



CALL TO ORDER: Greg T. Dutton, PE

Mr. Dutton called the meeting of the National Executive Committee of the American Society of Highway Engineers to order at 11:00 AM. The meeting was held via WebEx/Teleconference

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 and ROC Chair
	David A. Greenwood, PE	Mid-Atlantic Region Director
<u>Absent:</u>	None	

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

UPDATES:

- **President's Update:** Greg T. Dutton, PE

President Dutton reviewed the following list of his past/upcoming events:

2017

- 06/27 (Tues) Officer Installation - Central Florida Section (Orlando, FL)
- 07/11 (Tues) – 3:00 pm Partnership Committee Meeting
- 08/22 (Tues) 55th Anniversary - Franklin Section (Canonsburg, PA)
- 08/24 (Thurs) – Tentative Bowling Tournament – Northeast Florida (Jacksonville, FL)
- 09/12 (Tues) – 3:00 pm Partnership Committee Meeting
- 09/15 (Friday) – 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)
- 11/09 (Thurs) ASCET Annual Conference – Valley Forge Casino & Hotel, King of Prussia, PA

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)
- 05/25/18 (Fri) 40th Anniversary - Cuyahoga Valley Section

- **Secretary's Update:** Charles L. Flowe, PE

- Secretary Flowe is working on the April Board Meeting Minutes. Secretary-Elect Morisi prepared the June Board Meeting Minutes and submitted them to Flowe for review.
- A block of members was received from the Middle Tennessee Section along with a few checks.
- The check received from the Bluegrass Section is \$90 short. Ridlen has the charter for this Section.
- The cost for the Norfolk Meeting is in line so far. Dutton is to notify Flowe what guests will be attending. One representative from the from the Strategic Plan Committee will be invited. Dutton will reach out to Greater Hampton Road Section and area Past National Presidents with an invite to the meeting as well.
- The September meeting will include a workshop on the results of the Ad Hoc Committee and a workshop on the Strategic Plan. These workshops may be combined into one.

- **Treasurer's Update:** P. Frank O'Hare, PE
 - O'Hare noted that the National website has not been updated with current officers and Board members.
 - O'Hare has responded to several requests regarding EIN's, state sales tax (including a memo response), and assistance completing W-9 forms
 - One check sent to Stuttler has been lost and will be reissued
 - Morisi has been added to the list of people handling money as it relates to our criminal insurance. That list now includes O'Hare, C. Flowe, L. Flowe, and Morisi.
 - Flowe made a motion to move money from the operations account to the conference account in order to Conference seed money to the Carolina Triangle Section; seconded by Hurtt. O'Hare made a motion to amend the motion to abolish the conference account and go back to a single account. The amendment to the motion died due to lack of second. All in favor of the motion with the exception of O'Hare who voted no.
 - O'Hare made a motion to combine conference and operation budgets together; seconded by Flowe. Hurt and Ridlen recommended delaying action till the September National Board Meeting. Motion was tabled; all in favor with the exception of O'Hare who voted no.

- **Revisions to the ASHE Constitution:** David A. Greenwood, PE
 - Greenwood circulated draft proposal of changes to the Bylaws and circulated the same. Revisions included mostly changing names/formatting. Greenwood reviewed all changes with the Executive Committee. The Committee provided recommendations which Greenwood will make and send out to the National Board for an e-vote. Dutton will set up the e-vote and Greenwood will send out as a motion from the Committee.

- **Operations & Oversight Update:** Stan A. Harris, PE
 - No report/update. Harris would like to add someone to the committee with experience.

- **Ad-Hoc Committee Update:** Larry E. Ridlen, PE
 - The Committee has met three times over the summer and will be meeting again tomorrow (7/25). The Committee includes Hurtt, Greenwood, Bronzo, and Kinnee with input from O'Hare, Mody, and Cochrane.
 - Discussion is divided into four areas that include Executive Director, SWOT and Strategic Plan, Budget balancing, and message associated with any dues increase.
 - Discussion regarding when to hire an Executive Director has focused on what has not been getting done as opposed to a number of members threshold.
 - Critical that the National Board tie budget and capital expenditures to the Strategic Plan.

- It is not certain that a dues increase will be needed this year. The decision will be made based on capital expenditures budget or operations budget. It is important to separate the two. Information will be provided for the upcoming workshop.
- **Nominations Update:** Larry E. Ridlen, PE
 - The nomination letter has been reviewed and will be sent out by the end of the month. We are requesting three National Directors and a Second Vice President.
- **National Conference Recap:** Michael D. Hurtt, PE
 - Hurtt reported there is nothing new this month and that the Committee will be meeting next month.
 - No report or data has been received from the New York Conference. They have promised to pay back the \$8,000 of seed money.

DISCUSSION ITEMS

- **Goals:** Greg T. Dutton, PE
 - Dutton reviewed the following goals for the upcoming year:
 - Simplify our processes
 - Strengthen old relationships and develop new ones
 - Help each Section to succeed
 - Increase ASHE's prestige
 - Grow deliberately
- **Friday Workshops:** Greg T. Dutton, PE
 - September Workshop: Ad-Hoc Committee Results; 2018 Strategic Plan (New or Update?)
 - January Workshop Ideas: New Sections; 60th Anniversary; Leadership Training; ASHE Branding; Scanner
 - March Workshop Ideas: Follow-up on past workshops
- **Highlights/Action Items from National Board Meeting – June 18th:** Greg T. Dutton, PE
 - Refer to list under President's Update Ad Hoc / Strategic Plan Committee will be the workshop topic for September's meeting. One issue to be addressed is possible dues increase and game plan / expected results in doing so. Findings and recommendations of this committee due Sept 2017
 - Conference – solicitation for 2021 conference forthcoming. 2018 Cleveland, 2019 Nashville and 2020 Carolina Triangle are all on track.
 - Constitution / ByLaws – There was discussion on problems with the voting process on the constitutional amendment. The process did not work well and there needs to be a better solution for future votes. Voter participation needs improvement. Georgia used the survey gizmo to collect votes and achieved a 25% voter participation.

- Strategic Plan – No update
- Public Relations – Pricing of the ASHE online store for promotional materials was discussed. Sections are finding better deals locally. The ASHE Store relationship needs to be revisited. A survey is being prepared to poll existing membership on their knowledge / use of the store. Other discussions included use of Multi-briefs for ASHE’s Inside Lane and alternative services.
- New Sections – Chartered Blue Grass June 1st. There is possibly New Section interest in northeast – Hartford, Boston as well as interest in Houston, Tucson. Potential Houston champion attended National conference this year in NY.
- Technology – Georgia Section requested access to the National Database as a user to facilitate record keeping with National database. Initial inclination during the meeting was to deny this request because of concern of granting access to all sections
- Partnership – ASCET and ASHE have formalized their partnership this year. Other potential partners include ITE and WTS
- Website – need to update the ASHE Map to show the Bluegrass Section for the website. Discuss proposal for next year.
- Cloud – There was a general discussion about the user interface of the cloud. While the cloud is not as user-friendly as desired, costs of commercial cloud platforms is cost-prohibitive. Numerous board members commented on ease of access to locate files within Cloud and requested that file location becomes more streamlined / clear
- Scanner – The concern of revenue competition between the scanner and the Inside Lane. A contact is needed for Multiview. Everyone was reminded to solicit contractors and vendors for sponsorship. The new Scanner Chair is Anis Shaikh, PE from the Potomac Section. Scanner articles should be forwarded from Directors to Anis from this point.
- Student / CEU – Students will not have to pay the National assessment fee, they are to be tracked by the Sections with periodic feedback requested from National regarding student attendance at events, etc. Sections not aware that don’t need to pay national dues for student members. For CEUs, it is imperative the Sections follow the record retention guidelines of their respective state, National Directors need to do a better job next year of soliciting the PDH report from the Sections to get more participation than this year.
- Membership – working this year to improve membership retention, many members are lost simply due to a change in email address Meeting last week – brainstorming.
- National Membership Database – Dealing with the ongoing issue of National Database not matching Section records.
- Operations Oversight – No report.
- Regional Oversight Committee – get feedback from Sections as to how Region might best serve the Sections.
- Resource Center – All is current.

- Society History – 60th anniversary book will have President Dutton’s information in it this year. A PDF copy will be placed on Cloud. Pricing options have been presented for digital and printed editions
 - Collaborations – Discussed the need for the committee and its conference calls. Dawn Fortuna and Leigh Lilla agreed the calls were productive and kept participants on task. Need to select new coordinator for the call as Jenny Jenkins is reducing her National involvement with ASHE due to work commitments at this time.
 - Budget / Audit – The report on the distribution of grant funds is being prepared for the 2016-2017 year. Ad hoc committee will review recommendations on potential investments and future finances
 - Nominating - Frank requested clarification for expenses for award recipients
 - Governance Committee – Recommendations are rolling into the report of the Ad Hoc committee.
 - Legislative Review – It was determined that the information provided by the Legislative Committee is redundant to what is provided in the Inside Lane. This committee will be removed.
 - National Project Award – This was a successfully run program in first year of operation. There was discussion of posting winners and nominees to the ASHE website so that the effort of preparing a submission is acknowledged for all candidates
- **Next Executive Committee Meeting:** Greg T. Dutton, PE
 - The next Executive Committee Meeting will be held on September 22, 2017 (Friday morning)
 - **Adjournment**
 - The meeting adjourned at 12:40 PM