



## National Executive Committee Meeting Minutes

<b><u>Place:</u></b>	<b>Webex Conference Call</b>	
<b><u>Date &amp; Time</u></b>	<b>August 24, 2016 11:00 am</b>	
<b><u>Present:</u></b>	<b><u>Name</u></b> Larry E. Ridlen, PE Greg T. Dutton, PE Richard N. Cochrane, PE Charles L. Flowe, P.E. P. Frank O’Hare, PE Robert A. Hochevar, PE Stan A. Harris, PE Shirley A Stuttler	<b><u>Office</u></b> President First Vice-President Second Vice-President Secretary Treasurer Immediate Past President ROC Committee Chair President’s Assistant
<b><u>Absent:</u></b>	None	

**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. Prayer – Flowe**
- III. Welcome, Introductions and Remarks – Ridlen**

Ridlen welcomed the Executive Committee. This is our second Webex Executive Committee Meeting. We will debrief and discuss the effectiveness of the Webex meetings at the October Executive Committee Meeting.

**IV. President’s Report - Ridlen**

The past month has been relatively quiet. Ridlen attended the SE Region Conference Call in July and the Middle Tennessee Section Meeting. The NE Florida 20<sup>th</sup> anniversary celebration will be covered by Greg Dutton. Ridlen asked for help

covering Pittsburgh's 50<sup>th</sup> anniversary Celebration on October 8<sup>th</sup>. Hochevar will check his calendar or O'Hare may be able to attend.

**V. Secretary Update – Flowe**

**Following is the current ASHE Membership List by Region/Section as of August 24, 2016:**

<b>Northeast Region</b>	
Albany	117
Altoona	205
Central New York	49
Clearfield	155
Delaware Valley	398
East Penn	78
First State	141
Franklin	145
Harrisburg	356
Long Island	45
Mid-Allegheny	132
New York Metro	86
North Central New Jersey	166
Northeast Penn	124
Pittsburgh	582
Southern New Jersey	180
Southwest Penn	302
Williamsport	129
<b>Subtotal</b>	<b>3390</b>
<b>Mid-Atlantic Region</b>	
Blue Ridge	88
Carolina Piedmont	58
Carolina Triangle	241
Chesapeake	207
Greater Hampton Roads	141
N. Central West Virginia	37
Old Dominion	103
Potomac	215
<b>Subtotal</b>	<b>1090</b>

<b>Southeast Region</b>	
Central Florida	48
Georgia	391
Gold Coast	11
Middle Tennessee	282
Northeast Florida	212
Tampa Bay	97
<b>Subtotal</b>	<b>1041</b>
<b>Great Lakes Region</b>	
Central Ohio	190
Cuyahoga Valley	123
Derby City	87
Lake Erie	146
Northwest Ohio	42
Triko Valley	173
<b>Subtotal</b>	<b>761</b>
<b>North Central Region</b>	
Central Dacotah	123
<b>Subtotal</b>	<b>123</b>
<b>Rocky Mountain Region</b>	
Phoenix Sonoran	146
<b>Subtotal</b>	<b>146</b>
<b>South Central Region</b>	
Dallas-Fort Worth	80
<b>Subtotal</b>	<b>80</b>
<b>At-Large Membership</b>	
Domestic At-Large	13
International At-Large	2
<b>Subtotal</b>	<b>15</b>
<b>National Total</b>	<b>6646</b>

**Total Membership.....6646**

This represents an increase of 86 members since the July 6, 2016 National Executive Committee 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:**

Assessments are not past due until October 1, 2016

**VI. Treasurer Update – O’Hare**

O’Hare reported that Urban has been paid for the video. We are receiving cash rewards for the credit card purchases. The year-to-date transaction report is included as Attachment No. 1.

O’Hare reported that Willis has not held a meeting of the Finance Committee. O’Hare sent dues/expense/income forecasts to the committee members. Ridlen expressed concern that the committee needs to meet to review the reserves and the forecasts.

**VII. Committee Reports Including Goals - Ridlen**

The Board needs a means of tracking each committee’s progress against its goals. Ridlen distributed a copy of a draft committee report format (Attachment No. 2). Ridlen and Stuttler will send out forms to the committee chairs with the committee goals pre-populated with reminders.

**VIII. Section Health Check - Ridlen**

Ridlen sent out a proposed report form (Attachment No. 3). We will discuss using the forms at the October Board Meeting in Canton with plans to implement in January. Metrics were discussed. Larry will send a copy of the form to the Directors in advance of the Board Meeting to allow discussion in October.

**IX. Grant Fund Update - Harris**

Harris reported that the ROC Committee has had a couple of meetings this summer. They have prepared an outline for the new program and will send a draft to Ridlen. The outline establishes the purpose of the fund, permissible usages, and eligibility. Funds will be prorated based on the membership of the Region. The plan is to present the program to the Board for discussion and approval in October.

**X. Project of the Year Award - Harris**

The committee met a couple of weeks ago. They will send out the guidelines for the Board to review prior to the October Board meeting. The means of funding the awards has been the subject of much discussion and will be included in the recommendation.

**XI. National Conference Update**

- **2017 – New York**

The New York Conference seems to be on track. Details and pricing are being discussed. The golf outing has been worked out, but is expensive. Meal costs are very high; the committee is working to reduce them.

The request for National's \$4000 sponsorship has been received.

- **2018 – Cleveland**

The hotel is confirmed and committees have been formed. Plans are moving forward and everything seems to be in good shape.

- **2019 – Nashville**

Nashville has requested seed money. Plans are moving forward. They have identified four hotels for consideration. The conference may be downtown, at Opryland, or near the airport.

## **XII. Technology Session for the October Board Meeting – Cochrane**

Cochrane presented a draft itemization of what we need from an IT Consultant (Attachment No.4). We will hold a workshop on IT needs in October. The intent of the session will be to generate a lot of discussion and thought on our IT needs. Tom Morisi and Mindy Sanders will be in attendance.

## **XIII. Other Items of Business**

- The agenda for the October Board Meeting was established as follows:
  - Friday
    - Executive Committee Meeting from 8:30 am to noon.
    - Executive Committee Lunch from noon to 1:00 pm.
    - Technology Workshop from 1:00 pm to 3:30 pm.
    - Region Reports from 4:00 pm to 5:30 pm.
    - Reception from 6:00 pm to 7:00 pm.
    - Dinner at 7:00 pm
  - Saturday
    - National Board Meeting from 8:00 am to noon
    - Lunch for the Board from noon to 1:00 pm
- Nomination request letters went out July 29<sup>th</sup> and responses are due December 1<sup>st</sup>.
- Dutton is seeking someone to help with reviewing scanner articles. Harris will reach out to the Great Lakes Region to see if there are volunteers.

## **XIV. Adjourn at 12:40 pm.**

Respectfully submitted,

Charles L. Flowe, PE  
National Secretary

Attachments:

1. Treasurer's Report
2. Committee Report Format
3. Section Health Check Form
4. IT Needs

**Attachment #1**  
**Treasurer's Report**

**Attachment #2**  
**Committee Report Format**



**Attachment #3**  
**Section Health Check Form**

**Attachment #4**  
**IT Needs**