



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 9:00 AM. The meeting was held at the Holiday Inn Virginia Beach – Norfolk Hotel & Convention Center.

INVOCATION & PLEDGE: Larry E. Ridlen, PE

Mr. Ridlen 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 |
| <u>Absent:</u> | None | |

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

OPENING:

President Dutton led a discussion on the need and purpose of the National Executive Committee Meeting. As conducted now, these meeting repeat the same information as the National Board Meetings.

Following discussion, it was decided to eliminate the extra room typically reserved on Fridays of National Board Meetings for Committee use. This room has not been used in some time and, if a committee would like to meet, there is typically adequate common space in the facilities we utilize.

Additionally, it was decided to conduct the Executive Committee Meeting two weeks prior to each National Board Meeting via WebEx. The purpose of the Executive Committee Meeting will be to review Section, Region, and Committee reports and develop a National Board meeting agenda based on those reports. This would eliminate the Friday morning meeting and the need for hotel rooms on Thursday night. Additionally, reports will be required to be submitted one week prior to the Executive Committee Meeting.

Mr. Dutton stressed that the purpose of the Region Meeting in the afternoon is to review Section Health and identify any locations that need assistance.

Further discussion followed regarding meeting schedules and how to make meetings effective but no further decisions were made.

UNFINISHED BUSINESS:

- **Workshops:** Greg T. Dutton, PE
 - Mr. Dutton noted that we will be conducting two workshops in the afternoon session. The first will a presentation by the Ad Hoc Committee summarizing their findings on items they were to investigate such as dues and paid staffing. The second will be an overview of the Strategic Plan update.
- **Secretary's Items:** Charles L. Flowe, PE
 - Mr. Flowe noted that the membership is at an all-time high of 6,777. There have been 92 new members added since the last meeting with very few drops. Mr. Dutton expressed a desire to focus on growing student chapters because they are future members and future leaders.
 - To date, two Sections have paid assessments.
 - Mr. Morisi now has an ASHE email address at tmorisi@ashe.pro. He will gradually transition to using that address for ASHE business.
 - Training for officers was discussed. It was decided that the Executive Committee is to develop a training module, conducted via WebEx, and have it completed by August 2018. All available information is presented on the website via the resource center. Discussion was held to possibly assign a mentor to new officers.

- **Treasurer's Items:** Charles L. Flowe, PE
 - Flowe made a motion to approve the expense report for Roger Carriker; seconded by Ridlen; all in favor.
 - Mr. Cochrane asked for a clarification on the invoice approval process by standing committees as presented in the memorandum from Mr. O'Hare resulting from his meeting with CPA Associates. The discussion was tabled and will be placed on the next meeting agenda for discussion.
- **Uncompleted Key Committee Action Items:**
 - None
- **Section Health:** Greg T. Dutton, PE
 - Mr. Dutton questioned the status of Section health reports and if Directors were using them to review their Sections. Reports are the responsibility of the Directors. The reports should be submitted with the Region/Section Reports as they are a tool to gauge Section health and should be maintained for the record.

NEW BUSINESS:

- **Motions for National Board Meeting:** Greg T. Dutton, PE
 - Mr. Dutton reviewed the motions outlined on the National Board Meeting agenda. No action was taken.

ADJOURNMENT:

- The meeting adjourned at 12:00 PM.