



National Executive Committee Meeting Minutes

<u>Place:</u>	Webex Conference Call	
<u>Date & Time</u>	December 6, 2016 11:00 am	
<u>Present:</u>	<u>Name</u> 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	<u>Office</u> President First Vice-President Second Vice-President Secretary Treasurer Immediate Past President ROC Committee Chair President’s Assistant
<u>Absent:</u>	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. Welcome, Introductions and Remarks – Ridlen

Ridlen welcomed the Executive Committee.

III. President’s Report - Ridlen

Attended the following Sections:

- OTEC October 24th – 26th
 - Great Lake Region Meeting
 - Spoke at the All Ohio Luncheon
- Southeast Region Meeting Conference call October 27th
- 2019 National Conference Hotel Visit on November 23rd

Upcoming Section Meetings

- Lexington Blue Grass Section Kick-off Meeting – January 12th
- Carolina Triangle 25th Anniversary – March 21st

Held Meetings with the Vice Presidents on:

- November 8th

Business Items:

- Provided comments to Dave Greenwood on the ASHE constitution revisions
- Worked with Greg and others to provide direction for the Gold Coast Section to work under the new name of the South Florida Section
- Received the resignation of George Willis as the Finance Subcommittee Chair and a member of the Legislative Committee. Discussed the Financial Subcommittee Chair with Greg and Dick and decided that it would be good for Dick to take this on with Greg's support as part of the Budget and Audit committee. Working with Brad to find a replacement on the Legislative Committee
- Email discussions with Amanda, Greg and Dick on the Multiview Contract and Content. Amanda is continuing to be the lead contact with Multiview
- New Sections Committee is covering the cost for the Blue Grass Section kick-off meeting
- Worked with Frank and a financial Advisor representative of the PNC bank to sign and have notarize a statement authorizing Charlie and Frank to act on behalf of ASHE in regards to Investments at the PNC Bank
- Decision to charge Sections / Regions who are requesting additional lapel pins to replace lost pins.

IV. Secretary Update – Flowe

Following is the current ASHE Membership List by Region/Section as of December 4, 2016:

Northeast Region	December 4, 2016 Membership	January 15,2016 Membership
Albany	102	115
Altoona	188	201
Central New York	49	49
Clearfield	176	155
Delaware Valley	362	385
East Penn	93	67
First State	142	141
Franklin	134	145
Harrisburg	321	356
Long Island	45	45
Mid-Allegheny	135	114
New York Metro	86	87
North Central New Jersey	166	167
Northeast Penn	129	128
Pittsburgh	559	551
Southern New Jersey	180	200
Southwest Penn	275	286
Williamsport	129	127
Subtotal	3271	3319
Mid-Atlantic Region		
Blue Ridge	76	91
Carolina Piedmont	57	59
Carolina Triangle	237	227
Chesapeake	201	206
Greater Hampton Roads	124	125
N. Central West Virginia	37	36
Old Dominion	94	96
Potomac	215	275
Subtotal	1041	1115

Southeast Region		
Central Florida	48	48
Georgia	345	334
Gold Coast	11	11
Middle Tennessee	273	250
Northeast Florida	188	199
Tampa Bay	90	94
Subtotal	955	936
Great Lakes Region		
Central Ohio	179	183
Cuyahoga Valley	113	120
Derby City	81	81
Lake Erie	140	140
Northwest Ohio	38	42
Triko Valley	182	172
Subtotal	733	738
North Central Region		
Central Dacotah	123	123
Subtotal	123	123
Rocky Mountain Region		
Phoenix Sonoran	146	134
Subtotal	146	134
South Central Region		
Dallas-Fort Worth	81	54
Subtotal	81	54
At-Large Membership		
Domestic At-Large	13	11
International At-Large	2	2
Subtotal	15	13
National Total	6365	6378

Total Current Membership.....6365

This represents a decrease of 169 members since the October 15, 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:

- Central New York
- Dallas Fort-Worth
- New York Metro

*Note that I am still working with Southern NJ – my holdup, not theirs.

V. Treasurer Update – O’Hare

The six-month cash flow report is attached as Attachment #1. O’Hare noted that year over year comparisons are difficult since budget categories have changed.

VI. ASHE Credit Card Policy – O’Hare

The credit card policy is Attachment #2. Flowe made a motion that the credit card policy be approved and O’Hare seconded. The motion was approved. O’Hare and Flowe have credit cards and will sign the policy.

VII. Workshop Updates – Cochrane

A. October Technology Workshop

Cochrane reported that the result of the workshop was that the Cloud is necessary. The Board should mandate the use of the Cloud. Alternatives to the Cloud are quite expensive. Mandating the use of the Cloud will require more of Jake Morisi’s time. Cochrane will explore the costs and impacts of mandating the use of the Cloud and report back at the January Board Meeting. Cochrane noted that Jake Morisi can give sign-up rights to others to relieve his personal burden. Cochrane will forward notes of the discussion to Jake and Tom Morisi.

B. January Committee Workshop

Cochrane is preparing for the workshop. He will send out the meeting purpose and an agenda in advance of the Board meeting. Dutton will work with Cochrane to develop the workshop. Cochrane has requested that Mody bring the Governance Committee ideas to the workshop. Both Mody and Pappalardo have been invited to the meeting.

VIII. Nomination Committee Update - Hochevar

Officer and Director nominations have been received.

- 2nd Vice President – Michael D. Hurtt, PE
- Secretary-Elect – Thomas S. Morisi
- Northeast Region Director – Mark A. Kinnee, PE
- Mid-Atlantic Region Director – David A. Greenwood, PE
- Southeast Region Director – Scott H. Jordan, PE

It was noted that the Committee is very pleased with the caliber of the candidates received.

The Mid-Atlantic Region recommends that Greenwood be nominated for a two-year term until a replacement is ready. Flowe recommended that Greenwood be nominated to a full three-year term to avoid problems with the Director rotation cycle. Greenwood can resign and the Region can nominate a replacement at any point during the term.

Hochevar reported that the first request for award nominations has been sent. The Project of the Year Award request for nominations will go out separately.

IX. Bluegrass Section Update - Harris

Harris reported that the kickoff meeting for the potential new Bluegrass Section is scheduled for January 12, 2017. The flyer for the meeting is Attachment #2. The Kentucky State Highway Engineer is speaking. The current mailing list contains approximately 150 names and is growing. Persons willing to serve as Directors and Treasurer have been identified.

X. January National Board Meeting in Orlando – Ridlen

A. Agenda Revisions to Keep the Meeting on Track

Ridlen discussed and asked for input into how to revise the meeting agenda to keep it on track and still cover all important material within the available time. Suggestions included receiving committee reports early enough to pull all of the motions from committees to the beginning of the meeting. Cochrane suggested that the committee reports be reviewed and limit oral reports to those committees with critical issues. It was also suggested that only the primary committee chairs speak – no subcommittee chairs. Stuttler is to receive committee reports by the 12th. Ridlen will notify Flowe of who will be included on the agenda by Monday the 16th. At the end of the meeting, any time remaining will be devoted to committee reports.

B. Schedule

The January Board Meeting schedule will be as follows:

1. Thursday January 19, 2017
 - a. 10:00 am to 2:00 pm - Southeast Region Board Meeting
 - b. Time TBD on Thursday Evening – Reception with Central Florida for the Executive Committee and any early arriving Board members.
2. Friday January 20, 2017
 - a. 8:30am to 12:00 pm – Executive Committee Meeting
 - b. 1:00 pm to 4:00 pm – Committee Structure Workshop
 - c. 4:00 pm to 6:00 pm – Region Reports
 - d. 6:00 pm to 7:00 pm – Reception
 - e. 7:00 pm – Dinner
3. Saturday January 21, 2017
 - a. 8:00 am to 12:00 pm – National Board Meeting
 - b. 12:00 pm to 1:00 pm – Lunch for the Board
4. Saturday – January 21st

XI. National Conference Update

- **2017 – New York**

The New York Conference is developing as it should. An estimate of the costs has been provided to O'Hare. O'Hare is developing the stipend value for the Board. The fact that the website is not yet active was discussed.

- **2018 – Cleveland**

Plans are moving forward and everything seems to be in good shape.

- **2019 – Nashville**

The 2019 Conference Committee is working on finalizing hotel decisions. The committee is leaning toward selecting Opryland.

XII. Other Items of Business

Potential meeting sites for 2017-2018 were discussed. Dutton is collecting suggestions.

XIII. Adjourn at 12:30 pm.

Respectfully submitted,

Charles L. Flowe, PE
National Secretary

Attachments:

1. Treasurer's Report
2. Credit Card Policy
3. Bluegrass Section Kickoff Meeting Flyer

Attachment #1
Treasurer's Report

Cash Flow Comparison - Year To Date

6/1/2015 through 11/29/2016

11/29/2016

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Category	6/1/2015- 11/29/2015	6/1/2016- 11/29/2016	Amount Difference
INFLOWS			
Uncategorized	0.00	0.00	0.00
Conference Income	0.00	31,689.00	31,689.00
Conference Seed Money Return	8,000.00	8,000.00	0.00
Credit Card Cash Back Rewards	0.00	234.08	234.08
Member Assessment	112,636.50	118,126.60	5,490.10
Member at Large	100.00	100.00	0.00
Member Pin	0.00	40.00	40.00
New Member	8,100.00	13,255.00	5,155.00
Other Inc	0.00	20.75	20.75
Past President Pins	1,289.95	540.00	-749.95
Prudential Account Redemption			
Prudential Account Redemption Transfer	0.00	274,168.93	274,168.93
TOTAL Prudential Account Redemption	0.00	274,168.93	274,168.93
SCANNER Sponsorship	11,150.00	12,200.00	1,050.00
Sponsorships			
Multiview	5,019.96	5,442.09	422.13
TOTAL Sponsorships	5,019.96	5,442.09	422.13
TOTAL INFLOWS	146,296.41	463,816.45	317,520.04
OUTFLOWS			
Executive Committee			
Audit, Taxes & CPA Fees	5,975.00	379.50	5,595.50
Awards, Banners, Ribbons, Misc.	2,312.49	137.26	2,175.23
Computers, Purchase, Repair	53.36	317.99	-264.63
Contingencies, Legal, Bank Fees			
Bank Charge	33.00	0.00	33.00
Bank Fee	20.00	0.00	20.00
TOTAL Contingencies, Legal, Bank Fees	53.00	0.00	53.00
Employee - Taxes, FICA	1,089.93	1,151.15	-61.22
Employee - Wages	5,061.55	5,236.78	-175.23
Ex. Comm. Meeting			
Lodging	2,424.07	0.00	2,424.07
Meals - Ex. Comm. & Guests	4,864.46	0.00	4,864.46
Mileage	97.47	0.00	97.47
Misc. Travel Expenses, Meals, Parking	461.37	0.00	461.37
Mtg Rooms, Coffee, Soda, Deposits, Etc.	2,010.11	0.00	2,010.11
Travel-Air,Train,Transit,Cab,Rental	2,841.36	0.00	2,841.36
TOTAL Ex. Comm. Meeting	12,698.84	0.00	12,698.84
Insurance - Business	1,067.00	2,046.00	-979.00
Office - Conf. Call, Office Expenses	2,223.59	1,114.20	1,109.39
Office Rent	825.00	1,650.00	-825.00
Postage and Delivery	758.29	224.58	533.71
President Assistant's Expenses			

Cash Flow Comparison - Year To Date

6/1/2015 through 11/29/2016

11/29/2016

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Category	6/1/2015- 11/29/2015	6/1/2016- 11/29/2016	Amount Difference
Office Supplies	0.00	5.92	-5.92
President's Assistant's Travel			
Lodging	653.94	267.76	386.18
Mileage	581.40	127.44	453.96
Misc. Travel Expenses, Meals, Parking, Travel -- Air,Train,Transit,Cab,Rental	383.49	16.48	367.01
	1,022.20	0.00	1,022.20
TOTAL President's Assistant's Travel	2,641.03	411.68	2,229.35
Stipend	3,600.00	3,600.00	0.00
TOTAL President Assistant's Expenses	6,241.03	4,017.60	2,223.43
President's Expenses (Other than BD Mtg)			
Lodging	1,006.54	1,025.95	-19.41
Mileage	583.68	1,105.92	-522.24
Misc. Travel Expenses, Meals, Parking, Travel -- Air,Train,Transit,Cab,Rental	907.79	182.64	725.15
	2,532.19	2,876.84	-344.65
TOTAL President's Expenses (Other than...	5,030.20	5,191.35	-161.15
Refund	0.00	-1,504.16	1,504.16
Society Exposure Funds	1,000.00	0.00	1,000.00
Society Grant Funds	0.00	300.00	-300.00
Supplies, Bus	459.10	790.25	-331.15
TOTAL Executive Committee	44,848.38	21,052.50	23,795.88
Membership - Members at Large Committee			
Data Base Project	3,209.99	1,125.00	2,084.99
Hart Award	345.00	0.00	345.00
Member of Year Award	716.50	0.00	716.50
National Young Member Award	352.00	0.00	352.00
TOTAL Membership - Members at Large Co...	4,623.49	1,125.00	3,498.49
National Board			
Board Meeting Expenses			
Meals - National Board & Guests	2,174.19	3,843.49	-1,669.30
Mtg Rooms, Coffee, Soda, Deposits, Etc.	317.54	0.00	317.54
TOTAL Board Meeting Expenses	2,491.73	3,843.49	-1,351.76
Board Member - Board Meeting Expenses			
Lodging - Board Meeting	3,329.94	2,916.95	412.99
Mileage - Board Meeting	5,414.91	1,980.72	3,434.19
Misc. Travel Expenses, Meals, Parking	1,626.82	343.63	1,283.19
Travel-Air,Train,Transit,Cab,Rental	5,693.53	1,634.08	4,059.45
TOTAL Board Member - Board Meeting E...	16,065.20	6,875.38	9,189.82
TOTAL National Board	18,556.93	10,718.87	7,838.06
National Conference Committee			
Committee Travel			
Misc. Travel Expenses, Meals, Parking	34.00	0.00	34.00
TOTAL Committee Travel	34.00	0.00	34.00
Conference Advance	8,000.00	8,000.00	0.00
Sponsorship	4,800.00	4,000.00	800.00
TOTAL National Conference Committee	12,834.00	12,000.00	834.00

Cash Flow Comparison - Year To Date

6/1/2015 through 11/29/2016

11/29/2016

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Category	6/1/2015- 11/29/2015	6/1/2016- 11/29/2016	Amount Difference
New Sections Committee			
Expenses	1,940.49	0.00	1,940.49
Meals	550.00	0.00	550.00
TOTAL New Sections Committee	2,490.49	0.00	2,490.49
Public Relations Committee			
Contest	50.00	0.00	50.00
Promotional Material	1,221.00	4,371.03	-3,150.03
Shipping - ASHE Display	173.47	0.00	173.47
TOTAL Public Relations Committee	1,444.47	4,371.03	-2,926.56
Regional Outreach Committee (ROC)			
Committee & Regional Director Travel			
Lodging	675.79	115.64	560.15
Mileage	1,706.66	649.08	1,057.58
Misc. Travel Expenses, Meals, Parking, Travel -- Air, Train, Transit, Cab, Rental	390.23	133.00	257.23
	615.81	0.00	615.81
TOTAL Committee & Regional Director Tr...	3,388.49	897.72	2,490.77
Regional Distribution	0.00	10,000.00	-10,000.00
TOTAL Regional Outreach Committee (ROC)	3,388.49	10,897.72	-7,509.23
SCANNER Committee			
Committee Travel			
Lodging	0.00	200.00	-200.00
Mileage	0.00	122.00	-122.00
Misc. Travel Expenses, Meals, Parking	0.00	45.00	-45.00
TOTAL Committee Travel	0.00	367.00	-367.00
Scanner Editorial Fee	980.00	0.00	980.00
Scanner Printer and Mailing	25,997.67	26,621.21	-623.54
TOTAL SCANNER Committee	26,977.67	26,988.21	-10.54
Student-CEU's Committee	0.00	0.00	0.00
Technology Committee	0.00	1,435.00	-1,435.00
Cloud Subcommittee	496.40	0.00	496.40
Committee Travel			
Lodging	0.00	273.76	-273.76
Mileage	0.00	279.02	-279.02
Misc. Travel Expenses, Meals, Parking	0.00	7.15	-7.15
Travel-Air, Train, Transit, Cab, Rental	0.00	205.20	-205.20
TOTAL Committee Travel	0.00	765.13	-765.13
TOTAL Technology Committee	496.40	2,200.13	-1,703.73
TOTAL OUTFLOWS	115,660.32	89,353.46	26,306.86
OVERALL TOTAL	30,636.09	374,462.99	343,826.90

Attachment #2
ASHE Credit Card Policy



ASHE CREDIT CARD POLICY

General Information

Credit cards are to be used for ASHE National business purposes only, and are never, under any circumstances, to be used for personal expenses.

Credit cards are to be issued to only the:

- Current National Secretary
- Current National Treasurer
- *Others Approved by National Board and recorded in the minutes of the board.*

The recipients of the ASHE Credit Cards (CC) shall be required to sign below indicating that they have received the CC and have read and agree to the following terms and conditions of the CC policy.

Approval of the acceptance of these Terms and Conditions shall be by either the President, Secretary or Treasurer

Terms and Conditions

A receipt for all items that were paid using the credit card must be included with a credit card (CC) report.

The CC report must detail the purpose of the charge as it relates to ASHE National Board Business (for example, hotel meeting room costs, national award materials, office supplies).

Personal travel, lodging, parking and meal expenses affiliated with National Board duties shall not be charged to the ASHE credit card, but shall be expensed out on the ASHE Expense form.

Any charges for which a CC report has not been submitted within thirty (30) days will be considered the personal responsibility of the card holder.

All charges must be for items identified in the ASHE National budget adopted by the ASHE National Board.



Any charges not identified in the budget must be approved prior to purchase by 2 of either the President, Secretary or Treasurer.

CC report for staff/volunteers will be submitted to the Treasurer for payment with review and approval by both the Secretary and Treasurer.

CC reports for *others approved by the board* will be submitted to the Treasurer for Payment with review and approval by both the Secretary and Treasurer.

The Card Holder is responsible to immediately report lost or stolen cards to the institution providing the card.

Acceptance

I have received an ASHE Credit Card and have reviewed and agree to the above terms and conditions

Name

Position

Date

Approved by:

Position:

Date:

Attachment #3
Bluegrass Section Kickoff Meeting Flyer



Presents:

Kickoff Dinner & Meeting

**'Status of the 'Pause-50' Program'
with Keynote Speaker Paul Looney**

January 12, 2017

6:30 P.M.

Griffin Gate Hotel, Lexington, KY

\$15 pay at the door or invoiced.

Join us for our official kickoff dinner and meeting featuring keynote speaker Paul Looney!

Short on cash, the Kentucky Transportation Cabinet is delaying the start of new state-funded road projects. Under its Pause-50 plan, the cabinet has slowed or delayed the starts of new projects to pay current expenditures, recoup lost revenue and rebuild a funding base. Come learn the latest status!

*RSVP by January 5th, 2017 to Tim Robinson at
TRobinson@grwinc.com or at 502-489-8484 or 502-716-0555*

*Interested in becoming a member of the section?
Stop in at this event and see all of the great benefits ASHE has for you!
Membership forms will be available!*