ (789.69) 75%
<u>TREASURER</u>					
1	FUNDS TO RESERVE FUND	\$	-	\$	-
		\$	-	\$	-
<u>TOTAL EXPENSES</u>		\$	222,808	\$	242,983.05 \$ 20,175.05 109%

Notes:

BASED UPON APPROVED BUDGET 2015 - 2016

9-10-2015: Budget revised to reflect the \$1,200 expenses budgeted for the Technology Committee.

5-22-2016 Budget revised by National Board to increase the reduction of assets by \$18K.

Cash Flow - Last year

6/1/2015 through 5/31/2016

7/5/2016

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Category	6/1/2015- 5/31/2016
INFLOWS	
Uncategorized	0.00
	0.00
Conference Income	6,500.00
Conference Seed Money Return	8,000.00
Member Assessment	119,106.50
Member at Large	100.00
New Member	19,400.00
Past President Pins	1,769.95
SCANNER Sponsorship	35,976.90
Sponsorships	
Multiview	11,391.81
TOTAL Sponsorships	11,391.81
TOTAL INFLOWS	202,245.16
OUTFLOWS	
Executive Committee	
Audit, Taxes & CPA Fees	6,413.75
Awards, Banners, Ribbons, Misc.	4,989.29
Computers, Purchase, Repair	53.36
Contingencies, Legal, Bank Fees	
Bank Charge	66.00
Bank Fee	20.00
TOTAL Contingencies, Legal, Bank Fees	86.00
Donations. Memorials, Gifts	76.93
Employee - Taxes, FICA	2,395.42
Employee - Wages	9,711.68
Ex. Comm. Meeting	
Lodging	3,416.41
Meals - Ex. Comm. & Guests	5,569.90
Mileage	97.47
Misc. Travel Expenses, Meals, Parking	461.37
Mtg Rooms, Coffee, Soda, Deposits, Etc.	3,944.71
Travel-Air,Train,Transit,Cab,Rental	2,841.36
TOTAL Ex. Comm. Meeting	16,331.22
Insurance - Business	1,428.00
Office - Conf. Call, Office Expenses	3,178.42
Office Rent	3,300.00
Postage and Delivery	955.71
President Assistant's Expenses	

Cash Flow - Last year

6/1/2015 through 5/31/2016

7/5/2016

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Category	6/1/2015- 5/31/2016
Office Supplies	382.10
President's Assistant's Travel	
Lodging	1,412.52
Mileage	919.72
Misc. Travel Expenses, Meals, Parking, Travel -- Air, Train, Transit, Cab, Rental	615.73
	1,806.60
TOTAL President's Assistant's Travel	4,754.57
Stipend	7,200.00
TOTAL President Assistant's Expenses	12,336.67
President's Expenses (Other than BD Mtg)	
Lodging	2,771.49
Mileage	1,803.54
Misc. Travel Expenses, Meals, Parking, Travel -- Air, Train, Transit, Cab, Rental	1,079.99
	3,611.29
TOTAL President's Expenses (Other than ...	9,266.31
Refund	-123.00
Society Exposure Funds	5,000.00
Society Grant Funds	5,000.00
Supplies, Bus	1,014.57
TOTAL Executive Committee	81,414.33
Membership - Members at Large Committee	
Data Base Project	5,847.49
Hart Award	345.00
Lifetime Member Award	808.96
Member of Year Award	716.50
National Young Member Award	1,227.00
TOTAL Membership - Members at Large Co...	8,944.95
National Board	
Board Meeting Expenses	
Meals - National Board & Guests	8,631.79
Mtg Rooms, Coffee, Soda, Deposits, Etc.	2,708.50
TOTAL Board Meeting Expenses	11,340.29
Board Member - Board Meeting Expenses	
Lodging - Board Meeting	9,077.42
Mileage - Board Meeting	10,757.42
Misc. Travel Expenses, Meals, Parking	4,370.82
Travel-Air, Train, Transit, Cab, Rental	17,036.48
TOTAL Board Member - Board Meeting E...	41,242.14
TOTAL National Board	52,582.43
National Conference Committee	
Committee Travel	

Cash Flow - Last year

6/1/2015 through 5/31/2016

7/5/2016

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Category	6/1/2015- 5/31/2016
Lodging	165.09
Mileage	321.84
Misc. Travel Expenses, Meals, Parking	172.44
Travel - Air, Train, Transit, Cab, Renta	323.20
TOTAL Committee Travel	982.57
Conference Advance	8,000.00
Conference Committee Expenses	20.00
National Bd. Member Stipend	13,575.00
Sponsorship	4,800.00
TOTAL National Conference Committee	27,377.57
New Sections Committee	
Expenses	1,940.49
Meals	550.00
Partnership	400.00
TOTAL New Sections Committee	2,890.49
Public Relations Committee	
Committee Travel	
Lodging	165.39
Mileage	92.88
Travel - Air,Train,Transit,Cab,Rental	198.00
TOTAL Committee Travel	456.27
Conference Exposure	400.00
Contest	50.00
Promotional Material	5,457.47
Shipping - ASHE Display	350.00
TOTAL Public Relations Committee	6,713.74
Regional Outreach Committee (ROC)	
Committee & Regional Director Travel	
Lodging	1,238.66
Mileage	2,734.71
Misc. Travel Expenses, Meals, Parking,	629.75
Travel -- Air,Train,Transit,Cab,Rental	845.57
TOTAL Committee & Regional Director Tr...	5,448.69
TOTAL Regional Outreach Committee (ROC)	5,448.69
SCANNER Committee	
Scanner Editorial Fee	3,847.25
Scanner Printer and Mailing	49,201.87
TNT Graphics Office	1,368.67
TOTAL SCANNER Committee	54,417.79
Student-CEU's Committee	0.00
Committee Travel	

Cash Flow - Last year

6/1/2015 through 5/31/2016

7/5/2016

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Category	6/1/2015- 5/31/2016
Lodging	165.39
Mileage	68.04
Misc. Travel Expenses, Meals, Parking	48.36
Travel - Air,Train,Transit,Cab, Rental	250.96
TOTAL Committee Travel	532.75
Florida Registration Board	250.00
TOTAL Student-CEU's Committee	782.75
Technology Committee	333.91
Cloud Subcommittee	896.40
Website Subcommittee	
Sponsorship - Keller	1,180.00
TOTAL Website Subcommittee	1,180.00
TOTAL Technology Committee	2,410.31
TOTAL OUTFLOWS	242,983.05
OVERALL TOTAL	-40,737.89

Attachment #2
**Student Chapter / CEU Committee Professional Development
Certification Assessment and Recommendations**

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Student Chapter/CEU Committee Professional Development Certification Assessment and Recommendations March 21, 2016

Introduction:

The following summarizes the assessment by the ASHE Student Chapter/CEU Committee of ASHE's process for issuing professional development certificates (CPCs, PDHs, CEUs, certificates of attendance) and our recommendations for moving forward.

What We Have Done:

Briefly, the Committee has completed a "deep dive" into the issue, beginning June 2015, summarized as follows:

1. The Committee undertook a comprehensive review of ASHE's process for issuing Professional Development Hours (PDHs), Continuing Education Units (CEUs), Certificates of Attendance, and similar instruments in the latter half of 2015 and discovered that ASHE was not currently affiliated with the International Association for Continuing Education and Training (IACET), the Registered Continuing Education Providers (RCEP) Program, or any other national level organization (the details of the research into the matter have been previously provided in writing to the ASHE National Board).
2. The Committee recommended that the existing guidance (with reference to both IACET and RCEP) be removed from the website and that ASHE membership be advised of the gaps in the policy.
3. The Committee initiated a survey of ASHE Section Presidents and Secretaries December 29, 2015 to advise them of the newly discovered status and enlist their help in understanding their needs on a local level. Twenty five of forty one Sections responded to the survey, the results of which are attached by reference in the form of a Word document and an Excel spreadsheet.
4. The Committee has examined the results of the survey and can now provide its assessment and recommendations.

Our Assessment:

We encourage the National Board to review the survey results for themselves, as the input is complex and each of us will draw different lessons from what the Sections have told us about their experiences and needs. The Committee has assessed the following:

- 1) Education is a core purpose of ASHE, based on our Mission Statement, and providing some framework to facilitate the issuance of CPC certificates is an important service to membership.
- 2) Neither IACET nor RCEP are practical options for ASHE. Both require substantial startup and maintenance fees and, more importantly, would place administrative burdens on the National Board and bureaucratic limitations on speakers that would be very difficult to keep up with, wouldn't be viewed as value added by members, aren't necessarily required by licensing boards, and would be objectionable to many of our traditional speakers. Failure to strictly comply would endanger ASHE's ability to pass an audit, undermining the entire enterprise.

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- 3) New York and Florida are outliers in terms of CPC regulations. While other states where ASHE currently operates appear to implicitly or explicitly defer to a national level professional organization like ours to provide technical presentations and instruction to help satisfy a licensed professional's CPC requirements, Florida and New York have specific requirements that require something more, but in both cases, satisfactory solutions are currently in place.
- In Florida, ASHE National funds the Florida Continuing Education Provider application (currently \$250 biennially). Greg Dutton (Northeast Florida Section and National 2nd Vice President) is seemingly the central figure in guiding Florida operations in compliance with ASHE's provider status there.
 - In New York, the Practicing Institute of Engineers (PIE) is a primary means of issuing PDHs and several members are PIE-Certified, including (but not necessarily limited to) two from North Central New Jersey Section, one from Albany Section (John Saia), one from NY Metro Section (Michael Hershey), and one from the Long Island Section. It is noteworthy that PIE Certification reportedly costs \$900 for a three year period.
- 4) A straightforward program could be established by ASHE National that would protect its credibility with licensing boards and even provide better support for Sections that have shared some difficult experiences with us (see, for example, Mid-Allegheny Section's input).¹

The mission of the American Society of Highway Engineers is to provide a forum for members and partners of the highway industry to promote a safe, efficient and sustainable highway system through education, innovation and fellowship.

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Mission Statement

Our Recommendations:

The Committee makes the following recommendations and urges the National Board to take this matter up at its April 1&2, 2016 meeting:

- The ASHE National Board should rename the Student Chapter/CEU Committee as the Student Chapter/Professional Development Committee.²
- The ASHE National Board should separate the two Committees.
- The ASHE National Board should establish, through its committee structure, a Professional Development Certificate Program. A draft program and rules is outlined below.
- The assigned Committee should be empowered to develop, issue, and revise guidelines for the Program and conduct periodic audits.
- Separate from the proposed Program, ASHE should consult Counsel on this matter and at a minimum include within the postings on the website and elsewhere something along the lines of:
 - "ASHE has established a process in good faith to provide PDHs for its members who attend its technical programs, but it remains the responsibility of the person seeking CEU/PDH credits to ensure that their state licensing board recognizes the training offered, and it is not the responsibility of ASHE at the Section, Region, or National level to ensure compliance with any licensing board's continuing professional education requirements."

¹ Mid-Allegheny shared experiences that suggest some restrictive interpretations in part of Pennsylvania. In addition, even though ASHE does not currently have Sections in all states, we will likely expand to some of them over time, and our members at large or members of existing Sections may be registered in other states. Our point here is that our survey is not exhaustive of all states, there may be other states with strict requirements, and we have focused on engineering licensure (as opposed to surveying, architectural, etc.).

² We recognize that this may require changes to the Bylaws and could prove more trouble than it is worth.

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Draft Program:

ASHE Professional Development Certificate Program

- 1) The American Society of Highway Engineers (ASHE) is a national level professional organization that offers its members robust opportunities for local presentations and instruction that can update and broaden the professional's knowledge of the field and in doing so, provides for the issuance of professional development certificates through its duly authorized Regions and Sections. It is essential that any issuance of professional development certificates of any kind under ASHE's name or branding protect the credibility of the national organization so that state professional licensing boards will recognize all such ASHE certificates as fully compliant with the intent of their regulations concerning the continuing professional competency of licensed professionals.
- 2) No person, Region, Section, or other entity shall issue professional development credits (CEUs or PDHs) using the ASHE name or logo except in compliance with these rules. Only ASHE Sections and Regions in good standing may issue professional development credits under this program and using the ASHE name or logo.
- 3) Education credits shall only be issued for technical presentations by qualified individuals with a clear purpose and objective which will maintain, improve or expand the skills and knowledge relevant to a licensee's professional practice.
- 4) Continuing Education Units (CEUs) should generally not be issued, except for longer events, such as full day training workshops. Professional Development Hours (PDH's) are the preferred issuance.
- 5) One PDH may be issued for each fifty minutes of instruction or presentation, exclusive of breaks (e.g., a 3-hour presentation with a single 15-20 minute break would equal 3 PDHs). If used, ten (10) hours of instruction (with no more than 10 minutes break per hour) are required for 1 CEU – hence, 1 CEU would equal 10 PDHs.
- 6) PDH certificates should be closely modeled after the examples provided on the ASHE National website and should include the following information [We'll have to develop one (or more) from the many out there]:
 - a) ASHE Name and/or logo (follow ASHE Branding and Public Relations Guidelines)
 - b) Name of attendee
 - c) Number of PDHs issued
 - d) Date of instruction/presentation
 - e) Name of presentation/instruction
 - f) Name of instructor
 - g) Location of instruction/presentation
 - h) Signature of the instructor
 - i) Disclaimer – The hours of technical instruction or presentation reflected on this certificate do not imply or guarantee approval by the State Professional Licensing Board (or any other State). The licensee shall be solely responsible for determining eligibility of this session for satisfaction of his/her continuing professional competency requirements in this or any other state, as well as all recordkeeping requirements therefor.
- 7) Hosting Sections or Regions should regularly apprise themselves of their state's requirements and endeavor to deliver presentations and instruction that will likely be accepted by at least their state licensing board.
- 8) Any Section or Region that elects to issue professional development credits (PDHs or CEUs) must designate a Professional Development Coordinator, who shall be responsible for ensuring that credits are issued in accordance with this program.
 - a) The name and contact information for the Professional Development Coordinator shall be provided to the ASHE National Secretary along with regular reporting.

American Society of Highway Engineers

- b) Participating Sections shall also report to the ASHE National Secretary, prior to the Spring National Board meeting, a summary of sessions for which PDHs were issued in the previous year, including:
 - i) Name of the session
 - ii) Speaker name
 - iii) Date of session
 - iv) Duration
 - v) State issued in
 - vi) Number of PDHs issued to each qualifying attendee
 - vii) Number of qualifying attendees
- 9) Documentation is required and must be retained by the hosting Section for a period of no less than three years (it is recommended these be stored electronically), as follows:
 - a) Sign in sheet of all attendees, including printed full name and signature
 - b) Biography of the speaker
 - c) Scheduled stop and start times (sessions longer than 3 hours should have an agenda showing planned breaks)
 - d) Presentation materials (e.g., PowerPoint or PDF slides, handout notes, etc.)
 - e) Completed review forms from all attendees being issued PDHs
 - i) Recommended form is available from the ASHE National website [We'll have to develop one (or more) from the many out there]
 - ii) At a minimum, the form must require the attendee list four concepts from the presentation that were new to them or expanded their understanding
- 10) The ASHE National Student Chapter/CEU Committee shall be empowered and directed to periodically audit compliance with this program and selected Sections must comply with reasonable documentation requests and respond to corrective recommendations from the Committee in order to continue utilization of the ASHE name or logo in its issuances. It is not the intent that Committee audits be overly intrusive or burdensome; rather the intent will be to verify that recordkeeping requirements are being met, that the nature of presentations or instruction meets the intent of typical state licensing boards, and that the credibility of the ASHE Professional Development Certificate Program is protected for the good of all members.
- 11) Any attendee who, in the sole determination of the instructor, fails to participate attentively in the entirety of the program and complete the presentation review form may not receive a PDH certificate.
- 12) It is understandable that presentations may be made by representatives of industry companies, such as consulting firms and material vendors, and they will wish to highlight their firm. This is permissible within the bounds of good taste and company logos should be minimal so as to not detract from the underlying technical information. When specific products or services are highlighted, reasonable efforts should be made to recognize that competing products and services are available and should be examined by professionals prior to specifying in design. In short, speakers should be encouraged to conduct themselves with a degree of humility and decorum.
- 13) The ASHE logo should be in compliance with the latest version of the ASHE Branding and Public Relations Guidelines.

Attachment #3
Draft Professional Development Certification Program

American Society of Highway Engineers



Professional Development Committee

Professional Development Certification Program May 5, 2016

Introduction:

The ASHE Professional Development Committee (formerly part of the combined Student Chapter/CEU Committee) hereby establishes, on behalf of the ASHE National Board of Directors, the American Society of Highway Engineers' (ASHE) Professional Development Certification Program for use by all ASHE Sections in good standing.¹

In the past, ASHE has outlined relationships with the International Association for Continuing Education and Training (IACET) and the Registered Continuing Education Providers (RCEP) Program on its website and in other communications with member Sections. To be clear, at this time ASHE has no relationship with IACET, RCEP, or any other "certification" program and their names or logos should not be used in connection with ASHE training unless the local ASHE Section or instructor has bone fide credentials as approved providers under their program and are adhering to the extensive requirements of those programs.

The Professional Development Certification Program enumerated herein shall constitute the guidelines and rules that will shape ASHE's standalone program. The Committee, in the development of this Program, bore several goals in mind:

- Protect ASHE's reputation as a high quality continuing education provider for the benefit of all member Sections.
- Make compliance with the Program relatively easy.
- Maximize flexibility for member Sections.
- Minimize actual requirements in favor of guidance wherever possible.

ASHE Sections are asked to carefully review these rules and guidelines and apply them to any education program that is intended to bear the ASHE name or logo. We encourage you to contact the Committee with any questions you have or any suggestions for how we may improve the Program.

In some instances Sections may need additional support beyond the ASHE Professional Development Certification Program, but these are outliers. For example:

- New York State requires that courses be administered by an approved New York State sponsor and many New York Sections are served by a member of the Practicing Institute of Engineering (PIE)

¹ The American Society of Highway Engineers (ASHE) is a national level professional organization that offers its members robust opportunities for local presentations and instruction that can update and broaden the professional's knowledge of the field and in doing so, provides for the issuance of professional development certificates through its duly authorized Regions and Sections.

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- Florida requires that ASHE maintain an Application for Continuing Education Provider, which it does

The Committee wishes to thank the many Sections that responded to our December 2015 request for information regarding CEU support needs. Your input was essential to our understanding of the need and how we could support ASHE members.

Intent:

ASHE has established this Program in good faith to provide PDHs for members and guests who attend its technical programs, but it remains the responsibility of the person seeking CEU/PDH credits to ensure that their state licensing board(s) recognizes the training offered, and it is not the responsibility of ASHE at the Section, Region, or National level to ensure compliance with any licensing board's continuing professional education requirements.

Professional Development Certification Program:

- 1) It is essential that any issuance of professional development certificates of any kind under ASHE's name or branding protect the credibility of the national organization with the intent that state professional licensing boards will recognize all such ASHE certificates as fully compliant with the intent of their regulations concerning the continuing professional competency of licensed professionals.
- 2) No person, Region, Section, or other entity shall issue professional development credits (CEUs or PDHs) using the ASHE name or logo except in compliance with these rules and guidelines. Only ASHE Sections and Regions in good standing may issue professional development credits under this program and using the ASHE name or logo.
- 3) Education credits shall only be issued for technical presentations by qualified individuals with a clear purpose and objective which will maintain, improve or expand the skills and knowledge relevant to a licensee's professional practice.
- 4) Continuing Education Units (CEUs) should generally not be issued, except for longer events, such as full day training workshops. Professional Development Hours (PDH's) are the preferred issuance. Sections may also issue the simpler Certificate of Attendance.
- 5) One PDH may be issued for each fifty minutes of instruction or presentation, exclusive of breaks (e.g., a 3-hour presentation with a single 15-20 minute break would equal 3 PDHs). If used, ten (10) hours of instruction (with no more than 10 minutes break per hour) are required for 1 CEU – hence, 1 CEU would equal 10 PDHs.
- 6) PDH certificates should be closely modeled after the examples provided on the ASHE National website and should include the following information:
 - a) ASHE Name and/or logo (follow ASHE Branding and Public Relations Guidelines)
 - b) Name of attendee
 - c) Number of PDHs issued
 - d) Date of instruction/presentation
 - e) Name of presentation/instruction
 - f) Name of instructor
 - g) Location of instruction/presentation
 - h) Signature of the instructor

EDUCATION AS A CORE PURPOSE OF ASHE

*The mission of the
American Society of
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provide a forum for
members and partners of
the highway industry to
promote a safe, efficient
and sustainable highway
system through
education, innovation and
fellowship.*

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- i) Disclaimer – “The hours of technical instruction or presentation reflected on this certificate do not imply or guarantee approval by the State Professional Licensing Board (or any other State). The licensee shall be solely responsible for determining eligibility of this session for satisfaction of his/her continuing professional competency requirements in this or any other state, as well as all recordkeeping requirements therefor.”
- 7) Hosting Sections or Regions should regularly apprise themselves of their state’s requirements and endeavor to deliver presentations and instruction that will likely be accepted by at least their state licensing board.
- 8) Any Section or Region that elects to issue professional development credits (PDHs or CEUs) must designate a Professional Development Coordinator, who shall be responsible for ensuring that credits are issued in accordance with this program.
 - a) The name and contact information for the Professional Development Coordinator shall be provided to the ASHE National Secretary along with regular reporting.
 - b) Participating Sections shall also report to the ASHE National Secretary, prior to the Spring National Board meeting, a summary of sessions for which PDHs were issued in the previous year, including:
 - i) Name of the session
 - ii) Speaker name
 - iii) Date of session
 - iv) Duration
 - v) State issued in
 - vi) Number of PDHs issued to each qualifying attendee
 - vii) Number of qualifying attendees
- 9) Documentation is required and must be retained by the hosting Section for a period of no less than three years (it is recommended these be stored electronically), as follows:
 - a) Sign in sheet of all attendees, including printed full name and signature
 - b) Biography of the speaker
 - c) Scheduled stop and start times (sessions longer than 3 hours should have an agenda showing planned breaks)
 - d) Presentation materials (e.g., PowerPoint or PDF slides, handout notes, etc.)
 - e) Completed review forms from all attendees being issued PDHs
 - i) Recommended form is available from the ASHE National website [We’ll have to develop one (or more) from the many out there]
 - ii) At a minimum, the form must require the attendee list four concepts from the presentation that were new to them or expanded their understanding
- 10) The ASHE National Professional Development Committee shall be empowered and directed to periodically audit compliance with this program and selected Sections must comply with reasonable documentation requests and respond to corrective recommendations from the Committee in order to continue utilization of the ASHE name or logo in its issuances. It is not the intent that Committee audits be overly intrusive or burdensome; rather the intent will be to verify that recordkeeping requirements are being met, that the nature of presentations or instruction meets the intent of typical state licensing boards, and that the credibility of the ASHE Professional Development Certificate Program is protected for the good of all members.
- 11) Any attendee who, in the sole determination of the instructor, fails to participate attentively in the entirety of the program and complete the presentation review form may not receive a PDH certificate.
- 12) It is understandable that presentations may be made by representatives of industry companies, such as consulting firms and material vendors, and they will wish to highlight their firm. This is

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permissible within the bounds of good taste and company logos should be minimal so as to not detract from the underlying technical information. When specific products or services are highlighted, reasonable efforts should be made to recognize that competing products and services are available and should be examined by professionals prior to specifying in design. In short, speakers should be encouraged to conduct themselves with a degree of humility and decorum.

- 13) The ASHE logo should be in compliance with the latest version of the ASHE Branding and Public Relations Guidelines.

Example forms (certificates, sign-in sheets, review forms) can be viewed on the ASHE Cloud or by contacting the Committee.

Any questions regarding the Professional Development Certification Program should be directed to the Committee; you may contact them currently as follows:

Matheu Carter, Chair (First State)
matheu@udel.edu
(302) 831-7236

DRAFT