



ASHE National Board Meeting Minutes
January 13, 2018

CALL TO ORDER: Greg T. Dutton, PE

President Dutton called the meeting of the National Board of the American Society of Highway Engineers to order at 8:00 AM at the Holiday Inn Atlanta Airport North, Atlanta, GA.

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
	Roger B. Carriker, PE David A. Greenwood, PE	Mid-Atlantic Region Director
	Frank J. Bronzo, PE	Mid-Atlantic Region Director
		Great Lakes and North Central Regions Director
	Donato DiZuzio, PE	Northeast Region Director
	Mark A. Kinnee, PE	Northeast Region Director
	Scott H. Jordan, PE	Southeast and Rocky Mountain Regions Director
	Samir D. Mody, PE	Co-Chair – New Sections Committee
	Mindy Sanders	Chair – Technology Committee
	Jacob A. Morisi	Technology Committee
<u>Absent:</u>	Stan A. Harris, PE	Great Lakes and North Central Regions Director
	Brian A. Krul, PE	Northeast Region Director
	Leigh B. Lilla, PE	Southeast and Rocky Mountain Regions Director

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



WELCOME: Greg T. Dutton, PE

APPROVAL OF MINUTES:

- **March 2, 2017 Executive Committee Meeting:** Ridlen made a motion to approve the minutes of the March 2, 2017 Executive Committee Meeting; seconded by Cochrane; all in favor.
- **April 7, 2017 Executive Committee Meeting:** Carriker made a motion to approve the minutes of the April 7, 2017 Executive Committee Meeting; seconded by Hurtt; all in favor.
- **April 8, 2017 National Board Meeting:** Ridlen made a motion to approve the minutes of the April 8, 2017 National Board Meeting; seconded by Hurtt; all in favor.
- **April 29, 2017 National Board Budget Meeting conducted via email:** O'Hare made a motion to approve the minutes of the April 29, 2017 National Board Budget Meeting conducted via email; seconded by Hurtt; all in favor.
- **July 24, 2017 Executive Committee Meeting:** Cochrane made a motion to approve the minutes of the July 24, 2017 Executive Committee Meeting; seconded by Hurtt; all in favor.
- **September 22, 2017 Executive Committee Meeting:** Ridlen made a motion to approve the minutes of the September 22, 2017 Executive Committee Meeting; seconded by Hurtt; all in favor.
- **September 23, 2017 National Board Meeting:** Carriker made a motion to approve the minutes of the September 23, 2017 National Board Meeting; seconded by Ridlen; all in favor.

SECRETARY'S REPORT: Charles L. Flowe, PE

- Secretary Flowe reviewed highlights of the written Secretary's Report which is attached to and made part of these meeting minutes.
- Secretary Flowe reported the current membership level to be 6,570 after having gone through the drop period. This is the highest ever membership level of the low report period of the year.
- A request was made for Secretary Flowe to provide a list that would compare the September membership numbers against the January numbers for each Section.

TREASURER'S REPORT: P. Frank O'Hare, PE

- Treasurer O'Hare reviewed highlights of the written Treasurer's Report which is attached to and made part of these meeting minutes.
- O'Hare noted that the report provided is an accurate representation of our financial status at the halfway point in the fiscal year.
- The investment account has increased approximately \$22,266 during this fiscal year.
- When the PNC account was originally opened, the balance was approximately \$274,000. The current balance is approximately \$322,000. The account is a managed investment and the Finance Committee reviews it regularly.

- O'Hare noted that the Committee Report budget and expenditures do not match the Treasurer's Report and asked liaisons to make Committee Chairs aware of actual numbers.
- New York Metro Section has reimbursed their \$8,000 seed money. However, no income has been received for the Conference. The \$8,000 received was placed back into the Conference Budget even though the money came out of the Executive Committee Budget.
- The IRS has been challenging one or two Sections per year. If a Section is challenged, they are to contact O'Hare and he will provide a response to the IRS that has been coordinated with CPA Associates.
- Flowe made a motion to approve the Treasurer's Report; seconded by Greenwood; all in favor.

PRESIDENT'S REPORT: Greg T. Dutton, PE

- President Dutton reviewed highlights of the written President's Report which is attached to and made part of these meeting minutes.
- Ridlen reminded the Board that the President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, and Secretary-Elect will have a WebEx meeting with new, incoming Board members before they take office.

PRESIDENT'S ASSISTANT'S REPORT: Shirley A. Stuttler

- Ms. Stuttler reviewed highlights of the written President's Assistant's Report which is attached to and made part of these meeting minutes.

EXECUTIVE COMMITTEE MEETING/WORKSHOP RECAP: Greg T. Dutton, PE

- President Dutton gave a summary of discussion from the January 12, 2018 Executive Committee Report. The details of that meeting are captured in the official meeting minutes.
- President Dutton provided a brief overview of the topics discussed at the Workshop held on January 12, 2018. Those topics included:
 - **Section Region Officers Training Manual:** President Dutton reviewed the PowerPoint presentation prepared by Harris. Discussion was held and the following action items were developed:
 - Stuttler is to provide previously prepared document to the Committee
 - O'Hare and Morisi are to provide input on the manual
 - Cochrane and Sanders are to look into a presentation platform
 - Committee is to solicit from Sections what additional training they would like to see
 - Committee is to solicit from other Committees what additional training they would like included in the presentation
 - **Communications Plan:** President Dutton reviewed the Communications Plan sent out by memorandum dated March 12, 2014. Discussion was held and the following additions or corrections are to be made to the plan as presented:
 - All correspondence is to go to the Region Secretary with copies to other officers

- Communication plan is to be included in the above training session
- Website membership inquiries are to go directly to the Sections
- **Strategic Plan:** President Dutton along with Pappalardo gave a brief overview of the proposed metrics. Dutton will distribute the metrics to the full Board for review and comment. Comments are to be received within two weeks of distribution.
- **PR Campaign:** DiZuzio relayed to the Board concerns from the PR Chair that she is not being in correspondence and that she should be invited to attend all National Board Meetings. Presentation of the PR Campaign was delayed until such time as the Committee Chair could give the presentation.
- **Cloud:** Cochrane and J. Morisi gave a brief overview of the operational characteristics of the Cloud
- **Budget:** Cochrane gave a brief overview of the 2018-2019 which is currently being prepared.

COMMITTEE MOTIONS:

- Motion by Nominating Committee made a motion to approve the following slate of incoming officers for the 2018-2019 fiscal year: 2nd Vice President: Tim Mathews – Southeast Region, National Treasurer: Frank O'Hare – Great Lakes Region, Mid Atlantic National Director: Roger Carriker – Chesapeake Section, Great Lakes National Director: Stan Harris – Triko Valley Section, and Northeast National Director: Kathryn Power – Pittsburgh Section; seconded by Flowe; all in favor. The following was included during the discussion period:
 - National Treasurer:
 - Both candidates are qualified for the position based on their past experience
 - Concern expressed with changing both the National Secretary and the National Treasurer in 2018
 - Concern expressed that the Northeast region representation on the Executive committee would be 4 of the 6 members (President, Vice President, Secretary and Treasurer)
 - Based on these concerns the committee recommends that Frank O'Hare continue as the National Treasurer for another 3 years
 - Other Positions:
 - All are qualified for the role that they were nominated by their respective Region
 - Great to have the opportunity to add public employees to the National Board
 - Committee agrees with each of the Regions nomination
- National Conference Committee made a motion to approve the Delaware Valley, East Penn, and Northeast Penn Sections to jointly host the 2021 ASHE National Conference in the Pocono Mountains of PA; seconded by Ridlen; all in favor.
- Budget/Audit Committee made a motion to accept the Auditors Report as submitted; seconded by Flowe; all in favor.
- Ad Hoc Committee made a motion to accept the actions as described in the attached document that contains a Job Description for the Administrative Assistant (AA) position

and the procedure be followed that would bring on board the AA in training for 2018-2019 fiscal year; second by Carriker. After discussion, the motion was tabled. The Committee is to have CPA Associates review the job description and offer recommendations on the language. The Committee is to seek the input of CPA Associates.

OLD BUSINESS:

- President Dutton provided an overview of action items from the September National Board Meeting as highlighted in green in those meeting minutes.

NEW BUSINESS:

- **South Florida Action Plan:** Jordan reported that Lilla has updated the Action Plan previously prepared by Dutton. Jordan reviewed the Action Plan noting the following required actions:
 - **BOARD of DIRECTORS:** Assemble a Board of Directors (3-year Director, 2-year Director, and 1-year Director), along with a Regional Director that will represent the Section to the SE Region. The SE Region Board may assume this capacity in the interim if necessary or requested.
 - **OFFICERS:** Establish/Affirm the 2018-2019 slate of Officers: President, Vice President, Secretary and Treasurer. Naldo is recognized for his service to the Section over many years and is offered the opportunity to retire as President. National / SE Region will intervene if the follow up reports from March do not indicate any action toward this and will establish leadership for the Section as necessary.
 - **COMMITTEES:** Establish essential committees and committee chairs for 2018-2019, i.e. Membership, Programs, etc.
 - **ACTIONS:** Perform the following minimum performance metrics:
 - Increase membership to 20 members by Fall 2018; Current membership totals = 11
 - Hold at least 2 events by Fall 2018 (1 social, 1 technical or alternate combination)
 - Have at least one member from Gold Coast attend the 2018 National Conference
 - Have at least one member participate in every SE Region teleconference/meeting
 - **REPORTING:** Provide a written report by March 10 2018 stating the plan of action and intent to accomplish these goals. Follow up report due at National Conference in May
 - Should the above metrics not be met, the National Board will make a decision at the Fall 2018 Board meeting as to whether to revoke the Charter.

Jordan made a motion to remove the Gold Coast (South Florida) Board, replace it with a Regional management team and issue the above Action Plan as prepared by Lilla; seconded by Ridlen; All in favor with the exception of Hurtt, Cochrane, and Carriker who voted No. The following was included during the discussion period: Hurtt questioned the need to suspend the Section Board until replacement people are in place. Jordan felt that keeping the existing Board in place will further contribute to the negative image of ASHE that has developed in the area.



- **New ASHE Mileage Reimbursement Rate:** The new 2018 IRS rate is \$0.545 per mile. O'Hare made a motion to adopt a mileage rate of \$0.54 per mile for ASHE; seconded by Flowe; all in favor. Note that this rate starts with the expense report from this meeting.

COMMITTEE REPORTS:

- **Ad Hoc:** Larry El Ridlen, PE presenting
The Ad Hoc Committee Report is attached to and made part of these minutes.
- **Budget/Audit:** Richard N. Cochrane, PE presenting
The Budget/Audit Committee Report is attached to and made part of these minutes. Mr. Cochrane reported that the audit report has been received from CPA Associates. He reviewed the information in the Management Letter.
- **Constitution & Bylaws:** David A. Greenwood, PE presenting
The Constitution & Bylaws Committee Report is attached to and made part of these minutes. The goal of the Committee is to place all Section and Region bylaws on the Cloud. Secretary Flowe is to provide the Committee with hard copies of available bylaws.
- **Finance:** Michael D. Hurtt, PE presenting
The Finance Committee Report is attached to and made part of these minutes.
- **Nominating:** Larry E. Ridlen, PE presenting
The Nominating Committee Report is attached to and made part of these minutes. A reminder was presented that Sections are to submit nominations for individual awards by February 15, 2018 and for Project of the Year awards by February 28, 2018.
- **Technology:** Mindy Sanders presenting
The Technology Committee Report is attached to and made part of these minutes. Ms. Sanders reviewed the report. Annual fee for Survey Gizmo will be transferred to the ASHE credit card. O'Hare and Sanders are to coordinate after the meeting. Sanders noted that it was used successfully by the Georgia Section for a bylaw update. Hurtt requested that the committee track the usage of Survey Gizmo to determine the value for the annual expenditure.
- **Resource Center:** Shirley A. Stuttler presenting
The Resource Center Committee Report is attached to and made part of these minutes.
- **Society History:** Shirley A. Stuttler presenting
The Society History Committee Report is attached to and made part of these minutes. History updates are due to Tammy Farrell by the end of February, 2018. Ms. Stuttler noted that additional updates have been received since the attached report was prepared. The Central New York, Gold Coast (South Florida), and Tampa Sections.
- **Collaborations:** Charles L. Flowe, PE presenting
The Collaborations Committee Report is attached to and made part of these minutes. This Committee will be disbanded.
- **National Project Award:** Samir D. Mody, PE presenting
The National Project Award Committee Report is attached to and made part of these minutes. Mr. Mody reported that the Committee solicited feedback from last year's awards. Projects receiving awards need to be placed on the website. Mr. Cochrane suggested that the awards be publicized outside of the ASHE organization.

- **Operations Oversight:**

The Operations Oversight Committee Report is attached to and made part of these minutes.

- **Membership/Member at Large:**

The Membership/Member at Large Committee Report is attached to and made part of these minutes.

- **New Sections:** Samir D. Mody, PE presenting

The New Sections Committee Report is attached to and made part of these minutes. Carriker made a motion that ASHE charter the Houston Section; seconded by O'Hare; all in favor. Once the date of the chartering is finalized, that date will be provided to Secretary Flowe so the actual charter can be finalized. The banner is slated to be ready on January 22, 2018. Hurtt asked for the status of Caroline Duffy's efforts to restart the Circle City Section. Mody expressed concern with prior leadership at that Section. The funds received from disbanding the Section will revert to National unless action is taken otherwise. President Dutton noted that a new Co-Chair must be named since Mr. Matthews is stepping up to fill the 2nd Vice President position.

- **Partnerships:**

The Partnerships Committee Report is attached to and made part of these minutes.

- **Public Relations:** Donato DiZuzio presenting

The Public Relations Committee Report is attached to and made part of these minutes. National will pay for a retractable banner for new sections as directed by the PR Committee in coordination with the New Sections Committee. The budget for the banners will be included in the New Sections budget. The Committee is still looking into the ASHE Store. A PowerPoint presentation was developed and submitted to the Committee for comment.

- **Scanner:** Donato DiZuzio presenting

The Scanner Committee Report is attached to and made part of these minutes. The survey regarding Multiview and the Inside Land has not been sent out yet. Board approval of the survey is not necessary. We are still receiving money from our agreement with Multiview and the Committee does not feel it is taking advertisement away from the Scanner. DiZuzio is to check with the PR Committee to see if anyone is reviewing the Inside Lane articles before they are sent out. If not, someone needs assigned to do so. DiZuzio will check with the Committee as to the status of the new contract with TNT. The winter issue will be sent out shortly. There are eight articles in the issue and they are all bridge related. The articles need to be diversified. The deadline for articles for the next edition is January 15, 2018.

- **Student Chapter:** Roger B. Carriker, PE presenting

The Student Chapter Committee Report is attached to and made part of these minutes. The Committee is seeking approval to purchase table coverings similar to those which National uses for their display. The table clothes would be issued to each student chapter once they have achieved certain goals. Several Board members expressed support for this effort. The Committee is to submit additional information to Mr. Cochrane for review prior to placement in the 2018-2019 budget.



The Committee is requesting that \$1,000 be placed into the 2018-2019 budget so that another Regional Student Chapter Conference can be held in 2018 similar to the one that was conducted in 2017. This money has been placed into the budget.

All Sections and Regions are to report to the Committee Chair what Student Chapters exist, who the contact is, and what their contact information is.

- **Strategic Plan:** Richard N. Cochrane, PE presenting
The Strategic Plan Committee Report is attached to and made part of these minutes. President Dutton will send streamlined metrics to the Board for review. He is requesting that everyone provide comments and a recommendation of a champion for each. Comments are to be provided to President Dutton within two weeks of receipt. Dutton, Hurtt, and Cochrane will vet comments and submit to the Strategic Plan Committee.
- **Professional Development:** Roger B. Carriker, PE presenting
The Professional Development Committee Report is attached to and made part of these minutes. The Committee required \$1,000 be placed in the 2018-2009 budget to support travel of this Committee or the Student Chapter Committee to the National Board Meeting. These funds have been included in the budget. Ms. Stuttler is to send the December 7, 2017 email that was sent to Sections and Regions reminding them to submit their PDH information to the Committee by the end of January.
- **National Conference:** Michael D. Hurtt, PE presenting
The National Conference Committee Report is attached to and made part of these minutes. Mr. Hurtt reported that 2018 Conference registration is available to Committee members for beta testing. Additionally, some of the activity costs for the 2018 Conference are being reduced. The Committee will soon be able to provide adequate information to the Treasurer to calculate the 2018 stipend.
- **Outreach:** Frank J. Bronzo presenting
The Outreach Committee Report is attached to and made part of these minutes. The Committee is meeting in February to finalize its vision.

MEETING SCHEDULE: Gregory T. Dutton, PE

- Following is a summary of upcoming meeting dates and deadlines:
- 03/02/18: Committee and Region/Section Reports are due
- 03/07/18: Executive Committee Meeting via WebEx
- 03/16/18: National Board Workshop in Philadelphia
- 03/17/18: National Board Meeting in Philadelphia
- 04/11/18: Executive Committee Meeting via WebEx
- The Philadelphia meeting will allow for invitations to be sent to the Delaware Valley, Southern New Jersey, East Penn, First State, and North Central New Jersey Sections.
- Potential topics for the 03/16/18 Workshop include: Strategic Plan, New Sections, 60th Anniversary Booklet, Public Relations.

ADJOURNMENT:

The meeting adjourned at 12:00 pm.



**ASHE National Board Meeting Minutes
January 13, 2018**

ATTACHMENTS:

The following Attachments are included and made part of these minutes:

- Attachment 1: Committee Reports
- Attachment 2: Region and Section Reports

Respectfully Submitted,

Charles L. Flowe, PE
National Secretary



Attachment 1: Committee Reports



QUARTERLY REPORT

ASHE National Secretary

1 Following is the current ASHE Membership List by Region/Section as of September 16, 2017:

Northeast Region		Mid-Atlantic Region		Southeast Region	
Albany	107	Blue Ridge	77	Central Florida	48
Altoona	210	Carolina Piedmont	66	Georgia	326
Central New York	49	Carolina Triangle	264	South Florida	11
Clearfield	187	Chesapeake	230	Middle Tennessee	319
Delaware Valley	350	Greater Hampton Roads	105	Northeast Florida	189
East Penn	113	N. Central West Virginia	37	Tampa Bay	90
First State	153	Old Dominion	90	Subtotal: 983	
Franklin	134	Potomac	229		
Harrisburg	345	Subtotal: 1098		North Central Region	
Long Island	63			Central Dacotah	123
Mid-Allegheny	123	Great Lakes Region		Subtotal: 123	
New York Metro	143	Bluegrass	58		
North Central New Jersey	140	Central Ohio	181	Rocky Mountain Region	
Northeast Penn	128	Cuyahoga Valley	111	Phoenix Sonoran	158
Pittsburgh	558	Derby City	82	Subtotal: 158	
Southern New Jersey	94	Lake Erie	162		
Southwest Penn	275	Northwest Ohio	40	South Central Region	
Williamsport	129	Triko Valley	178	Dallas-Fort Worth	80
Subtotal: 3301		Subtotal: 812		Subtotal: 80	

At-Large Membership	
Domestic At-Large	13
International At-Large	2
Subtotal: 15	

XX	Number remained the same
XX	Number increased
XX	Number decreased

National Total: 6570

This represents an overall decrease of 207 members since the September 23, 2017 National Board Meeting.

2 Statistical Breakdown of the Membership

Professional Status	58%
Government	13%
Consultant	69%
Contractor	5%
Other	13%

3 Following are the Sections with unpaid assessments for 2017-2018:

Dallas/Fort-Worth
South Florida
Tampa

Respectfully Submitted,
Charles Flowe, PE
ASHE National Secretary



QUARTERLY REPORT

ASHE National Treasurer

The Treasurer's report will be distributed at the National Board meeting due to complete financial statements not being provided by PNC Bank until January 8, 2018.

Respectfully Submitted,
Frank O'Hare, PE
ASHE National Treasurer



National Treasurer's Report

Frank O'Hare, National Treasurer

National Board Meeting, January 13, 2018, Atlanta, GA

1. Income and Expenses - Income and Expenses are shown as of 12/31/2017. See Attachment.
2. Investment as of 12/31/2017. See Attachment.
3. Cash flow - All invoices are being paid under 30 days.
4. CPA Associates has reconciled the PNC Bank statement and ledger for September, October, November and December. Copies of CPA reconciliation and National Treasurer reconciliation for FYE 2018 have been forwarded to the Budget/Audit Committee for review. CC Statement is being reconciled and statement and receipts are forwarded to the Budget/Audit Committee for review.
5. National President ordered the audit for FYE 2017 per the by-laws of ASHE in June 2017. The audit was completed by CP Associates, Mike McClain, CPA on January 4, 2018. The National Treasurer forwarded the audit to the Chair of the Budget/Audit Committee for presentation to the National Board for acceptance.
6. The ASHE National FYE 2017 Tax Return and the ASHE Section, Region and Conference FYE 2017 Tax Return have been prepared and signed by the National Treasure. CPA Associates will file the returns.
7. During this last quarter the National Treasurer continued to work with the new treasure for the Houston Section. Email correspondence was forwarded to the New Section Committee Co-Chairs.
8. The National Treasurer prepared an IRS response with the assistance of CPA Associates concerning IRS Letter received by 2016 Pittsburgh Conference.
9. The National Treasurer participated in conference call with Mid-Atlantic Region concerning tax exempt status and answered several questions.
10. If a Board Member changes address, make sure you notify the Treasurer such that your expense check is sent to the new address.

ASHE Treasurer's Report
for
June 1, 2017 to December 31, 2017

PNC Checking Accounts

1	PNC Business Basic Checking 8649 - Beginning Balance (FYB 6/1/2017)	\$ 61,442.13
4	<u>Inflows</u>	
5	Income \$ 154,657.28	
7	<u>Total Inflows (Income)</u>	\$ 154,657.28
8	<u>Outflows</u>	
9	Expenses \$ (87,769.61)	
11	<u>Total Outflows (Expenses)</u>	\$ (87,769.61)
12	Balance 8649 - 12/31/2017	\$ 128,329.80

	PNC Business Checking 3251 - Beginning Balance (FYB 6/1/2017)	\$ 31,689.00
4	<u>Inflows</u>	
5	Income \$ 8,000.00	
7	<u>Total Inflows (Income)</u>	\$ 8,000.00
8	<u>Outflows</u>	
9	Expenses \$ (30,528.95)	
11	<u>Total Outflows (Expenses)</u>	\$ (30,528.95)
12	Balance 3251 - 12/31/2017	\$ 9,160.05

PNC Investment Account

18	PNC Investment - Beginning Balance (6/1/2017)	\$ 300,010.75
19	Increase in Fund as of 12/31/2017 \$ 22,266.44	
	Decrease in Fund as of 12/31/2017 -	
20	Balance on 12/31/2017	\$ 322,277.19
21		
22	<u>Total Assets as of 12/31/2017</u>	\$ 459,767.04
23	<u>Total Assets as of 6/1/2017</u>	\$ 393,141.88
24	<u>Increase or (Decrease) in Total Assets - 6/1/2017 to 12/31/2017</u>	\$ 66,625.16

Respectfully submitted:

ASHE National Treasurer

Item	Operating Income	Budget FYE 2018	Actual as of 12/31/2017
1	Member Assessment	\$ 125,400	\$ 119,084.82
2	New Members	\$ 22,500	\$ 13,440.00
3	Scanner Sponsorships	\$ 26,000	\$ 15,400.00
5	Multiview	\$ 7,000	\$ 6,062.17
6	Past Pres. Pins	\$ 1,500	\$ 360.00
7	New Members - At Large	\$ 100	\$ 50.00
8	Clothing Royalties	\$ -	\$ -
9	National Conference Income	NA	\$ -
10	Miscellaneous	\$ -	\$ 260.29
11	National Project of the Year - Entry fee	\$ 800	
12	Voided Checks	\$ -	\$ -
13	Refund - Regional Exposure	\$ -	\$ -
14	Total	\$ 183,300	\$ 154,657.28
15	Reduction Of Assets	\$ 15,200	
16	Total Inflow to Operating Budget	\$ 198,500	\$ 154,657.28

FYE 2018 - June 1, 2017 to May 31, 2018

Operating Budget approved by ASHE National Board

Date: April 29, 2017

Item	Operating Expenses	Budget FYE 2018	Actual as of 12/31/2017
NATIONAL BOARD			
1	BOARD DIRECTORS LODGING	\$ 9,000	\$ 2,159.54
2	BOARD DIRECTORS TRAVEL	\$ 31,000	\$ 10,815.51
3	BOARD MEETING EXPENSES	\$ 15,000	\$ 4,656.59
TOTAL:		\$ 55,000	\$ 17,631.64
EXECUTIVE COMMITTEE			
1	GOVERNANCE SUB-COMMITTEE	\$ 1,200	\$ -
2	AUDIT & CPA FEES	\$ 7,000	\$ 404.50
3	AWARDS, BANNERS, RIBBONS, MISC	\$ 4,000	\$ 2,881.31
4	COMPUTERS, PURCHASE, REPAIR (Hardware Only)	\$ 1,000	\$ 404.58
5	CONTINGENCIES, LEGAL, BANK FEES	\$ -	\$ 20.00
6	DONATIONS, MEMORIALS, GIFTS	\$ 100	\$ -
7	EMPLOYEE - TAXES, FICA	\$ 1,500	\$ 1,276.10
8	EMPLOYEE - NET WAGES	\$ 10,600	\$ 5,994.38
9	EXECUTIVE COMMITTEE MEETING Only	\$ -	\$ -
10	INSURANCE - BUSINESS	\$ 2,500	\$ 2,148.00
11	OFFICE- CONF. CALL, OFFICE EXPENSES	\$ 1,500	\$ 1,436.33
12	OFFICE RENTAL	\$ 3,800	\$ 2,300.00
13	POSTAGE & DELIVERY	\$ 800	\$ 291.10
14	PRES. ASSISTANT'S EXPENSES	\$ 11,500	\$ 6,416.48
15	PRESIDENTS TRAVEL	\$ 9,000	\$ 4,425.21
17	Misc	\$ -	\$ 6.76
18	CONFERENCE SEED MONEY 2020 (See Mtg. Minutes)	\$ -	\$ 8,000.00
19	SUPPLIES, BUSINESS, SOFTWARE	\$ 1,000	\$ 411.34
TOTAL:		\$ 55,500	\$ 36,416.09
BUDGET/AUDIT COMMITTEE			
1	BUDGET/AUDIT COMMITTEE	\$ 450	\$ -
2	Treasurer's Meeting with Auditors	\$ 450	\$ -
3	FINANCE COMMITTEE	\$ -	\$ -
TOTAL:		\$ 900	\$ -
NOMINATING			
1	COMMITTEE TRAVEL	\$ -	\$ -
TOTAL:		\$ -	\$ -

Item	Operating Expenses	Budget FYE 2018	Actual as of 12/31/2017
CONSTITUTION & BYLAWS COMMITTEE			
1	COMMITTEE TRAVEL	\$ -	
TOTAL: \$		-	\$ -
LEGISLATIVE REVIEW COMMITTEE			
1	COMMITTEE TRAVEL	\$ -	\$ -
TOTAL: \$		-	\$ -
STRATEGIC PLAN COMMITTEE			
1	STRATEGIC PLANNING COMMITTEE	\$ 600	\$ 721.10
TOTAL: \$		600	\$ 721.10
PUBLIC RELATIONS COMMITTEE			
1	COMMITTEE TRAVEL	\$ 600	\$ 357.22
2	CONTEST	\$ 400	\$ -
4	PROMOTIONAL MATERIALS	\$ 2,500	\$ 1,182.08
5	SHIPPING - ASHE DISPLAY	\$ 400	\$ -
TOTAL: \$		3,900	\$ 1,539.30
NEW SECTIONS COMMITTEE			
1	NEW SECTIONS COMMITTEE	\$ 3,600	\$ 409.00
2	PARTNERSHIPS EXCHANGE COMMITTEE	\$ 600	
TOTAL: \$		4,200	\$ 409.00
TECHNOLOGY COMMITTEE			
1	WEBSITE	\$ 2,600	\$ 1,125.00
2	TECHNOLOGY COMMITTEE	\$ 5,700	\$ 769.98
TOTAL: \$		8,300	\$ 1,894.98

Item	Operating Expenses	Budget FYE 2018	Actual as of 12/31/2017
SCANNER COMMITTEE			
1	SCANNER/TECHNICAL COMMITTEE	\$ 600	\$ -
2	TNT Invoices	\$ 55,000	\$ 27,015.32
TOTAL: \$ 55,600		\$ 27,015.32	
STUDENT-CEU 'S COMMITTEE			
1	STUDENT / CEU COMMITTEE	\$ -	
2	FEES & EDUCATION COSTS	\$ -	\$ 250.00
TOTAL: \$ -		\$ 250.00	
MEMBERSHIP/MEMBER AT LARGE COMMITTEE			
1	MEMBERSHIP COMMITTEE	\$ 600	\$ -
2	Membership Database Project	\$ 1,300	\$ 625.02
TOTAL: \$ 1,900		\$ 625.02	
OPERATIONS OVERSIGHT COMMITTEE			
1	COLLABORATIONS SUB-COMMITTEE	\$ 600	
2	OPERATING MANUAL COMMITTEE	\$ -	
3	OPERATION OVERSITE COMMITTEE	\$ -	
4	SOCIETY HISTORY COMMITTEE	\$ 4,000	
TOTAL: \$ 4,600		\$ -	
REGIONAL OVERSIGHT COMMITTEE (ROC)			
1	REGIONAL DIRECTORS TRAVEL	\$ 5,000	\$ 682.16
2	National Project of the Year	\$ 3,000	\$ 585.00
3	REGIONAL DISTRIBUTION	\$ -	
TOTAL: \$ 8,000		\$ 1,267.16	
TREASURER			
1	FUNDS TO RESERVE FUND	\$ -	
		\$ -	\$ -
TOTAL OPERATING EXPENSES		\$ 198,500.00	\$ 87,769.61
Notes:			

Item	Conference Income ¹	Budget FYE 2018	Actual as of 12/31/2017				Totals
			NYC	Cleveland	Nashville	Carolina	
1	Conference Seed Money Return	\$ 8,000	\$ 8,000.00	\$ -	\$ -	\$ -	\$ 8,000
6	National Conference Income ²	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	Voided Checks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total		\$ 8,000	\$ 8,000.00	\$ -	\$ -	\$ -	\$ 8,000
Reduction Of Assets		\$ 54,500	\$ -	\$ -	\$ -	\$ -	\$ -
Total Inflow to Conference Budget		\$ 62,500	\$ 8,000.00	\$ -	\$ -	\$ -	\$ 8,000

1 Two conferences must be accounted for in the FYE 2018 Conference Budget, NYC 6/14-18/2017 & Cleveland 5/17-20/2018. FY 2017-2018 ends on May 31, 2018.

2 As of 12/31/2017, a check from NY Metro has not been received.

Conference Budget approved by ASHE National Board

Date:

April 29, 2017

Item	Conference Expenses	Budget FYE 2018	Actual as of 12/31/2017				Totals
			NYC	Cleveland	Nashville	Carolina	
NATIONAL BOARD							
1	CONFERENCE STIPEND & EXPENSES	\$ 37,200.00	\$ 22,521.92	\$ -	\$ -	\$ -	\$ 22,521.92
TOTAL: \$ 37,200.00			\$ 22,521.92	\$ -	\$ -	\$ -	\$ 22,521.92
PUBLIC RELATIONS COMMITTEE							
1	CONFERENCE EXPOSURE	\$ 400.00	\$ -	\$ -	\$ -	\$ -	
TOTAL: \$ 400.00			\$ -	\$ -	\$ -	\$ -	
NEW SECTIONS COMMITTEE							
1	PARTNERSHIPS EXCHANGE COMMITTEE	\$ 5,600.00		\$ 1,739.47	\$ -	\$ -	\$ 1,739.47
TOTAL: \$ 5,600.00			\$ -	\$ 1,739.47	\$ -	\$ -	\$ 1,739.47
TECHNOLOGY COMMITTEE							
1	NATIONAL CONF. EXHIBIT BOOTH - J.M. Server Solutions	\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL: \$ 400.00			\$ -	\$ -	\$ -	\$ -	\$ -
SCANNER COMMITTEE							
1	NATIONAL CONF. EXHIBIT BOOTH - TNT Graphics	\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL: \$ 400.00			\$ -	\$ -	\$ -	\$ -	\$ -
MEMBERSHIP/MEMBER AT LARGE COMMITTEE							
1	EXPENSES for Pearson, Member of Yr., Young Member of Yr., Lifetime Achievement and President's Award to <u>attend conference.</u>	\$ 5,000.00	\$ 1,903.16	\$ -	\$ -	\$ -	\$ 1,903.16
TOTAL: \$ 5,000.00			\$ 1,903.16	\$ -	\$ -	\$ -	\$ 1,903.16
NATIONAL CONFERENCE COMMITTEE							
1	ADVANCE FOR CONFERENCE	\$ 8,000.00	\$ -	\$ -	\$ -	See note 1	\$ -
2	SPONSORSHIPS FOR CONFERENCE	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00
3	NATIONAL CONFERENCE COMMITTEE	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 344.40	\$ 344.40
TOTAL: \$ 13,500.00			\$ -	\$ 4,000.00	\$ -	\$ 344.40	\$ 4,344.40
TREASURER							
1	FUNDS TO RESERVE FUND						
1	Bank Charges	\$ -	\$ 20.00	\$ -	\$ -	\$ -	\$ 20.00
\$ -			\$ 20.00	\$ -	\$ -	\$ -	\$ 20.00
TOTAL Conference Expenses		\$ 62,500	\$ 24,445.08	\$ 5,739.47	\$ -	\$ 344.40	\$ 30,528.95

Cash Flow

6/1/2017 through 12/31/2017

1/8/2018

Page 1

Category	Business Basic ...	Business Che...	Cash Reward...	OVERALL TOTAL
INFLOWS				
Conference Seed Money Return	0.00	8,000.00	0.00	8,000.00
Credit Card Cash Back Rewards	253.53	0.00	0.00	253.53
Member Assessment	119,084.82	0.00	0.00	119,084.82
Member at Large	50.00	0.00	0.00	50.00
New Member	13,440.00	0.00	0.00	13,440.00
Other Inc	6.76	0.00	0.00	6.76
Past President Pins	360.00	0.00	0.00	360.00
Sponsorships				
Multiview	6,062.17	0.00	0.00	6,062.17
SCANNER Sponsorship	15,400.00	0.00	0.00	15,400.00
TOTAL Sponsorships	21,462.17	0.00	0.00	21,462.17
TOTAL INFLOWS	154,657.28	8,000.00	0.00	162,657.28
OUTFLOWS				
Executive Committee				
Audit, Taxes & CPA Fees	404.50	0.00	0.00	404.50
Awards, Banners, Ribbons, Misc.	2,216.36	0.00	664.95	2,881.31
Computers, Purchase, Repair	0.00	0.00	404.58	404.58
Conference Seed Money 2020	8,000.00	0.00	0.00	8,000.00
Contingencies, Legal, Bank Fees				
Bank Charge	20.00	20.00	0.00	40.00
TOTAL Contingencies, Legal, Ba...	20.00	20.00	0.00	40.00
Employee - Taxes, FICA	1,276.10	0.00	0.00	1,276.10
Employee - Wages	5,994.38	0.00	0.00	5,994.38
Insurance - Business	2,148.00	0.00	0.00	2,148.00
Misc. -	0.00	0.00	6.76	6.76
Office - Conf. Call, Office Expenses	501.40	0.00	934.93	1,436.33
Office Rent	2,300.00	0.00	0.00	2,300.00
Postage and Delivery	42.32	0.00	248.78	291.10
President Assistant's Expenses				
Office Supplies	391.57	0.00	57.63	449.20
President's Assistant's Travel				
Lodging	229.72	0.00	0.00	229.72
Mileage	687.94	0.00	0.00	687.94
Misc. Travel Expenses, Meals,...	104.22	0.00	0.00	104.22
Travel -- Air,Train,Transit,Cab,...	395.40	0.00	0.00	395.40
TOTAL President's Assistant's...	1,417.28	0.00	0.00	1,417.28
Stipend	4,550.00	0.00	0.00	4,550.00
TOTAL President Assistant's Ex...	6,358.85	0.00	57.63	6,416.48
President's Expenses (Other than ...				
Lodging	1,166.28	0.00	0.00	1,166.28
Mileage	1,258.22	0.00	0.00	1,258.22
Misc. Travel Expenses, Meals, P...	56.66	0.00	0.00	56.66

Cash Flow

6/1/2017 through 12/31/2017

1/8/2018

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Category	Business Basic ...	Business Che...	Cash Reward...	OVERALL TOTAL
Travel -- Air,Train,Transit,Cab,R...	1,944.05	0.00	0.00	1,944.05
TOTAL President's Expenses (O...	4,425.21	0.00	0.00	4,425.21
Supplies, Software, etc	0.00	0.00	411.34	411.34
TOTAL Executive Committee	33,687.12	20.00	2,728.97	36,436.09
Membership - Members at Large Co...				
Data Base Project	625.02	0.00	0.00	625.02
Hart Award	0.00	280.00	0.00	280.00
Lifetime Member Award	0.00	748.16	0.00	748.16
Member of Year Award	0.00	875.00	0.00	875.00
TOTAL Membership - Members at ...	625.02	1,903.16	0.00	2,528.18
National Board				
Board Meeting Expenses	0.00	0.00	3,689.78	3,689.78
Meals - National Board & Guests	0.00	0.00	500.00	500.00
Mtg Rooms, Coffee, Soda, Depo...	466.81	0.00	0.00	466.81
TOTAL Board Meeting Expenses	466.81	0.00	4,189.78	4,656.59
Board Member - Board Meeting Ex...				
Lodging - Board Meeting	2,159.54	0.00	0.00	2,159.54
Mileage - Board Meeting	5,151.24	0.00	0.00	5,151.24
Misc. Travel Expenses, Meals, P...	1,582.17	41.92	0.00	1,624.09
Travel-Air,Train,Transit,Cab,Rental	4,082.10	0.00	0.00	4,082.10
TOTAL Board Member - Board ...	12,975.05	41.92	0.00	13,016.97
National Bd. Member Stipend	0.00	22,480.00	0.00	22,480.00
TOTAL National Board	13,441.86	22,521.92	4,189.78	40,153.56
National Conference Committee				
Committee Travel				
Travel - Air, Train, Transit, Cab, ...	0.00	344.40	0.00	344.40
TOTAL Committee Travel	0.00	344.40	0.00	344.40
Sponsorship	0.00	4,000.00	0.00	4,000.00
TOTAL National Conference Com...	0.00	4,344.40	0.00	4,344.40
New Sections Committee				
Partnership	0.00	800.00	0.00	800.00
Lodging	342.00	648.23	0.00	990.23
Mileage	0.00	138.57	0.00	138.57
Misc, Meals, Parking, etc	67.00	152.67	0.00	219.67
TOTAL Partnership	409.00	1,739.47	0.00	2,148.47
TOTAL New Sections Committee	409.00	1,739.47	0.00	2,148.47
Public Relations Committee				
Committee Travel				
Mileage	357.22	0.00	0.00	357.22
TOTAL Committee Travel	357.22	0.00	0.00	357.22
Promotional Material	1,182.08	0.00	0.00	1,182.08
TOTAL Public Relations Committee	1,539.30	0.00	0.00	1,539.30
Regional Outreach Committee (ROC)				
ASHE National Project of the Year	585.00	0.00	0.00	585.00
Committee & Regional Director Tra...				

Cash Flow

6/1/2017 through 12/31/2017

1/8/2018

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Category	Business Basic ...	Business Che...	Cash Reward...	OVERALL TOTAL
Lodging	226.36	0.00	0.00	226.36
Mileage	455.80	0.00	0.00	455.80
TOTAL Committee & Regional D...	682.16	0.00	0.00	682.16
TOTAL Regional Outreach Commit...	1,267.16	0.00	0.00	1,267.16
SCANNER Committee				
Scanner Printer and Mailing	27,015.32	0.00	0.00	27,015.32
TOTAL SCANNER Committee	27,015.32	0.00	0.00	27,015.32
Strategic Plan Committee				
Committee Travel				
Lodging	422.72	0.00	0.00	422.72
Travel-Air, Train, Transit, Cab, Rental	298.38	0.00	0.00	298.38
TOTAL Committee Travel	721.10	0.00	0.00	721.10
TOTAL Strategic Plan Committee	721.10	0.00	0.00	721.10
Student-CEU's Committee				
Florida Registration Board	250.00	0.00	0.00	250.00
TOTAL Student-CEU's Committee	250.00	0.00	0.00	250.00
Technology Committee	270.00	0.00	0.00	270.00
Cloud Subcommittee	499.98	0.00	0.00	499.98
Website Subcommittee	1,125.00	0.00	0.00	1,125.00
TOTAL Technology Committee	1,894.98	0.00	0.00	1,894.98
TOTAL OUTFLOWS	80,850.86	30,528.95	6,918.75	118,298.56
OVERALL TOTAL	73,806.42	-22,528.95	-6,918.75	44,358.72

Income/Expense Comparison by Category

6/1/2016 through 12/31/2017

1/8/2018

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Category	6/1/2016- 12/31/2016	6/1/2017- 12/31/2017	Amount Difference
INCOME			
Conference Income	31,689.00	0.00	-31,689.00
Conference Seed Money Return	8,000.00	8,000.00	0.00
Credit Card Cash Back Rewards	234.08	253.53	19.45
Member Assessment	118,081.60	119,084.82	1,003.22
Member at Large	100.00	50.00	-50.00
Member Pin	65.00	0.00	-65.00
New Member	15,325.00	13,440.00	-1,885.00
Other Inc	0.00	6.76	6.76
Other Inc, Bus	20.75	0.00	-20.75
Past President Pins	540.00	360.00	-180.00
Sponsorships			
Multiview	5,442.09	6,062.17	620.08
SCANNER Sponsorship	12,200.00	15,400.00	3,200.00
TOTAL Sponsorships	17,642.09	21,462.17	3,820.08
TOTAL INCOME	191,697.52	162,657.28	-29,040.24
EXPENSES			
Executive Committee			
Audit, Taxes & CPA Fees	379.50	404.50	-25.00
Awards, Banners, Ribbons, Misc.	137.26	2,881.31	-2,744.05
Computers, Purchase, Repair	317.99	404.58	-86.59
Conference Seed Money 2020	0.00	8,000.00	-8,000.00
Contingencies, Legal, Bank Fees			
Bank Charge	0.00	40.00	-40.00
Bank Fee	0.00	0.00	0.00
TOTAL Contingencies, Legal, Ban...	0.00	40.00	-40.00
Employee - Taxes, FICA	1,151.15	1,276.10	-124.95
Employee - Wages	5,979.14	5,994.38	-15.24
Insurance - Business	2,046.00	2,148.00	-102.00
Misc. -	0.00	6.76	-6.76
Office - Conf. Call, Office Expenses	1,178.80	1,436.33	-257.53
Office Rent	1,925.00	2,300.00	-375.00
Postage and Delivery	297.53	291.10	6.43
President Assistant's Expenses			
Office Supplies	5.92	449.20	-443.28
President's Assistant's Travel			
Lodging	267.76	229.72	38.04
Mileage	127.44	687.94	-560.50
Misc. Travel Expenses, Meals, ...	16.48	104.22	-87.74
Travel -- Air, Train, Transit, Cab, ...	0.00	395.40	-395.40
TOTAL President's Assistant's ...	411.68	1,417.28	-1,005.60
Stipend	4,200.00	4,550.00	-350.00
TOTAL President Assistant's Exp...	4,617.60	6,416.48	-1,798.88

Income/Expense Comparison by Category

6/1/2016 through 12/31/2017

1/8/2018

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Category	6/1/2016- 12/31/2016	6/1/2017- 12/31/2017	Amount Difference
President's Expenses (Other than ...			
Lodging	1,025.95	1,166.28	-140.33
Mileage	1,319.76	1,258.22	61.54
Misc. Travel Expenses, Meals, Pa...	182.64	56.66	125.98
Travel -- Air, Train, Transit, Cab, Re...	2,876.84	1,944.05	932.79
TOTAL President's Expenses (Ot...	5,405.19	4,425.21	979.98
Refund	-1,500.00	0.00	-1,500.00
Society Grant Funds	300.00	0.00	300.00
Supplies, Software, etc	1,012.64	411.34	601.30
TOTAL Executive Committee	23,247.80	36,436.09	-13,188.29
Membership - Members at Large Co...			
Data Base Project	500.00	625.02	-125.02
Hart Award	0.00	280.00	-280.00
Lifetime Member Award	0.00	748.16	-748.16
Member of Year Award	0.00	875.00	-875.00
TOTAL Membership - Members at L...	500.00	2,528.18	-2,028.18
National Board			
Board Meeting Expenses	0.00	3,689.78	-3,689.78
Meals - National Board & Guests	3,293.49	500.00	2,793.49
Mtg Rooms, Coffee, Soda, Deposi...	850.00	466.81	383.19
TOTAL Board Meeting Expenses	4,143.49	4,656.59	-513.10
Board Member - Board Meeting E...			
Lodging - Board Meeting	3,037.44	2,159.54	877.90
Mileage - Board Meeting	2,034.72	5,151.24	-3,116.52
Misc. Travel Expenses, Meals, Pa...	343.63	1,624.09	-1,280.46
Travel-Air, Train, Transit, Cab, Rental	1,634.08	4,082.10	-2,448.02
TOTAL Board Member - Board M...	7,049.87	13,016.97	-5,967.10
National Bd. Member Stipend	0.00	22,480.00	-22,480.00
TOTAL National Board	11,193.36	40,153.56	-28,960.20
National Conference Committee			
Committee Travel			
Travel - Air, Train, Transit, Cab, R...	0.00	344.40	-344.40
TOTAL Committee Travel	0.00	344.40	-344.40
Conference Advance	8,000.00	0.00	8,000.00
Sponsorship	4,000.00	4,000.00	0.00
TOTAL National Conference Commi...	12,000.00	4,344.40	7,655.60
New Sections Committee			
Partnership	0.00	800.00	-800.00
Lodging	0.00	990.23	-990.23
Mileage	0.00	138.57	-138.57
Misc, Meals, Parking, etc	0.00	219.67	-219.67
TOTAL Partnership	0.00	2,148.47	-2,148.47
TOTAL New Sections Committee	0.00	2,148.47	-2,148.47
Public Relations Committee			
Committee Travel			

Income/Expense Comparison by Category

6/1/2016 through 12/31/2017

1/8/2018

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Category	6/1/2016- 12/31/2016	6/1/2017- 12/31/2017	Amount Difference
Mileage	0.00	357.22	-357.22
TOTAL Committee Travel	0.00	357.22	-357.22
Promotional Material	4,371.03	1,182.08	3,188.95
TOTAL Public Relations Committee	4,371.03	1,539.30	2,831.73
Regional Outreach Committee (ROC)			
ASHE National Project of the Year	0.00	585.00	-585.00
Committee & Regional Director Tr...			
Lodging	115.64	226.36	-110.72
Mileage	649.08	455.80	193.28
Misc. Travel Expenses, Meals, Pa...	133.00	0.00	133.00
TOTAL Committee & Regional Dir...	897.72	682.16	215.56
Regional Distribution	10,000.00	0.00	10,000.00
TOTAL Regional Outreach Committ...	10,897.72	1,267.16	9,630.56
SCANNER Committee			
Committee Travel			
Lodging	200.00	0.00	200.00
Mileage	122.00	0.00	122.00
Misc.Travel Expenses, Meals, Par...	45.00	0.00	45.00
TOTAL Committee Travel	367.00	0.00	367.00
Scanner Printer and Mailing	26,621.21	27,015.32	-394.11
TOTAL SCANNER Committee	26,988.21	27,015.32	-27.11
Strategic Plan Committee			
Committee Travel			
Lodging	0.00	422.72	-422.72
Travel-Air,Train,Transit,Cab,Rental	0.00	298.38	-298.38
TOTAL Committee Travel	0.00	721.10	-721.10
TOTAL Strategic Plan Committee	0.00	721.10	-721.10
Student-CEU's Committee			
Florida Registration Board	0.00	250.00	-250.00
TOTAL Student-CEU's Committee	0.00	250.00	-250.00
Technology Committee	1,060.00	270.00	790.00
Cloud Subcommittee	1,000.00	499.98	500.02
Committee Travel			
Lodging	273.76	0.00	273.76
Mileage	279.02	0.00	279.02
Misc. Travel Expenses, Meals, Pa...	7.15	0.00	7.15
Travel-Air, Train, Transit, Cab, Re...	205.20	0.00	205.20
TOTAL Committee Travel	765.13	0.00	765.13
Website Subcommittee	0.00	1,125.00	-1,125.00
TOTAL Technology Committee	2,825.13	1,894.98	930.15
TOTAL EXPENSES	92,023.25	118,298.56	-26,275.31
OVERALL TOTAL	99,674.27	44,358.72	-55,315.55



QUARTERLY REPORT

ASHE National President

COMPLETED EVENTS/ACTIVITIES (Since June 1, 2017)

Date From	Date To	Event/Activity	Location
06/01/17	06/18/17	Bluegrass Section Charter Meeting	Lexington, KY
06/06/17		President/VP Meeting	WebEx Meeting
06/07/17		Collaboration Committee Meeting	WebEx Meeting
06/14/17		2017 ASHE National Conference	New York, NY
06/27/17		Central FL Section Officer Installation	Orlando, FL
07/11/17		Partnership Committee Meeting	WebEx Meeting
07/24/17		Executive Committee Meeting	WebEx Meeting
08/15/17		National Conference Committee Meeting	Conference Call
09/05/17	09/23/17	President/VP Meeting	WebEx Meeting
09/06/17		Resource Center Committee Meeting	Conference Call
09/07/17		Professional Development Committee Meeting	WebEx Meeting
09/12/17		Finance Committee Meeting	WebEx Meeting
09/13/17		Society History Committee Meeting	Conference Call
09/14/17		Mid-Allegheny Section 30th Anniversary (Hurt)	Indiana, PA
09/14/17		Phoenix/Sonoran Section Dinner	Phoenix, AR
09/15/17		Joint ASHE/ASCE Conference	Phoenix, AR
09/22/17		Exec Committee Meeting/Workshops/National Board Meeting	Norfolk, VA
09/28/17		Operations & Oversight Committee Meeting	Skype Meeting
10/03/17	10/11/17	President/VP Meeting	WebEx Meeting
10/10/17		Great Lakes Region Meeting / OTEC Conference	Columbus, OH
10/11/17		Altoona Section 55th Anniversary (Cochrane)	Altoona, PA
10/21/17		Annual Pittsburgh Section Past President's Banquet	Pittsburgh, PA
10/25/17		Ad Hoc Committee Meeting	WebEx Meeting
10/26/17		Operations & Oversight Committee Meeting	Skype Meeting
11/07/17		President/VP Meeting	WebEx Meeting
11/13/17		Membership/Membership At-Large Meeting	Conference Call
11/14/17		Tampa Bay Section Luncheon - Asphalt Paving Constructability	Tampa, FL
11/15/17		SE Region Meeting	WebEx Meeting
11/17/17		Derby City Section Event - Day at the Downs	Louisville, KY
11/29/17		NE Region Meeting	WebEx Meeting
12/04/17		New Sections/PR Committee Joint Meeting	WebEx Meeting
12/05/17		President/VP Meeting	WebEx Meeting
12/05/17		Central Florida Section Fall Social	Orlando, FL
12/15/17		NE Florida Section Holiday Social	Atlantic Beach, FL
12/20/17		Central Florida Section Membership Networking Breakfast	Orlando, FL
12/20/17		President/VP Meeting - Strategic Plan	WebEx Meeting

PLANNED/TENTATIVE EVENTS/ACTIVITIES (2017-18)

Date From	Date To	Event/Activity	Location
12/26/17		Executive Committee Meeting	WebEx Meeting
12/28/17		Operations & Oversight Committee Meeting	Skype Meeting
01/02/18	01/13/18	President/VP Meeting	WebEx Meeting
01/12/18		Workshops/National Board Meeting	Atlanta, GA



QUARTERLY REPORT

ASHE National President

01/23/18		Franklin Section Venison Dinner	Franklin, PA
01/25/18		Operations & Oversight Committee Meeting	Skype Meeting
02/02/18		NE Florida Section Golf Tournament	Orange Park, FL
02/06/18		President/VP Meeting	WebEx Meeting
02/13/18		Partnership Committee Meeting	WebEx Meeting
03/06/18		President/VP Meeting	WebEx Meeting
03/07/18		Executive Committee Meeting	WebEx Meeting
03/23/18	03/24/18	Workshops/National Board Meeting	Philadelphia, PA
04/03/18		President/VP Meeting	WebEx Meeting
04/10/18		Partnership Committee Meeting	WebEx Meeting
04/11/18		Executive Committee Meeting	WebEx Meeting
05/01/18		President/VP Meeting	WebEx Meeting
05/XX/18		Northeast Penn Section Officer Installation	Wilkes-Barr, PA
05/XX/18		Southwest Penn 55th Anniversary	Uniontown, PA
05/16/18	05/20/18	2018 ASHE National Conference	Cleveland, OH
05/24/18		Cuyahoga Valley Section - 40th Anniversary Celebration	Akron, OH

OTHER ACTIONS (Since June 1, 2017)

Date From	Date To	Event/Activity	Location
Ongoing		With input, assistance and concurrence from the National Board and ratified by National Board Vote, the By-Laws were changed to re-structure committees into 5 Standing Committees with the rest being appointed committees.	N/A
06/01/17	09/24/17	Convened the Ad Hoc Committee to address future financing of strategic initiatives and consolidate unfinished business started by the Governance and Finance Committees.	N/A
09/14/17		Signed letter from CPA Associates certifying that no fraudulent activities are known within ASHE.	N/A
09/23/17	Ongoing	Changed the schedule and approach to the Executive Committee Meetings held prior to the National Board Meeting	N/A
Ongoing		Worked with the 1st VP, 2nd VP and the Strategic Plan Committee (STP) to provide some direction to the STP in preparation for developing and rolling out the next 3-year (2018-2021) plan due by May 31, 2018.	N/A
Ongoing		Changed the format of committee reports - Combined each report into one spreadsheet.	N/A
Ongoing		E-mails and phone calls concerning ASHE business	N/A

Respectfully Submitted,
Greg Dutton, PE
 ASHE National President



QUARTERLY REPORT

ASHE National President's Assistant Report

Forwarded 40 requests to join ASHE since the September meeting: (Mid-Atlantic Region 7; Northeast Region 16; Great Lakes Region 5 and Southeast Region 12.

Reminder for nominations for 2nd Vice President, Treasurer and Region Directors for Mid-Atlantic, Great Lakes and Northeast. All reports have been received.

First notice for National Nomination Awards for Life Time Achievement, Robert E. Pearson/Person of the Year, Young Member of the Year and Member of the Year was sent on October 2nd with nominations due by February 15th.

Region/Sections Meeting Attendance

Not attended yet:

Great Lakes Region = Central Dacotah

Mid-Atlantic Region = Blue Ridge, Carolina Piedmont, Greater Hampton Roads & Old Dominion

Northeast Region = Long Island

Souteast Region = Dallas-Fort Worth

Shirley Stuttler

President's Assistant



QUARTERLY REPORT

Ad Hoc Committee

Committee Members

Larry Ridlen

Mike Hurtt

Dave Greenwood

Frank Bonzo

Mike Kinnee

Role

Chair / SE Region Rep

NE Region Rep

Mid-Atlantic Region Rep

Great Lakes Region Rep

NE Region Rep

Quarterly Report Period

Winter 2018

Date

01/13/18

Meetings this Quarter			Members Attended (Initials)
1	10/25/17	12:00 PM	LR, MH, MK, DG
2	11/13/17	E Mail	Committee and Executive committee
3			

Upcoming Meetings		
1	None	
2		

Motions / Discussions	
1	<p><i>Motion</i></p> <p><i>The Ad HOC committee recommends that the National Board accepts and puts in motion the actions as described in the attached document that contains a Job Description for the Administrative Assistant (AA) position and the procedure to be followed that will bring on board a AA in training for the 2018 - 2019 Fiscal Year.</i></p>
Highlights	
1	<i>Development of the AA job description</i>
2	<i>Development of procedural methods for schedule, pay and identification of perspective candidates</i>
3	<i>Discussion of the Workshop held in September 2017 with Frank O'Hare ASHE National Treasurer</i>
Challenges	
1	

2017-2018 Goals / Actions

COMMITTEE GOAL #1	
XX	
1	



QUARTERLY REPORT

Ad Hoc Committee

COMMITTEE GOAL #2	
XX	
1	
Special Notes:	
a.	None

2017-18 Budget Expenses: \$ - No Budget
Total Expenses To-Date: \$ -
Current Budget Balance: \$ -

Non-Budgeted Items to be Considered: *None at this time*

SEE ATTACHMENT - President Assistant

Respectfully Submitted,
Larry Ridlen
Ad Hoc Committee Chair

**Administrative Assistant
American Society of Highway Engineers (ASHE)**

Position Description:

The American Society of Highway Engineers (ASHE) is a non-profit 501(c)6 organization that promotes a safe, efficient, and sustainable transportation system through education, innovation, and fellowship. ASHE is a national organization with over 6,500 members in 42 local sections, in 17 states, throughout the United States. The leadership of ASHE consists of a National Board of Directors and Executive Officers elected from the membership.

The ASHE Executive Committee is seeking a candidate to fill the organization's Administrative Assistant position. The candidate should be knowledgeable of the ASHE organization and the operations of a volunteer organization. The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools, like MS Excel, MS Word and office equipment. The candidate will perform secretarial, and administrative services for the Executive Committee, and shall function as the Assistant to the National President and to the National Secretary.

Ultimately, a successful Admin Assistant should facilitate the efficient and smooth day-to-day operation at the National level of ASHE

Responsibilities:

Responsibilities include, but are not limited the following:

- Maintain electronic and paper files, process mail, draft letters, etc.
- Be willing and able to travel (approximately four times per year to National Board meetings and other times as needed to meet with any of the National officers) (within the continental United States), expense paid, to attend Executive Committee meetings, National Board meetings, and the annual ASHE National Conference.
- Assist with meeting agenda preparation and record and distribute meeting minutes and action items. This includes National Board meetings, certain Committee meetings and several organizational meetings at the National Conference.
- Track key events such as report due dates, teleconference system and WebEx usage at the Section, Region and National Level and assist in scheduling National meetings.
- Coordinate travel arrangements for the National Board.
- Coordinate / disseminate pertinent information from National to the Regions/Sections.
- Assistance to the National Secretary for tasks such as yearly membership dues assessment, Board Meeting arrangements, and award material for the National Conference.
- Process new membership applications and manage database. This includes forwarding New Member requests from the ASHE Website to appropriate sections.
- Maintain the Society's History.
- Update Resource Center information (Regions/Sections Officers, Program List and revisions or changes noted at the National Board meetings.
- Maintain database on Region / Section officers and the scholarships given out by Regions and Sections.
- Provide other functions as deemed appropriate by the Executive Committee.

Job Requirements:

Candidate should have two to five years of strong administrative experience. A high school diploma is required. A Bachelor's or Associates degree is a plus. Candidate should have a working knowledge of office equipment, and a high proficiency with Microsoft Office and Excel. Experience with other pertinent software such as Quicken or Adobe Suite would be a plus. This position requires strong interpersonal skills, a professional work ethic, the ability to multitask, and demonstrated self-starter capabilities.

The selected candidate will work remotely from their own home office, and must be able to communicate effectively via email, telephone, video and audio conferencing, and must be willing to travel, as needed on occasion, to work in person with any of the National Officers. The selected candidate will be required to orally present reports to the National Board.

This is a part time position (approximately 30 hours per week).

Procedure:

Methods to advertise.

- Word of mouth – if you know someone that might be interested than share the opportunity with them
- Transmit through the regions to the sections seeking candidates
- Publish in the scanner, ASHE website and our social media
- End date for candidates to submit resumes – April 1st Recommendation to the National Board at the National Conference Board meeting

Candidate Review

- Search Committee
 - Chair current National Secretary – Charlie Flowe
 - Incoming National Secretary – Tom Morisi
 - National Treasurer – Frank O'Hare
 - 1st Vice President – Dick Cochrane
 - President Assistant – Shirley Stuttler
 - Secretary Assistant – Lynnell Flowe

Salary and Reporting Structure

- \$15/hour to \$20/hour depending on experience
- Position reports to the National Secretary with the National President as the back-up
- Position is to be paid every two weeks on an hourly basis with taxes withheld.
- Position will fill out a time sheet and submit to National Secretary for approval. Preference will be to set up a direct deposit to their account instead of checks being sent.

This person will need to be bonded if they have access to ASHE funds.



QUARTERLY REPORT

Budget-Audit Committee

Committee Members

Richard Cochrane

Frank O'Hare

Mike Hurtt

Role

Chair

Treasurer

2nd VP

Quarterly Report Period

Fall 2017

Date

09/23/17

Meetings this Quarter		Members Attended (Initials)
1	*	*
2		

Upcoming Meetings	
1	
2	

*No formal meetings have been held.

Motions / Discussions	
1	Motion: XX
2	Discussion: XX
Highlights	
1	XX
Challenges	
1	XX

2017-2018 Goals / Actions

COMMITTEE GOAL #1	
XX	
1	
Special Notes:	
a.	
COMMITTEE GOAL #2	
XX	
1	
Special Notes:	
a.	XX



QUARTERLY REPORT

Budget-Audit Committee

COMMITTEE GOAL #3

XX

1

Special Notes:

a.

STRETCH GOAL

XX

1

Special Notes:

a.

2017-18 Budget Expenses: \$ 900.00
Total Expenses To-Date: \$ -
Current Budget Balance: \$ 900.00

Non-Budgeted Items to be Considered: *None at this time*

Respectfully Submitted,
Richard Cochrane
Committee Chair



QUARTERLY REPORT

Constitution & By Laws

<u>Committee Members</u>	<u>Role</u>	<u>Quarterly Report Period</u>	<u>Date</u>
Dave Greenwood	Chair	Winter 2017/2018	12/21/17
Stan Harris	Member		
Calvin Leggett	Member		
Don DiZizio Mark Kinnee	Member		

Meetings this Quarter	Members Attended (Initials)
1 * *	*

Upcoming Meetings
1 January
2

**No meetings held. Correspondence handled via e-mail.
October-December via e-mail.*

Motions / Discussions
1 <i>Motion: Summarize status of final standing committee structure - Incorporated into Bylaws</i>
Highlights
1 <i>Review, revise and receive approval of revised Bylaws based upon new Standing Committee Structure</i>
Challenges
1 <i>Getting existing bylaws saved to the Cloud</i>
2 <i>Still need final Bylaws from Bluegrass Section</i>

2017-2018 Goals / Actions

COMMITTEE GOAL #1	
Work with outstanding sections for bylaw review and approval	
1	<i>Central Ohio draft bylaws circulated for review by committee - Comments received. Will be forwarded to section for</i>
2	<i>E-mail query made regarding Harrisburg and Sonoran Bylaws Status - Sonoran section contacted requesting updated</i>
Special Notes:	
a.	
COMMITTEE GOAL #2	
Remaining SWOT Analyses- Governance	
1	<i>Governance structure revised- Standing Committee structure revised.</i>
2	<i>Bylaws revised with new standing committee structure- Completed and approved.</i>
Special Notes:	
a.	
COMMITTEE GOAL #3	
Gain committee chair and member access to the Cloud	
1	<i>Finalize how we are operating with the Cloud- Chair has access</i>
2	<i>Upload section/regional bylaws- need input from National Secretary</i>



QUARTERLY REPORT

Constitution & By Laws

Special Notes:	
a.	
COMMITTEE GOAL #4	
Upload National, Regional, and Section governing documents to the Cloud.	
1	<i>Additional Bylaws uploaded to the Cloud - Waiting for hardcopy/scans of various sections to complete upload. Lake Erie</i>
2	<i>This will require coordination with the National Secretary.</i>
Special Notes:	
a.	
STRETCH GOAL	
Complete Upload of section/region bylaws to Cloud	
1	<i>Need substantial input from National Secretary</i>
Special Notes:	
a.	

2017-18 Budget Expenses: \$ - No Budget
 Total Expenses To-Date: \$ -
 Current Budget Balance: \$ -

Non-Budgeted Items to be Considered: *None at this time*

Respectfully Submitted,
Dave Greenwood
 Committee Chair



QUARTERLY REPORT

Finance Committee

Committee Members

Richard Cochrane
Mike Hurtt
Frank O'Hare
Michael Bywaletz
Donna McQuade
Richard Meehan

Role

Chair
Member
Member
Member
Member
Member

Quarterly Report Period

Fall 2017

Date

11/30/17

Meetings this Quarter	Members Attended (Initials)
1	
2	
3	
4	
5	
6	

Upcoming Meetings
1
2

Motions / Discussions
1
Highlights
1
<i>Proposed 2018-19 budget to be presented at the January, 2017, BOD meeting</i>
<i>Ad hoc Committee recommendations to be included in the draft budget</i>
Challenges
1

2017-2018 Goals / Actions

COMMITTEE GOAL #1
GOAL DESCRIPTION
1

COMMITTEE GOAL #2
GOAL DESCRIPTION
1
Special Notes: XX
a. None



QUARTERLY REPORT

Finance Committee

2017-18 Budget Expenses: \$ 900.00

Total Expenses To-Date: \$ -

Current Budget Balance: \$ 900.00

Non-Budgeted Items to be Considered: *None at this time*

Respectfully Submitted,

Richard Cochrane
Finance Committee Chair



QUARTERLY REPORT

Nominations Committee

<u>Committee Members</u>	<u>Role</u>	<u>Quarterly Report Period</u>	<u>Date</u>
Larry Ridlen	Chair	Winter 2018	01/13/18
Shirley Stuttler	Member		
Charlie Flowe	Member		
Dave Greenwood	Member		
Sam Mody	Member		

<u>Meetings this Quarter</u>			<u>Members Attended (Initials)</u>
1	12/06/17		All Committee Members
2	Email		All Committee Members

<u>Upcoming Meetings</u>		
1		
2		

<u>Motions / Discussions</u>											
1	<p><i>Motion:</i></p> <p><i>Motion to the National Board: The Nomination Committee recommends the following slate of National Officers for the 2018-2019 fiscal year.</i></p> <table> <tr> <td><i>2nd Vice President:</i></td><td><i>Tim Mathews – Southeast Region</i></td></tr> <tr> <td><i>National Treasurer:</i></td><td><i>Frank O'Hare – Great Lakes Region</i></td></tr> <tr> <td><i>Mid Atlantic National Director:</i></td><td><i>Roger Carriker – Chesapeake Section</i></td></tr> <tr> <td><i>Great Lakes National Director:</i></td><td><i>Stan Harris – Triko Valley Section</i></td></tr> <tr> <td><i>Northeast National Director:</i></td><td><i>Kathryn Power – Pittsburgh Section</i></td></tr> </table>	<i>2nd Vice President:</i>	<i>Tim Mathews – Southeast Region</i>	<i>National Treasurer:</i>	<i>Frank O'Hare – Great Lakes Region</i>	<i>Mid Atlantic National Director:</i>	<i>Roger Carriker – Chesapeake Section</i>	<i>Great Lakes National Director:</i>	<i>Stan Harris – Triko Valley Section</i>	<i>Northeast National Director:</i>	<i>Kathryn Power – Pittsburgh Section</i>
<i>2nd Vice President:</i>	<i>Tim Mathews – Southeast Region</i>										
<i>National Treasurer:</i>	<i>Frank O'Hare – Great Lakes Region</i>										
<i>Mid Atlantic National Director:</i>	<i>Roger Carriker – Chesapeake Section</i>										
<i>Great Lakes National Director:</i>	<i>Stan Harris – Triko Valley Section</i>										
<i>Northeast National Director:</i>	<i>Kathryn Power – Pittsburgh Section</i>										
2	<p><i>Discussion:</i></p> <p><i>ASHE National Treasurer</i></p> <p><i>Both are qualified for the position based on their past experience</i></p> <p><i>Concern expressed with changing both the National Secretary and the National Treasurer in 2018</i></p> <p><i>Concern expressed that the Northeast region representation on the Executive committee would be 4 of the 6 members (President, Vice President, Secretary and Treasurer)</i></p> <p><i>Based on these concerns the committee recommends that Frank O'Hare continue as the National Treasurer for another 3 years</i></p> <p><i>Other positions</i></p> <p><i>All are qualified for the role that they were nominated by their respective Region</i></p> <p><i>Great to have the opportunity to add public employees to the National Board</i></p> <p><i>Committee agrees with each of the Regions nomination</i></p>										
<u>Highlights</u>											
1											
2											



QUARTERLY REPORT

Nominations Committee

Challenges

- | | |
|---|---|
| 1 | <i>The Northeast Region and the Southeast Region has been providing the majority of the National officers the last several years and we need to identify and encourage the qualified members from the Mid Atlantic and the Great Lake Regions to also put forth their nominations for a officer</i> |
|---|---|

2017-2018 Goals / Actions

COMMITTEE GOAL #1

Ensure a slate of officers each year. Solicit, evaluate, and select honorary awards.

- | | |
|---|--|
| 1 | |
|---|--|

Special Notes:

- | | |
|----|--|
| a. | |
|----|--|

2017-18 Budget Expenses: \$ - No Budget

Total Expenses To-Date: \$ -

Current Budget Balance: \$ -

Non-Budgeted Items to be Considered: *None at this time*

Respectfully Submitted,

Larry Ridlen

Committee Chair



QUARTERLY REPORT

Technology Committee

<u>Committee Members</u>	<u>Role</u>	<u>Quarterly Report Period</u>
Mindy Sanders	Chair	Winter 2017
Roger Carriker	Board Liason	
Dick Cochran	Technology & Cloud	
Jacob Morisi	WebHost, Technology, Website & Cloud	
Craig Rock	Webmaster	
Frank Bronzo	Member	
Rhys Keller	Regional Rep, Mid-Atlantic Region	
Mike Sewell	Regional Rep, Great Lakes Region	
John Caperilla	Member (Cloud)	
Diane Purdy	Member (Cloud)	

Meetings this Quarter			Members Attended (Initials)
1	N/A	N/A	*
2			

Upcoming Meetings		
1		
2		

*No formal meetings have been held. To date, the function of the committee has been to respond to requests. This quarter has issues with Central OH, Potomac, and Bluegrass Sections.

Motions / Discussions	
1	<i>Motion: None</i>
2	<i>Discussion: Banner ads on Website: Desired? If so, fee structure?</i>
Highlights	
1	<i>Preliminary 2018/2019 budget was provided to Dick Cochran.</i>
2	<i>Jake Morisi will present a Cloud discussion at the Atlanta Board Meeting</i>
3	<i>Users are being added as needed. 2020 Conference workspace set up and populated</i>
Challenges	
1	<i>There are still misunderstandings regarding the file structure of the Cloud</i>

2017-2018 Goals / Actions



QUARTERLY REPORT

Technology Committee

<u>Committee Members</u>	<u>Role</u>	<u>Quarterly Report Period</u>
Mindy Sanders	Chair	Winter 2017
Roger Carriker	Board Liason	
Dick Cochran	Technology & Cloud	
Jacob Morisi	WebHost, Technology, Website & Cloud	
Craig Rock	Webmaster	
Frank Bronzo	Member	

COMMITTEE GOAL #1

Continue to facilitate SurveyGizmo

- 1 *Create instructions for how committees can request a survey*
- 2 *Create instructions for future Technology Chairs so they can access Survey Gizmo*
- 3 *Evaluate survey needs and determine if it would be best to pay monthly as needed.*

Special Notes:

- a. *No Surveys have been requested for this quarter.*
- b. *SurveyGizmo was successfully tested as a method for membership voting for By-Laws by GA Section
Would recommend future voting to be conducted this way. However, still had to prod members.*

COMMITTEE GOAL #2

Determine additional Goals from Board

- 1 *NO: Conference App? - Determined to be handled by each National Conference Committee*
- 2 *TBD: Online Membership Applications? - Not ruled out, but would need permission/access from JMS*
- 3 *NO: ASHE Branded Legislative Email Service? - Determined to be too expensive*

Special Notes:

- a. *"NO" Items listed, can be revisited if directed by Board*
- b. *"TBD" Items listed, will proceed if directed by Board; Until then no further action will be taken*

COMMITTEE GOAL #3

Determine any technology needs for Board Members Especially for Assistant to Pres, Treasurer, and Secretary

- 1 *Additional database needs?*
- 2 *Functions to create mass email lists?*

Special Notes:

- a.

COMMITTEE GOAL #4

Establish Website Committee Chair/Contact at each of the four active Regions by December 31, 2017.

- 1 *Representatives needed for Northeast and Southeast Sections.*
- 2 *Members of these sections are on the committee, but goal is to fill spots with others.*

Special Notes:

- a. *Members of these sections are on the committee, but goal is to fill spots with others.*

COMMITTEE GOAL #5



QUARTERLY REPORT

Technology Committee

<u>Committee Members</u>	<u>Role</u>	<u>Quarterly Report Period</u>
Mindy Sanders	Chair	Winter 2017
Roger Carriker	Board Liason	
Dick Cochran	Technology & Cloud	
Jacob Morisi	WebHost, Technology, Website & Cloud	
Craig Rock	Webmaster	
Frank Bronzo	Member	

Perform a comprehensive update of the National Website Guidelines by 2018 National Conference.

- 1 *Solicit and evaluate additional proposals, if desired.*
- 2 *Determine any functions/features to be added/removed/changed.*
- 3 *Goal is to make it more presentable to both members and perspective members.*

Special Notes: 3 Proposals Previously Received, Quotes Likely Expired

- a. *J David Productions - \$6,500*
- b. *TNT Graphics - \$2,600 - \$3,500*
- c. *Prime Design Solutions - \$6,752*

COMMITTEE GOAL #6

Conduct annual conformance review of Section websites and notify Sections of deficiencies.

- 1 *A future goal is to shift this duty to the Region.*
- 2 *Last Review Conducted July 31, 2016 - To have been submitted to sections through regions - done?*
- 3 *Provide Link to the National Website Guidelines to Section Webmasters*

Special Notes:

- a. *A list of previous deficiencies was provided by T. Morisi*
- b. *No sections in full compliance (Missing or Incorrect Mission Statement)*
- c. *Appears only 5 sections not on ashe.pro site*
- d. *Appears only 2 sections do not have a website at all*

COMMITTEE GOAL #7

Provide access to instruction manual for WordPress Template.

- 1 *Obtain previous Word Press operation instruction manual/Power Point from Mike Sewell*
- 2 *Make the cost schedule, set up instructions, and Test site credentials accessible*

Special Notes:

- a. *Word Press Template was developed, but sections are not limited to its layout/presentation, etc.*
- b. *Sections may request to have WP installed on their website. Manually set up by Jake - \$75 one-time cost*
- c. *WordPress provides a WYSIWYG way to edit pages*

COMMITTEE GOAL #8

Compile a list website maintenance Techniques to determine a network to assist webmasters

- 1 *Compile a master list of section webmasters and web development techniques, and functions used.*
- 2 *Conduct a Survey to Gather Data*

Special Notes: Survey Questions



QUARTERLY REPORT

Technology Committee

<u>Committee Members</u>	<u>Role</u>	<u>Quarterly Report Period</u>
Mindy Sanders	Chair	Winter 2017
Roger Carriker	Board Liason	
Dick Cochran	Technology & Cloud	
Jacob Morisi	WebHost, Technology, Website & Cloud	
Craig Rock	Webmaster	
Frank Bronzo	Member	

- Determine: How they maintain their sites (WordPress, iPage, Dreamweaver, other.)*
- Determine: What features/add-ons do they use?*
- Determine: How what methods they use for membership and event registration?*
- Determine: What are current challenges/In what ways can National assist?*
- (Conduct similar survey for Cloud)*

COMMITTEE GOAL #9

GOAL DESCRIPTION

- Ensure that everyone who desires cloud access has the appropriate access*

COMMITTEE GOAL #10

GOAL DESCRIPTION

- Make the Cloud attractive for users to want to utilize its capability*

Special Notes:

- None*

COMMITTEE GOAL #11

GOAL DESCRIPTION

- Investigate the needs for a discussion module such as Yammer or Spark*

Special Notes:

- Assessments have been started, but no recommendations have been formed yet. Will likely based the recommendation on the capabilities of the new website (as an add-on rather than a separate service)*

STRETCH GOAL #1

Website Redesign

- Will reach out to TNT for an updated proposal.*

Special Notes:

- Need to know from National desire for banner ads on website?*
- If any board members have examples of websites and/or elements on them that they would like incorporate please forward them to me.*

STRETCH GOAL #2

Facilitate providing online tools per SWOTs #1, #2, & #3

- Establish how these tools will function/appear on the website. So far, links to .pdfs only.*

Special Notes:



QUARTERLY REPORT

Technology Committee

<u>Committee Members</u>	<u>Role</u>	<u>Quarterly Report Period</u>
Mindy Sanders	Chair	Winter 2017
Roger Carriker	Board Liason	
Dick Cochran	Technology & Cloud	
Jacob Morisi	WebHost, Technology, Website & Cloud	
Craig Rock	Webmaster	
Frank Bronzo	Member	
a.	<i>Will incorporate as part of the Website Update</i>	
b.	<i>Dependent on Final Documents</i>	

2017-18 Budget Expenses:	\$	8,300.00
Total Expenses To-Date:	\$	2,478.32
Current Budget Balance:	\$	5,821.68

Non-Budgeted Items to be Considered:

Respectfully Submitted,
Mindy Sanders



QUARTERLY REPORT Resource Center

<u>Committee Members</u>	<u>Role</u>	<u>Quarterly Report Period</u>	<u>Date</u>
Shirley Stuttler	Chair	Winter 2017	01/13/18
Sandra Ivory	Member		
Thomas Morisi	Member		
Scott Jordan	Member		

Meetings this Quarter		
1	12/14/17	9:30 AM

Members Attended SJ

Upcoming Meetings		
1	02/21/18	9:30 AM

Motions / Discussions	
1	<i>Discussion: None</i>
Highlights	
1	<i>None</i>
Challenges	
1	<i>Keeping documents up-to-date.</i>

2017-2018 Goals / Actions

COMMITTEE GOAL #1	
GOAL DESCRIPTION	
1	<i>Support Operations Oversight in completing the development of the Resource Center</i>
Special Notes: None	

COMMITTEE GOAL #2	
GOAL DESCRIPTION	
1	<i>Track the documents in the Resource Center</i>
Special Notes: Done on a routine basis.	

STRETCH GOAL	
GOAL DESCRIPTION	
1	<i>Assure documents are revised as a result of actions taken at Executive & National Meetings</i>



QUARTERLY REPORT Resource Center

Special Notes: Updated/Revised Documents

- | | |
|----|--|
| a. | <i>Committees List</i> |
| b. | <i>Regions & Sections Officers List</i> |
| c. | <i>Exhibit Display Booth Policy & Exhibit Display Booth Form</i> |
| d. | <i>Grant Fund Request Form</i> |

Total Expenses To-Date: \$ -

Current Budget Balance: \$ -

Non-Budgeted Items to be Considered: *None at this time*

Respectfully Submitted,

Shirley Stuttler
Resource Center Subcommittee Chair



QUARTERLY REPORT

Society History Committee

<u>Committee Members</u>	<u>Role</u>	<u>Quarterly Report Period</u>	<u>Date</u>
Shirley Stuttler	Chair	Winter 2018	12/18/17
Sandra Ivory	Member		
Stephen Lester	Member		
Scott Jordan	Member		
Charlie Flowe	Member		

Meetings this Quarter		
1	12/19/17	9:30 AM

Members Attended SS, SL

Upcoming Meetings		
1	02/15/18	9:30 AM

Motions / Discussions	
1	<i>Discussion: Short version of history from 2008 thru 2017.</i>
Highlights	
1	<i>None</i>
Challenges	
1	<i>Have information submitted to Tammy Farrell by the end of January 2018.</i>

2017-2018 Goals / Actions

COMMITTEE GOAL #1	
GOAL DESCRIPTION	
1	<i>Obtain yearly updates from all Regions and Sections.</i>
Special Notes: None	
a.	<i>All Regions have submitted and Sandy will review their documents.</i>
b.	<i>Nine Sections remaining to submit and I notified the National Directors to contact them as well.</i>
GOAL DESCRIPTION	
1	<i>Prepare the ASHE 60th Anniversary history update for the book in 2018.</i>
Special Notes: None	

2017-18 Budget Expense: \$4,000.00

Total Expenses To-Date: \$ -

Current Budget Balance: \$4,000.00



Society History Committee

<u>Committee Members</u>	<u>Role</u>	<u>Quarterly Report Period</u>	<u>Date</u>
Shirley Stuttler	Chair	Winter 2018	12/18/17

Non-Budgeted Items to be Considered:

Final cost will be determined once we know how many pages will be added to the booklet.

Noted below is Tammy Farrell's estimate:

1. A pdf hard copy on the Cloud at no charge.
2. Digital edition (like the scanner) at \$5.25/page plus set up in digital software at \$715 = \$2,180 deleted.
 - a. 200 Pages - (100 Sides; 50th was at 160 Pages = 80 Sides)
100 Books at \$15 Each at a Cost of \$1,500
 - b. 260 Pages - (130 Sides)
100 Books at \$18 Each at a Cost of \$1,800

These can be distributed to the current Regions/Sections Secretaries and any new Sections.
3. The format will be similar to the original version.

Respectively Submitted

Shirley Stuttler
Society History Committee Chair



QUARTERLY REPORT

Collaboration's Committee

Committee Members

Brian O'Connor	Chair
Tim Matthews	New Sections
Dawn Fortuna	Partnerships
Amanda Schumacher	Public Relations
Leigh Lilla	Members at Large
Charlie Flowe	Board Representative

Quarterly Report Period

Winter 2018

Date

12/20/17

Meetings this Quarter			Members Attended (Initials)
1	10/10/17	2:00 PM	BO, TM, DF, CF (AS followed up in e-mail)
2			

Upcoming Meetings

1	January 2018	
2		

Motions / Discussions

1	<i>Presenting at ASCET Conference 11/9/17</i>
2	<i>Executive Committee mtgs will move to teleconference a few weeks ahead of national board meetings</i>
3	<i>PR Committee working on holiday message to be sent to all members</i>
4	<i>PR Committee updating Year-in-Review. Aiming for completing in 1st Qtr 2018</i>

Highlights

1	<i>Membership at an all time high! (almost 6,800 members)</i>
2	<i>Cleveland National Conference planning continues</i>
3	<i>Houston section Charter has been moving (30-40 signatures). Bluegrass section appears to be running smoothly.</i>
4	<i>Confirmed Raleigh hotel for 2020 Conference</i>
5	<i>New member/section powerpoints have been completed and uploaded to the ASHE website</i>
4	

Challenges

1	<i>Increasing Social Media membership/awareness</i>
2	<i>Need a new point person for the ASHE store. Committee will discuss who can take this position</i>
3	<i>Kate Mundie of Urban Engineers declined serving as booth contact - Amanda will serve in this roll for now</i>

2017-2018 Goals / Actions

COMMITTEE GOAL #1

Charter new Houston, TX section in 2018.

1	Goal part <i>Conference call to discuss 10/11/17</i>
2	Goal part <i>PR Committee coordinating materials and sponsoring a banner to increase exposure</i>
3	Goal part <i>First meeting early 2018</i>
4	Goal part <i>Goal action.</i>

Special Notes: XX

a.	<i>30-40 People have signed up to charter.</i>
b.	XX
c.	XX
d.	XX



QUARTERLY REPORT

Collaboration's Committee

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COMMITTEE GOAL #2	
Increase partnerships with professional organizations nationally	
1	Goal part <i>Present at SMPS Regional Conference in Houston in January</i>
2	Goal part <i>Continue Coordination with ITE</i>
3	Goal part <i>Goal action.</i>
4	Goal part <i>Goal action.</i>
Special Notes: XX	
a.	ACEC and ASCE want to remain local only.
b.	XX
c.	XX
d.	XX

COMMITTEE GOAL #3	
Continue to increase membership	
1	Goal part <i>Increased DOT/municipality involvement</i>
2	Goal part <i>Goal action.</i>
3	Goal part <i>Goal action.</i>
4	Goal part <i>Goal action.</i>
Special Notes: XX	
a.	Most people join through co-workers, relationships
b.	XX
c.	XX
d.	XX

STRETCH GOAL	
GOAL DESCRIPTION	
1	Goal part <i>Goal action.</i>
2	Goal part <i>Goal action.</i>
3	Goal part <i>Goal action.</i>
4	Goal part <i>Goal action.</i>
Special Notes: XX	
a.	XX
b.	XX
c.	XX
d.	XX

2017-18 Budget Expenses: \$ -

Total Expenses To-Date: \$ -

Current Budget Balance: \$ -

Non-Budgeted Items to be Considered: *None at this time*



QUARTERLY REPORT

Collaboration's Committee

Respectfully Submitted,

Brian O'Connor
Collaborations Committee Chair



QUARTERLY REPORT

National Project Awards Committee

<u>Committee Members</u>	<u>Role</u>	<u>Quarterly Report Period</u>	<u>Date</u>
Joseph Rikk	Chair	Winter 2017	11/14/17
Stan Harris	Member		
Bob Hochevar	Member		
Jerry Pitzer	Member		
XX	Member		
XX	Member		

Meetings this Quarter		
1	11/02/17	x:xx pm
2	xx/xx/xx	x:xx pm

Members Attended			
<input checked="" type="checkbox"/> Joseph Rikk	<input type="checkbox"/> Bob Hochevar	<input type="checkbox"/> XX	
<input checked="" type="checkbox"/> Stan Harris	<input checked="" type="checkbox"/> Jerry Pitzer	<input type="checkbox"/> XX	

Upcoming Meetings		
1	12/08/17	x:xx pm
2	xx/xx/xx	x:xx pm

Motions / Discussions	
1	<i>Motion: None</i>
2	<i>Discussion: N/A</i>
Highlights	
1	<i>Reviewed 2017 National Project of the Year Award Program for Opportunities for Improvement</i>
	<i>a. Solicited feedback from last years judges</i>
2	<i>Kicked-off 2018 National Project of the Year Award Program</i>
	<i>a. Prepared advertisement to be run in the Winter Scanner</i>
	<i>b. Sent notice to Regional Presidents and Secretaries</i>
Challenges	
1	<i>None</i>
2	

2017-2018 Goals / Actions

COMMITTEE GOAL #1	
GOAL DESCRIPTION: Develop National Project of the Year "Program" Guidelines (i.e. Instruction Manual)	
1	
2	
Special Notes: XX	
a.	<i>None</i>
b.	



QUARTERLY REPORT

National Project Awards Committee

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COMMITTEE GOAL #2	
GOAL DESCRIPTION: Identify Improvements to NPA program	
1	
2	
Special Notes: XX	
a.	None
b.	

STRETCH GOAL	
GOAL DESCRIPTION: To be determined	
1	
2	
Special Notes:	
a.	
b.	
c.	
d.	

2017-18 Budget Expenses: \$ 3,000.00

Total Expenses To-Date: \$ -

Current Budget Balance: \$ 3,000.00

Non-Budgeted Items to be Considered: *None at this time*

Respectfully Submitted,

Joe Rikk

Committee Chair



QUARTERLY REPORT

Operations Oversight Committee

<u>Committee Members</u>	<u>Role</u>	<u>Quarterly Report Period</u>	<u>Date</u>
Stan Harris	Chair	Winter 2018	01/13/18
David Greenwood	Member		
Brian Krul	Member		
Alice Hammond	Member		
Leigh Lilla	Member		
Brad Winkler	Member		

Meetings this Quarter			Members Attended (Initials)
1	10/26/17	4:00 PM	SH, LL, BW

Upcoming Meetings		
1	01/25/18	
2	02/22/18	

Motions / Discussions	
1	<i>Committee discussed activities in the different Regions.</i>
2	<i>No change with Gold Coast/South Florida. Action plan being developed for DFW.</i>
3	<i>Discussed goals for this year. Added goals 2 and 3 below.</i>
Highlights	
1	XX
2	
Challenges	
1	XX
2	XX

2017-2018 Goals / Actions

COMMITTEE GOAL #1	
Review Section and Region performance with respect to bylaws and operating procedures in coordination with National Region	
1	Goal part <i>Goal action.</i>
2	Goal part <i>Goal action.</i>
3	Goal part <i>Goal action.</i>
4	Goal part <i>Goal action.</i>
Special Notes: XX	
a.	XX
b.	XX
c.	XX
d.	XX



QUARTERLY REPORT

Operations Oversight Committee

COMMITTEE GOAL #2

Review Resource Center and work with Technology Committee to keep documents current.

1	Goal part <i>Goal action.</i>
2	Goal part <i>Goal action.</i>
3	Goal part <i>Goal action.</i>
4	Goal part <i>Goal action.</i>
Special Notes: XX	
a.	XX
b.	XX
c.	XX
d.	XX

COMMITTEE GOAL #3

Develop internal communications plan.

1	Goal part <i>Goal action.</i>
2	Goal part <i>Goal action.</i>
3	Goal part <i>Goal action.</i>
4	Goal part <i>Goal action.</i>
Special Notes: XX	
a.	XX
b.	XX
c.	XX
d.	XX

STRETCH GOAL

GOAL DESCRIPTION

1	Goal part <i>Goal action.</i>
2	Goal part <i>Goal action.</i>
3	Goal part <i>Goal action.</i>
4	Goal part <i>Goal action.</i>
Special Notes: XX	
a.	XX
b.	XX
c.	XX
d.	XX

2017-18 Budget Expenses: \$ 5,000.00

Total Expenses To-Date: \$ 682.16

Current Budget Balance: \$ 4,317.84

Non-Budgeted Items to be Considered: *None at this time*



QUARTERLY REPORT

Operations Oversight Committee

Respectfully Submitted,

Stan Harris
Operations and Oversight Committee Chair



QUARTERLY REPORT

Membership / MAL Committee

Committee Members	Role	Quarterly Report Period	Date
1 Leigh Lilla	Chair	Winter 2018	12/20/17
2 Charlie Flowe	Member		
3 Kevin Duris	Member		
4 John Derr	Member		
5 Alice Hammond	Member		
6 Karl Bednarz	Member		

Meetings this Quarter	Members Attended (Initials)
1 11/13/17 2:00 PM	LL, CF, KB, KD
2 2:00 PM	

Upcoming Meetings
1 TBD
2

Motions / Discussions
1 <i>Discussion: Ensure members know how to access database and add personal email</i>
2 <i>Discussion: Create Announcement about tracking, contact information from membership (done when Scanners are bounced back) to help Sections maintain track of members, remind people of digital Scanner option</i>
Highlights
1 <i>Pittsburgh does monthly email blasts to verify contact information - KD to follow up to see how this is accomplished</i>
2 <i>Discussion of getting people who attend ASHE meetings to apply to be members</i>
3 <i>Since starting how did you hear about ASHE tracking - response is overwhelmingly from a coworker or through industry - highlights value of being "walking billboards" for ASHE</i>
Challenges
1 <i>Communicating database access to Sections</i>
2 <i>Maintaining contact with members</i>
3 <i>Tracking Student members</i>

2017-2018 Goals / Actions

COMMITTEE GOAL #1	
GOAL DESCRIPTION	
1	Reduce / Eliminate Membership Drops via Membership Database <i>Draft memo to Sections about the use of the Database and updating information, including a personal email address.</i>
2	
Special Notes: XX	
a.	<i>Prepare memo to share with other relevant committees on updating contact information, printed scanner opt out, etc.</i>
c.	XX



QUARTERLY REPORT

Membership / MAL Committee

d. XX

COMMITTEE GOAL #2

GOAL DESCRIPTION

- 1 Compare existing Sections to local Universities to get a sense of what Student Sections could be created
- 2 Goal part *Utilize ASHE Section Map*
- 3 Goal part *Develop List of Sections versus Universities*
- 4 Goal part Push list out to Membership to drum up student Sections

Special Notes: XX

- a.
- b.
- c. XX
- d. XX

COMMITTEE GOAL #3

GOAL DESCRIPTION

- 1 Gather Membership Fee Data to Get information on Government rates across sections to board
- 2 Goal part Gather Data, present to Board
- 3 Goal part Board render decision on whether government membership rates affects non profit status
- 4 Goal part *Goal action.*

Special Notes: XX

- a. XX
- b. XX
- c. XX
- d. XX

STRETCH GOAL

GOAL DESCRIPTION

- 1 Goal part *Need assistance developing.*
- 2 Goal part *Goal action.*
- 3 Goal part *Goal action.*
- 4 Goal part *Goal action.*

Special Notes: XX

- a. XX
- b. XX
- c. XX
- d. XX



QUARTERLY REPORT

Membership / MAL Committee

2017-18 Budget Expenses: \$ 500.00

Total Expenses To-Date: \$ -

Current Budget Balance: \$ 500.00

Non-Budgeted Items to be Considered: *None at this time*

Respectfully Submitted,

Leigh Lilla

Membership Committee Chair



QUARTERLY REPORT

New Sections Committee

<u>Committee Members</u>	<u>Role</u>	<u>Quarterly Report Period</u>	<u>Date</u>
Tim Mathews	Co-Chair	Winter 2018	12/12/17
Sam Mody	Co-Chair		
Ahmed Valdez-Rocha	Member		
Alena Mikhaylova	Member		

Meetings this Quarter			Members Attended (Initials)
1	09/08/17		TM, AV-R, AM
2	12/01/17		TM, AV-R, AM, SM
3	12/04/17		TM, AV-R, AM, SM

Upcoming Meetings		
1	01/12/18	
2		

Motions / Discussions	
1	<i>Motion: None</i>
2	<i>Discussion: 1. We would like to start a discussion on the "loan" offered to perspective new sections for seed money. Our committee's recommendation is to provide a grant with a denomination established on a case by case basis.</i>
	<i>2. Working with PR committee on partnering etc.</i>
	<i>3. Recommendation for PR committee to purchase a retractable ASHE banner for new Sections that are chartered.</i>
	<i>4. Schedule a check-in call with the Dallas Fort Worth Section to see how they are progressing since their Chartering in June, 2015.</i>
Highlights	
1	<i>None</i>
Challenges	
1	

2017-2018 Goals / Actions

COMMITTEE GOAL #1	
Charter new sections in Austin, TX & Hartford, CN	
1	<i>Austin: No action</i>
2	<i>Hartford: Waiting on Champion to return from Military duty</i>
Special Notes:	
a.	
COMMITTEE GOAL #2	
Identify champions to begin process to charter new sections in Boston, MA, Houston, TX & on the West Coast	
1	<i>Boston: No action</i>
2	<i>Houston: : Progress moving nicely. Hope to have Chartering by Jan 2018</i>



QUARTERLY REPORT

New Sections Committee

3	<i>West Coast: c. Had a productive conference call with a champion in San Diego. He is a transplanted ASHE member which is good news. We will continue to monitor.</i>
Special Notes:	
a.	
COMMITTEE GOAL #3	
Identify three to five potential new section locations	
1	<i>Chartering Meeting held on June 1st 2017 for Bluegrass Section.</i>
2	<i>b. Received some interest from South Carolina. Tim Matthews has contacts in Columbia and Augusta and will see if there is any interest. Nothing new to report.</i>
3	<i>Received some interest from South Carolina. Reached out to John Midyette to start conversations.</i>
Special Notes:	
a.	
COMMITTEE GOAL #4	
Work with the PR committee to create a downloadable branded "New Section Kit & Guidebook"	
1	<i>Will now work with Sam Mody on guidebook. . We may try to meet in person during the next National Board meeting which is scheduled in Atlanta, GA</i>
2	<i>Once we have a draft we will coordinate with PR committee to ensure consistency with ASHE's mission.</i>
Special Notes:	
a.	
STRETCH GOAL	
Have Sections collaborating with state and local governments consistently	
1	<i>No action yet</i>
Special Notes:	
a.	

Conference

1. 2016 – 2017 Budget: \$7,500 (Travel for New Section Startups and 2 New Section Co-Chairs to attend one Bd. Meetings)
2. Spent – List items and \$ spent this quarter
 - a. Tim Matthews trip to Kentucky Bluegrass Chartering. \$506.40
3. Current Budget Balance: \$5,280.40
4. 2017-2018 Budget with support documentation was submitted to 1st VP. \$5000

Non-Budgeted Items to be Considered: *None at this time*

Respectfully Submitted,

Tim Mathews and Sam Mody

Committee Co-Chairs



QUARTERLY REPORT

Partnership Committee

<u>Committee Members</u>	<u>Role</u>	<u>Quarterly Report Period</u>	<u>Date</u>
Dawn Fortuna	Chair/SMPS	Winter 2017	12/21/17
Brian Krul	Board Liaison		
Stan Harris	Member		
Leigh Lilla	Member-NAWIC		
Mollie Gosnell	Member-ASCET		
Vacant	Member-NACE		
Vacant	Member-IECA		

Meetings this Quarter		
1	12/05/17	3PM EST
2		

Members Attended			
<input checked="" type="checkbox"/> Greg Dutton	<input checked="" type="checkbox"/> Philip Erbland	<input checked="" type="checkbox"/> Mollie Gosnell	
<input checked="" type="checkbox"/> Dawn Fortuna	<input checked="" type="checkbox"/> Leigh Lilla	<input type="checkbox"/> Brian Krul	

Upcoming Meetings		
1	02/13/18	3PM EST
2	04/10/17	3PM EST

Motions / Discussions	
1	<i>Mollie Gosnell shared her update on the ASCET Conference, overall the feedback from her and others was that both organizations are feeling positive about our partnership.</i>
2	<i>Brian Krul to follow up with ITE about potential partnership (ongoing)</i>
3	<i>Consideration on how to apply this partnership especially related to regional conference exhibit space.</i>
4	

Highlights	
1	<i>Richard Cochrane and Amanda Schumacher attended the ASCET Conference in Nov.</i>
2	<i>Recent reengagement with IBC for potential partnership.</i>

Challenges	
1	<i>We currently have vacancies on liaisons for NACE and IECA. Stan Harris will help champion finding a replacement for NACE with Philip stepping back.</i>
2	<i>IECA has not been engaged during my time with the Partnership Committee. The thought is that National could assist us in determining how the initial partnering occurred and who the contact there was to see if we could get some traction.</i>

2017-2018 Goals / Actions

COMMITTEE GOAL #1	
Continuing outreach to local sections on the advantages of partnering.	
1	<i>Goal action-Continuing promotion through regional quarterly calls.</i>
2	
3	
4	
Special Notes: XX	



QUARTERLY REPORT Partnership Committee

a.	National should continue to ask regional leadership to promote.
b.	
c.	
d.	

COMMITTEE GOAL #2	
Develop an additional teaming partner, potential opportunities exist for:	
1	Goal action-Revisit IBC as a future partner
2	Goal action-Continue pursuit of relationship of ITE.
3	Goal action-Identify future partner leads perhaps WTS.
4	
Special Notes: XX	
a.	
b.	
c.	
d.	

COMMITTEE GOAL #3	
Continue cross promotion of our organizations at each other's National Conference. Create a more focused approach to what that entails including session speakers, costs and collaboration with National Conference Planners.	
1	Goal action-Good cross exhibiting at NACE, ASCET and SMPS conferences. ASHE exhibited all during 2017
2	
3	
4	
Special Notes: XX	
a.	We are of assistance by the National Board to fill our two vacancies. Stan Harris has indicated he can assist with NACE
b.	
c.	
d.	

STRETCH GOAL	
Add one new partner over the next 18 months.	
1	Collaborate with New Sections to leverage opportunities for both new partners and section expansion in the west.
2	
3	



QUARTERLY REPORT
Partnership Committee

4	
Special Notes: XX	
a.	
b.	
c.	
d.	

2017-18 Budget Expenses: \$ 4,000.00

Total Expenses To-Date: \$ 1,855.87

Current Budget Balance: \$ 2,144.13

Non-Budgeted Items to be Considered: *None at this time*

Respectfully Submitted,

Dawn Fortuna
Partnership Committee Chair



QUARTERLY REPORT

PR Committee

Committee Members	Role	Quarterly Report Period	Date
Amanda Schumacher	Chair	Winter 2017	12/12/17
Dawn Fortuna	Member		
Corey Fenwick	Member - social media		
Jonathan Daguilh	Member - social media		
Anis Shaikh	Member - ROC Committee Liaison		
Andy Katz	Member - social media		
Donato Di Zuzio	Board Liaison		
John Midyette	Mid-Atlantic Rep & New Sections Committee Liaison		

Meetings this Quarter		
1		
2		

Members Attended

<input type="checkbox"/> XX	<input type="checkbox"/> XX	<input type="checkbox"/> XX
<input type="checkbox"/> XX	<input type="checkbox"/> XX	<input type="checkbox"/> XX

Upcoming Meetings		
1	before end of year	
2		

Motions / Discussions	
1	<i>PR Committee to have governing authority to determine use of new sections budget for retractable banner</i>
2	<i>ASHE Inside Lane feedback? Improved?</i>
Highlights	
1	<i>New Members & Lost Members</i>
2	<i>Need to Find a new ASHE Store Liaison</i>
3	
Challenges	
1	<i>National coverage</i>
2	<i>Time commitments</i>
3	<i>Findings from ASHE store survey unknown</i>

2017-2018 Goals / Actions

COMMITTEE GOAL #1	
Create fresh new website & Content	
1	Establish Goals of New Website <i>Reach out to committee chair.</i>
2	Ensure Branding Guidelines are followed <i>Participate in Calls with consultant/committee.</i>
3	Engage in New Content Development <i>Participate in Calls with consultant/committee.</i>
4	Update presentations <i>Evaluate and update presentations for new members/sections. Brainstorm new way of presenting.</i>
Special Notes: PR currently does not know what stage of development this is in.	
a.	<i>This remains unchanged from fall report - understand the new site is on hold?</i>
b.	<i>2017 Holiday Message - consider featuring on the website? To be sent on 12/22.</i>
c.	XX



QUARTERLY REPORT

PR Committee

d.	XX
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COMMITTEE GOAL #2	
Increased ASHE Committee Collaboration	
1	Collaborate with New Sections, Membership & Partnerships beyond collaboration calls <i>Have monthly/quarterly calls as needed to evaluate committee needs</i>
2	Develop new materials <i>In collaboration with committees</i>
3	Increase National Coverage <i>Through efforts of committees, evaluate how PR can help/engage</i>
4	Goal part <i>Goal action.</i>
Special Notes:	
a.	<i>John Midyette has not actively engaged with Tim Matthews as of yet - Amanda S. has been talking to Tim</i>
b.	<i>PR-New Sections will be collectively discussing PR needs to new sections on a more regular basis</i>
c.	XX
d.	XX

COMMITTEE GOAL #3	
Grow National Presence	
1	Social Media <i>Continue to implement social media plan and grow presence</i>
2	New Engagement <i>Evaluate member portal on website</i>
3	Raise the Presentation Bar <i>Set parameters for sections of speakers</i>
4	Engage with Region/Sections <i>PR to get involved/reach out at section level action.</i>
5	Improve Inside Lane <i>Maintain focus on National news and avoid editorials (PR Chair)</i>
6	Capitalize on Partnerships <i>Work with committee to engage and capitalize on our partnership meetings - make sure we speak at each one we attend.</i>
7	Photo Library <i>Use Flickr photo library to procure and interact on a national scale with sections</i>
8	Membership Contests <i>Run on Social Media and at events - goal is 4 new members</i>
Special Notes:	
a.	<i>ASHE Store also needs to be more publicized and/or re-evaluate vendors- still in progress</i>
b.	<i>Flickr needs to be distributed to all sections</i>
c.	<i>New Powerpoint developed and uploaded to website for info to new members/sections</i>
d.	<i>Social Media update: FB: 54 (up by 4 since fall) ; Linkedin: 56 (up 50 since fall) ; Twitter: 84 (up 2 since fall)</i>
e.	<i>2017 holiday message being drafted - sending on 12/22.</i>

STRETCH GOAL	
International Recognition of ASHE	
1	Research international conferences <i>Speak/Attend on behalf of ASHE to get recognized on international scale</i>
2	Goal part <i>Goal action.</i>
3	Goal part <i>Goal action.</i>
4	Goal part <i>Goal action.</i>



QUARTERLY REPORT

PR Committee

Special Notes: XX

- a. XX
- b. XX
- c. XX
- d. XX

2017-18 Budget Expenses: \$ 3,900.00

Total Expenses To-Date: \$ 1,539.30

Current Budget Balance: \$ 2,360.70

Non-Budgeted Items to be Considered: *None at this time*

Respectfully Submitted,

Amanda Schumacher
PR Committee Chair



QUARTERLY REPORT

Scanner Committee

Committee Members

Anis Shaikh	Chair
Tammy Farrel, Editor	Member
Sandra Ivory	Member
Don Dizuzio	Member
Kathryn Power	Member
Melissa Boyles	Member

Quarterly Report Period

Winter 2017

Date

12/19/17

Phone Meetings this Quarter

1	xx/xx/xx	x:xx pm
2	xx/xx/xx	x:xx pm

Members Attended

- | | | |
|---------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Anis Shaikh | <input type="checkbox"/> Sandra Ivory | <input type="checkbox"/> Kathryn Power |
| <input type="checkbox"/> Tammy Farrel | <input type="checkbox"/> Don Dizuzio | <input type="checkbox"/> Melissa Boyles |

Upcoming Meetings

1	TBD	
2		

Motions / Discussions

1	<i>Discuss Multiview and Inside Lane options and survey the membership at large for feedback.</i>

Highlights

1	<i>Received a surplus of articles that can carry over to the next edition (if needed)</i>
3	<i>Winter edition of Scanner on track for delivery - Proof submitted on 12/15 for review.</i>
3	
4	

Challenges

1	<i>Having all committee members on a single call; coordinating times/schedules (email seems to work better)</i>

2017-2018 Goals / Actions

COMMITTEE GOAL #1

Monitor, guide & control scanner content prior to established submittal deadlines

1	Improve processes for article submission, review and inclusion by the Sections, Regions and National Committee. Review and edit articles in detail at the Section & Region level. Get assistance from colleagues having skills for article writing/editing. Ongoing
2	Recruit and provide reviewers that have an eye for detail, knowledge of technical/engineering issues, desire for helping the scanner continue to be an outstanding product, and a knack for politely getting articles edited. Ongoing.
3	
4	

Special Notes: XX

a. XX



QUARTERLY REPORT

Scanner Committee

b.	XX
c.	XX
d.	XX

COMMITTEE GOAL #2

Monitor the budget and report status of revenue and costs to the Board

1	INCOME (Sponsorships) <i>See BUDGET worksheet tab for updates to the budget.</i>
2	Goal part <i>Goal action.</i>
3	Goal part <i>Goal action.</i>
4	Goal part <i>Goal action.</i>

Special Notes: XX

a.	XX
b.	XX
c.	XX
d.	XX

COMMITTEE GOAL #3

Balance the use of the electronic version and the hardcopy

1	Both Hard copy and electronic versions of the scanner are available. <i>None required.</i>
2	Seven (7) members have opted out of the printed version in lieu of the electronic version – <i>Feedback indicates most of the membership like the hard copy. This information will continue to be solicited.</i>
3	There is currently no vehicle for reducing the printed version. <i>Will discuss options.</i>
4	Committee recommends that the electronic version be shown to new members or at meetings along with the new video as a marketing tool. <i>Ongoing, need to discuss with National and coordinate with PR Committee.</i>

Special Notes: XX

a.	XX
b.	XX
c.	XX
d.	XX

COMMITTEE GOAL #4

Improve accessibility on the Website with a scanner tab

1	Website currently has a scanner tab. <i>This goal has been achieved.</i>
2	Goal part <i>Goal action.</i>
3	Goal part <i>Goal action.</i>
4	Goal part <i>Goal action.</i>

Special Notes: XX

a.	XX
b.	XX



QUARTERLY REPORT

Scanner Committee

c.	XX
d.	XX

STRETCH GOAL	
Increase Sponsorship by \$10,000	
1	How to attract more businesses. <i>Ongoing.</i>
2	Work with Inside Lane and Mutliview. <i>To be discussed in upcoming meeting.</i>
3	Goal part <i>Goal action.</i>
4	Goal part <i>Goal action.</i>
Special Notes: XX	
a.	XX
b.	XX
c.	XX
d.	XX

2017-18 Budget Expenses: \$55,600.00

Total Expenses To-Date: \$ 11,615.92

Current Budget Balance: \$ 43,984.08

Non-Budgeted Items to be Considered: *None at this time*

Respectfully Submitted,

Anis Shaikh
Scanner Committee Chair



QUARTERLY REPORT

Student Chapter Committee

<u>Committee Members</u>	<u>Role</u>	<u>Quarterly Report Period</u>	<u>Date</u>
Matheu Carter	Chair	Winter 2017	12/20/17
Roger Carriker	National Board Liaison		
Frank Bronzo	Member		
Kathryn Power	Member		
Erin Collins	Member		
Eugene Cipriani	Member		
John Caperilla	Member		
Matthew Galenas	Member		
Aaron Muck	Member		
Carrie Strehle	Member		

Meetings this Quarter

1	09/30/17	10:00 AM
2	10/12/17	12:00 AM
3	11/09/17	12:00 AM
3	12/14/17	12:00 AM

Members Attended

Caperilla, Power, Carriker, Galenas, Carter, Regional Conference - 22 attendees total
 Caperilla, Cipriani, Galenas, Carriker, Power, Carter
 Caperilla, Galenas, Carter
 Strehle, Cipriani, Carriker, Carter, Cerasela Cristei (guest)

Upcoming Meetings

1	01/11/18	10:00 AM
2	02/08/18	12:00 AM
2	03/08/18	12:00 AM
2	04/12/18	12:00 AM

WebEx
 WebEx
 WebEx
 WebEx

Motions / Discussions

1	<i>Rather than banners, a more useful and less expensive recognition of student chapters would be ASHE tablecloths they could use at various events, including recruiting. We request \$2,100 be budgeted for this for the 2018-2019 fiscal year. Our research has just begun, but these are unavailable from the ASHE Store. With 3rd party vendors, it appears a price breakpoint of 12 items is common where there are real savings. With setup and other costs, we believe we could obtain 12 tablecloths with the ASHE shield and ASHE markings on a white background. The idea would be to recognize the handful of student chapters we know have been active for more than a year or two and then recognize others as they demonstrate that they are likely a "going concern."</i>
2	<i>Second budget request. Based on the success of the 2017 Regional Student Chapter Conference, plans are under way. We request budget support of \$1,000 for the 2018 event. While the 2017 event cost less than this, we don't believe we can repeat some of the cost savings we saw the first year; in addition, we anticipate more attendance in 2018 and that will drive costs up proportionately.</i>

Highlights

1	<i>Regional Student Chapter Conference to be held at University of Delaware September 30, 2017 (see attached report). In short, 14 students from six universities attended and 8 professional members attended. The event met our goals and energized budding student chapters.</i>
2	<i>Increased student chapter activity, in general.</i>

Challenges

1	<i>Getting good information from Sections about their Student Chapter activity.</i>
---	---



QUARTERLY REPORT

Student Chapter Committee

2	

2017-2018 Goals / Actions

COMMITTEE GOAL #1	
GOAL DESCRIPTION	
1	Share results of December 2015 student chapter survey with Sections in summary form (summer 2016)
2	
3	
4	This goal is complete.
Special Notes: XX	
a.	Posted on ASHE Cloud.
b.	
c.	
d.	

COMMITTEE GOAL #2	
GOAL DESCRIPTION	
1	Update "Best Practices for Developing and Sustaining Student Chapters" (March 2017)
2	
3	
4	
Special Notes: XX	
a.	This has not yet been initiated.
b.	Likely start date will be beginning of 2018, benefitting from Regional Student Chapter Conference.
c.	
d.	
e.	

COMMITTEE GOAL #3	
GOAL DESCRIPTION	
1	Target Sections with desire to establish a Student Chapter and provide outreach and support (on-going)
2	
3	
4	
Special Notes: XX	
a.	Committee members assigned target Sections during September 8, 2016 conference call.
b.	New targeting will be considered in 2018.



QUARTERLY REPORT

Student Chapter Committee

c.	
d.	

STRETCH GOAL	
GOAL DESCRIPTION	
1	A Committee member will travel to any Section exploring a Student Chapter for a planning and consulting
2	session.
3	
4	
Special Notes: XX	
a.	No action taken. At this point, Section activity has not seemingly warranted this kind of excess.
b.	
c.	
d.	

2017-18 Budget Expenses: \$ - (No Budget)

Total Expenses To-Date: \$ -

Current Budget Balance: \$ -

Non-Budgeted Items to be Considered: For 2018-2019 - tradeshow tablecloths - \$2,100
For 2018-2019 - Regional Student Chapter Conference - \$1,000

SEE ATTACHMENT - SC Regional Workshop Report

Respectfully Submitted,

Matheu J. Carter
Professional Development Committee Chair

American Society of Highway Engineers



First State Section

Use of Northeast Region Exposure Funds Student Chapter Conference Final Report

Regional Student Chapter Conference. First State Section applied for these funds on behalf of the National Student Chapter Committee, which is the planning entity for this event. The National Student Chapter Committee felt that the students from now established student chapters at Rowan University (South New Jersey Section), Temple University and Widener University (Delaware Valley Section), University of Maryland and Morgan State University (Chesapeake Section), and University of Delaware (First State Section), as well as potentially other students farther removed, would benefit from a regional conference in Newark, Delaware (UD's campus) to network, share ideas and successes, hear from professional speakers, and learn more about ASHE professional membership upon graduation.

Originally scheduled for Spring 2017, student input strongly suggested moving to the Fall to avoid conflict with ASCE competitions and other dominant spring events on the various campuses and the Committee received permission to defer implementation of funds until that time.

- 1) The conference was successfully held September 30, 2017 at the George Wilson Center in Newark, Delaware.
- 2) Fourteen students from six universities attended:
 - a) Morgan State University – Maryland
 - b) Rowan University – New Jersey
 - c) Temple University – Pennsylvania
 - d) University of Delaware – Delaware
 - e) University of Pittsburgh – Pennsylvania
 - f) Widener University - Pennsylvania
- 3) Eight professional members attended, including five Committee members.
- 4) While most attendees traveled from as far as Baltimore or Philadelphia, Andrew Westpy (University of Pittsburgh) and Kathryn Power (PennDOT & President of the ASHE Northeast Region) traveled the farthest.

As stated in the application, we anticipate that the exposure will result in a greater number of students converting to professional membership in ASHE, particularly in these regional Sections – e.g., First State, Delaware Valley, Chesapeake, Southern New Jersey, Pittsburgh, etc.

While ASHE@UD is the most mature student chapter at this point, having been formed in 2009 and remaining robustly active since, the Conference showed that there is a great deal of student chapter activity in the region at this point. The discussions throughout the day revealed that some of these students face real challenges getting their student chapter up and running, and then sustaining it. We believe this Conference was successful in leveraging the value of individual student chapters to increase the likelihood that current students will become professional members upon graduation.

American Society of Highway Engineers

The Committee believes that the event will leverage ASHE's visibility and potentially increase membership in at least First State Section, Delaware Valley Section, South New Jersey Section, Pittsburgh Section, and Chesapeake Section. Moreover, we anticipate it may assist in the expansion into new geographical areas, since some of these students will relocate upon graduation to other areas of the country where ASHE may not have a presence – these students could be a key to ASHE planting a flag in those areas.

The agenda is attached for reference and we largely followed it, although it did run a little longer than planned because of the robust student contributions. There was so much sharing and questions that we were loath to cut it off. In short, the student energy exceeded our expectations.

A general accounting of the event finances (excluding any in kind contributions or equipment) follows for a total event cost of \$545.18:

- Venue (George Wilson Center) - \$200
- Lunch - \$345.18

Exposure Funds from the Northeast Region in the amount of \$500 were used to support this event.

Articles in Section newsletters will share the event with other ASHE members but the articles will also find their way into other professional newsletters to reach non-ASHE members directly. A collage of photographs from the event is also attached, typical of those that will be used for newsletters.



QUARTERLY REPORT

Strategic Plan Committee

<u>Committee Members</u>	<u>Role</u>	<u>Quarterly Report Period</u>	<u>Date</u>
Len Pappalardo	Chair	Winter 2017	11/27/17
David Rast	Member		
Richard Cochrane	Board Liaison		
Scott Kroper	Member		
Jen Hawkins	Member		

<u>Meetings this Quarter</u>			<u>Members Attended (Initials)</u>
1	10/02/17	Phone	DR/SK/JH/LP
2	11/02/17	In Person	SK/JH/LP

<u>Upcoming Meetings</u>		
1		
2		

*No formal meetings have been held.

<u>Motions / Discussions</u>	
1	<i>Discussion: Streamlining of Strategic Plan.</i>
2	<i>Expectations of National BOD</i>
<u>Highlights</u>	
1	<i>Understanding the role and responsibilities of the committee.</i>
2	<i>Understanding the process for identifying the key goals of the organization and developing them into a strategy.</i>
<u>Challenges</u>	
1	<i>Identifying the goals and metrics from the current plan that need to be eliminated.</i>
2	<i>Gathering feedback from all committee members, relative to the current plan metrics.</i>
3	<i>Creating a more streamlined approach to the strategic plan and developing the appropriate metrics for data collection.</i>

2017-2018 Goals / Actions

COMMITTEE GOAL #1	
Review the current Strategic Plan and develop suggested changes/adjustments to the plan for the National Board to	
1	<i>From Oct. 12 to Nov. 2, 2017, the committee refined and compiled their comments and suggestions relative to the</i>
Special Notes:	
a.	
COMMITTEE GOAL #2	
Assign Strategic Plan goals with associated metrics to appropriate Committees and gain "buy in" from the National Board	
1	<i>On Nov. 2, 2017 the committee met in person to apply the comments and suggestions to a new streamlined plan.</i>
Special Notes:	
a.	
COMMITTEE GOAL #3	
Improve the committee's internal communication and re-assigning champions to reach out to other ASHE committees and	
1	<i>Strategic Planning Committee provided the President and BOD with their suggested champions and responsible</i>
Special Notes:	
a.	
COMMITTEE GOAL #4	
Identify champions for goals to share workload on 5 goals: improve internal communications, improve external	
1	<i>Suggested Champions assigned, to be adopted after review by the National BOD.</i>
Special Notes:	
a.	
STRETCH GOAL	



QUARTERLY REPORT Strategic Plan Committee

Have in a place a Champion to reach out to every committee to understand how they are working toward the Strategic	
1	TBD
Special Notes:	
a.	
STRETCH GOAL	
Revisit the 2015-2018 Strategic Plan as we move toward a 2018-2021 Strategic Plan identifying who needs to be involved	
1	Completed, see above.
Special Notes:	
a.	

2017-18 Budget Expenses: \$ 600.00 In person committee meeting to re-visit the strategic plan).
Total Expenses To-Date: This meeting should be in Florida, as at least 4 members reside in FL.
Current Budget Balance: \$ 600.00

Non-Budgeted Items to be Considered: *None at this time*

Respectfully Submitted,
Len Pappalardo
Committee Chair



QUARTERLY REPORT

Professional Development Committee

<u>Committee Members</u>	<u>Role</u>	<u>Quarterly Report Period</u>	<u>Date</u>
Matheu Carter	Chair	Winter 2017	12/20/17
Roger Carriker	National Board Liaison		
Frank Bronzo	Member		
Kathryn Power	Member		
Erin Collins	Member		
Eugene Cipriani	Member		
Rob Snowden	Member		

Meetings this Quarter

1	12/07/17	12:00 AM
2		

Members Attended			
Cipriani	<input checked="" type="checkbox"/> XX	Carriker	<input checked="" type="checkbox"/> XX
	<input type="checkbox"/> XX		<input type="checkbox"/> XX
		Carter	<input checked="" type="checkbox"/> XX
			<input type="checkbox"/> XX

Upcoming Meetings

1	03/01/18	12:00 AM
2	05/03/18	12:00 AM

WebEx
WebEx

Motions / Discussions

1	<i>Budget proposal. It is anticipated that the National Board may request the Chair, either for this Committee or the Student Chapter Committee, to attend the National Board meeting. \$1,000 is requested for the 2018-2019 fiscal year to support travel for one of these two committees.</i>
2	

Highlights

1	<i>Over 4700 instructional hours were reported in CY 2016 alone.</i>
2	<i>Solicitation for information from Sections for CY 2017 has begun. Committee plans to share a compilation of PDH issuances for all reporting Sections after the end of January 2018. As of 12/20/2017, 8 Sections have reported, with 2 Sections reporting that they issued no PDHs.</i>

Challenges

1	<i>Reporting compliance with annual data collection for the PDH program. It is <u>essential</u> that National Region Directors encourage ALL Sections to report PDH issuance by the end of January 2018.</i>
2	

2017-2018 Goals / Actions

COMMITTEE GOAL #1	
GOAL DESCRIPTION	
1	Develop a national certifying entity that would allow all of our Sections and/or Regions to issue professional development hours (PDHs) (summer 2016)
2	
3	This goal is complete.
Special Notes: XX	
a.	<i>The Professional Development Certification Program (approved July 6, 2016 by the ASHE National Executive Committee) has been published to the ASHE National web site, to the ASHE Cloud, and distributed</i>
b.	



QUARTERLY REPORT

Professional Development Committee

- c. to Presidents and Secretaries of each Section and Region. It became effective September 1, 2016.
- d.

COMMITTEE GOAL #2

GOAL DESCRIPTION

- | | |
|---|---|
| 1 | Review Section and/or Region data on PDH issuance and summarize to the National Board (spring 2017) |
| 2 | This goal is renewed for Spring 2018. |
| 3 | |
| 4 | |

Special Notes: XX

- | | |
|----|---|
| a. | Reminder of Calendar Year <u>2016</u> Summary of reports: |
| b. | 16 Sections reported offering one or more sessions where PDHs or CEUs were issued using ASHE's branding |
| c. | 23 Sections failed to report |
| d. | 2 Sections reported no PDH/CEU activity under ASHE's name/logo |
| e. | 4735.5 instructional hours were reported by the 18 Sections that responded |

COMMITTEE GOAL #3

GOAL DESCRIPTION

- | | |
|---|-------------------------------|
| 1 | Goal part <i>Goal action.</i> |
| 2 | Goal part <i>Goal action.</i> |
| 3 | Goal part <i>Goal action.</i> |
| 4 | Goal part <i>Goal action.</i> |

Special Notes: XX

- | | |
|----|----|
| a. | XX |
| b. | XX |
| c. | XX |
| d. | XX |

STRETCH GOAL

GOAL DESCRIPTION

- | | |
|---|--|
| 1 | A series of free webinars will be held each year to educate ASHE Sections on the topic of Professional Development (ASHE procedures, typical licensing board expectations, topic development, speaker selection, feedback solicitation, and other best practices). |
| 2 | |

Special Notes: XX

- | | |
|----|---|
| a. | No action yet – this will remain an option should we find topics that fit. |
| b. | This could be tied into the National Board's initiative of Section and Region leadership training. TBD at the |
| c. | Direction of the National Board. |



QUARTERLY REPORT

Professional Development Committee

d.	
----	--

2017-18 Budget Expenses: \$ - (No Budget)

Total Expenses To-Date: \$ -

Current Budget Balance: \$ -

Non-Budgeted Items to be Considered: *For 2018-2019 - travel - \$1,000*

Respectfully Submitted,

Matheu J. Carter
Professional Development Committee Chair



QUARTERLY REPORT

National Conference Committee

<u>Committee Members</u>	<u>Role</u>	<u>Quarterly Report Period</u>	<u>Date</u>
Nikki Reutlinger	Chair	Winter 2018	01/13/18
Mike Hurtt (Board Liaison)	Member		
Jerry Pitzer	Member		
Shirley Stuttler	Member		
Brad Winkler	Member		
Laurie Martin	Member		
Roger Carriker	Member		

Meetings this Quarter		
1	10/17/17	12:00 PM
2	11/14/17	12:00 PM
3	12/12/17	12:00 PM

Members Attended			
<input checked="" type="checkbox"/> XX	5	<input type="checkbox"/> XX	<input type="checkbox"/> XX
<input checked="" type="checkbox"/> XX	11	<input type="checkbox"/> XX	<input type="checkbox"/> XX
	5		

Upcoming Meetings		
1		
2		

Motions / Discussions	
1	<i>Approval of 2021 Conference Host Selection - Committee met on December 12 and recommends the proposal received from the Delaware Valley, East Penn and NE Penn Sections. The conference would be held in the Poconos Mountains, PA.</i>
2	
3	
Highlights	
1	<i>2015 Conference Report is available upon request</i>
2	<i>2017 is preparing final report but waiting on some final payments to be made to 1-2 vendors</i>
Challenges	
1	
2	

2017-2018 Goals / Actions

COMMITTEE GOAL #1	
Place shared information for conferences on to ASHE Cloud	
1	Nikki Reutlinger had tried to move some items but it didn't appear to be moving over correctly. Will work with Dick Cochrane and Jake Morisi to make sure it gets moved this year
2	
3	
4	
Special Notes: XX	
a.	



QUARTERLY REPORT

National Conference Committee

b.	
c.	
d.	

COMMITTEE GOAL #2	
Develop guidance on Conference Insurance Requirements	
1	This will likely be a list of questions to ask when looking for insurance
2	Get with previous conferences to see if they had special requirements in their states
3	
4	
Special Notes: XX	
a.	
b.	
c.	
d.	

COMMITTEE GOAL #3	
Update Guidelines	
1	Continuously update guidelines through out year - this will be submitted to committee members by 12/31/17 for
2	
3	
4	
Special Notes: XX	
a.	
b.	
c.	
d.	

STRETCH GOAL	
GOAL DESCRIPTION	
1	Goal part <i>Goal action.</i>
2	Goal part <i>Goal action.</i>
3	Goal part <i>Goal action.</i>
4	Goal part <i>Goal action.</i>
Special Notes: XX	
a.	XX
b.	XX
c.	XX
d.	XX



QUARTERLY REPORT

National Conference Committee

2017-18 Budget Expenses: \$ 13,500.00
Total Expenses To-Date: \$ (3,655.40) 2018 National Sponsor ship (\$4000), NCC expenses for 2020 site visit
(\$344.60), Return of 2017 seed money (\$8000)
Current Budget Balance: \$ 17,155.40 (No change from previous report)

Non-Budgeted Items to be Considered: None at this time

Respectfully Submitted,

Nikki Reutlinger
NCC Committee Chair



NATIONAL CONFERENCE REPORTS - January 13, 2018

2018 ASHE CONFERENCE

Lake Erie - Great Lakes Region

Westin Cleveland Downtown, Cleveland, OH - May 17-20, 2018

Jim Shea & Kirsten Bowen, Co-Chairs

Activities to Note Since last Report:

Committee Reports/Activity

Financial (Jamie Scott)

- Account Balance \$46,631.48
- Jamie has coordinated the implementation of the "Deposit Now" application. This will allow us to have unlimited deposits for a fee of \$1 each. Ryan Smalley will test out new application with a smaller deposit before using on large deposits.
- Jim Shea has reviewed and updated the operating budget and it is posted on the shared folder. Most of the edits were updating budgeted to actual and cutting some contingency line items.
- Major pending deposit is for the Guidebook application. Event Source deposit was made for pipes and drapes.

Program (Kathy Johnson)

- Kathy will work on updating the master schedule with the tour updates discussed (inclusion of the NEORSO tours and the two separate movable bridges tours).
- As committees have information ready for the program book they should provide to Kathy. She has set up several folders under the conference chair folder for people to place things as they are ready.
- Kathy confirmed that the schedule to start developing the guide book app is still December and that payment will need to be made before the end of the month of December.
- Kathy is working on drill down schedules for the past presidents lunch, opening session and banquet. Jim will review once they are available and will also forward to the National committee for review.
- Kathy has a lot of stock information from National to being assembling some of the upfront pages of the program book.
- Committees need to start providing whatever information they can to Kathy for program book.

Entertainment/Guest Program (Joanne Shaner)

- Committee meeting scheduled for 11/29 to confirm all guest program times and costs.
- Catering costs from RRHOF are still needed for review.

Facilities (Derek Johnson)

- Derek/Kathy/Jim met with Westin prior to monthly call and met their Director of Event Planning, Brittany McGuinness. She will be handling our event and the group briefed her on the details of the event.

- It was noted during the meeting that there will need to be detailed coordination between PSAV and the Game Show Guys. Unsure on how equipment needs overlap.

Registration (Sean Milroy)

- All information Sean needs to finished detailed set up for the registration page is due 12/6/2017. Major items include:
- Confirmed guest program times and costs. Guest program meeting scheduled for 11/22/2017
- Confirmed technical session times and technical tour times and costs.
- All golf details. Golf coordination call scheduled for 11/22/2017.
- Jim to provide Sean “rain or shine” language for inclusion on the registration page.
- Website needs to be updated to reflect a “mid-January” registration start date. Currently says “mid-December”
- It is expected that registration will officially open on 1/15/2018.
- Discussion regarding transit/bus passes. The intent is to email single ride pass to all registrants prior to conference to use from airport and then give out 5-day passes at the registration table.
- Sean/Jeff/Ryan to coordinate offline on required communication for sponsorship codes. Sean should be able to turn codes around within 72 hours of payment.

PR (Rachael Weiss)

- Ongoing website updates are key for the November and December so that it is as up to date as possible prior to launching registration, which will increase web traffic significantly.
- Kirsten and Rachael to coordinate 6-page scanner article.
- PR committee is scheduled to meeting in January to discuss conference signage. All conference signage will run with PR so let Rachael know what you need, budget updated to reflect.

Sponsor (Ryan Smalley)

- Total committed sponsorship. \$84,850
- Ryan and his committee have ongoing coordination happening with potential top tier sponsors. Most top tier sponsors are working internally to determine level. Email blasts continue to go out to lower level sponsors.
- Committee is currently tracking down logos for website posting.
- Ryan is working on a plan and schedule for program book advertisements. It is expected that these will be challenging to get from sponsors given the difficult and delay in getting logos.

Exhibit (Jeff Hill)

- Confirmed Exhibitors: 17
- Jim to send message to exhibit contact list following Thanksgiving as a reminder before the New Year.
- After the New Year we will develop a more aggressive plan for soliciting exhibitors.
- Pipes and drapes deposit has been made with Event Source.

Technical (Bonnie Teeuwen)

- Technical Committee received 78 abstracts for 33 available presentations. Technical Committee met on 11/10/2017 and selected the best abstracts for presentation.
- Bonnie will coordinate moderators for each session and assign them with reaching out to the selected abstracts for additional information. Jim to send message to all volunteers asking for availability to moderate a session.
- Jim will send out all of the “not selected” letters via the ASHE Gmail account.
- Small changes have been made to technical tours (addition of NEORS D Tour Friday and two Bridge Tours Saturday). Valerie to verify transportation needs are tentatively met.

- Key Note speaker – Brandye Hendrickson FHWA is confirmed. Kirsten is scheduled to follow up with her assistant in March.

Transportation (Valerie Shea)

- Valerie to review changes in Friday (NEORSD) and Saturday (movable bridges) tours.
- Very minor changes may also be made to guest tours.
- Overall transportation review to occur after final agenda has been shared with Sean for registration purposes.

Golf (Cuyahoga Valley)

- Kyle provide marked up Pittsburgh registration for review.
- Golf coordination call scheduled for 11/22/2017 with registration committee.

Next Items to Note on the Horizon:

Notable items that need to be completed in the near future include:

- ****Getting Sean all Necessary Items for Registration****
- RRHOF fine-tuned costs - Joanne
- Scanner article – Kirsten/Rachael

2019 ASHE CONFERENCE

Middle Tennessee - Southeast Region

Gaylord Opryland Resort & Convention Center, Nashville, TN (Pending)

May 8-12, 2019

Brad Winkler, Angie Duncan & Larry Ridlen, Co-Chairs

- Executive Committee
 - Co-Chairs: Angie Duncan, Brad Winkler and Larry Ridlen
 - Luke Sullivan, Treasurer
 - Eric McElroy, Secretary
- Committees

○ Finance/Registration	Luke Sullivan
○ PR/Publicity	David Rast (New)
○ Technical	Sharon Schutz
○ Program (book)	Jon Zirkle
○ Sponsorship	Jon Storey
○ Facilities/Logistics	Tim Colvett
○ Hosp/Food & Bev.	Jeff Shaver
○ Entertainment	Alex Carpenter
○ Exhibit/Trade Show	Eric Gardner
○ Golf Outing	Sammie McCoy
○ Guest Program	Melanie Bumpus
○ Transportation	Shaun Armstrong
- Activity & Accomplishments
 - Hotel contract executed. Video of Hotel:
<http://assets.gaylordhotelsmarketing.com/group/attendance-boosters/videos/demo-opryland/>
 - Golf Course selected Gaylord Springs - <https://www.gaylordsprings.com>

- Friday Night Off-Site Event contracts: Wildhorse Saloon in downtown Nashville - <http://wildhorsesaloon.com>
 - Working on Saturday Evening Entertainment. Band options include Country or Funk.
- Major Actions for Next Quarter
 - Finalize Video
 - Final Materials for 2018 Conference
 - Shirts for Board Members (extra tight shirt for Roger)
 - Finalize Contract for Golf Course
 - Finalize selection for Saturday Evening Entertainment
 - Reconvene Committee Meeting in February 2018
 - Resubmit updated budget to NCC in January

2020 ASHE CONFERENCE

Carolina Triangle - Mid-Atlantic Region

Venue - Raleigh Convention Center

Hotel - Marriott Downtown

June 3-6, 2020

Terry Snow & Drew Joyner, Co-Chairs

Venue: Raleigh Convention Center

Host Hotel: Marriott Downtown

Dates: June 3-6, 2020

Conference Co-Chairs: Drew Joyner & Terry Snow

Executive Committee - Confirmed:

- Drew Joyner (AECOM)
- Calvin Leggett (RK&K) - Treasurer
- Terry Snow (Gannett Fleming)
- Charlie Flowe (KCI)
- Missy Pair (NCDOT)
- Todd King (McKim & Creed)
- Tom Goodwin (Gannett Fleming)

Subcommittees – Confirmed:

- | | |
|---------------------------|-------------------|
| • Financial: | Calvin Leggett |
| • Sponsorship/Exhibit: | Brian Lusk |
| • Program: | Doug Taylor |
| • Registration/Reception: | Barbara Benifield |
| • Entertainment: | Missy Pair |
| • PR/Publicity: | Todd King |
| • Golf: | Tim Reid |
| • Transportation: | Josh Hurst |
| • Guest Program: | Liz Phillips |
| • Facilities: | Charlie Flowe |

Activities & Accomplishments:

- Established web site, domain name, and host
- Obtained signed contracts for the Marriott Hotel and Raleigh Convention Center

- Developed a DRAFT conference theme and logo (see attached)
- Developed a DRAFT conference budget (see attached)
- Refine conference action plan/schedule
- Develop a DRAFT sponsorship plan/strategy
- Held two Planning Committee/Subcommittee Workshops on September 27, 2017 and December 13, 2017
- Engaged Carolina Piedmont Section requesting active participation on 2020 Planning Committee
- Worked with Richard Cochrane, PE to get SharePoint Site setup for 2020 ASHE National Planning Committee Use
- Established 2020 ASHE National Conference Planning Workshops for 2018:
 - April 18 @ Gannett Fleming
 - June 20 @ AECOM
 - August 15 @ KCI
 - October 17 @ McKim & Creed
 - December 19 @ Clark Nexsen

Major Actions for 1st Quarter

- Request \$15k loan from ASHE Mid-Atlantic
- Check to see if we can get a rider on the Carolina Triangle Section for 2020 ASHE National Conference General Liability Insurance Policy
- Revise the conference theme and logo to be more simplistic
- Transfer all Planning Committee documentation to SharePoint site
- Revise the DRAFT conference budget after feedback is received from NCC
- Refine conference action plan/schedule
- Revise sponsorship plan/strategy and implement
- Develop tentative conference agenda
- Select printing company for program book, design letterhead, and envelopes
- Compile list of potential exhibitors
- Compile list of potential sponsors
- Guest Programs – review and consider various tours and entertainers
- Hold next Planning Committee/Subcommittee Workshop on April 18, 2018



QUARTERLY REPORT

Outreach Committee

Committee Members

Frank Bronzo	Chair
Amanda Schumacher	Member
Tim Mathewes	Member
Leigh Lilla	Member
Sam Moody	Member

Quarterly Report Period

Winter 2017

Date

12/20/17

Meetings this Quarter		
1		
2	xx/xx/xx	x:xx pm

Members Attended

<input checked="" type="checkbox"/> XX	<input checked="" type="checkbox"/> XX	<input checked="" type="checkbox"/> XX
<input checked="" type="checkbox"/> XX	<input checked="" type="checkbox"/> XX	<input checked="" type="checkbox"/> XX

Upcoming Meetings		
1	01/10/18	12:00 PM
2		

Motions / Discussions	
1	<i>Budget</i>
2	
Highlights	
1	<i>First committee meeting set for January 10 2018</i>
2	
Challenges	
1	<i>Identifying champions in the regions</i>
2	

2017-2018 Goals / Actions

COMMITTEE GOAL #1	
Provide Vision and Direction to Regions	
1	Attend Conference calls Region Board meetings
2	Provide guidance , support to region executive board
3	Involve other National committees as needed to support regions
4	
Special Notes: XX	
a.	<i>Committee Chair for New Sections, Public Relations, Membership should be members of this committee</i>
b.	<i>Request Budget allowance for this committee</i>
c.	XX
d.	XX



QUARTERLY REPORT

Outreach Committee

COMMITTEE GOAL #2

Assist other Committees

1	Attend New Section Planning meetings. Recruiting meetings, chartering meetings
2	Spread Social media, distribute media packages, man booths at trade shows
3	Develop Real Win Worth message for ASHE
4	

Special Notes: XX

a.	<i>Need to understand other committee goals and tasks better to further refine goals</i>
b.	XX
c.	XX
d.	XX

COMMITTEE GOAL #3

Develop Champions in the Regions

1	Lead ASHE champions to help develop their vision
2	Provide guidance
3	Goal part <i>Goal action.</i>
4	Goal part <i>Goal action.</i>

Special Notes: XX

a.	XX
b.	XX
c.	XX
d.	XX

STRETCH GOAL

1	Increase membership by 10% in 2017-2018
2	ASHE organization highlighted in 2 National publications
3	Increase website and social media analytics, Twitter followers to 500, linkedin 500 followers
4	Add 2 new sections in 2017-2018

Special Notes: XX

a.	<i>sync with strategic plan</i>
b.	<i>Sync with other national committees goals and objectives</i>
c.	XX
d.	XX

2017-18 Budget Expenses: \$ 3,500.00

Total Expenses To-Date: \$ -



QUARTERLY REPORT

Outreach Committee

Current Budget Balance: \$ 3,500.00

Non-Budgeted Items to be Considered: *None at this time*

Respectfully Submitted,

Frank Bronzo
Outreach Committee Chair



Attachment 2: Region and Section Reports



REGION REPORTS

National Board Meeting – January 13, 2018

GREAT LAKES REGION

Stan Harris, P.E. & Frank Bronzo, P.E.

SECTIONS: Central Dacotah, Central Ohio, Circle City, Cuyahoga Valley, Derby City, Lake Erie, Northwest Ohio & Triko Valley

REGION

President:	Caroline Duffy	<u>143engineers@gmail.com</u>
Vice President:	Kirsten Bowen	<u>Knbowen@mbakerintl.com</u>
Secretary:	Jim Shea	<u>jshea@trcsolutions.com</u>
Treasurer:	Julie Burkert	<u>jburkert@msconsultants.com</u>

Activities:

Great Lakes Region held a Board Meeting on October 9, 2017. The following updates can be provided:

National Report – Stan Harris, Frank Bronzo and Greg Dutton briefed the Board on current National Board topics including:

- An ad hoc committee has been established to review ASHE National's financial stability. They've recommended that dues not be raised now, but may be raised in the future depending on the direction the organization takes once several of its key volunteer assistances retire.
- It is important for all sections to complete the PDH register. Great Lakes Region's participation was not 100% last year and will need to be in 2017.
- National is updating all Section and Region history for the 2018 National Conference 60th Anniversary. Jim Shea is working on updating the Region History.
- National is suggesting that all Sections has some sort of audit procedure in place. This is not currently a requirement but it is moving towards becoming on.
- National is working on developing a training packing for all sections to use for operations.

Committee Chairs

- Limited participation from Region Reps and Committee Chairs. Observations were noted that other Regions have more participation from their region reps. Stan Harris clarified the roles of the Region Reps is to enhance the understanding the Sections have of

business at the National level and to not necessarily take on additional responsibilities at the Region level.

- Budget & Audit – clarified that 990 submittal is a function of the Treasurer, committee is working on developing a budget and grant funds will be evaluated on an annual basis.
- Nominations – Great Lakes Board carried a motion to accept the nomination of Stan Harris for the position of Great Lakes Region National Director, discussion about coordination with Central Ohio regarding Frank O’Hare’s nomination and discussion related to award nomination being submitted directly to National.
- New Sections –Next focus will be Circle City (Caroline Duffy leading that effort)
- Regional POY – Regional Award was given out at OTEC Conference on 10/10/2017.

Operating Budget (As of 12/14/2017)		Membership (As of 12/14/2017)	
Starting Balance	\$7,498.84	Starting Membership	949
Revenue	\$ 350.00	Losses	22
Expenses	\$ 1,031.00	Gains	26
Ending Balance	\$6,817.84	Ending Membership (paid)	953

*listed membership is based on Section reports and includes Central Dacotah

Events scheduled during next quarter:

The next Great Lakes Region Board Meeting is tentatively scheduled for January 31, 2018. Likely via conference call.

Miscellaneous Items:

- Ongoing planning for the 2018 Conference is being conducted by the Lake Erie Section.
- Central Dachota indicated that board member Kevin Michael passed away

Bluegrass

President:	Kevin Damron	KDamron@Palmernet.com
Vice President:	Adam McLain	Adam.Mclain@Stantec.com
Secretary:	Jim Brannon	Jim_Brannon@GSPnet.com
Treasurer:	Jay Main	JMain@GRWinc.com

Activities:

The following is a summary of key activities for this quarter:

- October 2017; Bluegrass Section Quarterly Meeting, in concert with ASHE Derby City Section, with the Kentucky Transportation Cabinet
- November 2017; ASHE Day at the Downs event, Churchill Downs

<u>Operating Budget (As of 12/1/17)</u>	<u>Membership (As of 12/1/17)</u>
--	--

Starting Balance	\$1,812.06	Starting Membership	59
Revenue	\$1,505.02	Losses	0
Expenses	\$1,699.41	Gains	2
Ending Balance	\$1,617.67	Ending Membership (paid)	61

Central Dacotah

President: Alayna Gottsman agottzman@nd.gov
VP: Scott Whaley swhaley@tensarcorp.com
Secretary: Andrew Gottsman andrew.gottzman@bartwest.com
Treasurer: Mark Kvas mark.kvas@bartwest.com

<u>Operating Budget (As of 11/9/17)</u>		<u>Membership (As of 12/13/17)</u>	
Starting Balance	\$44,547.83	Starting Membership	101
Revenue	\$4446.16	Losses	0
Expenses	\$2814.77	Gains	0
Ending Balance	\$46,179.22	Ending Membership (paid)	101

Activities:

The following is a summary of key activities for this quarter:

- October 10, 2017: “Cold In-place Asphalt Recycling” – Dan Schellhammer – Midstate Reclamation & Trucking
- November 14, 2017: “3D Utility Mapping” – Phil Meis – Utility Mapping Services, Inc.
- December 12, 2017: Winter ASHE Member Social

Events scheduled during next quarter:

- January 16, 2018: “Pop up Pathways” – Wendy Van Duyne, LA – Bartlett & West, Inc.
- February 20, 2018: “Microsurfacing” – Tim Schulte, PE – Mayo Construction, Inc.
- March 13, 2018: TBD

Central Ohio

President: Tiffany Elchert TMElchert@TranSystems.com
1st Vice President: Emily Steva estva@msconsultants.com
2nd Vice President: Sean Oatman Sean.Oatman@ohm-advisors.com
Secretary: Mike Taricska Mike.Taricska@burgessniple.com
Treasurer: Mike Raubenolt mraubenolt@structurepoint.com

Activities:

The following is a summary of key activities for this quarter:

- Held luncheon at the Ohio Transportation Engineer's Conference (OTEC), which featured guest speaker (and ASHE National President) Greg Dutton
- Raised approximately \$3000 for ASHE scholarship funds during the annual Scholarship Dinner fundraiser, which was held in November.

YTD Operating Budget (As of 12/2017) (Includes Investment Accounts)		Membership (As of 12/17)	
Starting Balance	\$ 38,929.71	Starting Membership	188
Revenue	\$ 22,944.93	Losses	0
Expenses	\$ 17,617.38	Gains	5
Ending Balance	\$ 44,257.26	Ending Membership (paid)	193

Events scheduled during next quarter:

- Planning to hold a learn-to-curl event for ASHE Membership for January
- Planning to hold luncheon focusing on updates to the City of Columbus signals design standards.
- Planning to hold a highway cleanup – tentatively scheduled for February or March.
- Planning to hold a technical seminar in spring – date and topic to be determined.

Cuyahoga Valley

President:	Mike Garofalo	mikeg@beaverexcavating.com
Vice President:	Nick Loukas	nick.loukas@cantonohio.gov
Secretary:	Scott Basinger	smbasinger@starkcountyohio.gov
Treasurer:	Denny Flechtner	denny319@att.net

Activities:

The following is a summary of key activities for this quarter:

- 10/3/17 Tour of ADS facility in Wooster
- 12/7/17 Annual Holiday get-together

<u>Operating Budget (As of 12/4/17)</u>		<u>Membership (As of 12/4/17)</u>	
Starting Balance	\$7,391.13	Starting Membership	123
Revenue	\$489.50	Losses	0
Expenses	\$702.00	Gains	1
Ending Balance	\$7,178.63	Ending Membership (paid)	124

Events scheduled during next quarter:

- 1/18/18 Annual ASHE Forecasters Night with OCA
- 1/30/18 Canton Charge game
- 2/18 Engineer's Week Banquets in Canton, Akron

- 3/18 ASHE/NEOCE Billiards tournament
- 3/18 Outstanding Highway Projects Awards luncheon

Derby City

President: Tim Robinson TRobinson@grwinc.com
Vice President: Erica Albrecht Erica.Albrecht@hdrinc.com
Secretary: Brian Meade brian.meade@urs.com
Treasurer: Jonathan Berry jon.berry@burgessniple.com

Activities:

The following is a summary of key activities for this quarter:

- September 5, 2017—ASHE Derby City Board of Directors Meeting; Jade Palace
- November 17, 2017—ASHE Day at The Downs ; Churchill Downs
- November 28, 2017—ASHE Derby City Board of Directors Meeting; Jade Palace

<u>Operating Budget (As of 11/28/17)</u>		<u>Membership (As of 11/28/17)</u>	
Starting Balance	\$7,879.98	Starting Membership	85
Revenue	\$652.47	Losses	5
Expenses	\$1,939.19	Gains	0
Ending Balance	\$6,593.26	Ending Membership (paid)	80

Events scheduled during next quarter:

- January 5, 2018—ASHE Derby City Board of Directors Meeting; Jade Palace
- January/February, 2018—ASHE Derby City Chapter Meeting at Knights of Columbus; Speaker To Be Determined
- April 26, 2018—ASHE Derby City Project of the Year applicant Presentations; Knights of Columbus

Lake Erie

President: Jim Shea, P.E. JShea@trcsolutions.com
Vice President: Sean Milroy, P.E. smilroy@mbakerintl.com
Secretary: Kathy Johnson, P.E. kathy.g.johnson@hdrinc.com
Treasurer: Steve Gage, P.E. gagesj@pbworld.com

Activities:

The following is a summary of key activities for this quarter:

- September 27, 2017; (Attendance 128) ODOT Update with presenters Bob Weaver, Gery Noirot and Greg Kronstain of ODOT Districts 3, 4, & 12 who are the new Capital

Program Administrators (CPA's) in those districts. Event was held at the Holiday Inn Cleveland-South.

- ASHE Lake Erie advertised and attended the OTEC Luncheon hosted by ASHE Central Ohio on October 10, 2017 in Columbus, Ohio.
- October 24, 2017; (Attendance 89) Modernizing the Ohio Turnpike Presentation by Randy Cole, held at the Crowne Plaza Hotel. This was a joint meeting hosted by ACEC.
- December 5, 2017; (Attendance 75) ODOT's Transition to OpenRoads Designer presented by John Drsek and Mark McCloud of ODOT Office of CAD and Mapping Services. Event was held at the Holiday Inn-South Cleveland.
- November 15, 2017; Board meeting held at Baker offices. Twelve of twelve board members attended. Notable discussions included updates on scholarship and project of the year applications.

<u>Operating Budget (As of 11/30/17)</u>		<u>Membership (As of 12/11/17)</u>	
Starting Balance	\$12,246.10	Starting Membership	157
Revenue	\$14,997.25	Losses	0
Expenses	\$14,843.17	Gains	6*
Ending Balance	\$12,400.18	Ending Membership	163

*Six membership applications pending.

Events scheduled during next quarter:

- Joint Holiday Party – December 13
- County Engineers Panel Joint Meeting with ACEC – January
- IR 480 Bridge - February

Miscellaneous Items:

- Planning for 2018 National Convention continues.

Northwest Ohio

President:	Pete Bick	pjbick@aol.com
Vice President:	Tom Yurysta	tyurysta@proudfootassociates.com
Secretary:	Amy Zimmerman	azimmerman@dgl-ltd.com
Treasurer:	Richard Spino	rspino@manniksmithgroup.com

Activities:

The following is a summary of key activities for this quarter:

- 09/21/17 – John Greenhalge, Ohio State Board of Registration for Professional Engineers and Surveyors, Ethics and the new PDH requirements.
- 11/16/17 – Ray Luk, Mannik & Smith Group, McCord Rd. Roundabout Design and Construction

<u>Operating Budget (As of 12/15/17)</u>		<u>Membership (As of 12/15/17)</u>	
Starting Balance	\$5514.25	Starting Membership	46
Revenue	\$2435.00	Losses	0
Expenses	\$2435.97	Gains	0
Ending Balance	\$5513.28	Ending Membership (paid)	46

Events scheduled during next quarter:

- Next meeting January 2018 Speaker TBA

Triko Valley

President:	Vanessa Nghiem	Vanessa.nghiem@aecom.com
First Vice President:	Steve Mary	Steve.Mary@stantec.com
Secretary:	David Emerick	david.emerick@duke-energy.com
Treasurer:	Eric Kistner	eric.kistner@stantec.com

Activities:

The following is a summary of key activities for this quarter:

- September 26, 2017 General Membership Meeting
- November 7, 2017 Fourth Board of Directors Meeting
- November 14, 2017 General Membership Meeting-Ethics Presentation
- December 6, 2017 Holiday Party

<u>Operating Budget (As of 12/1/17)</u>		<u>Membership (As of 12/1/17)</u>	
Starting Balance	\$33,011.49	Starting Membership	190
Revenue	\$6,805.00	Losses	17
Expenses	\$7,469.79	Gains	12
Ending Balance	\$32,346.70	Ending Membership (paid)	185

Events scheduled during next quarter:

- January 9, 2018 First Board of Directors Meeting
- January 23, 2018 General Membership Meeting-Schramm Awards Project Presentation
- February 13, 2018 Second Board of Directors Meeting
- March 13, 2018 General Membership Meeting-Capital Improvement Program

Miscellaneous Items:

The Triko Valley section has added a November Ethics meeting to our schedule.

MID-ATLANTIC REGION - David Greenwood, P.E. & Roger Carriker, P.E.

Sections: Blue Ridge, Carolina Piedmont, Carolina Triangle, Chesapeake, Greater Hampton Roads, North Central West Virginia, Old Dominion, and Potomac

REGIONAL

The eight Sections in the Mid-Atlantic Region continued programs/events through the fall/winter of 2017. Normal meeting schedules for sections and the Region Board were held. Activities included technical sessions eligible for PDHs as well as holiday parties, golf tournaments, and other social events.

PDH requests and approvals are using the process the MA has been following for several years now which is consistent with the updated/current ASHE National PDH/CEU guidelines but includes Regional reviews (note that the Region will be considering changes to these extra reviews at our annual face-to-face meeting next spring). All Sections have been informed that ASHE is self-certifying and not registered with IACET nor RCEP.

The Mid-Atlantic Regional Board has been active during this quarter. Monthly board meetings (i.e. 11/03 and 12/08) were held using the ASHE National conference call number. Planning is progressing on planning for our spring technical seminar. Investigations continued on the viability and means to initiate a new section in South Carolina; some contacts are being strengthened with possible sponsors in Columbia and Charleston. When this issue takes shape, we will ensure that the National New Sections Committee is involved (and conferred with).

An important event for this quarter was a Board Meeting devoted to the financial side of ASHE. Our National Treasurer, Frank O'Hare, made himself available on 11/3/17 for questions from not only Board members but from officers from many of our Sections. Needless to say it instilled an active discussion and covered a broad range of issues of great interest to our leaders; everything from putting our Section names on checks to keeping the IRS happy. We're not accountants, yet but we have a better understanding of when to ask for help. Hopefully this forum will encourage Sections and the Region to reach out to National with additional questions in this area of interest in the future as they arise (e.g. 501 c 6, donations, 990's, etc..)

Scholarships continued to be awarded by the Sections and a summary of scholarships for each section is included in the section reports. We hope to summarize this information for CY 2017 for transmittal to National in early 2018.

It is our understanding that all eight (8) Sections in the Region submitted assessments for the year. Membership list reconciliation continues with several of the Sections and they will continue to work with the National Secretary and database committee to that end. The Regions submitted nomination information to the national nominating committee as requested by the 12/1/2017 deadline. We continue to discuss as a Region potential candidate projects for the National project of the year and will submit any (up to two nominations) by the 1/10/18 and 2/28/2018 deadlines. We also continue to advocate Sections to submit articles (and sponsorship) to the scanner committee for the quarterly publication. The Region will work on assembling current copies of the Sections' bylaws as we move into 2018. The Region and Sections continue to try to utilize the ASHE cloud for storage of and making available information that we all can/will benefit from (this is an ongoing effort) having access to.

We continued to try to provide updated information to/from each other and then in turn to National as it relates to Section officers, Section and Regional Histories, etc. Leadership in several of the Sections has changed so the Region will continue to work on updated “lists” as we continue into the second half of the ASHE FY 2017-2018 and provide National this information for their use and posting on the National web site. This is an ongoing effort and is taking slightly longer than anticipated.

We will continue to provide our members opportunities for participation and leadership roles in ASHE at the regional level through membership on the Board as well as on active and important regional committees. Through these activities, we hope to retain the energetic leadership from the Section level and be able to grow our members’ contribution through the Regional and ultimately National levels.

Regional Financial activities during the period

There was no financial activity through this reporting period. For the fourth quarter (Oct - Dec) report, the balance in the Region’s checking account is \$50,432.92.

Blue Ridge

Activities:

The following is a summary of key activities for this quarter:

October 2017

- Annual Scholarship Golf Tournament
 - 2018 Strategic planning meeting held October 31, 2017
- November
- Membership meeting November 28, 2017, Slow Down, Move Over Rally planning for June 2018

Other:

- Currently have no student chapters in the Section. Some interest was expressed by Virginia Tech. No champion designated from current membership.
- Scholarships awarded to students at the following Universities during CY 2017: Virginia Tech and Bluefield State College.

Operating Budget (as of 12/19/17)	
Starting Balance	\$9,829.35
Revenue	\$995.00
Expenses	(\$2,277.27)
Ending Balance	\$8,547.08
Scholarship \$ awarded in CY 2017	\$3,500.00

Membership (as of 12/19/17)	
Starting Membership	78
Gains*	11
Losses*	11
Current Membership	78
Student members (estimated)	0

* since 5/31/17

Carolina Piedmont

Activities:

The following is a summary of key activities for this quarter:

Past Period:

- Sporting Clays – Oct. 26th
- Board Meeting December 5th

Upcoming Meetings:

- Local Speaker Meeting – Feb. 21
- Social Activity – Mar. 21
- Local Speaker Meeting – Apr. 18
- Scholarship Golf Tournament – May TBD

Other:

- Currently have 0 student chapters in the Section. Universities include: University of North Carolina at Charlotte
- Scholarships awarded to students at the following Universities during CY 2017: 0 University of North Carolina at Charlotte

<u>Operating Budget</u> (as of 12/10/2017)		<u>Membership</u> (as of 11/30/2017)	
Starting Balance	\$20,389.77	Starting Membership	77
Revenue	\$12,307.97	Losses (Transfer/Dropped)	0
Expenses	\$10,325.08	Gains	0
Ending Balance	\$22,372.66	Ending Membership	77
Scholarship \$ awarded in CY 2017	\$0	Student members (estimated)	0

Carolina Triangle

Activities

The following is a summary of key activities for this quarter:

- September 28, 2017 – Board of Directors Meeting major topics discussed were:
 - Previous Board Meeting Minutes approved.
 - Membership update – 210 renewals, 12 new members
 - Century Club Membership – 36 as of September 28th
 - Recent financial report (as of September 28, 2017) was reviewed with the highlights as shown below:
 - Cash Balance = \$16,971.12
 - Mutual Fund Balance = \$9,269.15
 - Scholarship Fund Balance = \$28,197.58
 - Newsletter Committee working on Fall newsletter to be sent out in November
 - LinkedIn page has been made for the Section
 - Planning ongoing for Fall Technical Seminar on November 9th
 - Legislative updates regarding NCDOT's large cash balance, accelerated project delivery process, increase in annual Highway Lettings, increase in design outsourcing, and more
 - Planning ongoing for 2020 National Conference in Raleigh, NC
 - 2017/2018 FY Budget Approved
 - Dinner Meeting followed:

- Presentation by PCL Construction regarding the Bonner Bridge Replacement Project in the Outer Banks
- November 9, 2017 – Fall Technical Seminar
 - Event sold out with 70+ attendees
 - Will look for larger venue next year so registration cap will be higher
 - Offered 3.5 PDHs
 - Included two presentations from NCDOT:
 - Exploring the NCDOT OpenRoads CONNECT Workspace
 - Update from the NCDOT Project Management Unit
- November 9, 2017 – Board of Directors Meeting major topics discussed were:
 - Previous Board Meeting Minutes approved.
 - Membership update – 224 total members
 - Century Club Membership – 39 as of November 9th
 - Recent financial report (as of May 11, 2017) was reviewed with the highlights as shown below:
 - Cash Balance = \$17,740.54
 - Mutual Fund Balance = \$9,269.15
 - Scholarship Fund Balance = \$28,198.50
 - Fall Interchange Newsletter sent out to the Section and posted online
 - Winter Social Event planned for January 2018: Carolina Hurricanes hockey game
 - Planning ongoing for 2020 National Conference in Raleigh, NC
 - Next board meeting: January 25th, 2018
 - Dinner Meeting followed:
 - Presentation from NCDOT regarding ramp-metering project on a corridor of I-540 in Raleigh, NC

Other:

- Currently have 1 student chapter in the Section: North Carolina State University
- Scholarships awarded to students at the following Universities during FY 2017: North Carolina State University and University of North Carolina Charlotte

<u>Operating Budget</u> (as of 12/01/2017)		<u>Membership</u> (as of 12/01/2017)	
Starting Balance	\$ 31,965.46	Starting Membership	220
Revenue	\$ 11,447.87	Losses (Transfer/Dropped)	0
Expenses	\$ 5,139.25	Gains	4
Ending Balance	\$ 38,274.08	Ending Membership	224
Scholarship \$ awarded in FY 2017	\$ 6,000	Student members (estimated)	24

Chesapeake

Activities:

The following is a summary of key activities for this quarter:

- Chesapeake Board of Directors meetings
 - October 10, 2017
 - Approved 2017-2018 budget
 - Committee Reports

- November 7, 2017
 - Recapped the October 17, 2017 Traffic meeting
 - Prepared for November 21, 2017 Planning meeting
 - Committee Reports
- December 12, 2017
- October:
 - October 1, 2017 – American Diabetes Assoc. Step out and Walk Event
 - October 17, 2017 – Traffic technical sessions and dinner meeting
- November:
 - November 21, 2017 – Planning technical sessions and dinner meeting

Other:

- Currently have 2 student chapters in the Section. Universities include: University of Maryland and Morgan State University.
- Scholarships awarded to students at the following Universities during CY 2017: University of Maryland, Morgan State University, and Johns Hopkins University.

<u>Operating Budget (as of 11/7/2017)</u>	
Starting Balance	\$50,776.41
Revenue	\$11,813.00
Expenses	\$(5,243.00)
Ending Balance (as of 8/1/17)	\$57,346.41
Scholarship \$ awarded in CY 2017	\$9,000

<u>Membership (as of 10/1/2017)</u>	
Starting Membership	229
Losses (Transfer/Dropped)	0
Gains	21
Ending Membership	250
Student members (estimated)	10

Greater Hampton Roads

Activities

The following is a summary of key activities for this quarter:

- September 19, 2017 - Board meeting and Member meeting at the Westin in Virginia Beach. The meeting topic was “VDOT SmartSCALE” and was presented by VDOT and HDR.
- November 21, 2017 – Member meeting at the Westin in Virginia Beach. The meeting topic was “Motivating Employees” and was presented by VDOT.
- November 28, 2017 – Board meeting was held via Skype.
- Treasurer gave their report, approximately \$20,605 in bank.
- A follow-on Board meeting will be held on December 12, 2017.
- Tentative general meeting for January 16th with VDOT presenting six-year plan.
- Discussed potential March and April general meeting topics.
 - VPA Phase II Virginia International Gateway project.
 - ACOE’s role in transportation projects.
 - ITS/Tolling.
 - High Rise Bridge.
 - DB projects from a contractor’s perspective.

- VDOT canceled the Transportation Outreach event for High School Students that was scheduled for November 2017. Looking for other education outreach opportunities to utilize the \$850 donated by ASHE National.
- Sponsorships – we have \$12,700 in sponsorships.

Upcoming Events:

- December 12, 2017– Board meeting
- January 16, 2017 – Member meeting with VDOT presenting “Six Year Plan”.

Other:

- Currently have no student chapters in the Section.
- One Scholarship was awarded to Andrew Bunn at Old Dominion University during CY 2017.

Operating Budget (as of Dec 1, 2017)	
Starting Balance (8/25/17)	\$15,510.04
Revenue	\$12,270.00
Expenses	-\$7,174.37
Ending Balance (12/1/17)	\$20,605.67
Scholarship \$ awarded in CY 2017	\$4,000.00

Membership (as of Dec 1, 2017)	
Starting Membership	100
Losses	0
Gains	1
Ending Membership	101
Student members (estimated)	0

North Central West Virginia

Activities:

The following is a summary of key activities for this quarter:

- October 06, 2017 – NCWV ASHE Golf Outing
 - Location: Bel Meadow Country Club
- October 12, 2017 – Lunch and Learn
 - Speaker: Foster Supply, Inc
 - Topic: Concrete Mat/Flex-A-Mat
 - Location: Bridgeport Conference Center
- November-December, 2017 – No Activity

Other:

- Currently have 0 student chapters in the Section. Universities include: N/A
- Scholarships awarded to students at the following Universities during CY 2017: Various Univ.

Operating Budget (as of 6/07/17)	
Starting Balance	\$ 7,846.36
Revenue	\$ 7,703.64
Expenses	\$ 2,928.61
Ending Balance	\$ 12,621.39
Scholarship \$ awarded in CY 2017 (April-August)	\$4,500

Membership (as of 6/07/17)	
Starting Membership	53
Gains	0
Losses	2
Ending Membership	51
Student members (estimated)	0

Old Dominion

Activities

The following is a summary of key activities for this quarter:

- Board of Directors' meeting Date: September 27, 2017 Location: VDOT Central Office Annex Building- 12th Floor Construction Division
- Technical Session Topic: Full Depth Reclamation Date: October 5, 2017 - 12-1 pm Location: VDOT Central Office Auditorium
- 8th Annual Scholarship Golf Tournament Date: October 11, 2017 Location: Birkdale Golf Club
- Board of Directors' meeting Date: November 8, 2017 Location: Timmons Group 1001 Boulders Parkway, Suite 300
- 2017 Holiday Social Date: January 18, 2018 Location: VDOT Central Office Auditorium

Other:

- Currently have no student chapters in the Section.
- Two scholarships awarded to students pursuing engineering at the following: J. Sargeant Reynolds Community College & John Tyler Community College

Operating Budget (as of 12/31/17)	
Starting Balance	\$ 19,793.90
Revenue	\$ 2,975.03
Expenses	\$ 5,812.83
Ending Balance	\$ 16,956.10
Scholarship \$ awarded in CY 2017	\$7,000

Membership (as of 12/31/17)	
Starting Membership	91
Gains	1
Losses	0
Corrections	0
Ending Membership	92
Student members (estimated)	0

Potomac

Regional Directors Quarterly Report (October 2017 through December 2017)

The following is a summary of key activities for this quarter:

- 09/30/2017 – Young (and young at heart) Member Event – This was our first planned hiking event at Great Falls Park in Virginia and had 10 people register and participate in the outing.
- 10/18/2017 – We held our annual VDOT/ASHE joint meeting at the NOVA District headquarters. Key VDOT leadership spoke about their respective areas and how ASHE membership had helped VDOT. We had 136 registrants for the meeting.
- 11/8/2017 – We held our monthly dinner meeting and our guest speaker was Executive Director Ms. Monica Backmon from the Northern Virginia Transportation Authority (NVTa). She spoke on how projects are funded through NVTa, how the NVTa jurisdictions work together and the updates on area projects. We had 75 persons in attendance.
- 12/8/2017 – Potomac Section's Annual Holiday Party. This year the Potomac Section board opted for the tried and tested Trivia Night. In addition to Trivia, the evening hosted multiple mini games (cornhole, darts, forehead cookie game

and mini golf) prior to dinner. The evening was a great success and we had a total of 59 members and guests attend the party.

Operating Budget (as of 11/30/2017)	
Starting Balance (5/31/17)	\$36,109.65
Revenue	\$14,116.42
Expenses	(\$14,553.26)
Ending Balance	\$35,672.81

Membership (as of 12/8/2017)	
Starting Membership	229
Losses	53
Gains	15
Corrections	0
Ending Membership (Paid)	191

Events scheduled during next quarter:

- January – Young Member Ice Skating Event
- 2/7/2018 – Monthly meeting with guest speaker Bill Cuttler (VDOT)
- 3/14/2018 – Monthly meeting with guest speaker Jeff Southard (VTCA)

Miscellaneous Items

- Breakfast Board Meetings – Held on October 12th and November 27th at the Silver Diner in Fairfax, VA. Discussed financials, programs, PDHs, newsletter, webpage, membership, younger member events, summer field trip, ASHE annual baseball outing, Scholarship and Golf Tournament.
- Further refining Potomac director duties/responsibilities to be more efficient and impactful.
- Developing an action plan for creating Student Chapters at local colleges (will start with George Mason University)

NORTH CENTRAL REGION

SECTION: Central Dacotah

Covered Under Great Lakes Region at This Time

NORTHEAST REGION – Brian Krul, P.E., Michael Hurtt, P.E. & Donato Di Zuzio (Reported by Richard Cochrane)

SECTIONS: Albany, Altoona, Central New York, Clearfield, Delaware Valley, East Penn, First State, Franklin, Harrisburg, Long Island, Mid-Allegheny, New York Metro, North Central New Jersey, North East Penn, Pittsburgh, Southern New Jersey, Southwest Penn, Williamsport

Region

- The Northeast regional Board of Directors met by teleconference on November 29, 2017
- Nominations for various National positions and honorary awards were solicited and evaluated.
- The region has a balance of \$12,775.25, with no expenses and no income for the quarter.
- The region has been using WebEx for Board of Directors' meetings, except for one meeting per year as part of the National Conference. The region authorized purchases of

a webcam for those desiring a camera for ASHE meetings. One has been purchased so far.

- Richard Cochrane, Secretary, is serving as the Region's webmaster. The region's web site is active and up-to-date.

Albany

Activities:

The following is a summary of key activities for this quarter:

- September 26, 2017: **Annual Dinner** was held at Wolfs 1-11, Colonie, NY. Mr. Ronald Epstein, NYSDOT Assistant Commissioner of Policy & Planning/CFO for the New York State Department of Transportation, is the keynote speaker. The Albany Section swore in new board members and also award two, \$500 Scholarships
- October 24-26, 2017: Sponsored 2017 Statewide Conference on Local Bridges, Syracuse, NY.

<u>Budget (As of 11/30/17)</u>		<u>Membership (As of 09/30/17)</u>	
Starting Balance (04/30/17)	\$14,467.22	Starting Membership	103
Income	\$-	Members – New	0
Expenses	(\$-)	Members - Dropped	0
Ending Balance	\$14,890.17	Members - Reinstated	0
		Ending Membership (paid)	103

Upcoming Events:

- December 6, 2017: Co-Sponsor for **Holiday Social Gathering** benefiting the US Marine Corps' Toys-for-Tots campaign; Brown's Brewery, Troy, NY.
- January 13, 2018: **Capital City Future City Competition**, co-sponsored by the ASHE Albany Section; The Armory at Sage College, New Scotland Avenue, Albany, NY.
- February 15 & 16, 2018: **Engineer's Week** (ASHE Albany Section sponsors a booth); Albany Marriott, 189 Wolf Road, Albany, NY.
- March 2018: **Membership Meeting** with PDH; Location TBD.
- April 2018: **Membership Meeting** with PDH; Location TBD.
- May 2018: **Membership Meeting** with PDH; Location TBD.
- June 2018: **Albany Section's 8th Annual Golf Outing** at Van Patten Golf Course in Clifton Park

Altoona

Activities:

The following is a summary of key activities for this quarter:

- September 27, 2017: Flight 93 Tour & Dinner
- October 11, 2017: Roadway Safety & ASHE Altoona's 55th Anniversary Dinner Presentation at Jethro's Restaurant
- November 17, 2017: Rocky Gap Bus Trip
- December 13, 2017: Holiday Dinner / Social Event at the Germantown Winery

<u>Operating Budget (As of 12/13/2017)</u>		<u>Membership (As of 12/13/2017)</u>	
Starting Balance (8/16/17)	\$22,265.30	Starting Membership (8/16/2017)	195
Revenue	pending	Losses	- 4
Expenses	pending	Gains	+10
Ending Balance (12/13/17)	pending	Ending Membership (paid)	201

Events scheduled during next quarter:

- January 17, 2018: Dinner Presentation
- February 21, 2018: Dinner Presentation at UPJ (joint event with ASHE Mid-Allegheny Chapter)
- March 21 2018: Tour - TBD
- April 2018: ASHE PennDOT District 9-0 Workshop
- May 23, 2018: Annual Banquet and Awards
- July 9, 2018: Annual Section Golf Outing at Scotch Valley Country Club

Miscellaneous Items:

- The Altoona Section is in the process of adopting a new route for Adopt-a-Highway. It is anticipated this new route will be approved to resume AAH activities in the spring of 2018.

Central New York

Activities:

The following is a summary of key activities for this quarter:

<u>Operating Budget (As of 12/1/2017)</u>		<u>Membership (As of 3/1/17)</u>	
Starting Balance (7/1/2017)	\$10,097.26	Starting Membership (7/1)	49
Revenue	\$ 280.00	Losses	0
Expenses	\$ 2,300.00	Gains	0
Ending Balance	\$8,147.26	Ending Membership (paid)	49

Events scheduled during next quarter:

- December 5, Board of Directors meeting.
- December 12, Holiday Social w/ ITE & ASCE (Syracuse)
- February TBD, Board of Directors Meeting

- February TBD ; Technical Meeting

Clearfield

Activities:

September

The September event consisted of a tour of the Potters Mills Gap Project in Centre County. The purpose of the Potters Mills Gap project is to improve safety, reduce congestion, and alleviate access concerns along the section of Route 322 from the Centre County/Mifflin County line to west of the Route 322/Route 144 intersection at Potters Mills.

For construction purposes, the PMG project has been divided into three construction sections (B04, B05 and B06). Section B04, a new bridge over Route 322 was completed in September 2015. Section B05 is currently under construction and will complete the Sand Mountain Road Interchange. Section B06 will extend the four-lane limited access Route 322 to a new interchange west of Potters Mills and will provide a local access road from Potters Mills to Sand Mountain Road. Section B06 construction will begin in 2018.

Our tour guides for this event were Karen Michael, PennDOT and Greg Sidorick, PennDOT. Forty-five (45) people were in attendance for the tour, followed by dinner at Duffys Tavern in Boalsburg on 09.21.2017.

October

The October dinner meeting featured a presentation for Liberty Bridge Event: Response Evaluation for Jacking Operations and Ratings. On September 2nd, 2016, a fire occurred on the Liberty Bridge in Pittsburgh, PA, that resulted in a severely damaged bottom compression chord member. As part of the emergency response, a global 3D analysis of the bridge was performed to evaluate the capacity of the members. The analysis results were combined with calculated capacities and field measurements of strain and displacement to produce real time ratings of the main trusses before jacking. Based on the results, the bridge was reopened to traffic following jacking operations. Additional rating calculations were performed after removal of the jacking frame and the final repairs of the bottom lateral bracing system.

Our presenters are Andrew Adams, PE and Nohemy Galindez, PhD, PE of Modjeski and Masters. Mr. Adams has worked on a variety of rehabilitation, design and emergency response projects. Dr. Galindez has been focused in the analysis and design of bridge structures, including stability analysis of arch bridges and redundancy analysis of fracture critical members. Forty-one (41) people were in attendance for the meeting at Lettermans in State College on 10.19.2017.

November

The November dinner meeting featured a presentation for Bridges to Prosperity (B2P) Penn State Chapter and the opportunity to build a suspension bridge in Kumusenyi, Rwanda. This bridge will serve about 8500 people in the communities of Gitega and Ryakanimba. These rural communities are isolated during 5 months of the year and the footbridge provides safe access to schools, health care centers and jobs.

Our B2P presenters were: Jillian Foster – Corporate Fundraising Manager; Samantha Devens – Fundraising Manager; Christopher Bonczak – Rwanda Travel Team Member 2017; Abby Cowser – Rwanda Travel Team Member 2017; Gracie Daigle – President, Rwanda Travel Team Member

2017. Thirty-seven (37) people were in attendance for the meeting at Duffys in State College on 11.09.2017.

December

The Section does not meet during the month of December because of impending holiday schedules. Scholarship information and applications will be distributed in the month of December.

Operating Budget and Membership:

<u>Operating Budget (As of 10.17.2017)</u>		<u>Membership (As of 10.17.2017)</u>	
Starting Balance	\$ 20,722.76	Starting Membership	193
Revenue	\$ 24,797.00	Losses	3
Expenses	\$ 20,876.91	Gains	0
Ending Balance	\$ 24,642.85	Ending Membership	190

Upcoming Events:

Date	Event	Location
01.18.2018	Holiday Gathering	Clearfield
02.15.2018	District 2-0/Political Update	Clearfield
03.15.2018	I-95 Corridor	State College

Milestones:

- Trending Membership Increases

Delaware Valley

Activities:

The following is a summary of key activities for this quarter:

- September 20, 2017 – Board Meeting and Dinner Meeting – Mr. Ken McClain – PennDOT District 6-0 District Executive
- October 18, 2017– Board Meeting and Dinner Meeting –Adams Avenue over Tacony Creek Rehabilitation
- November 8, 2017 – Wetland and Waterway Permitting in PA
- November 8, 2017 – Board Meeting and Dinner Meeting – Bridge Roll In PA Turnpike NB-355
- December 7, 2017 – Younger Member Forum Happy Hour

<u>Operating Budget (As of 12/17)</u>	<u>Membership (As of 12/17)</u>
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Starting Balance	\$72,000	Starting Membership	351
Revenue	\$67,000	Losses	3
Expenses	\$39,000	Gains	0
Ending Balance	\$101,000	Ending Membership (invoiced)	348

Events scheduled during next quarter:

- January 17, 2018 – Board Meeting and Dinner Meeting – Scudder Falls Bridge Update
- February 21, 2018 – Board Meeting and Dinner Meeting – Grays Ferry Swing Bridge/ SR Trail
- February 21, 2018 – Technical Session – Safety Session (trenches, exposure, contaminated sites)
- March 21, 2018 – Board Meeting and Dinner Meeting – I-95 Capping Project Update

Miscellaneous Items:

- Edition No. 2 of the Section Newsletter was sent out October 30, 2017.
- Applications for Project of the Year and Scholarships are being reviewed.
- A total of 26 firms are registered to participate in the section sponsor program (DVSP). The program allows firms to advertise in the section newsletter and website.
- The section held our semi-annual Adopt a Highway cleanup day in conjunction with the local ASCE section on October 29, 2017.
- The section is nominating Alexa Harper for Young Engineer of the Year and John Pierce as Engineer of the Year for Delaware Valley Engineers Week.
- The section continues to coordinate with the local universities to setup and maintain student chapters. Chapters have been established at Widener University and Temple University. Student member events held at Widener University and Temple University. Efforts are being made to establish sections at Villanova University and Drexel University.
- The section is in the process of developing a manual which will contain committee chair responsibilities.

East Penn

Activities:

The following is a summary of key activities for this quarter:

- Date: September 27, 2017
Location: Hotel Bethlehem (Bethlehem, PA)

**‘Pennsylvania Turnpike Commission Update w/ Mark Compton’
‘Officers/Board of Directors Meeting’**

- Date: November 2, 2017
Location: The Hamilton (Allentown, PA)
‘Happy Hour and Membership Drive’
- Date: November 8, 2017
Location: Project Site and The Copperhead Grille (Allentown, PA)
‘Fullerton Avenue Interchange/US Route 22 River Bridge Site Tour’
- Date: November 29, 2017
Location: The Hamilton (Allentown, PA)
‘Officers/Board of Directors Meeting’ (Officers/Board of Directors Only)

<u>Operating Budget (As of 11/30/17)</u>		<u>Membership (As of 11/30/17)</u>	
Starting Balance (09/07/17)	\$29,906.79	Starting Membership (09/07/17)	108
Revenue	\$11,858.34	Losses	0
Expenses	\$7,392.49	Gains	6
Ending Balance (11/30/17)	\$34,372.64	Ending Membership (11/30/17)	114

Events scheduled during next quarter:

- Date: December 12, 2017
Location: Sands Casino Resort (Bethlehem, PA)
‘Holiday Celebration w/ Silent Auction Benefiting the Sixth Street Shelter’
- Date: February 2, 2017
Location: PPL Center (Allentown, PA)
‘Winter Hockey Night Outing’ (Joint Meeting w/ ASCE-LV)

First State

Activities:

The following is a summary of key activities for this quarter:

- **October 19, 2017** – Dr. Edgar Small’s experience with International Construction
- **November 16, 2017** – Update on current progress of construction on DelDOT’s US 301 Project
- **December 8, 2017** – Annual Christmas Gala

<u>Operating Budget (As of 12/1/17)</u>		<u>Membership (As of 12/8/17)</u>	
Starting Balance	\$ 11,348.88	Starting Membership	139
Revenue	\$ 27,825.00	Losses	0

Expenses	\$ 18,590.00	Gains	3
Ending Balance	\$ 20,583.88	Ending Membership (paid)	142

Events scheduled during next quarter:

- **January 18, 2018** – Panel discussion on Erosion and Sediment control issues
- **February 15, 2018** – DelDOT Chief Engineer, Rob McCleary, speaking on status of Wilmington and US 113 Corridor Projects
- **March 22, 2018** – Project of the Year Awards

Miscellaneous Items:

- Student Chapter Resumé Book was distributed to our membership.

Milestones:

The following is a summary of key milestones for this quarter:

- Nothing to report this quarter

Franklin

Activities:

The following is a summary of key activities for this quarter:

- September 8, 2017
Section Golf Outing at Wanango Golf Club in Reno, PA (59 attendees)
- October 4, 2017
Section Board Meeting
- October 17, 2017
Meeting held at Hunter Station in Tionesta, PA. Presentation by Dewberry Engineers (58 attendees)

<u>Operating Budget (As of 12/24/17)</u>		<u>Membership (As of 12/24/17)</u>	
Starting Balance (9/12)	\$7,167.12	Starting Membership (6/1)	156
Revenue	\$5,994.58	Losses	0
Expenses	\$8,726.93	Gains	0
Ending Balance (12/24)	\$4,434.77	Ending Membership (9/11)	156

Events scheduled during next quarter:

- January 4, 2018
Section Board Meeting
- January 23, 2018
Section Meeting at Station 3 Fire Hall in Conneaut Lake, PA. Presentation by Bill Petit, PE PennDOT D-1
- February 20, 2018

Section Meeting at The Crane Room in New Castle, PA

Harrisburg

Activities:

The following is a summary of key activities for this quarter:

- Sept 28, 2017 – Project Tour – I-83 Exit 18 Mount Rose Ave Interchange Reconstruction
- Oct 9, 2017 – Dinner Meeting – I-83 Exit 4 Diverging Diamond Project Update
- October 17, 2017 – Adopt-a-Highway Trash Pick-Up
- Nov 6, 2017 – Lunch Meeting – PTC Accelerated Bridge Project on the Northeast Extension
- Dec 4, 2017 – Lunch Meeting – Michael Keiser, P.E., District Executive District 8-0

<u>Operating Budget (As of 11/30/17)</u>		<u>Membership (As of 12/1/17)</u>	
Starting Balance	\$106,178.19	Starting Membership	425*
Revenue	\$16,461.61	Losses	33
Expenses	\$24,867.56	Gains	5
Ending Balance	\$97,772.24	Ending Membership (paid)	397*

*Section Roster and National Roster Need to be Rectified

Events scheduled during next quarter:

- Jan 8, 2018 – Dinner Meeting – PTC's Accelerated Bridge Construction Program
- Feb 5, 2018 – Lunch Meeting – PennDOT Secretary Leslie Richards
- Mar 5, 2018 – Lunch Meeting – CSVT Project Update

Mid-Allegheny

Activities:

The following is a summary of key activities for this quarter:

- September 14, 2017: Dinner Meeting – Matt Macey, P.E.; CDR Maguire; SR 0136 ABC Bridge Replacement Project. Recognition and celebration of our Sections 30th year anniversary.
- November 9, 2017: Dinner Meeting – Paul Koza, P.E.; Assistant District Executive of Construction, PennDOT District 10; Lessons Learned from 2017 Construction Projects.

<u>Operating Budget (As of 9/01/17)</u>		<u>Membership (As of 9/01/17)</u>	
Starting Balance (9/1)	\$14,109.84	Starting Membership (9/1)	130
Revenue	\$16,037.99	Losses	0

Expenses	\$11,592.06	Gains	1
Ending Balance	\$18,855.77	Ending Membership (paid)	131

Events scheduled during next quarter:

- January 11, 2018: Dinner Meeting – John McCombie, P.E.; Assistant Bridge Engineer, PennDOT District 10 and John Kennelly, P.E.; Project Manager at HDR; SR 0322 Day Bridge over I-80.

Miscellaneous Items:

- 2018 ASHE Mid-Allegheny Outstanding Highway Engineering Award Applications to be distributed.
- 2018 ASHE Mid-Allegheny Scholarship Applications are available on-line.

Milestones:

The following is a summary of key milestones for this quarter:

- No applicable milestones for this quarter.

Long Island

Activities:

October 10, 2017: Continuing education presentation and dinner on the Belt parkway project.

<u>Operating Budget (as of 9/1/17)</u>		<u>Membership (As of 9/1/17)</u>	
Starting Balance	\$6,000.29	Starting Membership	45
Revenue	\$4,160.00	Losses	
Expenses	\$3,363.32	Gains	18
Ending Balance	\$6,796.97	Ending Balance (paid)	63

Events scheduled during next quarter:

December 5, 2017: Continuing education presentation and dinner on horizontal direction drilling.

Miscellaneous Items:

Membership from 2016 was maintained due to the section's delay in submitting / resolving current membership. There will be a reduction in membership showing up in 2018.

New York Metro

Activities:

The following is a summary of key activities for this quarter:

- Board Meetings on 9/12, 10/10 and 11/14/2017
- Presentations at club 101
 - 9/19 NYCEDC BQX Project
 - 10/17 NYS Bridge Authority
 - 11/21 NJ Transit

Operating Budget (As of 11/30/2017)		Membership (11/30/2017)	
Starting Balance (6/1)		Starting Membership (6/1)	
\$38,174.95			170
Revenue		Losses	12
\$46,770.43			
Expenses		Gains	0
\$54,211.61			
Ending Balance		Ending Membership (paid)	
\$30,733.77			158

Events scheduled during next quarter:

- Presentations at club 101
 - 12/19/17 Holiday Party
 - 1/23/18 NYCDDC
 - 2/20/18 NYSDOT

North Central New Jersey

Activities:

The following is a summary of key activities for this quarter:

- October 12, 2017; Membership Meeting, Delaware River – Turnpike Toll Bridge Emergency Repair Project.
- November 9, 2017; Membership Meeting, NJDOT I295-I76 and Rt. 42 Direct Connect Project.
- December 14, 2017; Membership Meeting, GSP Interchange 9,10 & 11 Grade Separation Project.

Operating Budget (As of 12/11/17)		Membership (As of 12/11/17)	
Starting Balance (09/01/17)	\$73, 780.28	Starting Membership (09/01/17)	178
Revenue	\$20, 225.00	Losses*	47
Expenses	(\$16,924.80)	Gains	9
Ending Balance	\$77, 080.48	Ending Membership (paid)	140

- Dropped for non-payment of dues for the last 2 years.

Events scheduled during next quarter:

- January 11, 2018; Membership Meeting, PANYNJ, New Goethals Bridge, joint meeting with ASCE.
- February 8, 2018; Two-hour Ethics Presentation.
- March 8, 2018; DRTJBC Scudders Falls Bridge.

Miscellaneous Items:

- Scheduled to award 2018 Scholarships on January 11th in the amount of \$14,500.
 - \$11,000 to Engineering Students.
 - \$3,500 to Member Child.
- January 13, 2018; Future Cities Competition at Liberty Science Center, volunteering and sponsoring a booth.

North East Penn

Activities:

The following is a summary of key activities for this quarter:

- 10/10/2017; Dinner Meeting at Colarusso's Restaurant: topic is the Vine Street Project, Philadelphia
- 11/14/2017; Dinner Meeting at Colarusso's Restaurant: topic is Marcellus Shale
- 12/2017; Board of Director's Meeting: day TBD.

<u>Operating Budget (As of 12/05/17)</u>		<u>Membership (As of 12/05/17)</u>	
Starting Balance (12/1)	\$29,568.39	Starting Membership (04/17)	126
Revenue	\$27,925.31	Losses	0
Expenses	\$14,097.92	Gains	3
Ending Balance	\$43,395.78	Ending Membership (paid)	129

Events scheduled during next quarter:

- 01/09/2018; Dinner Meeting at Colarusso's Restaurant: topic is the SR 29 Slide Project in Susquehanna County, presenter is Frank Eells, Gannett Fleming
- 02/13/2018; Dinner Meeting at Colarusso's Restaurant: topic is the Wayne County Bridge replacement over Wangum Falls, presenter is Dominic Yannuzzi, Benesch
- 03/08/2018; Joint Meeting with East Penn and Delaware Valley Sections, with George Roberts (PennDOT District 4-0 Executive), Michael Rebert (PennDOT District 5-0 Executive), and Kenneth McClain (PennDOT District 6-0 Executive) as speakers, at Kalahari Resort

Miscellaneous Items:

- North East Penn Section, along with the East Penn and Delaware Sections, are pursuing/proposing to host the ASHE National Convention in 2021.

Pittsburgh

Activities:

The following is a summary of key activities for this quarter:

- Adopt A Highway Clean Up October 7th – Campbells Run Interchange
- Annual Past Presidents' Banquet October 21st at the Priory in Pittsburgh
- November 8th - Section Dinner meeting at Cefalo's
- November 30th – Joint Organization Women's Forum at the Chadwick
- December 13, 2017 - Annual Holiday Social Party, Cheesecake Factory

<u>Operating Budget (As of 12/11/17)</u>		<u>Membership (As of 12/08/17)</u>	
Starting Balance (10/1)	\$78,258	Starting Membership (7/1)	562
Revenue	\$29,346	Losses	45
Expenses	\$43,280	Gains	29
Ending Balance	\$64,324	Ending Membership (paid)	546

Events scheduled during next quarter:

- January 10, 2018 - Section Dinner meeting, Lou Ruzzi PennDOT Liberty Bridge Incident
- February 7, 2018 – Section Dinner meeting, Brad Heigel PA Turnpike
- February 28, 2018 – Social Event: Bowling at The Main Event
- March 2018 - Annual Education Seminar at Pitt

Miscellaneous Items:

- Community Outreach at various local high schools
- Members actively engaged in Construction Legislative Council – monthly meetings
- Student Chapters forming at Carnegie Mellon and possibly Pitt
- Planning a first-ever ASHE Motorcycle Ride for the Spring Season

Southern New Jersey

Activities:

The following is a summary of key activities for this quarter:

- September 13, 2017: A Board of Directors Meeting was held prior to the dinner meeting.
- September 13, 2017: A joint meeting with ASHE NC-NJ for the Transportation and Infrastructure in New Jersey. The event was held at the Cranbury Inn 21 South Main Street, Cranbury, NJ 08512.
- September 30, 2017 ASHE SNJ President attended the First ASHE Student Chapter Conference at the University of Delaware.
- October 10, 2017: A Board of Directors Conference Call was held
- October 11, 2017: Field Trip and Dinner Presentation on the Great Egg Harbor Bridge Project. The event was held at Tuckahoe Inn, 1 Harbor Road, Marmora, NJ 08223

- October 13, 2017: Dinner Presentation on ASHE SNJ Membership Presentation. The event was held at the NJDOT Engineering Building.
- November 13, 2017: Presentation on ASHE SNJ Membership Presentation to engineering firms in the area. The event was held at the WSP Lawrenceville office.
- November 15, 2017: A Board of Directors Meeting was held prior to the dinner meeting.
- November 15, 2017: Dinner Presentation on NJDOT Pavement Preservation Programing. Donation made to United for Puerto Rico Relief Fund. The event was held at The Hamilton Manor, 30 NJ-156, Hamilton Township, NJ 08620

<u>Operating Budget (As of 11/30/17)</u>		<u>Membership (As of 11/30/17)</u>	
Starting Balance (9/1)	\$93,578.49	Starting Membership (9/7/17)	176
Revenue	\$15,240.12	Losses	9
Expenses	\$10,771.11	Gains	4
Ending Balance	\$98,047.50	Ending Membership	171

Events scheduled during next quarter:

- December 6, 2017: Celebration for the students for the induction of ASHE Rowan recognized as a chartered organization with the University will be held at Landmark Americana Grill.
- December 13, 2017: SBE Networking Event & Annual Toy/Book Drive will be held at Hamilton Manor.
- January 18, 2018: A Board of Directors Meeting will be held prior to the dinner meeting.
- January 18, 2018: Dinner Presentation on Ethics at Maggiano's in Cherry hill.

Milestones:

The following is a summary of key milestones for this quarter:

- October 30, 2017: Rowan University considers ASHE Rowan an official organization of the University

Southwest Penn

Events scheduled during this quarter:

- September – Stonevilla
- October – DeNunzio's Italian Chophouse and Sinatra Bar Canoe Team
- November – Four Seasons Brewing Company & Pub

<u>Operating Budget (As of 9/30/17)</u>		<u>Membership (As of 9/1/17)</u>	
Starting Balance (9/1)	\$100,931.63	Starting Membership (1/1)	295
Revenue	13,629.97	Losses	6

Expenses	15,525.66	Gains	0
Ending Balance	99,035.94	Ending Membership (paid)	289

- January – DeNunzio’s Italian Chophouse and Sinatra Bar
Presentation by – Mr. Joseph Szczur, P.E. – PennDOT District 12-0 District Executive

- February – TBD
- March – TBD

Williamsport

Activities:

The following is a summary of key activities for this quarter:

- 9/12/2017; September dinner meeting - PPL Line Safety Demo.
- 10/24/17; October dinner meeting – Williamsport Regional Airport New Terminal Construction Overview

<u>Operating Budget (As of 11/30/17)</u>		<u>Membership (As of 11/30/17)</u>	
Starting Balance (9/1)	\$ 8,450.48	Starting Membership (9/1)	76
Revenue	\$ 2,406.26	Losses	0
Expenses	\$ 4,532.40	Gains	2
Ending Balance	\$ 6,324.34	Ending Membership (paid)	78

Events scheduled during next quarter:

- 1/31/2018; PA Turnpike bridge slide.

ROCKY MOUNTAIN REGION

Covered by Southeast Region at This Time

SOUTHEAST REGION – Brad Winkler, P.E. & Leigh Lilla, P.E., LEED AP

SECTIONS: Central Florida, Dallas-Fort Worth, Georgia, South Florida, Northeast Florida, Middle Tennessee, Phoenix Sonoran and Tampa Bay

REGION

The Southeast Region conducted its conference call on November 15, 2017 and previous Region report submittal was discussed.

- The Region Officers for 2017-2018

- National Directors:
 - Leigh Lilla
 - Scott Jordan

- Regional Directors:

<ul style="list-style-type: none"> ▪ Eugene Lozano ▪ Brian O'Connor ▪ Naldo Gonzalez ▪ Sharon Shultz ▪ Russell Yaffee ▪ Larry Josephson ▪ Alan Ferreira ▪ Mike Zieminski 	Section: Central Florida Georgia Gold Coast Middle Tennessee NE Florida Tampa Bay Phoenix Sonoran Dallas-Fort Worth
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- Region Officers (2nd year of a 2 year term)
 - Ron Osterloh – President
 - Len Pappalardo – Vice President
 - Whitney Stevens – Secretary
 - Donna McQuade – Treasurer
 - Eugene Lozano – Past President

Budget:

The Southeast Region Budget as of December 5, 2017 is \$902.53. The beginning balance of this quarter was \$953.53 and there was \$51.00 of expenses. The expenses are Bank Service Charges.

Other:

- Next Scanner Deadline – South Florida and Tampa are due October 15, 2017
- The next Region meeting is scheduled for January 11, 2017 in Atlanta.

Central Florida

Activities

Current & Past Events:

- On Wednesday, September 20th we took a tour and ride with two of Orlando's most important transit agencies, Lynx and SunRail. We heard from transit executives while on a round trip bus and rail tour from Lynx Central Station to the Lake Mary Station and back. A box lunch was provided.
- On Thursday, November 30th we co-sponsored with ASCE the Annual Roadway CIP Luncheon at the Downtown Doubletree Hotel. The event was well attended with a full house as the Program directors for FDOT Districts 1 (Bartow), 5 (Deland), & 8 (Florida's Turnpike) along with Central Florida Expressway Authority (CFX) and Orange County gave a brief rundown of their upcoming work programs. All in attendance were invited to ASHE's Fall Social on the December 5th and our membership Breakfast coming up on December 20th to be held at CFX.
- On Tuesday, December 5th, we will be hosting our Fall Social. The event will be held in Downtown Orlando at Ember.
- On Wednesday, December 20th, we will be hosting our end of year Membership Breakfast. The event will be held in CFX Headquarters.

Future/Upcoming Meetings & Events:

- February E-Week Transportation Forum – This event is in the process of planning and is tentatively scheduled for the third week of February. The subject will be dealing with Autonomous Vehicles and will be held at our usual venue at CFX. This event historically has been very successful with an excellent turn out every year.
- April – This year we will be holding our 4th Annual Clay Shoot to be held the 2nd or 3rd week of April at Catfish Creek in Polk County just southeast of Haines City. Again, one of our most popular and well attended events. Stay tuned.

Student Sections:

- On October 24, 2017, the Central Florida Section of the American Society of Highway Engineers hosted a Professional Development Roundtable event for interested student members and prospective student members at the University of Central Florida Student Union. Representatives from the Florida Department of Transportation, Central Florida Expressway Authority, the University of Central Florida's Department of Civil, Construction and Environmental Engineering and a private consulting firm discussed topics of interest to students contemplating next steps in their engineering careers. Lunch was provided.

Other:

Operating Budget ⁽¹⁾		Membership ⁽²⁾	
Starting Balance (9/31/17) (Checking and PayPal Account)	\$5,611.85	Starting Membership (6/1/17)	60
Revenue Expected	\$ 500.00	Losses	0
Expenses Expected	\$ 660.00	Gains	1
Ending Balance Expected	\$5,511.85	Ending Membership As of (11/30/17)	61

Notes:

1. Does not include Petty Cash of \$305.00 or Valencia Foundation Scholarship Fund of \$10,500.00.
2. Currently reconciling membership list with National.

Dallas-Fort Worth

No Report

Georgia

Activities

Past Events:

- ASHE GA Golf Tournament – May 11th, 2017 (Scholarship Fundraiser, sold out)
- June Luncheon – June 16th, 2017 (Erik Rohde & Troy Patterson, GDOT Cost Estimating - 106 attendees)

- ASHE National Conference – ASHE GA Section received attendance award for Greatest Number Attending
- August Luncheon – August 18th, 2017 (Brad McManus, BMP Guidance & Construction, GDOT - 119 attendees)
- ASHE GA Bowling Tournament – August 24th, 2017 (Scholarship Fundraiser, sold out)
- September Luncheon – September 15th, 2017 (David Henkel, US 31 Mega Project, CHA, Inc. - 79 attendees)
- ACEC Georgia Transportation Summit – October 20th, 2017 (Over 1,200 attendees working with and in transportation engineering in Georgia)
- November Luncheon – November 17th, 2017 (Kerry Gore & Troy Hill, Utilities & ROW Coordination, GDOT - 96 attendees)
- ASHE GA Holiday Social – December 7th, 2017 (Annual member social – 130 attendees)
-

Upcoming Meeting/Events:

- January Meeting; TBD
- ASHE GA Poker Tournament; February 2018
- ASHE/ITE Winter Workshop; March 5-6
- April Meeting and/or happy Hour

Scholarship:

- 2017 Scholarships:
 - Jim McGee Memorial Scholarship (presented at September 2017 luncheon)
 - \$1,500 each, Cindy Bledsoe
 - Babs Abubakari Memorial Scholarship (will be presented at the January 2018 luncheon)
 - \$1,500

Student Section (40 members):

- Attending Georgia Tech Career Fair February
- January/February Meetings with Consultant Presentations
- Approximately 40 Student Members

Other:

Operating Budget (As of 12/18/17)		Membership Renewals (As of 12/20/17)*	
Starting Balance	\$107,370.53	Starting Membership	445
Revenue	\$ 31,100.93	Losses	59
Expenses	\$ 12,614.47	Gains	60
Ending Balance	\$ 107,370.53	Ending Membership (paid)	446

South Florida

CHAPTER ACTIVITIES

Next event will be held in March/April – Guest Speaker: TBD

Scholarship:

Naldo is in contact with FIU. He will also reach out to Javier Rodriguez, Executive Director from Miami-Dade Expressway Authority MDX to discuss their existing programs in place with FIU and perhaps our chapter can piggy back on with them

Partnering:

Naldo to talk to Gus Quesada about joint session FICE/FES

Status on Chapter Name Change:

The ASHE Gold Coast Section will advertise as doing business as the ASHE South Florida Section. The chapter will work with National on rebranding the Chapter.

Other:

Section will be looking to change Board of Directors, including filling the Secretary position

Operating Budget /Memberships:

Operating Budget (from 01/05/17 to 12/20/17)		Membership (As of 12/20/17)	
Starting Balance	\$ 2,256.72	Starting Membership	34
Revenue	\$ 0.00	Losses	0
Expenses	\$ 168.76	Gains	0
Ending Balance	\$ 2,087.96	Ending Membership	34

Middle Tennessee

Activities

Past Events:

- The November lunch meeting included Christine Vitt and Robert Ramsey of Metro Nashville Airport Authority presenting on the BNA Vision- Dynamic Growth and Expansion Plan for Nashville International Airport.
- The December lunch meeting included Lauren Gaines and Peter Kaufman with Barge, Waggoner, Sumner & Cannon presenting on the I-24 at Hickory Hollow Parkway Interchange project.

- Scholarships were awarded at the December Lunch meeting. Three scholarships totaling \$4000 were awarded to students in Tennessee colleges enrolled in a highway transportation related curriculum.
- No lunch meeting was held in October due to ASCE/TSPE Annual Engineering Conference.
- A Members-only Fall Social was held at the Gentry Farms which included a pumpkin patch, corn maze, hayride, petting zoo and other activities.
- Middle TN ASHE members and families participated in an annual community service project with the Salvation Army Angel Tree program to fill the Christmas wishes of needy children and seniors in the community. ASHE members raised over \$1100 in donations to purchase gifts for the program and many donated their time on December 16 to fill many, many bags full of Christmas gifts.

Upcoming Meetings/Events:

- January Lunch meeting is scheduled for January 24, 2018
- Officer and Board nominations will begin in February.

Other:

- 2019 ASHE National Conference – planning and preparation is underway.

Operating Budget (As of 12/19/2017)		Membership (As of 12/19/2017)	
Starting Balance	\$21,240.31	Starting Membership	280
Revenue	\$22,423.02	Losses	0
Expenses	\$27,492.25	Gains	4
Ending Balance	\$19,172.55	Ending Membership (paid)	284

Northeast Florida

ACTIVITIES:

Scholarship Funding:

- 2016 – Approximately \$15,300
- 2017 – Approximately \$9,000 (Clay Shoot)
- 2017 – ASHE Golf Tournament was Postponed until February 2, 2018 (will update with new scholarship numbers in the next report)

Past Events:

- Jan 2017 – FDOT and Local Agency Work Program Presentations, featuring: Jim Knight with FDOT / Tom Fallen with City of Jacksonville / Richard Pirerra with

Jacksonville Transportation Authority / Paul Soares with Jaxport and Jeff Sheffield with North Florida TPO.

- No event due to Engineers Week – ASHE Board Representatives presented our annual UNF Scholarships to the recipients at the Engineers Week kick-off luncheon.
- March 2017 - Mr. Vern Danfroth, P.E. and Mr. Jimmie Prow from FDOT CADD Production Support Team, presented on the much-anticipated topic, "QC Review Methods for 3D Engineered Models".
- April 20th, 2017 – Clay Shoot with DBIA (Fundraising Event)
- May 18th, 2017 – Topic: Unmanned aerial vehicles and all of the capabilities they provide to the AEC industry by Kermit Lewis, POND & CO (Luncheon Event)
- August 17th, 2017 – Advanced Technologies for Tolled Expressways
- November 16, 2017 - Bob Burleson Legislative Update Luncheon
- December 8 , 2017 - ASHE Golf Tournament was Postponed until February 2, 2018
- December 15, 2017 - ASHE Holiday Party – Atlantic Beach Brewing Company

Upcoming Meeting/Events:

- February 2, 2018 - ASHE Golf Tournament (Rescheduled due to weather)

Scholarship:

- The ASHE golf proceeds fund two \$2500 scholarships that were awarded last year. The board voted this year to begin awarding three \$2500 scholarships.

Student Sections:

- Our Student Chapter has continued to flourish under a new Director and has continued to host regular monthly meetings at the University of North Florida. We sponsored our first Student Chapter Competition at the annual Build/Putt/Give Program hosted by Peters and Yaffee, in September 2016. Two student teams competed in the competition, with a prize awarded to the best build.

Other:

- The Clay shoot was a huge success with profits exceeding \$18,000. This is a joint event put on with ASHE and DBIA. Our halves of the proceeds are given to UNF travel and competition funds.

Current Quarter

Operating Budget (As of 12/05/17)		Membership (As of 12/05/17)	
Starting Balance	\$ 45,927.35	Starting Membership	206
Revenue	\$ 13,510.54	Losses	32
Expenses	\$ 13,510.54	Gains	26
Ending Balance	\$ 73,695.81	Ending Membership (paid)	200

Previous Quarter

Operating Budget (As of 05/31/17)		Membership (As of 05/31/17)	
Starting Balance	\$ 52,566.47	Starting Membership	206
Revenue	\$ 7,155.00	Losses	13
Expenses	\$ 14,640.25	Gains	21
Ending Balance	\$ 45,071.22	Ending Membership (paid)	214

Phoenix Sonoran

SECTION OVERVIEW

The ASHE Phoenix Sonoran Section has continued to see membership growth and high attendance at Section events. The Section participates in joint association activities with organizations such as ASCE, ACEC, USofAZ (United Surveyors of Arizona), SMPS, and others. Successful collaborations include the ASCE/ASHE Annual Conference. In 2018 the Sonoran Section intends to initiate more collaborative activities to foster growth and visibility for the organization.

Current Sonoran Section activities include monthly programs, volunteer activities to support local charitable organizations, scholarships and scholarship fundraising through an annual golf tournament, student member outreach, monthly and semi-annual communication to members and interested industry professionals, and networking/member appreciation activities.

PROGRAMS

For 2017, we have held monthly breakfast meetings on the second Tuesday of each month. Technical topics as well as current projects and innovations from local public and private sector participating organizations are presented to attendees. Since September 2017, we have hosted the following programs:

- **December 12, 2017: Allen Mills and Jay Proskovec**, Kiewit - Project Neon in Las Vegas – Come here about “Carnado” and “the Big Squeeze”
- **November 14, 2017: Dallas Hammit**, Arizona Department of Transportation’s Deputy Director for Transportation / State Engineer – ADOT Update
- **October 10, 2017: Annette Riley**, ADOT Project Management Group, **Reese Green**, Pulice Construction, and **Kevin Kimm**, Kimley Horn – Accelerated Bridge Construction - 87-hour Sacramento Wash Bridge
- September 12, 2017: Jim Windsor, Deputy State Engineer, TSMO, ADOT – I-17 Wrong Way Driving Detection Pilot Project

SPECIAL EVENTS (AI)

- Josiah Roberts (3rd Year Director) and Al Field (1st Year Director) determined that interest is lacking in an event picking up highway trash and have not scheduled one for 2017-2018.
- Josiah has connected with the Dream Center at St Vincent de Paul and has scheduled the next volunteer date as Feb 8, 2018.
- Al is meeting with SPMS to schedule a joint event for March 22, 2018.
- Al and Josiah are checking with other orgs to determine interest in other fun times.
- Joint picnic with APWA at McCormick Railroad Pa McCormick-Stillman Railroad Park, 7301 E Indian Bend Rd on Sunday April 8.

MEMBERSHIP

Membership Drives:

As a way to promote growth and further broaden the Phoenix Sonoran Section membership base, the 2017 ASHE Phoenix Sonoran Membership Drive was initiated October 12, 2017, and ran through December 12, 2017. In two months 11 new members joined the Phoenix Sonoran Section with 4 of those new members being referred by Steve Boschen, the 2017 Membership Drive winner. Steve was awarded at the December Section Meeting Breakfast for his advocacy of the Phoenix Sonoran Section.

Member Appreciation:

As the Phoenix Sonoran Section continues to show growth, it is vital to take the time to thank our members for their involvement. Our members' participation in this Section is an integral part in maintaining the overall mission of ASHE in the Phoenix Metropolitan area. As a way to say thank you, we hold an annual Membership Appreciation Event. This event is free for all members and includes a great time at Octane Raceway, an indoor/outdoor go-cart race track. The 2017 Membership Appreciation Event was held on August 11th .

STUDENT MEMBERSHIP

University of Arizona: A presentation introducing students to the ASHE organization was made to the UofA Student ITE group on September 6th, 2017. Over 25 students were in attendance for the presentation.

Activities: Spring activity to be planned with the UofA student group (either through ITE and/or ASCE) to increase awareness of the ASHE Sonoran Section as well as ASHE Scholarship Opportunities.

Status: 1 active UofA student has signed up to be a member of the ASHE Sonoran section. Continual outreach is ongoing with UofA faculty and student representatives to solicit more student involvement.

Future Plans: In the near term, ASHE Sonoran Section's goal is to increase UofA student membership to between 5 and 10 students by summer 2018. In the long term, ASHE Sonoran Section aims to assist in the establishment of an official ASHE Student Section at the University of Arizona.

Arizona State University: A presentation introducing students to the ASHE organization was made to ASU Graduate and Undergraduate students at the beginning of a class on September 5,

2017. Approximately 30 students were in attendance, including attendance by the student chapter faculty advisor. From that presentation, the Section received 13 new membership applications from students. The first general ASHE ASU student chapter meeting was held at ASU on November 30, 2017. Approximately 20 students and chapter faculty advisor were in attendance. The first meeting included a presentation introducing ASHE and a guest speaker presentation on various career paths in transportation.

Activities: Student chapter meetings are anticipated to be held monthly starting in January. Outreach is ongoing with ASU faculty and students to solicit additional support for and grow the student chapter.

Status: Student chapter officers have been nominated (President, Vice President and Secretary). A total of 13 students have completed the membership application. There are 30 students on the student chapter distribution list. The officers are currently forming agendas for upcoming student chapter meetings and possible industry activities for the group to attend.

Future Plans: The Section's goal is to maintain support for the student chapter at ASU through the current faculty advisor and outreach activities and by gaining additional student members. The Section plans to interact with the student chapter members and foster continued involvement in ASHE as students transition into the transportation workforce and become Sonoran Section members.

SCHOLARSHIP

Fundraising Activities & Results: No fundraising activities have been conducted this quarter related to the scholarship program. We have a 'healthy' scholarship balance currently resulting from contributions directly to the fund by companies in the industry (Aerotech Mapping donated over \$4K in late spring of 2017) as well as proceeds from the ASHE Annual Golf Tournament (held in May each year). Scholarship application is currently being updated for 2018 and will be provided to both state Universities (as well as posted on ASHE Sonoran website and emailed to all ASHE members) in January 2018 at the latest.

Scholarships Awarded: 3 scholarships were awarded in August of 2017. Michael Schubert was awarded a \$3,500 scholarship and is attending Northern Arizona University. Courtney Burdett and Miranda DeSimone were both awarded \$2,000 scholarships are both attending Arizona State University. Scholarship applications for 2018 will be due by early June 2018 and reviewed/scored by the Scholarship committee for award at our annual August Membership Appreciation Event.

COMMUNICATIONS

Monthly News Briefs were initiated in December 2017 and the semi-annual publication is schedule for Q1 2018.

Tampa Bay

Activities

Past Events:

- September 11, 2017 – *Executive Committee Meeting*
- September 28, 2017 – *Transportation Supersession*

In lieu of a membership meeting members attended the Transportation Supersession. ASHE Tampa Bay sponsored a table to be attended by officers and members. The topic for the evening was “The Buzz in Transportation is Connecting!” The speakers were L.K. Nandam, PE, FDOT District One Secretary; David Gwynn, PE, FDOT District Seven Secretary; Al Illustrato, Executive VP of Facilities and Administration, Tampa International Airport; and Ray Chiaramonte, FAICP, Executive Director of TBARTA.

- October 9, 2017 – *Executive Committee Meeting*
- October 10, 2017 – *Lunch Meeting*
Tim Folsom, PE, the GEC scoping coordinator for FDOT District 7, discussed the FDOT Work Program Stability and how the Department manages coordinating and producing their projects.
- November 13, 2017 – *Executive Committee Meeting*
- November 14, 2017 – *Lunch Meeting*
Felipe Jaramillo with Ajax Paving Industries of Florida spoke about asphalt paving projects and constructability reviews.
- Date not determined – *Quarterly Adopt –a-Highway Cleanup*
Our next scheduled cleanup on Dale Mabry Highway was rescheduled for January.
- December 13, 2017 – *Executive Committee Meeting*
- December , 2017 – *ASHE Tampa Bay Section Holiday Social*
TBD

Upcoming Meeting/Events:

- January 8, 2018 – *Executive Committee Meeting*
- January 9, 2018 – *Lunch Meeting*
Potential Speakers are Kenneth Waite of Forterra Inc who will discuss their stormwater pipes and their other drainage products or Scott Hope who will present Paveway Systems and their unique patterned pavement system for asphalt and concrete and the technical development and design of the product.
- February 12, 2018 – *Executive Committee Meeting*
- February 13, 2018 – *Engineer’s Week Banquet*

The Tampa Bay section will reserve a table for ten members to attend the Engineer's Week Banquet. This year's theme for the banquet is "Engineer's Inspiring Wonder" The guest speaker will be Frank DiBello of Space Florida, Florida's aerospace and spaceport development authority. Space Florida is committed to attracting and expanding the next generation of space industry businesses.

- March 2018 – *Quarterly Adopt –a-Highway Cleanup*
Scheduling cleanup on Dale Mabry Highway.
- March 12, 2018 – *Executive Committee Meeting*
- March 13, 2018 – *Lunch Meeting*
Venue and location to be determined.

Scholarship:

- Our \$50,000 endowment to the University of South Florida provides for two \$1,000 scholarships to USF Civil Engineering students annually.

Student Section:

- Looking into establishing a student section. Spoke to USF's College of Engineering Assistant Dean, Dr. Jose Zayas-Castro about getting a supporting faculty member. Dr. Zayas-Castro connected us to the Chairmen of the Civil Engineering Department, Dr. Majiriker Gunaratne who is looking for one of his staff to facilitate the student section.

Other:

- Our website is up and running. Please visit us at <http://www.tampabay.ashe.pro/>
- Whitney Stevens of the Tampa Bay Section was elected as the SE Regional Secretary.

Operating Budget (As of 12/13/17)		Membership (As of 12/15/17)	
Starting Balance	\$ 13,595.39	Starting Membership	89
Revenue	\$ 11,034.26	Losses	20
Expenses	\$ 8,659.51	Gains	16
Ending Balance	\$ 15,970.14	Ending Membership (paid)	85