



CALL TO ORDER: Richard N. Cochrane, PE

President Cochrane called the meeting of the National Board of the American Society of Highway Engineers to order at 8:00 AM at the Westin Hotel Downtown Cleveland, Cleveland, OH.

PLEDGE OF ALLEGIANCE: Richard N. Cochrane, PE

Mr. Cochrane led the Pledge of Allegiance.

ROLL CALL: Thomas S. Morisi

<u>Present:</u>	<u>Name</u>	<u>Office</u>
	Richard N. Cochrane, PE	President
	Timothy W. Matthews, PE	Second Vice-President
	Thomas S. Morisi	Secretary
	P. Frank O'Hare, PE	Treasurer
	Greg T. Dutton, PE	Immediate Past President
	Roger B. Carriker, PE	Mid-Atlantic Region Director
	David A. Greenwood, PE	Mid-Atlantic Region Director
	Frank J. Bronzo, PE	Great Lakes and North Central Regions Director
	Stan A. Harris, PE	Great Lakes and North Central Regions Director
	Donato DiZuzio, PE	Northeast Region Director
	Mark A. Kinnee, PE	Northeast Region Director
	Kathryn E. Power, PE	Northeast Region Director
	Scott H. Jordan, PE	Southeast and Rocky Mountain Regions Director
	Leigh B. Lilla, PE	Southeast and Rocky Mountain Regions Director
	Mindy Sanders	Technology Committee Chair
	Brian O'Connor, PE	New Sections Committee Co-Chair
	Samir D. Mody, PE	New Sections Committee Co-Chair
	Jerry Pitzer	Strategic Plan Committee Chair
	Anis Shaikh	Scanner Committee Chair
	Larry Ridlen	Nominations Committee Chair
	Jacob A. Morisi	Technology Committee
<u>Absent:</u>	Michael D. Hurtt, PE	First Vice-President
	Shirley A. Stuttler	President's Assistant

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

WELCOME: Richard N. Cochrane, PE

Mr. Cochrane welcomed everyone to the meeting. Individuals in attendance introduced themselves to the group.

APPROVAL OF MINUTES:

- **February 7, 2018 Electronic National Board Meeting:** Motion by Morisi to approve the minutes from the February 7, 2018 Electronic Meeting; seconded by Harris; all in favor.
- **March 7, 2018 Executive Committee Meeting:** Motion by Morisi to approve the minutes from the March 7, 2018 Executive Committee Meeting; seconded by O'Hare; all in favor.
- **March 17, 2018 National Board Meeting:** Motion by Morisi to approve the minutes from the March 17, 2018 National Board Meeting; seconded by Dutton; all in favor.
- **April 7, 2018 Electronic National Board Meeting:** Motion by Morisi to approve the minutes from the April 7, 2018 Electronic Meeting; seconded by Dutton; all in favor.
- **April 11, 2018 Executive Committee Meeting:** Motion by Morisi to approve the minutes from the April 11, 2018 Executive Committee Meeting; seconded by Dutton; all in favor.
- **April 11, 2018 Electronic National Board Meeting:** Motion by Morisi to approve the minutes from the April 11, 2018 Electronic Meeting; seconded by Matthews; all in favor.

IMMEDIATE PAST PRESIDENT'S REPORT: Greg T. Dutton, PE

- Mr. Dutton thanked the Board and the Committees for their support over the past year and reviewed a list of a few upcoming events he will be attending to represent the National Board.

SECRETARY'S REPORT: Thomas S. Morisi

- Secretary Morisi reviewed highlights of the written Secretary's Report, as prepared by Charles L. Flowe, which is attached to and made part of these meeting minutes.
- **Motion by DiZuzio to approve the Secretary's Report; seconded by Harris; all in favor.**
- O'Hare reported that this meeting will be in fiscal year 2018 and that the auditors will need a copy of the meeting minutes.

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.
- **Motion by Morisi to approve the Treasurer's Report; seconded by Matthews; all in favor.**
- O'Hare will provide an end-of-year report at the end of the fiscal year.

PRESIDENT'S REPORT: Richard N. Cochrane, PE

- President Cochrane reviewed highlights of the written President's Report which is attached to and made part of these meeting minutes.
- Mr. Cochrane stated his willingness to travel and attend Section events.
- Mr. Carriker requested that **Ms. Stuttler send out annual summary of actions items for Sections and Regions.**

- Mr. Cochrane handed out business cards which he created in conjunction with the PR Committee Chair and TNT Graphics. He stated that others in the group could also purchase cards.

PRESIDENT'S ASSISTANT'S REPORT: Shirley A. Stuttler (absent)

- The written President's Assistant's Report is attached to and made part of these meeting minutes.

OLD BUSINESS:

- **DFW Payment of National Assessment & Update:** Mr. Jordan feels that supporting the Houston Section would be most helpful in righting the situation with the DFW Section due to cost and logistics. Mike Zieminski is the only person on the ground at DFW and is willing to help. Mr. Dutton recommended possibly including a Director from Texas on the National Board. Mr. Mody suggested the National Board reach out to all members prior to and planned event. Past assessments will be included in any conversations moving forward. **Mr. Jordan will set up a conference call with DFW and National to review status and assist the Section in restarting.**
- **South Florida Payment of National Assessment/Action Plan:** Ms. Lilla stated that an action plan was prepare and shared with the SE Region. However, there is no consensus on who will provide leadership at the Section level. Members of the Region were opposed to stepping in and providing leadership due to logistics. The Action Plan was not shared with the South Florida Section due to this lack of consensus. Ms. Lilla submitted another request to the Section for dues. Mr. Dutton volunteered to attend the Section's upcoming 20th Anniversary Dinner.
- **Blanket Insurance Policy:** **Mr. Cochrane reported that he is currently waiting for information and will continue his research.**
- **Guidelines for Review of Section/Region Financial Performance:** Mr. O'Hare recommended development of guidelines Sections and Regions can use for review of financial procedures. **Mr. O'Hare will prepare a letter to Sections and Regions outlining guidelines for use in review of financial procedures.**
- **Job Description for Administrative Assistant:** Mr. Ridlen reviewed the history of how the position cam up as a recommendation from the Committee; reviewed the job description and recommendations contained in the report; and stated the goal is to have the person hired by January 1, 2019. Mr. O'Hare recommended the person be located close to either the Secretary or Treasurer. Cost for this position is slightly higher than previous combined salaries of Lynnell Flowe and Shirley Stuttler. **Motion by Ad-Hoc Committee to accept the process, procedures and job description for the proposed Administrative Assistant and turn this process over to the committee identified in the Administrative Assistant Document; seconded by O'Hare; all in favor. Motion by Ad-Hoc Committee to dissolve the Ad-Hoc Committee until such a committee is needed in the future; seconded by O'Hare; all in favor. The Administrative Assistant Hiring Committee is to begin the process to identify and hire and Administrative Assistant.**
- **Uploading Region/Section By-Laws to the Cloud:** Mr. Greenwood reported that he is working on this and that additional detail is provided in the attached report. **He will continue efforts to upload by-laws to the Cloud.**

- **Membership Application:** Ms. Lilla reported that she is working on this and will continue efforts to update the Membership Application.
- **Section/Region Training:** Mr. Harris noted he distributed a draft copy but received very few comments. O'Hare, Flowe, and Morisi are to provide feedback to Harris on the draft of the Section/Region training document.
- **TNT Graphics Agreement – Scanner:** Discussion occurred regarding the history of hiring TNT Graphics as well as their cost-competitiveness. Mr. Shaikh is to lead an effort to encourage more members to opt into the electronic version of the Scanner rather than the paper copy. This can be done through email, postcard or other method. Motion by Scanner Committee to approve the three-year agreement with TNT Graphics for publication of the Scanner re-dated May 4, 2015; seconded by O'Hare; all in favor.
- **TNT Graphics Agreement – 60th Anniversary History Book:** Mr. Harris reported that the book will be completed by the 2019 Conference. Motion by Operations & Oversight Committee to approve the amended agreement with TNT Graphics dated May 4, 2018 to prepare and publish the History Book; seconded by Dutton; all in favor.
- **Database Upgrade:** Motion by Technology Committee to approve JM Server Solutions proposal for code modernization of the ASHE National Database dated April 2018; seconded by Dutton; all in favor with Morisi abstaining.
- **JM Server Solutions Annual Maintenance Agreement:** Motion by Technology Committee to approve the JMSS proposal for hosting and maintenance for the American Society of Highway Engineers dated April 2018 for June 1, 2018 to May 31, 2018; seconded by DiZuzio; all in favor with Morisi abstaining.

NEW BUSINESS:

- **Signature Authority for National Secretary for Board Meetings:** Motion by O'Hare to grant signatory authority to the National Secretary, Mr. Thomas Morisi for Board Meetings, Executive Meetings, E-Meetings, etc., and to grant Mr. Morisi signatory authority for PNC Checking and PNC Investments accounts, and to authorize the National Treasurer to provide Mr. Thomas Morisi an ASHE Credit Card after the receipt of a signed ASHE Credit Card Memorandum Policy and Agreement within 60 days, and to authorize the National Treasurer to provide Ms. Lynnell Flowe an ASHE Credit Card after the receipt of an signed ASHE Credit Card Memorandum Policy and Agreement within 60 days, and to direct the National Treasurer to cancel the ASHE Credit Card issued to Mr. Charlie Flowe within 60 days; seconded by Matthews; all in favor with Morisi abstaining.
- **ASHE Past President Pins:** Motion by Morisi to set the price to Sections for Past Section President pins at \$75; seconded by O'Hare; all in favor.
- **Rent to Charlie Flowe:** Motion by Morisi to pay Lynnell Flowe monthly rent of \$275.00 until such time as the organization no longer needs her services; seconded by O'Hare; all in favor.

COMMITTEE REPORTS:

- **Ad Hoc:** Larry E. 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.

- **Constitution & Bylaws:** David A. Greenwood, PE presenting
The Constitution & Bylaws Committee Report is attached to and made part of these minutes. In addition to what is presented in the report, Mr. Greenwood noted he received by-laws from the North Central New Jersey Section for review and will provide comments shortly.
- **Membership/Member at Large:** Leigh B. Lilla, PE presenting
The Membership/Member at Large Committee Report is attached to and made part of these minutes.
- **National Conference:** Jerry Pitzer, PE presenting
The National Conference Committee Report is attached to and made part of these minutes. Mr. Pitzer noted the NY Conference lost approximately \$17,000 which included the \$5,000 that was passed along to the Cleveland Conference. All losses will be absorbed by the Section so the Conference will show a balanced budget in the books. The Cleveland Conference hit their fund-raising goals and have collected all income. Mr. Morisi advised the Committee that each registrant would have to sign off on terms and conditions that allow the Conference to distribute attendee email list to vendors.
- **New Sections:** Samir D. Mody, PE and Brian O'Connor, PE presenting
The New Sections Committee Report is attached to and made part of these minutes. President Dutton reviewed the Houston Chartering event. Mr. Mody stated that, in order to assist with efforts in Texas, the Committee is investigating having a booth at the upcoming SASHTO Conference for a cost of \$4,000. They have coordinated manning the booth with local members or other members that will be attending the Conference. Motion by New Sections Committee to add \$4,000 to the New Section Committee budget to pay for a booth at the 2018 SASHTO Conference; seconded by Morisi; all in favor with the exception of Carriker who voted no.
- **Nominating:** Larry E. Ridlen, PE presenting
The Nominating Committee Report is attached to and made part of these minutes.
- **Operations Oversight:** Stan A. Harris, PE presenting
The Operations Oversight Committee Report is attached to and made part of these minutes.
 - **Resource Center:** Shirley A. Stuttler (absent)
The Resource Center Committee Report is attached to and made part of these minutes.
 - **Society History:** Shirley A. Stuttler (absent)
The Society History Committee Report is attached to and made part of these minutes. Motion by Operations & Oversight Committee to add \$4,000 to the Society History budget to pay for development and publication of the 60th Anniversary Society History book; seconded by Morisi; all in favor.
 - **National Project Award:** Stan A. Harris, PE presenting
The National Project Award Committee Report is attached to and made part of these minutes. Mr. Harris noted the process went well this year and each Region was represented. All winner information is being submitted to the Public Relations Committee.

- **Outreach:** Frank J. Bronzo, PE presenting
The Outreach Committee Report is attached to and made part of these minutes.
- **Partnerships:** Kathryn E. Power, PE presenting
The Partnerships Committee Report is attached to and made part of these minutes. There was a discussion regarding partnership options with IBC and the considerable cost difference between the two organizations. Mr. Pitzer reported that ASHE National has been a co-sponsor of the IBC, at no cost, for several years. Mr. Kinnee will follow up to review options for a partnership even if it does not include a booth exchange.
- **Professional Development:** Roger B. Carriker, PE presenting
The Professional Development 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. Motion by the Public Relations Committee to approve the logos as presented in the Committee Report; seconded by O'Hare; all in favor.
- **Scanner:** Donato DiZuzio presenting
The Scanner Committee Report is attached to and made part of these minutes. Mr. Shaikh requested money to fund a meeting between the Committee and TNT Graphics. Mr. Cochrane noted that he will find money in the budget.
- **Strategic Plan:** Richard N. Cochrane, PE presenting
The Strategic Plan Committee Report is attached to and made part of these minutes. Mr. Cochrane introduced Mr. Pitzer as the new Committee Chair.
- **Student Chapter:** Roger B. Carriker, PE presenting
The Student Chapter Committee Report is attached to and made part of these minutes. Mr. Carriker noted the Student Chapter Conference has been set for Saturday, October 6, 2018 at Widener University outside Philadelphia.
- **Technology:** Scott H. Jordan, PE presenting
The Technology Committee Report is attached to and made part of these minutes.
 - **Website:** Ms. Sanders noted the Committee is working on an implementation schedule and will be sending out RFP's for the new website. Mr. Cochrane stated he would like a recommendation by August.
 - **Cloud:** No additional comments
 - **National Member Database:** The responsibility for this Sub-Committee is moving to Ms. Sanders.

REGION REPORTS:

The Section/Region Reports are attached to and made part of these minutes.

OTHER MOTIONS:

- Motion by O'Hare to recognize and commend the service of Mr. Charlie Flowe as National Secretary over the past 10 years; seconded by Dutton; all in favor.
- Motion by O'Hare to commend and thank the 2018 ASHE National Conference Committee Co-Chaired by Jim Shea and Kirsten Bowen and the members of the Lake Erie Section for an excellent, entertaining, and well-organized Conference in Cleveland, OH; seconded by Dutton; all in favor.



MEETING SCHEDULE: Richard N. Cochrane, PE

- Following is a summary of upcoming meeting dates and deadlines:
 - 09/12/18: Committee and Section/Region Reports Due
 - 09/29/18: National Board Meeting; Pocono Manor, PA
 - 12/21/18: Committee and Section/Region Reports Due
 - 01/12/19: National Board Meeting; Phoenix, AZ
 - 03/09/19: Committee and Section/Region Reports Due
 - 03/23/19: National Board Meeting; Lexington, KY
 - 04/27/19: Committee and Section/Region Reports Due
 - 05/12/19: National Board Meeting; Nashville, TN

ADJOURNMENT:

Motion by DiZuzio to adjourn the meeting; seconded by Harris; all in favor. The meeting adjourned at 11:50 am.

ATTACHMENTS:

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

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

Respectfully Submitted,

Thomas S. Morisi
National Secretary



Attachment 1: Officer and Committee Reports



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 (Hurtt)	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 Goals	WebEx Meeting
12/28/17		Operations & Oversight Committee Meeting	Skype Meeting
01/03/18	01/13/18	Executive Committee Meeting	WebEx Meeting
01/11/18		SE Region Quarterly Meeting	Atlanta, GA
01/12/18		Workshops/National Board Meeting	Atlanta, GA
01/16/18		National Conference Committee Meeting	Conference Call
01/23/18		Franklin Section Venison Dinner	Franklin, PA
01/25/18		Operations & Oversight Committee Meeting	Skype Meeting
02/07/18		President/VP Meeting	WebEx Meeting
02/13/18		Houston Section Chartering Ceremony (Dutton, Cochrane)	Houston, TX



QUARTERLY REPORT

ASHE National President

02/22/18		NE Region Quarterly Meeting	WebEx Meeting
02/22/18		Operations & Oversight Committee Meeting	Skype Meeting
02/23/18		New Section Discussion - Austin, TX	Conference Call
02/27/18		National Conference Committee Meeting - President's Role	WebEx Meeting
03/06/18		President/VP Meeting	WebEx Meeting
03/07/18		Executive Committee Meeting	WebEx Meeting
03/16/18	03/17/18	Workshops/National Board Meeting	Philadelphia, PA
04/03/18		President/VP Meeting	WebEx Meeting
04/08/18		Mid-Atlantic Region Meeting/Officer Installation	Charlottesville, VA
04/09/18		Mid-Atlantic Spring Technical Seminar	Charlottesville, VA
04/10/18		Partnership Committee Meeting	WebEx Meeting
04/11/18		Executive Committee Meeting	WebEx Meeting
04/19/18		Chesapeake Section Member Appreciation Event (Hurtt)	Baltimore, MD
05/01/18		President/VP Meeting	WebEx Meeting
05/11/18		Northeast Penn Section Officer Installation (Hurtt)	Wilkes-Barr, PA
05/16/18	05/20/18	2018 ASHE National Conference	Cleveland, OH
05/24/18		Cuyahoga Valley Section - 40th Anniversary Celebration	Akron, OH
05/30/18		Southwest Penn 55th Anniversary (Cochrane)	Uniontown, PA
06/21/18		Central Florida Section 25th Anniversary	Orlando, FL

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 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
02/13/18		Assisted with Chartering the new Houston Section in Texas	Houston, TX
03/29/18		Participated in a Multi-Organizational discussion through ATSSA regarding the November 2017 NTSB report of a fatal July 2016 crash involving an agricultural labor bus and tractor trailer in St. Mark's, Florida.	Teleconference
Ongoing		Worked with the 1st VP, 2nd VP, National Board, and the Strategic Plan Committee (SPC) to develop the 2018-2021 Strategic Plan narrative and provide direction to the SPC regarding implementation, monitoring, and evaluation of the plan which was adopted by the National Board on May 1, 2018.	N/A
Ongoing		Provided introductory letter for ASHE's 60th Anniversary Commemorative Book	N/A
Ongoing		E-mails and phone calls concerning ASHE business	N/A



QUARTERLY REPORT

ASHE National President

Respectfully Submitted,
Greg Dutton, PE
ASHE National President



PRESIDENT’S REPORT

E-Mail:

ASHENationalPresident@ASHE.PRO

Committee structure:

- Attached

Upcoming events:

- May 30 – Southwest Penn installation of officers and 55th anniversary dinner – Donegal, PA
- September TBD – Joint ASHE ASCE meeting, Phoenix, AZ
- September TBD – TRIKO Valley 30th anniversary dinner
- September 28 - 29 – ASHE National Board
- October 1 - 2 – GL Region Board meeting & Ohio Transportation Engineering Conference (OTEC), Columbus, OH
- October TBD – Pittsburgh Past Presidents’ Dinner, Pittsburgh, PA

National Board meeting schedule:

September 28 - 29, 2018.....Pocono Manor, PA
January 11 - 12, 2019Phoenix, AZ
March 22 - 23, 2019Lexington, KY
May 12, 2019.....Nashville, TN

Reporting:

- Committee reports to Tom Morisi in PDF format
- Region / Section reports to Shirley Stuttler in WORD format
- Region / Section reports to contain officers in heading section
- Director participation in Section meetings to Shirley Stuttler as requested
- Directors are to review reports prior to board meetings

2018-19 Committee Structure

Ad hoc Committee (*Ridlen*)



Budget/Audit (*Hurt*)

Constitution/By-Laws (*Greenwood*)



Executive Committee (*Cochrane*)

Membership/Members at Large (*Lilla*)



National Conference (*Reutlinger / Hurt*)

2018 Conference
2019 Conference
2020 Conference
2021 Conference

New Sections (*Mody / O'Conner / Kinnee*)



Nominating (*Dutton*)



Operations & Oversight (*Harris*)

Resource Center Subcommittee (*Stuttler*)
Society History Subcommittee (*Stuttler*)
National Project Award Subcommittee (*Rikk*)



Outreach (*Bronzo*)

Partnerships (*Fortuna / Kinnee*)

Professional Development (*Carter / Carriker*)

Public Relations (*Schumacher / Di Zuzio*)

scanner (*Shaik / Di Zuzio*)

Strategic Plan (*Pitzer / Power*)

Student Chapter (*Carter / Carriker*)

Technology (*Sanders / Jordan*)

Website Subcommittee

Cloud Subcommittee

National Membership Database Subcommittee



Indicates a Required Committee as Defined by the National
By-laws

National President's Assistant Report - Shirley Stuttler

Forwarded 21 requests to join ASHE since the March meeting: (Mid-Atlantic Region = 8; Northeast Region = 3; Great Lakes = 4 and Southeast Region = 6).

As per Matheu Carter's request I forwarded the ASHE PDH Results for 2017 to the Regions/Sections Presidents and Secretaries as well as the National Board.

Finalized forwarding the program book information to Cleveland.

Region/Sections Meeting Attendance - Shirley Stuttler

Not attended yet:

Great Lakes Region = Central Dacotah

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

Northeast Region = Long Island and Williamsport

Southeast Region = Dallas-Texas



Secretary's Report

May 21, 2018

1. **Following is the current ASHE Membership List by Region/Section as of May 17, 2018:**

Northeast Region	
Albany	107
Altoona	213
Central New York	49
Clearfield	187
Delaware Valley	357
East Penn	113
First State	153
Franklin	133
Harrisburg	344
Long Island	63
Mid-Allegheny	135
New York Metro	168
North Central New Jersey	140
Northeast Penn	128
Pittsburgh	558
Southern New Jersey	88
Southwest Penn	276
Williamsport	131
Subtotal	3343
Mid-Atlantic Region	
Blue Ridge	78
Carolina Piedmont	62
Carolina Triangle	248
Chesapeake	287
Greater Hampton Roads	105
N. Central West Virginia	37
Old Dominion	93
Potomac	229
Subtotal	1139
Southeast Region	
Central Florida	48
Georgia	326
South Florida	11

Middle Tennessee	319
Northeast Florida	193
Tampa Bay	90
Subtotal	987
Great Lakes Region	
Bluegrass	57
Central Ohio	181
Cuyahoga Valley	116
Derby City	83
Lake Erie	163
Northwest Ohio	44
Triko Valley	178
Subtotal	822
North Central Region	
Central Dacotah	123
Subtotal	123
Rocky Mountain Region	
Phoenix Sonoran	172
Subtotal	172
South Central Region	
Dallas-Fort Worth	80
Houston	35
Subtotal	115
At-Large Membership	
Domestic At-Large	13
International At-Large	2
Subtotal	15
National Total	6716

Total Membership.....6716

This represents a net increase of 31 members since the March 17, 2018 National Board Meeting.

2. Statistical Breakdown of the Membership

Professional Status.....	58%
Government.....	12%
Consultant	76%
Contractor	5%
Other	7%

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

- Dallas Fort-Worth
- South Florida
- Tampa



National Treasurer's Report

Frank O'Hare, PE, PS, National Treasurer

National Board Meeting, May 20, 2018, Cleveland, OH

1. Income and Expenses - Income and Expenses are shown as of 04/30/2018. See Attachment.
2. Investment as of 04/30/2018. See Attachment.
3. Cash flow - All invoices are being paid under 30 days. Invoices are not paid until approval is received from appropriate director, officer or committee chair.
4. CPA Associates has reconciled the PNC Bank statement and ledger for March and April. 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. The current fiscal year ends on **May 31, 2018**.
6. We still need an invoice/receipt from the Doubletree Hotel in Philadelphia. The National Secretary is working on this.
7. The National Treasurer prepared an IRS response with the assistance of CPA Associates concerning IRS Letter received by several of the ASHE Sections, Regions and Conferences.
8. Stipends checks have been cut for all who meet the requirements.
9. Incorrect and un-signed expense reports are being sent back for correction delaying the issuing of expense checks. **Current mileage is \$0.54/mile. This rate most likely will change on January 1, 2019.**
10. If a Board Member changes address, make sure you notify the Treasurer such that your expense check is sent to the new address.
11. The National Treasurer appreciates the efforts and time taken by Charlie Flowe while the National Treasurer was out of the country. Thank you, Charlie!

Motion: To accept National Treasurer's report.

ASHE Treasurer's Report
for
June 1, 2017 to April 30, 2018

PNC Checking Accounts

1	PNC Business Basic Checking 8649 - Beginning Balance (FYB 6/1/2017)	\$	61,442.13
2	<u>Inflows</u>		
3	Income	\$	179,937.28
4	Total Inflows (Income)	\$	179,937.28
5	<u>Outflows</u>		
6	Expenses	\$	(156,408.01)
7	Transfer to Account 3251	\$	(1,000.00)
8	Total Outflows (Expenses)	\$	(157,408.01)
9	Balance 8649 - 4/30/2018	\$	83,971.40

10	PNC Business Checking 3251 - Beginning Balance (FYB 6/1/2017)	\$	31,689.00
11	<u>Inflows</u>		
12	Income	\$	8,000.00
13	Transfer from Account 8649	\$	1,000.00
14	Total Inflows (Income)	\$	9,000.00
15	<u>Outflows</u>		
16	Expenses	\$	(39,786.35)
17	Total Outflows (Expenses)	\$	(39,786.35)
18	Balance 3251 - 4/30/2018	\$	902.65

PNC Investment Account

19	PNC Investment - Beginning Balance (6/1/2017)	\$	300,010.75
20	Increase in Fund as of 4/30/2018	\$	21,841.28
21	Decrease in Fund as of 4/30/2018	-	
22	Balance on 4/30/2018	\$	321,852.03
23	<u>Total Assets as of 4/30/2018</u>	\$	406,726.08
24	<u>Total Assets as of 6/1/2017</u>	\$	393,141.88
25	<u>Increase or (Decrease) in Total Assets - 6/1/2017 to 4/30/2018</u>	\$	13,584.20

Respectfully submitted:
Digitally signed
by: Frank
O'Hare
Date: 2018.05.
12 14:26:13 -
05'00'

ASHE National Treasurer

Item	Operating Income	Budget FYE 2018	Actual as of 4/30/2018
1	Member Assessment	\$ 125,400	\$ 123,124.82
2	New Members	\$ 22,500	\$ 22,870.00
3	Scanner Sponsorships	\$ 26,000	\$ 25,650.00
5	Multiview	\$ 7,000	\$ 6,062.17
6	Past Pres. Pins	\$ 1,500	\$ 1,260.00
7	New Members - At Large	\$ 100	\$ 50.00
8	Clothing Royalties	\$ -	\$ -
9	National Conference Income	NA	\$ -
10	Miscellaneous	\$ -	\$ 420.29
11	National Project of the Year - Entry fee	\$ 800	\$ 500.00
12	Voided Checks	\$ -	\$ -
13	Transfer to CC Account	\$ -	\$ -
14	Total	\$ 183,300	\$ 179,937.28
15	Reduction Of Assets	\$ 15,200	
16	Total Inflow to Operating Budget	\$ 198,500	\$ 179,937.28

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 4/30/2018
NATIONAL BOARD			
1	BOARD DIRECTORS LODGING	\$ 9,000	\$ 5,880.78
2	BOARD DIRECTORS TRAVEL	\$ 31,000	\$ 19,951.56
3	BOARD MEETING EXPENSES	\$ 15,000	\$ 11,312.83
4	NATIONAL BOARD MEETING STIPEND	\$ -	\$ 9,084.19
TOTAL:		\$ 55,000	\$ 46,229.36
EXECUTIVE COMMITTEE			
1	GOVERNANCE SUB-COMMITTEE	\$ 1,200	\$ -
2	AUDIT & CPA FEES	\$ 7,000	\$ 7,378.51
3	AWARDS, BANNERS, RIBBONS, MISC	\$ 4,000	\$ 3,467.51
4	COMPUTERS, PURCHASE, REPAIR (Hardware Only)	\$ 1,000	\$ 404.58
5	CONTINGENCIES, LEGAL, BANK FEES	\$ -	\$ 20.00
6	DONATIONS, MEMORIALS, GIFTS	\$ 100	\$ 66.76
7	EMPLOYEE - TAXES, FICA	\$ 1,500	\$ 2,660.70
8	EMPLOYEE - NET WAGES	\$ 10,600	\$ 10,186.58
9	EXECUTIVE COMMITTEE MEETING Only	\$ -	\$ -
10	INSURANCE - BUSINESS	\$ 2,500	\$ 2,509.00
11	OFFICE- CONF. CALL, OFFICE EXPENSES	\$ 1,500	\$ 2,233.18
12	OFFICE RENTAL	\$ 3,800	\$ 3,525.00
13	POSTAGE & DELIVERY	\$ 800	\$ 485.57
14	PRES. ASSISTANT'S EXPENSES	\$ 11,500	\$ 10,537.30
15	PRESIDENTS TRAVEL	\$ 9,000	\$ 7,273.04
17	Misc	\$ -	\$ 195.76
18	CONFERENCE SEED MONEY 2020 (See Mtg. Minutes)	\$ -	\$ 8,000.00
19	SUPPLIES, BUSINESS, SOFTWARE	\$ 1,000	\$ 892.36
TOTAL:		\$ 55,500	\$ 59,835.85
BUDGET/AUDIT COMMITTEE			
1	BUDGET/AUDIT COMMITTEE	\$ 450	\$ 119.59
2	Treasurer's Meeting with Auditors	\$ 450	\$ -
3	FINANCE COMMITTEE	\$ -	\$ -
TOTAL:		\$ 900	\$ 119.59
NOMINATING			
1	COMMITTEE TRAVEL	\$ -	\$ -
TOTAL:		\$ -	\$ -

Item	Operating Expenses	Budget FYE 2018	Actual as of 4/30/2018
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	\$ 1,367.79
5	SHIPPING - ASHE DISPLAY	\$ 400	\$ 21.99
TOTAL: \$		3,900	\$ 1,747.00
NEW SECTIONS COMMITTEE			
1	NEW SECTIONS COMMITTEE	\$ 3,600	\$ 636.44
2	PARTNERSHIPS EXCHANGE COMMITTEE	\$ 600	\$ 1,096.04
TOTAL: \$		4,200	\$ 1,732.48
TECHNOLOGY COMMITTEE			
1	WEBSITE	\$ 2,600	\$ 1,875.00
2	TECHNOLOGY COMMITTEE	\$ 5,700	\$ 1,179.62
TOTAL: \$		8,300	\$ 3,054.62

Item	Operating Expenses	Budget FYE 2018	Actual as of 4/30/2018
SCANNER COMMITTEE			
1	SCANNER/TECHNICAL COMMITTEE	\$ 600	\$ -
2	TNT Invoices	\$ 55,000	\$ 40,144.15
TOTAL: \$		55,600	\$ 40,144.15
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	\$ 1,041.70
TOTAL: \$		1,900	\$ 1,041.70
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	\$ 947.16
2	National Project of the Year	\$ 3,000	\$ 585.00
3	REGIONAL DISTRIBUTION	\$ -	
TOTAL: \$		8,000	\$ 1,532.16
TREASURER			
1	-	\$ -	
		\$ -	\$ -
TOTAL OPERATING EXPENSES		\$ 198,500.00	\$ 156,408.01
Notes:			

Item	Conference Income ¹	Budget FYE 2018	Actual as of 4/30/2018				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
<p>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.</p> <p>2 As of 02/18/2018, a check from NY Metro has not been received.</p>							
<p>Conference Budget approved by ASHE National Board Date: <u>April 29, 2017</u></p>							

Item	Conference Expenses	Budget FYE 2018	Actual as of 02/28/2018				Totals
			NYC	Cleveland	Nashville	Carolina	
Executive Committee							
1	Misc - Circle City escrow to Great Lakes	\$ -	\$ -	\$ 1,680.95	\$ -	\$ -	
TOTAL: \$ -		\$ -	\$ -	\$ 1,680.95	\$ -	\$ -	\$ 1,680.95
NATIONAL BOARD							
1	CONFERENCE STIPEND & EXPENSES	\$ 37,200.00	\$ 23,027.37	\$ 5,871.00	\$ -	\$ -	\$ 28,898.37
TOTAL: \$ 37,200.00		\$ 23,027.37	\$ 5,871.00	\$ -	\$ -	\$ -	\$ 28,898.37
PUBLIC RELATIONS COMMITTEE							
1	CONFERENCE EXPOSURE	\$ 400.00	\$ -	\$ -	\$ -	\$ -	
TOTAL: \$ 400.00		\$ -	\$ -	\$ -	\$ -	\$ -	
NEW SECTIONS COMMITTEE							
1	PARTNERSHIPS EXCHANGE COMMITTEE	\$ 5,600.00		\$ 2,539.47	\$ -	\$ -	\$ 2,539.47
TOTAL: \$ 5,600.00		\$ -	\$ 2,539.47	\$ -	\$ -	\$ -	\$ 2,539.47
TECHNOLOGY COMMITTEE							
1	NATIONAL CONF. EXHIBIT BOOTH - J.M. Server Solutions	\$ 400.00		\$ 400.00	\$ -	\$ -	\$ 400.00
TOTAL: \$ 400.00		\$ -	\$ 400.00	\$ -	\$ -	\$ -	\$ 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 <u>to 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	\$ 24,950.53	\$ 14,491.42	\$ -	\$ 344.40	\$ 39,786.35
1. The \$8000 advance for the Carolina conference charged to Ex. Comm. Operating funds based upon approval by Ex. Comm.							

Cash Flow

6/1/2017 through 4/30/2018

5/12/2018

Page 1

Category	Business B...	Business C...	Cash Rewa...	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
Life Member Plate	160.00	0.00	0.00	160.00
Member Assessment	123,124.82	0.00	0.00	123,124.82
Member at Large	50.00	0.00	0.00	50.00
National Project of the Year - Ent...	500.00	0.00	0.00	500.00
New Member	22,870.00	0.00	0.00	22,870.00
Other Inc	6.76	0.00	0.00	6.76
Past President Pins	1,260.00	0.00	0.00	1,260.00
Sponsorships				
Multiview	6,062.17	0.00	0.00	6,062.17
SCANNER Sponsorship	25,650.00	0.00	0.00	25,650.00
TOTAL Sponsorships	31,712.17	0.00	0.00	31,712.17
TOTAL INFLOWS	179,937.28	8,000.00	0.00	187,937.28
OUTFLOWS				
Budget Committee				
Lodging	119.59	0.00	0.00	119.59
TOTAL Budget Committee	119.59	0.00	0.00	119.59
Executive Committee				
Audit, Taxes & CPA Fees	7,378.51	0.00	0.00	7,378.51
Awards, Banners, Ribbons, Mi...	2,546.36	0.00	921.15	3,467.51
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 F...				
Bank Charge	20.00	20.00	0.00	40.00
TOTAL Contingencies, Leg...	20.00	20.00	0.00	40.00
Donations. Memorials, Gifts	0.00	0.00	66.76	66.76
Employee - Taxes, FICA	2,660.70	0.00	0.00	2,660.70
Employee - Wages	10,186.58	0.00	0.00	10,186.58
Insurance - Business	2,509.00	0.00	0.00	2,509.00
Misc. -	0.00	1,680.95	195.76	1,876.71
Office - Conf. Call, Office Exp...	1,298.25	0.00	934.93	2,233.18
Office Rent	3,525.00	0.00	0.00	3,525.00
Postage and Delivery	52.35	0.00	433.22	485.57
President Assistant's Expenses				
Office Supplies	391.57	0.00	57.63	449.20
President's Assistant's Travel				
Lodging	810.19	0.00	0.00	810.19
Mileage	907.94	0.00	0.00	907.94
Misc. Travel Expenses, ...	188.57	0.00	0.00	188.57
Travel -- Air,Train,Transit...	1,031.40	0.00	0.00	1,031.40
TOTAL President's Assis...	2,938.10	0.00	0.00	2,938.10
Stipend	7,150.00	0.00	0.00	7,150.00

Cash Flow

6/1/2017 through 4/30/2018

5/12/2018

Page 2

Category	Business B...	Business C...	Cash Rewa...	OVERALL TOTAL
TOTAL President Assistant'...	10,479.67	0.00	57.63	10,537.30
President's Expenses (Other t...				
Lodging	1,985.40	0.00	0.00	1,985.40
Mileage	1,258.22	0.00	0.00	1,258.22
Misc. Travel Expenses, Me...	56.66	0.00	0.00	56.66
Travel -- Air, Train, Transit, C...	3,972.76	0.00	0.00	3,972.76
TOTAL President's Expens...	7,273.04	0.00	0.00	7,273.04
Supplies, Software, etc	48.03	0.00	844.33	892.36
TOTAL Executive Committee	55,977.49	1,700.95	3,858.36	61,536.80
Membership - Members at Large...				
Data Base Project	1,041.70	0.00	0.00	1,041.70
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 - Membe...	1,041.70	1,903.16	0.00	2,944.86
National Board				
Board Meeting Expenses	0.00	0.00	7,700.28	7,700.28
Meals - National Board & G...	0.00	0.00	3,145.74	3,145.74
Mtg Rooms, Coffee, Soda, ...	466.81	0.00	0.00	466.81
TOTAL Board Meeting Exp...	466.81	0.00	10,846.02	11,312.83
Board Member - Board Meetin...				
Lodging - Board Meeting	5,880.78	119.59	0.00	6,000.37
Mileage - Board Meeting	8,998.59	16.20	0.00	9,014.79
Misc. Travel Expenses, Me...	2,273.40	59.82	0.00	2,333.22
Travel-Air, Train, Transit, Cab...	8,679.57	351.76	0.00	9,031.33
TOTAL Board Member - Bo...	25,832.34	547.37	0.00	26,379.71
National Bd. Member Stipend	9,084.19	28,351.00	0.00	37,435.19
TOTAL National Board	35,383.34	28,898.37	10,846.02	75,127.73
National Conference Committee				
Committee Travel				
Travel - Air, Train, Transit, ...	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 ...	0.00	4,344.40	0.00	4,344.40
New Sections Committee				
Committee Travel				
Lodging	154.32	0.00	0.00	154.32
Mileage	88.56	0.00	0.00	88.56
Misc. Travel Expenses, Me...	133.15	0.00	0.00	133.15
Travel-Air, Train, Transit, Cab...	260.41	0.00	0.00	260.41
TOTAL Committee Travel	636.44	0.00	0.00	636.44
Partnership	0.00	1,600.00	0.00	1,600.00
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
Travel, Air, Train, Transit, C...	687.04	0.00	0.00	687.04

Cash Flow

6/1/2017 through 4/30/2018

5/12/2018

Page 3

Category	Business B...	Business C...	Cash Rewa...	OVERALL TOTAL
TOTAL Partnership	1,096.04	2,539.47	0.00	3,635.51
TOTAL New Sections Commit...	1,732.48	2,539.47	0.00	4,271.95
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	1,367.79	0.00	0.00	1,367.79
Shipping - ASHE Display	21.99	0.00	0.00	21.99
TOTAL Public Relations Com...	1,747.00	0.00	0.00	1,747.00
Regional Outreach Committee (...)				
ASHE National Project of the ...	585.00	0.00	0.00	585.00
Committee & Regional Directo...				
Lodging	226.36	0.00	0.00	226.36
Mileage	455.80	0.00	0.00	455.80
Misc. Travel Expenses, Me...	265.00	0.00	0.00	265.00
TOTAL Committee & Regio...	947.16	0.00	0.00	947.16
TOTAL Regional Outreach Co...	1,532.16	0.00	0.00	1,532.16
SCANNER Committee				
Scanner Printer and Mailing	40,144.15	0.00	0.00	40,144.15
TOTAL SCANNER Committee	40,144.15	0.00	0.00	40,144.15
Strategic Plan Committee				
Committee Travel				
Lodging	422.72	0.00	0.00	422.72
Travel-Air,Train,Transit,Cab...	298.38	0.00	0.00	298.38
TOTAL Committee Travel	721.10	0.00	0.00	721.10
TOTAL Strategic Plan Commit...	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 Comm...	250.00	0.00	0.00	250.00
Technology Committee	270.00	0.00	0.00	270.00
Cloud Subcommittee	833.30	0.00	0.00	833.30
Committee Travel				
Mileage	58.32	0.00	0.00	58.32
Misc. Travel Expenses, Me...	18.00	0.00	0.00	18.00
TOTAL Committee Travel	76.32	0.00	0.00	76.32
Exhibit Booth - JM Server Solu...	0.00	400.00	0.00	400.00
Website Subcommittee	1,875.00	0.00	0.00	1,875.00
TOTAL Technology Committee	3,054.62	400.00	0.00	3,454.62
Void Check	0.00	0.00	0.00	0.00
TOTAL OUTFLOWS	141,703.63	39,786.35	14,704.38	196,194.36
OVERALL TOTAL	38,233.65	-31,786.35	-14,704.38	-8,257.08

$\$141,703.63 + \$14,705.38 = \$156,408.01$



COMMITTEE STATUS REPORT

AD HOC COMMITTEE

Short term committee to review budget issues and potential Administrative Assistant.

Committee Members

Larry Ridlen, Chair

Mark Kinnee

Mike Hurtt

Frank Bronzo

Dave Greenwood

E-Mail

leridlen@comcast.net

makinnee@urbanengineers.com

Mhurtt@chacompanies.com

fbronzo@envdesigngroup.com

greenwoodda@cdmsmith.com

Date: 4/21/18

Report Period: May 2018 Nat. Board Mtg

Meetings held since the previous Quarterly Report

1. April 9, 2018 Members in attendance - Larry, Mark, Michael, Frank
2. Date - Members in attendance -

Motion(s) to be brought before the National Board:

Resolved: Move to adopt the Job description and the Process to hire a Administrative Assistant

Discussions to be brought before the board

1. Review the Procedure for advertising and hiring a Administrative Assistant for ASHE National
2. Review the AA Job Description

Status of action items

Complete recruiting and hiring of administrative assistant to replace Lynnell Flowe and eventually Shirley Stuttler.

Budget update

1. 2018 - 2019 Budget: \$0
2. Spent – List items and \$ spent this quarter
 - a.
3. Current Budget Balance:
4. List any Non-Budget Items that should be considered.

Procedure for advertising and hiring an Administrative Assistant for ASHE National

Plan for paying employees:

1. Employment Category: The ASHE National Administrative Assistant will be an part time employee of ASHE
2. ASHE National Treasurer will secure an Employer Identification Number (EIN)
3. After the employee is hired, the ASHE National Treasurer will be responsible for identifying the requirements for state or local tax IDs
4. ASHE National Treasurer will ensure that the new employee return a completed W-4 form
5. The I-9 Employment Eligibility Verification form will be required.
6. Schedule pay periods to coordinate tax withholding for IRS. Process of payment will be every two weeks. ASHE National Treasurer to provide the dates when time sheets are due.
7. This position will require less than 30 hours per week so will not be provided Personal Time Off (PTO) or holiday benefits
8. The ASHE National Treasurer will manage the payroll system
9. The ASHE National Treasurer and Secretary will establish requirements on which records must stay on file and for how long
10. ASHE National Treasurer to report payroll taxes as needed on quarterly and annual basis. Form 941 will be submitted quarterly to the IRS
11. A W-2 will be provided to the employee by the ASHE National Treasurer.
12. Employee will need to be bonded if they have access to ASHE funds.

Required employee benefits

1. Social Security taxes: ASHE will pay Social Security taxes
2. ASHE Tax Responsibilities to Employee
 - a) Federal Income Tax will be withheld
 - b) FICA taxes will be withheld
 - c) State taxes may be withheld depending on each State requirement
 - d) State unemployment may be withheld depending on each State requirement
 - e) Municipal/county taxes may be withheld depending on local requirement
3. Workers' Compensation: Required through a commercial carrier, self-insured basis, or state Workers' Compensation Program
4. Disability Insurance: Disability pay is required in California, Hawaii, New Jersey, New York, Rhode Island and Puerto Rico

5. Leave benefits: Most leave benefits are optional outside those stipulated in the Family and Medical Leave Act (FMLA)
6. Unemployment insurance: Varies by state so the National Treasurer will need to identify the requirements of the state where the employee is located.

Methods to advertise.

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

Candidate Review

1. Search Committee
 - a) Chair current 1st Vice President – Mike Hurtt
 - b) National Secretary – Tom Morisi
 - c) National Treasurer – Frank O'Hare
 - d) President Assistant – Shirley Stuttler
 - e) Secretary Assistant – Lynnell Flowe
 - f) Past National Secretary – Charlie Flowe
2. To be considered for the position the Applicant is to submit
 - a) Letter stating interest in the position
 - b) Resume showing education, previous positions, skills
 - c) At least 3 references
3. Search committee to:
 - a) Consider all qualified applicants
 - b) Check references
 - c) Check citizenship or visa requirements
 - d) Drug checks will not be required
 - e) Document all actions of the search committee

Salary and Reporting Structure

1. Position reports to the National Secretary with the National President as the back-up

2. Position is to be paid every two weeks on an hourly basis with taxes withheld.
3. 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.

Compensation and benefits package

1. \$15/hour to \$20/hour depending on experience
2. Overtime (over 40 hours in a normal work week) will be paid at time and a half
3. Work will be from the Employees home
4. ASHE will provide an office setup including laptop computer, additional monitor, printer/scan.
5. All associated cost for Phone service will be a non-reimbursable business expense to the employee
6. Employee will be paid to travel to National Board meetings and meetings with members of the Executive Committee including time to travel, travel cost, lodging and meals. For the National Conference ASHE will also pay for the employees registration and attendance at the Saturday Banquet.
7. Any approved office material expense will be reimbursed by the National Treasurer upon approval by the National Secretary
8. This position will require less than 30 hours per week so will not be provided Personal Time Off (PTO) or holiday benefits
9. ASHE has no restrictions on other part time positions that the employee can hold as long as the employee is meeting the needs of ASHE

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), to attend Executive Committee meetings, National Board meetings, and the annual ASHE National Conference.
- At the National Conference will be required to take meeting minutes for the Board Meeting at the Opening session, the Region Section Officer meeting, the Past President meeting and the National Board meeting.
- 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.
- 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).



COMMITTEE STATUS REPORT

BUDGET / AUDIT COMMITTEE

Provide financial guidance to National Board, President and Treasurer. Ensure financial responsibility on the part of the Society. Review investment policies. Review audit as needed.

Committee Members

E-Mail

Date:

Richard Cochrane, Chair

RCochrane@McTish.com

Report Period: March & April, 2018

Frank O'Hare

ASHENationalTreasurer@ashe.pro

Mike Hurtt

MHurtt@CHACompanies.com

Donna McQuad (Finance)

dmcquade@landmarkengineers.com

Michael Bywaletz (Finance)

Michael_Bywaletz@gspnet.com

Richard Meehan (Finance)

Richard.Meehan@loweengineers

Meetings held since the previous Quarterly Report

1. None

Motion(s) to be brought before the National Board:

None

Discussions to be brought before the board

1. None
- 2.

Activities:

Comments on treasurer's reports, if any -

None

Status of investment instruments & comments –

No comments – see Treasurer's report

Other activities -

Budget update

1. 2018 - 2019 Budget: \$450
2. Spent – List items and \$ spent this quarter
 - a. Lodging for meeting - \$120
3. Current Budget Balance: \$330
4. List any Off-Budget Items that should be considered.
 - a. None



COMMITTEE STATUS REPORT

CONSTITUTION / BYLAWS COMMITTEE

Monitor National Constitution and National Bylaws for suitability and accuracy. Implement changes as directed by the National Board. Review and maintain record of all Regions' and Sections' bylaws.

Committee Members

David Greenwood, PE, Chair
Don Dizuzio, PMP
Calvin Leggett
Mark Kinnee, PE

E-Mail

greenwoodda@cdmsmith.com
DDizuzio@tandmassociates.com
cleggett@ncdot.gov
makinnee@urbanengineers.com

Date: 5/3/18

Report Period: Spring 2018

Meetings held since the previous Quarterly Report

1. Correspondence by e-mail- Bylaw approval requests

Motion(s) to be brought before the National Board:

Resolved: none

Discussions to be brought before the board

1. None

Activities:

Currently reviewing revised NCNJ bylaws; DAG reviewed and circulated for review; comments due 5/10/18

Working on review and upload of section bylaws to the Cloud

Budget update

1. 2018 - 2019 Budget: \$0.00
2. Spent – List items and \$ spent this quarter
 - a. N/A
3. Current Budget Balance: N/A
4. List any Non-Budget Items that should be considered.
 - a. N/A



COMMITTEE STATUS REPORT

MEMBERSHIP COMMITTEE

Monitor membership and membership data for ways to increase the membership and improve retention. Ensure that the membership database meets the needs of the users and of the Society. Administer members-at-large. In conjunction with the Student Chapter Committee, monitor student section and membership to assure retention of student members.

Committee Members

Leigh Lilla, Chair

Charlie Flow

Alice Hammond

John Derr

Kevin Duris

Karl Bednarz

E-Mail

llilla@nelson-construction.com

Ashenationalsecretary@ashe.pro

alhammond@pa.gov

jderr@GFNET.com

Kevin.Duris@trumbullcorp.com

Karl.Bednarz@rsandh.com

Date: 5/4/18

Report Period: Summer - May

Meetings held since the previous Quarterly Report

1. 5/8/18 – Kevin Duris, Leigh Lilla – discussed how to tackle following up with all membership inquiries per new initiative. Decided would be best to forward to each committee rep geographically closest to the inquiry so they can comment on regional goings-on, etc.

Motion(s) to be brought before the National Board:

Resolved: N/A

Discussions to be brought before the board

1. Status of student committee comparing universities to existing sections
- 2.

Activities

Status - Ensure membership access to own National database data.

Status - Reduce return rate for *scanner* by improving accuracy of National database

(New Activity) Follow up on new member referrals from web site – all inquiries

(New Activity) Government rates by section

(New Activity) Update Membership Application – streamline, ensure what we are asking for is necessary

(New Activity) Student sections – universities versus section locations – collab with student chapter committee

Budget update

- 1. 2018 - 2019 Budget: \$500.00 ?**
- 2. Spent – List items and \$ spent this quarter**
 - a. 0.00**
- 3. Current Budget Balance: 500.00**
- 4. List any Non-Budget Items that should be considered.**
 - a. N/A**



COMMITTEE STATUS REPORT

NATIONAL CONFERENCE COMMITTEE

Work with conference sponsors to ensure successful annual National Conferences meeting the Society's business requirements and supporting the Society's mission.

Committee Members

E-Mail

Date: 5/4/18

Report Period: Spring 2018

Nikki Reutlinger, Chair

nicole.reutlinger@atkinsglobal.com

Mike Hurtt, Board Liaison

mhurtt@chacompanies.com

Jerry Pitzer

jerry1368@yahoo.com

Shirley Stuttler

sstuttler@hughes.net

Brad Winkler

winklerbs@pbworld.com

Laurie Martin

lmartin@nd.gov

Roger Carriker

carriker@pbworld.com

Meetings held since the previous Quarterly Report

1. Date – 3/27/18 Members in attendance – 11 (includes conference chairs)
2. Date – 4/17/18 Members in attendance – email meeting

Motion(s) to be brought before the National Board: None

Resolved: N/A

Discussions to be brought before the board

1. N/A

Status of past and future conferences – concerns and progress (Attach individual reports as needed)

2017 – They are still working on resolving pricing with the Sheraton but have made a good faith payment of \$10K while they work things out. They had a good turnout at their follow up event on 3/15 and anticipate being able to breakeven on the conference. They did pass along a \$5K gift to 2018 in early March. Wrapping up the conference report and spreadsheets and expect anytime now.

2018 – They have 97% of their budget committed by sponsorships or exhibitors and are doing well in fundraising efforts. They have sold out the exhibitor hall. They have 385 people registered as of the early bird deadline. 600 +/- of the 560 required room nights have been booked and have met their contractual quota for the hotel. All the technical speakers and key note speakers are confirmed. Due to an extremely booked Past President's luncheon, it was decided to move the Pearson award to the Opening Session. The NCC will monitor how this goes and see if this is something that may be changed in the future. Banner forms were emailed out to National Directors in March. They have also secured insurance for the conference.

2019 – Executive committee and committee chairs are meeting regularly. They have refined their budget based on NCC comments and don't expect to resubmit until they start making more deposits. They have finalized contracts for the Friday night event (Wild Horse music venue) and are working on securing a contract for a band on Saturday night. The logo has been finalized and they have developed a video to show at the gala on Saturday night. They have also established a twitter account to start buzz around the upcoming conference.

2020 – They have a bank account and requested the \$8K in seed money. They have finalized the contract with the convention center and used most of the seed money to pay the deposit. They are working with the region who has some seed money available to as they have to start to make deposits. They have developed a preliminary budget which the NCC is currently reviewing. They have developed a logo and will have the National PR committee review to make sure there is consistency within the ASHE brand.

2021 – They have opened a bank account and will request seed money once the 2018-2019 budget is in effect. The incoming president (Dick) is planning on having the September board meetings at the hotel they want to select. Jerry from the NCC will attend this meeting as well to review the hotel and its amenities. They have also established a conference email to use in correspondence with vendors and ASHE members. In addition, they are working with local sections in their region who have committed to additional seed money to help them with early deposits.

2022 – Solicitation for 2022 conference will be sent out in the fall of 2018.

Status of committee activities

Guidelines up-to-date – These have been reviewed by the NCC and have been submitted to Craig Rock to post online

Conference insurance guidelines – This is the next initiative that the committee will take on but hasn't started yet.

Cloud access – The NCC will work with folks to get the right credentials to be able to put up all the necessary information on the cloud this year.

Budget update (no change from last report)

1. **2018 - 2019 Budget:** \$13,500
2. **Spent – List items and \$ spent this quarter**
 - a. \$0
 - b. +3,655.40 spent previously (2018 National Sponsor ship (\$4000), NCC expenses for 2020 site visit (\$344.60), Return of 2017 seed money (\$8000))
3. **Current Budget Balance:** \$17,155.40 (no change from previous report)
4. **List any Non-Budget Items that should be considered – N/A**

Meeting Minutes

**National Conference Committee
Conference Call
March 27, 2018**

National Participants		
Name	Role	Present
Nikki Reutlinger	Committee Chair	✓
Mike Hurtt	Committee Member	✓
Shirley Stutler	Committee Member	✓
Laurie Martin	Committee Member	✓
Brad Winkler	Committee Member	
Jerry Pitzer	Committee Member	✓
Roger Carriker	Committee Member	✓
Greg Dutton	National President	

2017 Conference (New York City)		
Name	Role	Present
Manny Beigelmacher	Co-Chair	✓
Glen Kartalis	Co-Chair	
Al Alagazi	National Monitor	

2018 Conference (Cleveland, OH)		
Name	Role	Present

Jim Shea	Co-Chair	✓
Kirsten Bowen	Co-Chair	✓
Caroline Duffy	National Monitor	

2019 Conference (Nashville, TN)		
Name	Role	Present
Larry Ridlen	Co-Chair	
Angie Duncan	Co-Chair	✓

2020 Conference (Raleigh, NC)		
Name	Role	Present
Drew Joyner	Co-Chair	✓
Terry Snow	Co-Chair	

2021 Conference (Pocono Mountains, PA)		
Name	Role	Present
Dick Cochrane	Co-Chair	
Todd Rousenberger	Co-Chair	
John Caperilla	Co-Chair	

2017 Conference Comments (June 14-18, 2017 in New York City):

- Still working with Sheraton bill (\$42K) – there was an issue with folks finding the hotel at cheaper prices other avenues than through the room block – they are still working through this issue because this is about \$20K of the \$42K – as a good faith effort they have submitted \$10K towards their bill.
- Anticipating a \$30K loss at the moment but are holding a follow up conference/event on March 15th where they anticipate raising enough to cover the loss and provide money to Cleveland conference (right now they have raised \$27K in sponsorship)
- Spreadsheets and back up have been pulled together – a majority of the report is complete and hope to get to NCC prior to next meeting. Spreadsheet is being worked on by treasurer and anticipate finishing up soon.
- 2017 passed along \$5K in seed money to 2018 earlier this month

2018 Conference Comments (May 17-20, 2018 in Cleveland, OH):

- Website – <http://2018conference.ashe.pro/>. 196 people registered to date
- Sponsorship – \$161,900 committed and still waiting on one Diamond sponsor response (goal - \$180K but expect to raise around \$170K) – 2018 circled back around with the no responsive sections and the following are not going to sponsor this year - ASHE Dallas-Fort Worth, ASHE Long Island, ASHE Mid-Allegheny, ASHE Central Florida, ASHE Gold Coast.
- Exhibitors – 45 confirmed exhibitors (51 available booths) – National has requested booths for ACET, SMPS and JM Server Solutions which are included in the 45 confirmed.
- Golf – <http://www.fowlersmillgc.com/> Course is about 30 minutes away from downtown. 21 individuals and 3 foursomes registered (33 total golfers)

- Hotel – Parking at hotel anticipated at \$24/day. Looking at other options for attendees in surrounding area – 2018 has provided a parking map (similar to 2016) on website under the lodging tab. Expecting about \$130K in Food & Beverage but went back to hotel to increase F&B to \$75K and hotel gave a concession of 10% discount on food. Hotel has agreed to hold current food prices. Addendum for 10% concession has been executed. AV vendor reduced costs as well but contract has not been executed (\$17,800) – will likely wait until programs are finalized to ensure that all the AV equipment is available. 2018 did discuss people booking outside of the block if pricing happens to be lower (ie NYC) and they said they will reference our registration list and count anyone who isn't in the block.
- 451 of 560 hotel rooms booked – hotel minimums have been met – very few rooms left on Saturday and 2018 will continue to try and raise the room blocks as much as they can
- Technical speakers – all speakers are confirmed and technical tours are set (Northeast Ohio Regional Sewer District, Port of Cleveland, Cuyahoga River Boar, Veterans Memorial Bridge/Subway Tour). Costs for technical tours range from \$15-25
- Program book – Working on getting ad information, program book is about 50% complete
- Scanner ad – submitted but publication of scanner was delayed due to Tammy's accident. 2018 has been working with Charlie to send out email blasts and mailing out hard copies of the forms to those that request it.
- Key note speakers and Friday lunch speaker's ideas confirmed - Brandye Hendrickson, Acting FHWA Administrator will be the key note speaker. 2018 is working on back up if needed. Cleveland story teller for Friday event.
- Guest tours – tours are all listed on website and are starting to fill up. 2018 will monitor the ones with little to no interest and adjust accordingly.
- Insurance – received a quote of \$1700 including liquor liability
- Transportation – contract is completed but updating based on tour timing and other programs that require buses. 2018 working with National regarding transportation needs for National Board members
- Friday night event – RRHOF – contract finalized
- Saturday Night event – Game show – contract is completed.
- 2018 has sent in nominations for Pearson (Chris Runyan) and all other awards (Lifetime Achievement, MOY, YMOY, POY award). Project of Year awards were also named on 3/26/18. This information will be supplied to 2018.
- Friday Luncheon – Future discussions on how to fit in the award winner presentation into luncheon
- Banner form – emailed out on 3/19/18 to National Directors
- Meeting with incoming/outgoing presidents to discuss all the schedules of major events held on 2/27

2019 Conference Comments (May 8-12, 2019 Nashville, TN):

- Executive committee and committee chairs are starting to meet monthly
- Preliminary budget reviewed by NCC and 2019 is revising and will submit prior to next meeting
- Golf – Gaylord Springs Golf Links – about 5 minutes from hotel – will be held on Thursday am. 2019 has a draft contract – breakfast and lunch will be available at the course.
- Friday Night event –Wild Horse (music venue) – contract completed

- Saturday night event – coordinating with some bands to play – hoping to lock this down in next few months
- Logo has been selected and will be distributed to NCC
- Video for Gala is complete and working on determining swag items

2020 Conference Comments (June 3-6, 2020, Raleigh, NC):

- Have a bank account established and have received \$8K in seed money
- Committee chairs have been established and key committees are up and meeting regularly.
- NCC approved hotel at September board meeting. Contract has been executed with the hotel and deposit for convention center (\$7K) has been put down. 2020 plans to ask for a loan from the region to allow for more deposits to be put down since this was a bulk of their seed money.
- Logo has been determined and will send to NCC to send to PR committee for review.
- Have developed a tentative conference schedule and have sent a preliminary conference budget (assuming \$220-250K) to NCC for review.
- Sponsorship committee is starting to develop the levels for sponsors and anticipate nailing down these levels in early 2018.

2021 Conference Comments (June 16-20, Poconos, PA):

- Checking account has been set up and a treasurer has been named
- Some additional committee chairs have been established
- An email address has been set up for conference related correspondence - 2021conference@ashe.pro
- The NCC will visit the hotel in Fall 2018 (likely in September by Jerry)
- Three local sections in the NE have committed to providing \$1000 each in seed money to the conference

Other:

- Draft guidelines have been reviewed by NCC and Nikki is working on revising so these can be available soon. One item that needs to be addressed is insurance requirements 3 years out – this likely needs to be resolved in guidelines vs. action plan.
- NCC is working on a list of things paid for by National or items that are free
- NCC is working on getting common information up on the ASHE cloud (server.ashe.pro). Once this is complete, each conference chair will need to request log in information. Nikki will request log in information for NCC.
- Continuing to look at non-profit status for 2018 (this has also happened in 2016)
- Pearson Award winner – NCC is considering recommending this as a potential reimbursement from National instead of having the conference handle this

Next Conference Call:

- April 17th at noon

**National Conference Committee
Email Meeting
April 17, 2018**

National Participants		
Name	Role	Present
Nikki Reutlinger	Committee Chair	
Mike Hurtt	Committee Member	
Shirley Stuttler	Committee Member	
Laurie Martin	Committee Member	
Brad Winkler	Committee Member	
Jerry Pitzer	Committee Member	
Roger Carriker	Committee Member	
Greg Dutton	National President	

2017 Conference (New York City)		
Name	Role	Present
Manny Beigelmacher	Co-Chair	
Glen Kartalis	Co-Chair	
Al Alagazi	National Monitor	

2018 Conference (Cleveland, OH)		
Name	Role	Present

Jim Shea	Co-Chair	
Kirsten Bowen	Co-Chair	
Caroline Duffy	National Monitor	

2019 Conference (Nashville, TN)		
Name	Role	Present
Larry Ridlen	Co-Chair	
Angie Duncan	Co-Chair	

2020 Conference (Raleigh, NC)		
Name	Role	Present
Drew Joyner	Co-Chair	
Terry Snow	Co-Chair	

2021 Conference (Pocono Mountains, PA)		
Name	Role	Present
Dick Cochrane	Co-Chair	
Todd Rousenberger	Co-Chair	
John Caperilla	Co-Chair	

2017 Conference Comments (June 14-18, 2017 in New York City): No report given – information below is still from March

- Still working with Sheraton bill (\$42K) – there was an issue with folks finding the hotel at cheaper prices other avenues than through the room block – they are still working through this issue because this is about \$20K of the \$42K – as a good faith effort they have submitted \$10K towards their bill.
- Anticipating a \$30K loss at the moment but are holding a follow up conference/event on March 15th where they anticipate raising enough to cover the loss and provide money to Cleveland conference (right now they have raised \$27K in sponsorship)
- Draft reports have been received by NCC and final reports and spreadsheet are being compiled
- 2017 passed along \$5K in seed money to 2018 in March

2018 Conference Comments (May 17-20, 2018 in Cleveland, OH):

- Registration - <http://2018conference.ashe.pro/> - Early Bird closed with 385 online registration and an expected 15 hard copy registrations. So right around 400 as of 4/14/2018. Registration expected to close on 5/4
- Sponsorship –\$175,900 committed (almost goal) – Budget was updated to include ACTUAL sponsorship money and an estimated 525 guest (worst case since we lose money on each guest) and we are tracking ahead. Goal met.
- Exhibitors – 51 confirmed (sold out) – NCC will need booths for ACET, SMPS and JM Server Solutions – all have been invoiced to National. National has paid all invoices.
- Golf - 37 individual golfers and 6 foursomes about 61 total. Expecting around 100 golfers, once Cuyahoga Valley folks finish registering.

- Hotel –10% concession addendum executed and working to get AV contract set up now that there are more known ideas of what is needed.
- Hotel – 600+/- of 560 rooms reserved so have met hotel quota and then some – hotel can add rooms for Wednesday and Thursday as necessary but Friday and Saturday are sold out.
- Banner form sent out to sections on 3/19
- Technical speakers –all speakers confirmed – any other updates? technical tours – all 4 are confirmed (Northeast Ohio Regional Sewer District, Port of Cleveland, Cuyahoga River Boar, Veterans Memorial Bridge/Subway Tour) – NEORSD tours are small now 2 in the AM and 3 in the PM. They will likely get to 5 which will be a GO. Everything else is a GO and booked.
- Program book – went to printer on 4/27
- Scanner ad – due to the scanner being delayed due to medical issues with Tammy, forms were sent via emails coordinated with Charlie. One was sent in mid March, one was sent the week of early bird and one before closing registration.
- Key note speaker – Brandye Hendrickson FHWA is confirmed for Friday morning speaker –Cleveland storyteller will be used for Friday luncheon. All speakers are confirmed – any additional items needed from National regarding agendas for Friday morning, lunch and Saturday night?
- Guest tours – pricing and tours have been determined. The bike tour and arboretum have 0 registrants. Will decide soon on cancelation (prior to program printing). Everything else has 5 or more and are a GO.
- Saturday night event – any updates that we need to discuss? Need to coordinate seating with Shirley.
- Transportation – contract is finalized and working on maybe reducing needs based on registration numbers.
- Insurance – Quote was received around \$1,700 including the liquor liability, seemed reasonable.
- Pearson award and other awards submitted to National – these have all been determined (and 2018 is working with winners to make arrangements as necessary. Pearson award will be moved to Friday morning opening session for this year. Working on getting charity from Pearson winner.

2019 Conference Comments (May 8-12, 2019 Nashville, TN):

- Preliminary budget being revised but no major changes so don't anticipate resubmitting to NCC at this time.
- Golf – location finalized – Deposit made. Waiting on contract to be returned. Gaylord Springs Golf Course is less than 5 minutes from hotel.
- Friday night event – Wildhorse Saloon – Contract signed. The balance of our deposit is due Aug 1, 2018.
- Saturday night event – Band will be Farewell Angelina as long as we can get the contract worked out. www.farewellangelinamusic.com or <https://www.youtube.com/channel/UCelchcVu86bhbnXyil5SVWg>
- Video is completed and assume you have determined your giveaways (to be available at the booth) – The give away will be a conference cornhole set.
- Twitter account to push out content for the 2019 Conference. @ASHE2019. They intend to push out Nashville teasers and information throughout the year leading up to the conference in Nashville.

2020 Conference Comments (June 3-6, 2020, Raleigh, NC): No report given – information below is still from March

- Have a bank account established and have received \$8K in seed money
- Committee chairs have been established and key committees are up and meeting regularly.
- NCC approved hotel at September board meeting. Contract has been executed with the hotel and deposit for convention center (\$7K) has been put down. 2020 plans to ask for a loan from the region to allow for more deposits to be put down since this was a bulk of their seed money.
- Logo has been determined and will send to NCC to send to PR committee for review.
- Have developed a tentative conference schedule and have sent a preliminary conference budget (assuming \$220-250K) to NCC for review.
- Sponsorship committee is starting to develop the levels for sponsors and anticipate nailing down these levels in early 2018.

2021 Conference Comments (June 16-20, Poconos, PA): No report given – information below is still from March

- Checking account has been set up and a treasurer has been named
- Some additional committee chairs have been established
- An email address has been set up for conference related correspondence - 2021conference@ashe.pro
- The NCC will visit the hotel in Fall 2018 (likely in September by Jerry)
- Three local sections in the NE have committed to providing \$1000 each in seed money to the conference

Other:

- Draft guidelines have been reviewed by NCC and have been submitted to National to post on website. Action plan will be the next item up for review compared to the changes over the years made in the guidelines.
- NCC is working on a list of things paid for by National or items that are free
- NCC is working on getting common information up on the ASHE cloud (server.ashe.pro). Once this is complete, each conference chair will need to request log in information. Nikki will request log in information for NCC.
- Continuing to look at non-profit status for 2018 (this has also happened in 2016)
- Pearson Award winner – NCC is considering recommending this as a potential reimbursement from National instead of having the conference handle this

Next Conference Call:

- TBD in July or August

Conference Reports

2017 ASHE NATIONAL CONFERENCE COMMITTEE

Monthly Report May 2018

1. We held a half-day breakfast seminar in March. Between sponsorships and attendees, we raised sufficient funds to put the National Conference in the black.
2. Conference budget finalized, submitted.
3. Conference final narrative report is being finalized.



2018 ASHE CONFERENCE

4/4/2018

Lake Erie Section – Great Lakes Region

May 17 - 20, 2018

Jim Shea & Kirsten Bowen Co-Chairs

Activities to Note Since last Report:

Committee Reports/Activity

Financial (Jamie Scott)

- Account Balance – \$184,562 (4/4)
- Cash Flow Report is keeping pace with the budget, this is good.
- There is over \$30k in outstanding commitments. Jamie is leaving it up to Ryan (sponsorship), Jeff (exhibitor) and Jim (Sections) to follow up on unpaid commitments.
- Budget updated on 3/26 – Kirsten, Jamie, Jim. Jim will be reaching out to committees prior to this meeting with questions regarding to their portions of the budget.
- April budget update needs to be scheduled week of 4/23 prior to 4/27 food selection deadlines. Kirsten, Jamie, Joanne, Derek, Jim. Jim to coordinate scheduling meeting. Likely on 4/27.
- Jamie worked with National Treasurer, Frank O'Hare, regarding organizational compliance with the IRS. All necessary and requested documentation has been submitted to the IRS.
- Jamie needs responses on upcoming deposits/expenses. Jim will review and provide updates, he will also ask committee chairs to review.

Program (Kathy Johnson)

- Program Book Update – Kathy is working on various portions of the program book and providing applicable sections to the respective committee chair as complete for comments. Please make it a priority to meet the dates that Kathy provides when you are sent your section. Kathy will included Kirsten and Jim with the committee chair reviews. Important dates include:
 - 4/30 – Program Book will be submitted to NE Blue for printing.
 - 4/27 – Last day Kathy will accept advertisements. Any advertisements that come after this date will not be included.
 - 4/23 – Final draft will be provided to the committee chairs for final review.
- Kathy does have an outline of the entire program book posted on DropBox. Jim will review.
- Guidebook is being developed and will generally follow the development of the program book.
- Kathy has provided Jim and Kirsten revised detailed event scheduled for Opening Session, Past Presidents Lunch and the Banquet. Jim is waiting on confirmation that Pearson Award will be given to Chris Runyan prior to send to National for review to ensure he can make it to Opening Session to receive the award.

Entertainment/Guest Program (Joanne Shaner)

- Slow registration numbers 0 for bike tour, trolley and arboretum – single digits for the rest except brewery 12. Not worried, they will pick up and small groups are OK. We may be able to cut the large bus for PFHOF. We will keep a close eye on this as registration progresses.

Facilities (Derek Johnson)

- Room block updates – Westin is able to easily provide additional rooms on Wednesday, Thursday and Friday as necessary. We were able to get an additional 12 rooms on Saturday. The overall block is over 95% full, about 500 room/nights. As Saturday continues to fill Derek will coordinate with the hotel to increase the block if they can.
- 5/11 Committee Chair Westin walk through. Committee chairs and necessary membership should be in attendance.
- Derek is coordinating the key card sponsorship. \$1300 is the approximate pricing, which is more than budgeted.
- Derek and Ben are working on Hospitality Sponsors, trying to leverage the after conference thank you party for donations. Ben provided budget without any sponsorship and it was about \$6k.
- Section Banner shipping instructions sent to National.

Registration (Sean Milroy)

- Registration Total = 253 (4/4)
- Sean has received a few registration questions and has helped those people through the process. Generally going pretty well.
- Lanyards will be purchased in April.
- Committee has method for name tags and tickets, using standard Avery templates. Will likely print locally. Sean will be engaged in the conversation.
- Backpacks – Kirsten and Jim will look at them before ordering. We will provide Sean direction before 4/1, likely following the 3/26 budget update.
- Destination Cleveland Table will be set up near the stairs at the Westin.
- “Bag Stuffing” will be either Tuesday afternoon or Wednesday morning – depends on when we can get into the hotel. Still waiting confirmation from committees on what needs to be in the bags.

PR (Rachael Weiss)

- Brief signing update
 - Plan view layouts have been developed for signs.
 - 7x3 pull up signs will be the preferred signs.
 - Expected 13 signs at Westin needed – Jim will work on template to get to Kirsten to start developing graphics.
- PR/Program meeting with printer scheduled for 3/16.
- Following printing meeting Jim and Rachael will work on a budget update.
- Jim will coordinate polo order once the volunteer sheet is complete.
- Rachael will coordinate business card handouts for all technical and guest program tours. Jim will provide hotel room key template for mark up and return to Kirsten to finish graphic.
- Rachael ordered pens that will be included in the registration packages. Notes pages will be included in the program book and pen will be provided.
- Rachael will coordinate gift baskets with known vendor. Keep in mind that the Presidents may be coming in on a plane. We will likely create the basket and have it shipped back to the President’s address, so we don’t have to limit the items.
- Will likely have small hospitality give away. Rachael to start looking at options.

Sponsor (Ryan Smalley)

- Total Committed Sponsorship = \$170,250 (4/4)
- Committee is working hard to hit the \$180k goal and has developed a short list of remaining firms that could potentially accomplish this.
- Advertisements were due on 3/15. Ryan is only missing about 11 Consultant Advertisements. Jim is coordinating with the Sections – about 27 Sections have submitted and about 9 are still missing.

- Only 6 Sections have not committed to sponsoring the conference. ASHE Dallas-Fort Worth, ASHE Long Island, ASHE Mid-Allegheny, ASHE Central Florida, ASHE Gold Coast – likely no luck with these Sections.

Exhibit (Jeff Hill)

- Total Committed Exhibitors = 47 – this includes
 - 3 Holds for ASHE partnerships and 2019 conference.
 - 4 remaining booths.
- Jeff has sent out all registration codes to paid exhibitors.
- Jeff and Macen have completed their email responsibilities.

Technical (Bonnie Teeuwen)

- Program information – the only missing information is speaker information for the technical tours. Bonnie will coordinate.
- The most recent technical session/tour information can be found in the following location and is updated anytime there is a notified change. \00_ASHE Conference Chair\09_Program Information\Final Technical Sessions and Tours Summaries
- Bonnie asked for a list of speakers that are not yet signed up. Jim to work with Registration on providing a list. All speaker who are not signed up should be sent a reminder, as the hotel block is filling up fast.
- Cleveland Story teller needs a chair (nicer) to sit in during his presentation and also needs a table in the back of the room for a small display.
- PPT presentations are due at the end of April from the speakers to the moderators.
- Kirsten provided update on Brandye Hendrickson – she spoke with her PR person who is in the process of developing her remarks. They provided confirmation that she will be in attendance.
- Jim working on speaker gifts, these items will remain in the technical budget.
- PDH form and certificates are being developed. Bonnie to let Jim or Kirsten know if she needs any assistance.
- All technical tours are booked – Bonnie to confirm pricing for Detroit Superior Bridge.

Transportation (Valerie Shea)

- Transit passes – Valerie will follow up with RTA again this week.
- Valerie will provide pricing difference between large and small buses. Large bus may not be required for PFHOF.
- Valerie will inquire about food/drink bus policies at her pre-conference meeting with the vendor.
- Valerie will inquire about bus staging for east end of the Detroit Superior Bridge at her pre-conference meeting with the vendor.
- Jonathan Hren is working to determine exact location for boarding the Holiday Boat for the Bridge Tour.

Golf (Cuyahoga Valley)

- Kyle to provide Jim and Rachael with a draft rules sheet that will go on the golf cart. This sheet that will need printed, will include such things as rules, skill prize holes, prizes and (at minimum) golf cart sponsor. If there is room, maybe all the golf related sponsors. I will have this to Jim no later than next week.
- Jim and Kyle to coordinate cart log on the pairing sheets as well.
- My committee will coordinate 4-somes when the information is provided from the conference.
- Need to determine the door prizes (amount and how to pay for).
- Need to finalize the giveaway bags (what items and how to pay for-hopefully some companies with stuff for their booths can contribute, but do not want too much stuff).
- PR working on golf ball purchase.
- 14 individual golfers and 2 foursomes registered 3/14.

Next Items to Note on the Horizon:

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

- Outstanding payments – Jamie/Ryan/Jeff – Follow up on missing payments about \$42k outstanding.
- Sponsor Advertisement – Ryan – reminder emails for advertisements.
- Last 20 sponsors including Contractors – Jim/Kirsten/Ryan

Attachment

N/A



National Conference Report – May 3, 2018 (1st Qtr)

2019 ASHE CONFERENCE

Middle Tennessee Section (Nashville)
Gaylord Opryland Resort & Convention Center
May 8-12, 2019

- 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
 - 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 and contract finalized -
<https://www.gaylordsprings.com>
 - Friday Night Off-Site Event contracts: Wildhorse Saloon in downtown Nashville -
<http://wildhorsesaloon.com>
- Saturday Evening Entertainment Confirmed. www.farewellangelinamusic.com
- Major Actions for Next Quarter
 - Finalized Video: <https://vimeo.com/256428075>

- Finalized Materials for 2018 Conference
- Shirts ready for National Board Members. Will be available at the NBM on Sunday, May 20.
- Transition to active marketing mode once Cleveland conference ends.
- Secure initial sponsorships to help with cashflow through end of year.

National Conference Report – May 3, 2018

2020 ASHE NATIONAL CONFERENCE

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:

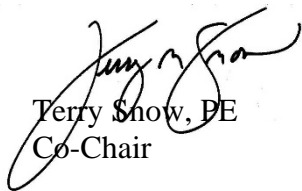
- Obtained fully approved/signed contracts for the Marriott Hotel and Raleigh Convention Center
- Developed a Conference Logo for 2018 Ad/Shirts (see attached)
- Refined conference action plan/schedule
- Requested \$8-15k loan from ASHE Mid-Atlantic
- Developed a DRAFT sponsorship plan/strategy (see attached)
- Held a Planning Committee/Subcommittee Workshops on April 18, 2018
- Engaged Carolina Piedmont Section requesting active participation on 2020 Planning Committee
- Completed a Financial Report (see attached)

- Uploaded planning documentation to ASHE Cloud site and implemented the repository use of this location

Major Actions for May and June, 2018

- Revise the conference theme and logo
- Revise the DRAFT conference budget after feedback is received from NCC
- Refine conference action plan/schedule
- Refine sponsorship plan/strategy and implement
- Refine preliminary 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 Workshops on June 20, 2018

Respectfully submitted,



Terry Snow, PE
Co-Chair

cc: Drew Joyner, PE, Co-Chair
Calvin Leggett, PE, Treasurer
Charlie Flowe, PE

ATTACHMENTS

2018 Ad Logo

DRAFT Sponsorship Plan/Strategy

Financial Report

2020 ASHE NATIONAL CONFERENCE

Ad and Shirt Logos

SELECTED FOR SHIRT AND 2018 AD



Raleigh, NC



RALEIGH, NC



RALEIGH, NC



RALEIGH, NC



RALEIGH, NC



RALEIGH, NC

DRAFT SPONSORSHIP PLAN/STRATEGY

ASHE 2020 NATIONAL CONFERENCE

DIAMOND (\$10,000)

Full Page Ad in Program Book
Recognition at Functions
Large Listing on Display Boards
Standard Exhibit Booth
4 Conference Registrations
4 Complimentary Registrations for Golf Outing
4 Tickets to the additional events – Past Presidents lunch, Friday night event, Saturday banquet (this will depend on if we are doing “a la carte” or registration is all inclusive)
Large Logo w/ link to corporate website on Conference Website
Logo on “swag bag” (bag coolers??)
Large Corporate Profile in Registration Packets and items

PLATINUM (\$7,500)

Full Page Ad in Program Book
Recognition at Functions
Listing on Display Boards
2 Conference Registrations
2 Complimentary Registrations for Golf Outing
2 Tickets to the additional events – Past Presidents lunch, Friday night event, Saturday banquet (this will depend on if we are doing “a la carte” or registration is all inclusive)
Medium Logo w/ link to corporate website on Conference Website
Corporate Profile in Registration Packets

GOLD (\$5,000)

Full Page Ad in Program Book
Listing on Display Boards
Small Logo w/ link to corporate website on Conference Website
2 Conference Registrations

SILVER (\$2,500)

Half Page Ad in Program Book
Listing on Display Boards
Small Logo on Website
1 Conference Registration

BRONZE (\$1,000)

Quarter Page Ad in Program Book
Listing on Display Boards
Listing on Website

PROGRAM BOOK ADVERTISEMENTS

Outside Back Cover: \$1,500

Inside Back Cover: \$1,200

Inside Front Cover: \$1,200

Full page: \$700

Half page: \$400

Quarter page: \$300

ADDITIONAL SPONSORSHIP OPPORTUNITIES

Breakfast and Lunch Sponsors: \$1,500 to \$2000

Break Sponsors: \$700

Event Sponsors: \$2,000 to \$4,000 depending on event

Tour Sponsor: \$2000

Room Key Sponsor (1): \$3000 - small printing fee associated with the room keys (assuming the venue will be using key cards in 2020). If hotel is using mobile devices we can investigate how this would affect this sponsorship

Lanyard/ Name Tag Sponsor (1): \$3000

Transportation Sponsor (1): \$4000 (coordinate with Josh Hurst)

Golf outing sponsorships - hole sponsors, balls, hole-in-one, long drive, lunch, breakfast, etc.
(Coordinate this with Tim Reid)

Website/Conference Mobile App Sponsor (1): \$4,000

Wi-fi Sponsor (1): \$2500 could have logo pop up when guests log into wi-fi or provide password

Charging stations for laptops/phones: \$500

ASHE 2020 National Conference Financial Report (as of 1/31/18)

<u>DATE</u>	<u>DEPOSITS</u>	<u>DEBITS</u>	<u>CHECK NUMBER</u>	<u>BALANCE</u>	<u>NOTES</u>
6/8/2017	\$ 20.00			\$ 20.00	from CWL
7/21/2017		\$ 12.00		\$ 8.00	Service Charge
8/21/2017		\$ 12.00		\$ (4.00)	Overdraft Service Charge (OSC)
8/21/2017	\$ 4.00			\$ -	ODP Advance from credit card
8/23/2017	\$8,000.00			\$8,000.00	check from ASHE National -account balanced 8/31
9/6/2017		\$6.06		\$7,993.94	Harland Clarke checks
9/21/2017		\$12.50		\$7,981.44	Service Charge - account balanced 9/30
10/3/2017		\$ 4.07	1001	\$7,977.37	BB &T for OSC - acct. balanced 10/31
11/2/2017		\$7,000.00	1002	\$ 977.37	Convention Center Deposit to City of Raleigh
11/30/2017				\$ 977.37	account balanced with BB&T
12/29/2017				\$ 977.37	account balanced with BB&T
2018					
1/22/2018		\$12.00		\$ 965.37	BB&T Service Charge -account balanced 1/31/18



NATIONAL CONFERENCE REPORTS – May 4, 2018

2021 ASHE CONFERENCE

Delaware Valley, East Penn & North East Penn

John Caperilla, Todd Rousenberger & Richard Cochrane Co-Chairs

Pocono Mountain Region, Pennsylvania

- Received TIN (Tax number) in conjunction with National Treasurer Frank O'Hare
- Bank account established, with seed money from the three sections (we will be requesting National seed money in June)
- Dates selected - June 16 – 20, 2021
- Actively soliciting volunteers
- Most committee chairs selected
- Preliminary negotiations started with Kalahari Resort, Pocono Manor, Pennsylvania



COMMITTEE STATUS REPORT

NEW SECTIONS COMMITTEE

Identify potential new sections, by identifying local champions and/or transferred ASHE members. Encourage, support and promote new sections. Ensure that new sections have the resources, support and training they need to be successful.

Committee Members

Tim Matthews, Co- Chair
Sam Mody, Co-Chair

E-Mail

tmatthews@dot.ga.gov
smody@keller-engineers.com

Date: 5/12/18

Report Period: 5-20 NB Meeting

Meetings held since the previous Quarterly Report

1. None

Motion(s) to be brought before the National Board:

Resolved: None

Discussions to be brought before the board

1. We still need to formalize the Board's position on the "seed" money afforded to new sections. Will this be treated as a loan or grant.

Current activities started or underway to identify, promote and support new sections.

Regular coordination with Nat'l Treasurer & Nat'l Secretary to facilitate progress of new sections.

Austin, TX - Champion, Chris Wickman

- ✓ Initial telecon on 2-13-18
- ✓ Spark Letter was provided to Champion on 4-9-18
- ✓ Conference call with Chris on 5-11 and the following items were discussed:
 - Promotional materials available and can be distributed to Chris; committee will compile a portfolio of appropriate materials and send them in the next week.
 - Status of building local database
 - Schedule a conference call with National Treasurer once the core group has been established
 - Exhibiting at SASHTO Conference in August – thoughts of manning booth with representatives from Dallas, Houston and Austin. We will schedule a conference call after the National Conference to strategize how we can maximize our presence while being fiscally responsible with our financial resources.

San Diego, CA – the committee has had difficulties connecting with Nathan Chapman, the Champion in the West Coast Region. One telephone message and three e-mails were generated since our last communication in mid-February, but we have been unsuccessful in reaching our Champion

Hartford, CT – no new activity to report.

South Carolina – Champion, John Midyette

We have had regular communications with our Champion but John has been busy with business and personal matters but has agreed to follow up on prior actions after the National Conference. We last connected with John on 5-8-18.

Other activities:

New Sections' Toolkit & Guidebook – We have some materials that need to be updated. We have not advanced the goal to create a formal guidebook as of this report.

Brian O'Connor from the Georgia Section has been added to the committee for the 2018-2019 calendar year and will be copied on all future correspondence.

Budget Update:

1. **2017 - 2018 Budget: \$3,600.00**
2. **Spent – List items and \$ spent this quarter**
 - a. **None**
3. **Current Budget Balance: \$2,963.56**
4. **List any Non-Budget Items that should be considered.**
 - a. **None**

Note:

Email this form in a Word format to Shirley Stuttler [sstuttler@hughes.net](mailto:ssuttler@hughes.net)



COMMITTEE STATUS REPORT

NOMINATING COMMITTEE

Ensure a slate of qualified officers is presented to the National Board and the membership each year in accordance with the By-Laws. Solicit, evaluate, and select individuals for honorary awards in accordance with appropriate guidelines. Administer the award process.

Committee Members

E-Mail

Date: 4/21/18

Larry Ridlen, Chair

leridlen@comcast.net

Reporting Period: May 2018 Nat. Board Mtg

Shirley Stuttler

sstuttler@hughes.net

Charlie Flowe

Charlie.Flowe@kci.com

Tom Morisi

TMorisi@ashe.pro

Sam Mody

SMody@keller-engineers.com

David Greenwood

greenwoodda@cdmsmith.com

Meetings held since the previous Quarterly Report

1. Date - none Members in attendance -
2. Date - Members in attendance -

Motion(s) to be brought before the National Board:

Resolved: None

Discussions to be brought before the board

1. Future discussions that were raised at the March 2018 meeting
 - a. National Leadership from the Texas / Arizona area
 - b. Difference in how Regions are handling the appointment of National Directors - Change out every 3 year term versus expectation of 2 - 3 year terms

Activities

Status - Nomination of directors and officers - Complete

Status - Nomination of honorary award winners - Complete

Budget update

1. 2018 - 2019 Budget: \$0

2. Spent – List items and \$ spent this quarter
 - a.
3. Current Budget Balance:
4. List any Non-Budget Items that should be considered.
 - a.



COMMITTEE STATUS REPORT

OPERATIONS & OVERSIGHT COMMITTEE

Monitor national, section and region operations to ensure a unified society and ensure that ASHE is operating in accordance with Constitution and Bylaws and guidelines. Assist Sections when needed or as directed by the National Board. Encourage director travel and monitor travel costs. Manage Project of the Year program.

Committee Members

Stan Harris, Chair
Brian Krul
Leigh Lilla
David Greenwood
Brad Winkler
Alice Hammond
Greg Dutton (Pres.)

E-Mail

stan.harris@stantec.com

Date: 5/3/2018

Report Period: 3/2/18-5/3/18

Meetings held since the previous Quarterly Report

1. Date – 4/26/18 Members in attendance – Harris, Lilla, Krul, Winkler

Motion(s) to be brought before the National Board:

Resolved:

Discussions to be brought before the board

1. Draft Presentation for Section/Region officer training.
- 2.

Activities

Status - Coordinate Section training related to procedures that ensure adherence to Constitution and Bylaws and good accounting and recordkeeping principles.

Since last meeting:

- Prepared Draft Sections/Region officer training presentation and distributed to committee for review.

Status - Review Resource Center and work with Technology Committee to keep documents current – No action

Status –Review current communications plan – No action, defer to 2018-2019 year.

Status – Project of the Year program, including publicity – See POY sub-committee report. Project winners have been selected, awards ordered, coordination with Cleveland conference ongoing.

Budget update

- 1. 2018 - 2019 Budget: \$5,000**
- 2. Spent – List items and \$ spent this quarter**
 - a. Not available**
- 3. Current Budget Balance: \$4,317.84 (as of 12/1/17, no additional information available)**
- 4. List any Non-Budget Items that should be considered.**
 - a.**



COMMITTEE STATUS REPORT

RESOURCE CENTER SUB-COMMITTEE

Maintain a resource center as an up-to-date repository of Society information, guidelines, and policies for membership and leadership.

Committee Members

Shirley Stuttler, Chair

Sandy Ivory

Tom Morisi

Scott Jordan

E-Mail

sstuttler@hughes.net

Date: 5/3/18

Report Period: Summer

Meetings held since the previous Quarterly Report

1. 5/3/18 Members in attendance - Sandy Ivory & Shirley Stuttler
 Absent - Scott Jordan & Tom Morisi

Motion(s) to be brought before the National Board:

Resolved: None

Discussions to be brought before the board

The revised National Conference Guidelines have been posted.

Status of action items

None

Budget update

1. 2018 - 2019 Budget: \$0.00
2. Spent – List items and \$0 spent this quarter
3. Current Budget Balance:
4. List any Non-Budget Items that should be considered.



COMMITTEE STATUS REPORT

SOCIETY HISTORY SUB-COMMITTEE

Record all ASHE Section, Region and National activities for posterity.

Committee Members

Shirley Stuttler, Chair

Sandy Ivory

Stephen Lester

Scott Jordan

Charlie Flowe

E-Mail

sstuttler@hughes.net

Date: Revised 5-5-18

Report Period: Summer

Meetings held since the previous Quarterly Report

1. 4/12/18 Members in attendance - Sandy Ivory, Stephen Lester, Charlie Flowe, Shirley Stuttler - Absent Scott Jordan

Motion(s) to be brought before the National Board:

1. TNT proposal for 60th Anniversary Book attached.

Discussions to be brought before the board

1. We have obtained all Regions/Sections history updates for the booklet.
2. Due to Tammy's accident and commitments to the scanner, it is anticipated the booklet will be done by mid-summer.
3. The format needs changed since our Region setup has changed from our previous booklet.

Status of action items

Sandy is continuing to review the Region/Section history submissions.

Budget update

1. 2018 - 2019 Budget: \$4,000
2. Spent – List items and \$0 spent this quarter
3. Current Budget Balance: \$4,000
4. List any Non-Budget Items that should be considered.



proposal

date: 01/31/17 (amended 05/04/18)

FOR: **ASHE**

PROJECT: 60th Anniversary Book (encompassing 50th book plus 10 years)

- 1) 60th anniversary section cover and layout of additional pages matching 50th book format; content provided by ASHE to include updates of sections, regions, presidents, awards, conferences, etc. \$1,960.

-provide PDF of 60th anniversary book --NC--

possible add-ons: -stock photos \$10 each
-writing \$55/hr
-proof-reading \$45/hr

- 2) printing of books: spiral bound-matching 50th book

If 200 pgs (100 sides; 50th was at 160pgs=80 sides)

100 books @ \$15 ea	\$1,500.
250 books @ \$13 ea	\$3,250.

If 260 pgs (130 sides)

100 books @ \$18 ea	\$1,800.
250 books @ \$16 ea	\$4,000.

PLEASE SIGN BELOW, TO INDICATE AGREEMENT TO: I hereby authorize TNT Graphics to proceed with proposed project(s). I understand this estimate is based on specifics provided to TNT by the client. I understand that any specifics that are revised by the client after approval of the proposal may result in an overall cost increase. I agree to payment per thirty day terms of each invoice and 1.5% finance charge per month on past due balances.

Tammy J. Farrell
TNT representative

Client



COMMITTEE STATUS REPORT

OUTREACH COMMITTEE

Support and coordinate various outreach activities and committees to ensure public and engineering-community awareness of the Society. Unify the ASHE brand and external appearance in all internal and external aspects. Promote growth of the Society, both in existing sections and new sections.

Committee Members

E-Mail

Date:5/11/2018

Report Period: 3rd Qtr

Frank Bronzo Chair, fjbronz@envdesigngroup.com

Amanda Schumacher, aschumacher@mccrossin.com

Tim Mathews, tmathews@dot.ga.gov

Dawn Fortuna, dfortuna@rickengineering.com

Sam Mody, smody@keller-engineers.com

Don Dizuzio, ddizuzio@tandmassociates.com

Stan Harris, stan.harris@stantec.com

Len Pappalardo, lpappalardo@keville.com

Leigh Lilla, llilla@nelson-construction.com

Greg Dutton, greg.dutton@volkert.com

Richard Cochrane, rcochrane@mctish.com

Meetings held since the previous Quarterly Report

1. April 11th 2018

Attendees: Cochrane, Fortuna, Bronzo

Motion(s) to be brought before the National Board:

Resolved: None

Discussions to be brought before the board

None

Activities involving coordination among committees

Cuyahoga Valley Section 40th anniversary and golf outing celebrations- PR committee, Outreach committee (CVS ASHE)

Year in Review- Executive committee and PR committee

Budget update

1. 2018 - 2019 Budget: Developing

- 2. Spent – List items and \$ spent this quarter**
 - a. No expenditures
- 3. Current Budget Balance: \$0.00**
- 4. List any Non-Budget Items that should be considered.**
 - a. None at this time



COMMITTEE QUARTERLY REPORT

NATIONAL PROJECT AWARD SUBCOMMITTEE

Committee Members

Joe Rikk - Chair
Bob Hochevar
Jerry Pitzer
Stan Harris – (Board Liaison)

Date

5/3/2018

Quarterly Report Period

Summer - May / June

Motions or Discussions to be brought before the National Board

1. None

Meetings held since the previous Quarterly Report

1. 4/23/18 Coordination Conference Call for 2018 NPA Program
2. E-mail correspondence with committee members regarding logistics for 2018 NPA
3. 2018 Awards Entries and Evaluation Results:

Over \$20 M	Great Lakes	Kentucky Lake Bridge Replacement
	Mid-Atlantic	Dominion Blvd. Improvements (Winner)
	Northeast	I-70 Interstate Improvements
	Southeast	No Entry Submitted
Under \$20 M	Great Lakes	Taylor Creek Culvert Extension
	Mid-Atlantic	I-95 / Temple Ave. Interchange Improvement (Winner)
	Northeast	US 11/15 Rock Slope Safety Improvement
	Southeast	Encore Parkway Bridge Project

Established Meeting Dates already set before the next Quarterly Report

There are no scheduled meetings at this time.

1. Date: Time
2. Date: Time

2017 – 2018 Goals with Action Taken to meet those goals

Goal #1 Develop National Project of the Year "Program" Guidelines (i.e. Instruction Manual)

Action (Provide what has been accomplished on this goal)

- a. Committee Member Pitzer volunteered to prepare draft manual
- b. Committee Member Rikk to provide various documents to Pitzer to be used as "samples" ← Pending

Goal #2 Identify Improvements to NPA program

Action (Provide what has been accomplished on this goal)

- a. Consider adding slide show or short video of winning project at awards luncheon ← To be implemented at 2018 Awards Program

<i>Stretch Goal</i>	<i>N/A</i>
---------------------	------------

Action (Provide what has been accomplished on this goal)

- a.

Budget update:

1. **2017 – 2018 Budget: \$3,000.00**
2. **Spent – List items and \$ spent this quarter**
 - a. None
3. **Current Budget Balance: \$3,500.00***

*Includes NPA entry fee income of \$200 from NE Region, \$100 from SE Region, and \$200 from the Mid-Atlantic Region. A \$200 entry fee from the Great Lakes Regions is pending.

4. **List any Non-Budget Items that should be considered in the 2017 – 2018 budget**

None

Discussion Items within the Committee

1. Begin developing a guiding document for the NPA program
2. Long-term goal to have a program dedicated solely to awards.

Note: Email this form in a Word format to Shirley Stuttler [sstuttler@hughes.net](mailto:ssuttler@hughes.net)



COMMITTEE STATUS REPORT

PARTNERSHIPS COMMITTEE

Solicit, promote, and administer collaborations with related professional societies that will benefit the mission of the Society. Prepare and review agreements with related societies for mutually beneficial participation in national and regional events as appropriate.

Date: 5/1/18

Report Period: Spring-2nd Quarter

Committee Members /E-Mail

Dawn Fortuna, Chair/SMPS Representative – dfortuna@rickengineering.com

Greg Dutton - Greg.dutton@volkert.com

Stan Harris - stan.harris@stantec.com

Brian Krul (Board Liaison) - bakrul@transystems.com

NACE Representative – Ted Hubbard, - Ted.Hubbard@Hamilton-co.org

NAWIC Representative – Leigh Lilla - llilla@nelson-construction.com

IECA Representative – Vacant

ASCET Representative – Mollie Gosnell - cadliz74@gmail.com

Meetings held since the previous Quarterly Report

1. April 10, 2018 Conference Call with Fortuna, Hubbard, Lilla, Gosnell
2. Next call scheduled for June 12th, 2018

Motion(s) to be brought before the National Board:

None

Discussions to be brought before the board

1. The International Erosion Control Association liaison position continues to be vacant. During my time on the board, this has been a dormant partner. I ask that the board go back to their original contacts to see if we can reengage them. While Jeff DeAngelo served a short time as the liaison quite some time after the partnership he was unsure of any known relationships.
2. There has been some ongoing discussions with IBC representative Kevin Duris, Greg Dutton and Richard Cochrane about forming a partnership. The stumbling block continues to be the perceived inequity between booth exchanges. This topic has been tabled by this committee and viability of their partnership should be determined by the National Board.
3. There has been some general discussion related ITE about potential partnering. Perhaps there is a National ASHE board member who may have some contacts. If so, please forward to Dawn Fortuna.

Actions:

Partnership updates.

ASCET - American Society of Certified Engineering Technicians-Mollie Gosnell

ASCET will be having their National Conference on November 1st in Black Hawk Colorado. This may be an opportunity if we are considering a new section in Denver. Please share this with New Sections.

IECA-International Erosion Control-Vacant

This position continues to be vacant; this committee seeks help from the National board in reengagement.

NACE-National Association of County Engineers-Ted Hubbard

Ted Hubbard is newer to this position. I've asked the PR committee to provide previous handouts to him related to the benefits of partnering. This will assist him as he moves forward with building that relationship.

NAWIC-National Association of Women in Construction-Leigh Lilla

Leigh had reached out to NAWIC about exhibiting at our national conference. The general feedback is that they seemed to have lost some continuity of the partnership with the exchange of exhibiting. She will follow up and discuss with them about exhibiting at their Orlando National conference.

SMPS-Society for Marketing Professionals-Dawn Fortuna

SMPS will be exhibiting at our national conference. Additionally, SMPS is having their National conference in San Diego on August 15-17. There was a recent call with Sam Mody and Nate Chapman about a new section in San Diego so this might be an opportunity to raise ASHE presence in San Diego. Please discuss more with New Sections if we should take advantage of.

Budget update

1. 2018 - 2019 Budget: \$4000.00
2. Spent – List items and \$ spent this quarter
 - a. No costs expended during this quarter
3. Current Budget Balance: \$1851.53
4. List any Non-Budget Items that should be considered.
 - a. This committee has not necessarily been utilizing its complete budget every year. However, if there is anticipated participation in Denver and San Diego a part of a new Sections leverage it should be maintained at its current level to cover the additional travel expense.

Note:

Email this form in a Word format to Shirley Stuttler [sstuttler@hughes.net](mailto:ssuttler@hughes.net)



COMMITTEE STATUS REPORT

PROFESSIONAL DEVELOPMENT COMMITTEE

Support ASHE Regions and Sections through the Professional Development Certification Program as they seek to provide the maximum opportunity for professional development and growth for their members.

Committee Members

E-mail

Period End Date: May 4, 2018

Matheu Carter, Chair

matheu@udel.edu

Report Period: Mar/Apr 2018

Roger Carriker, National Board Liaison

Roger.Carriker@wsp.com

Frank Bronzo

fbronzo@envdesigngroup.com

Kathryn Power

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Erin Collins

ecollins@cstengineers.com

Eugene Cipriani

eugene.cipriani@aecom.com

Rob Snowden

rsnowden@urbanengineers.com

Meetings held since the previous Periodic Report:

1. Date: 05/03/2018 Members in attendance: Carriker, Carter

Planned Meetings:

1. Date: (Tentative) 10/04/2018 Noon WebEx

Motion(s) to be brought before the National Board:

Resolved: None at this time.

Discussions to be brought before the National Board:

1. None at this time.

Status of Action Items:

1. Maintain appropriate records to ensure that ASHE programs and sessions meet the requirements for professional certification in the various states. Ensure that sections likewise maintain records appropriate for their states. Review Section and/or Region data on PDH issuance and summarize to the National Board:
 - a. The accounting for Calendar Year 2017 was attached to the last periodic report as the compilation of Section reporting. This constitutes the primary record keeping by the Committee.

- b. Reporting Sections have confirmed that they will maintain records of continuing education sessions, consistent with the Professional Development Certification Program, for at least three years.
 - c. The Committee is satisfied with the reported data at this time.
 - d. Continue to advocate sharing of speaker topics and potential sessions across organization based on summary document distributed to Regions/Sections.
- 2. Develop and maintain policy documents to provide guidance to Sections with respect to professional development:
 - a. With one full year having been completed, the Committee is better situated to evaluate how Sections are providing continuing education and the adequacy of their record keeping and compliance with the Professional Development Certification Program.
 - b. Committee will continue to solicit/advocate Sections to monitor local licensing board rules and regulations that may have an effect on the ASHE guidelines for future edits/updates. The National Board of Directors can be an effective tool for conveyance of this information as well.

Budget update:

- 1. 2017 - 2018 Budget: \$0
- 2. Spent – List items and \$ spent this quarter
 - a. \$0
- 3. Current Budget Balance: \$0
- 4. List any Non-Budget Items that should be considered.
 - a. For 2018-2019 – travel - \$1,000 (e.g. to Board of Director meeting at discretion/invitation of National President)



COMMITTEE STATUS REPORT

PUBLIC RELATIONS COMMITTEE

Committee Members

[Name], Chair

[Name]

[etc.]

E-Mail

Date: 5/6/18

Report Period: Spring 2018

Promote ASHE. Monitor branding of ASHE. Publicize ASHE to transportation community. Serve as a source of information to other committees, Regions, and Sections on logo use and branding ideas. Manage distribution of literature to help expand ASHE presence and visibility. In coordination with Partnership Committee, coordinate ASHE booth utilization. Oversee ASHE Store vendor and materials made available. Manage ASHE Inside Lane electronic newsletter content and advertising revenue. Manage social media sites.

Meetings held since the previous Quarterly Report

1. Date - Members in attendance -
2. Date - Members in attendance -
3. Date - Members in attendance -

Motion(s) to be brought before the National Board:

Resolved:

1. Approval of new logo for immediate use with tagline including premier
2. Approval of 60 year logo for immediate use

Discussions to be brought before the board

1. Website update – when?
- 2.

Activities (cumulative report):

- 60th Anniversary
 - Logo has been sent to the board for approval/use
 - Draft of smaller, condensed version of highlights from past 60 years to promote this milestone in progress – should have by end of May in digital form – can promote at national conference

- Section Anniversaries
 - Chesapeake – 30th – April 19
 - Cuyahoga Valley – 40th - May 24th
 - Southwest Penn – 55th – May 30th
- Website/Promotion Powerpoints
 - Condensed 3 powerpoints (This is ASHE, Member, New Section) to 2 – This is ASHE and New Section
 - Final revisions sent to board for final approval
- Collaborations
 - New Sections – re-create spark letter? Need new material
 - Partnerships – cross-market using their publications? Talking to Dawn Fortuna
 - Provided a new ‘why partner with ashe’ document – sent to Dawn for review
- Year in Review
 - Completed and Sent
 - To be blasted over email to regions/sections and membership (2 emails – 1. regions/section & 2. membership)
 - Instructions to regions/sections to be sent with suggestions for use
- National Conferences
 - Cleveland 2018
 - Project of the Year Award
 - Winner now known
 - Draft ad to place in partnership publications/on their websites congratulating winner and encouraging next year participation
 - Looking into National publications to document winners/publicize for next year
 - Share on social media
- Display Booths – Events
 - Jan 31-Feb 1 – Maryland Quality Initiative (MDQI) Conference
 - February 14-16 – to Albany Section for Engineer’s Week
 - March 16 – Toledo Metropolitan Area Council of Governments (Ohio)
- Social media report – Followers goal met with Twitter!!!
 - LinkedIn: 99 followers (+25 from winter) – 1 more follower needed for goal!
 - Twitter: 100 followers (+ 10 from winter)
 - Facebook: 58 likes (+1 from winter)
 - Contest winner:
 - May - Wanda Hutchins – East Penn Section – working on award

Budget update

1. 2017 - 2018 Budget: \$3,900
2. Spent – List items and \$ spent this quarter
 - a. 4/5/18 – certificate shipment – 21.27
 - b. 3/13/18 – booth shipment – 251.72
 - c. 2/12/18 – material shipment – 75.68
3. Current Budget Balance: \$1,398.33
4. List any Non-Budget Items that should be considered.
 - a.

Note:

Email this form in a Word format to Shirley Stuttler [sstuttler@hughes.net](mailto:ssuttler@hughes.net)



ASHE[®]

AMERICAN SOCIETY OF HIGHWAY ENGINEERS

The Transportation Industry's Premier Networking Organization



ASHE[®]

60 years



COMMITTEE STATUS REPORT

scanner COMMITTEE

Administer the publication of the scanner, ensuring that it represents ASHE in a positive, professional, cost-effective manner.

Report Period: Spring 2018

Committee Members:

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

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tntsince87@comcast.net
DDizuzio@tandmassociates.com
sandyivory@yahoo.com
kathrynpower@live.com
melissa.boyles@mb.solutions

Date:

05/04/2018

Meetings held since the previous Quarterly Report

1. None All communication is handled via email/phone conference

Motion(s) to be brought before the National Board:

1. None

Discussions to be brought before the board

1. TNT contract to be reviewed (**see attached contract**).
2. Scanner Committee requests funds to host a booth at the 2019 National Conference (if no booth is hosted at the 2018 National Conference, request the money be used in 2019)

Status of activities

1. Ensure TNT contract is reviewed.
2. Work to ensure adequate advertiser revenue and work on developing a mechanism to increase advertising revenue. **See attached list of advertisers and amounts.**
3. Received articles from the following sections for Summer 2018
 - A. Warren County's Beach Road Heavy Duty Porous Asphalt System Reconstruction Project, Lake George, NY – Albany Section
 - B. PA Route 926 Over Brandywine Creek, Chester County, PA – Delaware Valley Section

Budget update

1. 2017 - 2018 Budget: **\$55,600.00**
2. Spent

INVOICES	Period	Invoice #	Date	Amount
Printed	Summer 2017	4802	06/16/17	\$ 4,841.81
	Fall 2017	4830	09/20/17	\$ 5,534.91
	Winter 2018	4869	01/16/18	\$ 2,449.23
	Spring 2018			
Printed Expenses:				\$ 12,825.95
Electronic	Summer 2017	4700	06/16/17	\$ 619.60
	Fall 2017	4831	09/20/17	\$ 619.60
	Winter 2018	4870	01/16/18	\$ 429.60
	Spring 2018			
Digital Expenses:				\$ 1,668.80

Total Invoices (Accounting for Income): \$14,494.75

3. Income (See attached sheet of list of advertisers)

	Period	Invoice #	Date	Amount
Advertisers	Summer 2017	N/A	06/16/17	\$ 7,950.00
	Fall 2017	N/A	09/20/17	\$ 10,250.00
	Winter 2018	N/A	01/16/18	\$ 8,450.00
	Spring 2018	N/A		
Total Income:				\$ 26,650.00

Target Income Amount: \$26,000.00
Amount Over/Under Income Budget: \$650.00

4. Current net Budget Balance:
\$41,105.25 (before Spring 2018 issue)
5. List any Non-Budget Items that should be considered.
 - a. N/A

Table 1

Advertisers	Contract Start	Contract End	Type Ad	Total Ad Cost	Billing	Paid
AECOM	Fall '17	Winter '18	quarter/2X	\$800.00	Per Issue	\$400.00
ARORA	Summer '17	Spring '18	quarter/4X	\$2000.00	PD in full 4/18/17	\$2000.00
ASHE North East Penn	Winter '18	Fall '18	full/4X	\$2400.00	PAID in Full 10/08/17	\$2400.00
BEG Group, LLC	Summer '17	Spring '18	full/4X	\$2400.00	PD in full	\$2400.00
Borton Lawson Engineering	Winter '17		full	\$650.00	Per Issue	\$650.00
Buchart-Horn, Inc.	Summer '17	Spring '18	quarter/4X	\$1600.00	Per issue	\$1200.00
Burns Engineering, Inc.	Fall '16	Fall '17	quarter/4X	\$1600.00	Per Issue	\$1600.00
CHA Consulting, Inc	Summer '17		full/1X	\$650.00	PD in full	\$650.00
Gibson-Thomas Engineering Co	Summer '17	Spring '18	quarter/4X	\$1600.00	Per Issue	\$800.00
Hill & Smith, Inc.	Fall '15		full/2X	\$1300.00	PAID in Full	\$1300.00
Johnson, Mirmiran & Thompson, Inc.	Spring '17	Spring '18 (incl 1extra as I forgot winter '17	quarter /4X	\$1600.00	Per Issue	\$1600.00
Markosky Engineering Group, Inc.	Spring '18	Winter '19	quarter/4X	\$1600.00	Paid in Full 1/19/18	\$1600.00
McMahon Associates, Inc	Fall '17	Fall '17	full/1X	\$650.00	Per Issue	\$650.00
Michael Baker Corporation	Spring '17	Winter '18	quarter/4X	\$1600.00	PAID in Full 3/01/17	\$1600.00
Naik Consulting Group, PC	Fall '15		quarter/4X	\$1600.00	Per Issue	\$1600.00
O.R. Colan Associates	Spring '17	Winter '18	quarter/4X	\$1600.00	PAID in Full 03/09/17	\$1600.00
Sci-Tek Consultants, Inc.	Fall '17	Summer '18	quarter/4X	\$1600.00	PD in full 11/27/18	\$1600.00
Stahl Shearer Engineering, LLC.	Spring '18	Spring '18	full/1X	\$650.00	Paid in Full 1/18/18	\$650.00
Stokes Creative Group, Inc.	Winter '15		quarter/1-3X	\$1350.00	PAID in Full	\$1350.00
Sucevic, Piccolomini & Kuchar Engineering	Winter '18	Fall '18	half/4X	\$2000.00	PAID in Full 10/25/17	\$2000.00
Traffic Planning & Design	Winter '18	Fall '18	full/4X	\$2400.00	PAID in Full 9/16/17	\$2400.00
Urban Engineers	Summer '17	Spring '18	quarter/4X	\$1600.00	PAID in Full 5/24/17	\$1600.00
WRA-Whitman, Requardt & Associates, LLP	Fall '17	Summer '18	quarter/4X	\$1600.00	PAID in Full 07/26/17	\$1600.00
WBCM-Whitney, Bailey, Cox & Magnani LLC	Summer '17	Spring '18	quarter/4X	\$1600.00	Per Issue	
Woolpert	Winter '16		full/1X	\$650.00	PAID in Full	\$650.00
WSP	Fall '17		1X	\$650.00	PAID in Full	\$650.00
					blue-INACTIVE	

Advertiser Name	Date	Check Number	Amount Received	
AECOM	1/10/18	30345911	\$400.00	
ARORA and Associates				
ASHE North East Penn	10/8/17	1479	\$2400.00	
BEG Group, LLC				
Borton Lawson Engineering				
Buchart-Horn, Inc.				
Burns Engineering, Inc.				
CHA Consulting, Inc				
Gibson-Thomas Engineering Co	10/11/17	73047	\$400.00	
Hill & Smith, Inc.				
Johnson, Mirmiran & Thompson, Inc,				
McMahon Associates, Inc				
Michael Baker Corporation				
Naik Consulting Group, PC				
O.R. Colan Associates				
WSP	1/6/18	1552931	\$650.00	
Sci-Tek Consultants, Inc.	10/13/2017 (\$400) / 11/22/17 (\$1200)	962/969	\$1600.00	
Stahl Shearer Engineering, LLC.				
Sucevic, Piccolomini & Kuchar Engineering	10/28/17	12223	\$2000.00	
Traffic Planning & Design	9/6/17	55477	\$2400.00	
The Markosky Engineering Group, Inc.				
Urban Engineers				
Whitman, Requardt & Associates, LLP				
Whitney, Bailey, Cox & Magnani LLC	10/6/17	77778	\$400.00	
Total			\$10250.00	



proposal

date: 09/21/17 (amended 02/02/18; re-dated 05/04/18)

FOR: **American Society of Highway Engineers–ASHE**

PROJECT: scanner quarterly magazine (averaging 36 pages)

- 1) layout/design/print prep and coordination with committee/advertisers
 - layout/design of all pages with content of ads, articles and photos as provided by Sections. Also includes maintenance of advertisers' ad agreements, emailing reminders or solicitation for new or ongoing agreements. (one stock photo on table of content page at no charge, if needed additional stock photos @\$10ea)
 - \$2,530.00
 - edit of articles submitted and proofing of preprint hard copy (averages about 10-12 hrs. initial editing and then 6-8 hrs. for proofing @ \$45/hr)
 - 900.00
 - (2) hard copy proofs of scanner for Sandy and proof-reader
 - 40.00
 - management of ad revenues: invoicing-payables/receivables/prepare financial report of revenue each issue as well as for the National Board
 - 360.00

Potential total per issue \$3,830.00

- 2) print/mail processing and postage (winter '18 issue qty 6,400)
 - printing (addtl \$40 per 100 up to 7,400) \$5,542.00*
 - mail processing (.06/piece + \$50 NCOA ea issue) 445.00
 - postage (.49/piece Marketing Mail Auto Flat) 3,168.41

Potential total for print/mailing per issue \$9,155.41

*print pricing subject to change due to fluctuation in paper pricing

- 3) digital scanner
 - digital publish of scanner via BlueToad hosting \$ 189.00
 - configure digital scanner for online function 150.00
 - design email blast to send with digital link 80.00
 - (1) stock photo for email blast 10.00

Total per issue \$ 429.00



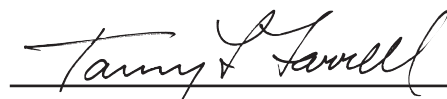
proposal

date: 09/21/17 (amended 02/02/18; re-dated 05/04/18)

FOR: **American Society of Highway Engineers–ASHE**

PROJECT: scanner quarterly magazine (averaging 36 pages)

PLEASE SIGN BELOW, TO INDICATE AGREEMENT TO: I hereby authorize TNT Graphics to proceed with proposed project(s) for a 3-year term. I understand this estimate is based on specifics provided to TNT by the client. I understand that any specifics that are revised by the client after approval of the proposal may result in an overall cost increase. I agree to payment per thirty day terms of each invoice and 1.5% finance charge per month on past due balances. This agreement may be terminated by either party with 60 days written notice.



TNT representative

Client



COMMITTEE STATUS REPORT

STUDENT CHAPTER COMMITTEE

Promote formation and continued support of student chapters and provide assistance to Sections hosting student chapters.

Committee Members

E-mail

Period End Date: May 4, 2018

Matheu Carter, Chair

matheu@udel.edu

Report Period: Mar/Apr 2018

Roger Carriker, National Board Liaison

Roger.Carriker@wsp.com

Frank Bronzo

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Kathryn Power

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Erin Collins

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Eugene Cipriani

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John Caperilla

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Matthew Galenas

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Aaron Muck

Aaron.Muck@terracon.com

Carrie Strehle

cstrehle@promatechinc.com

Meetings held since the previous Periodic Report:

1. Date: 03/08/2018 Members in attendance: Strehle, Cipriani, Power, Galenas, Carriker, Carter
2. Date: 04/12/2018 Members in attendance: Galenas, Caperilla, Power, Cipriani, Collins, Bronzo, Carriker, Carter

Planned Meetings:

1. Date: 05/10/2018 Noon WebEx
2. Date: 06/14/2018 Noon WebEx
3. Date: 07/12/2018 Noon WebEx
4. Date: 08/09/2018 Noon WebEx

Motion(s) to be brought before the National Board:

Resolved: None at this time.

Discussions to be brought before the National Board:

1. None at this time.

Status of Action Items:

1. Identify and provide status of existing student chapters:
 - a. The last comprehensive survey of Sections resulted in a January 2016 report that is now considered materially outdated. Some Sections utilized the fourth quarter 2017 Region/Section report to provide additional information on this topic.
 - b. The Committee proposes to attempt an update in the fall of 2018 (approximately October) for three reasons:
 - i. The Committee will be able to construct the requested information to be succinct and yet the most informative.
 - ii. Students will be at the most active at that time and Sections will have had a chance to check in with them after the summer.
 - iii. It will provide some time after the most recent (circa December 2017) request so that Sections will not feel we are prematurely asking for an update.
2. Regional Student Chapter Conference:
 - a. The first of these was hosted September 30, 2017 by ASHE@UD, the Student Chapter at the University of Delaware and was considered successful with fourteen students from six universities as well as eight professional members.
 - b. The Committee released a request for proposals to regional student chapters on February 16, 2018 with a deadline of March 15, 2018. The Committee selected Widener University's proposal and is working with the student team on a fall date, likely to be either September 29 or October 6.
3. Track student membership, either within or outside existing database:
 - a. This information will be part of the solicitation planned for the fall of 2018.
4. Update Best Practices for Developing and Sustaining Student Chapters:
 - a. The first edition of these best practices was published February 17, 2016.
 - b. It is believed that the additional student activity since that time can contribute to an even more robust collection of challenges, solutions, and examples.
 - c. The Committee plans to publish a second edition of the best practices during the summer of 2018. That work is underway.
5. ASHE logo table cloth program implementation (it is our understanding funding was approved):

- a. Coordinate with Public Relations group for advice and confirmation that we are using current branding.
- b. Obtain updated quotes, select, and order the coverings.
- c. Develop criteria for when these would be issued to a student chapter.
- d. Distribute to initially qualifying student chapters.

Budget update:

- 1. 2017 - 2018 Budget: \$0
- 2. Spent – List items and \$ spent this quarter
 - a. \$0
- 3. Current Budget Balance: \$0
- 4. List any Non-Budget Items that should be considered.
 - a. For 2018-2019 – tradeshow tablecloths - \$2,100 (approved by National Board of Directors in March 2018)
 - b. For 2018-2019 – Regional Student Chapter Conference - \$1,000 (approved by National Board of Directors in March 2018)



COMMITTEE STATUS REPORT

TECHNOLOGY COMMITTEE

Ensure that information technology (IT) is used appropriately for ASHE.

Committee Members

Mindy Sanders, Chair
Scott Jordan, Board Liason
Dick Cochrane, Technology & Cloud
Jacob Morisi, WebHost
Craig Rock, Webmaster
Frank Bronzo, Member
Rhys Keller, Regional Rep (Mid-Atlantic)
Mike Sewell, Regional Rep (Great Lakes)
John Caperilla, Cloud
Diane Purdy, Cloud

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mindy.sanders@pontengineering.com
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rcochrane@mctish.com
jmorisi@jmserversolutions.com
carock83@gmail.com

Date: 5/7/18

Report Period:
Summer 2018

Meetings held since the previous Quarterly Report

1. Date – May 9, 2018 Members in attendance – 3

Motion(s) to be brought before the National Board:

Resolved: Keller Engineers' contract for Website Maintenance was approved and executed.

Discussions to be brought before the board

1. JMS Server Database Update Recommendations – See attached proposal. This is a stand-alone contract to update the existing database for security and ease of use. See also attached scope options previously reported.
2. JMS Server Hosting and Support Contract Renewal (2018/2019) – See attached proposal. Note: The proposed fee is the same as the 2017/2018 contract.

Status of action items:

Internet / World Wide Web

- Revise or replace existing web site to modern standards of navigation and appearance. Coordinate activities with PR Committee – Preparing a new RFP to be sent out this fall
- Ensure web content is up-to-date and can be easily modified – No issues noted
- Maintain Region and Section webmaster contacts – 90% Complete

Cloud

- Continue to improve use and organization of ASHE Cloud – No specific issues known.
- Add users as requested – Up to date; 4 users added in May; Admin rights given to Mindy S.

Membership Database

- Redesign or revise to ensure appropriate security and functionality – Awaiting approval of recommendations by the Board – see attached proposal

Contract(s) – monitor and administer contract with IT vendors

- JM Services – Contract Executed February 2018 (expires June 2018)
- Keller Engineers – Contract Executed April 2018 (expires December 2018)

Budget update

1. 2018 - 2019 Budget: \$8,300
2. Spent – List items and \$ spent this quarter
 - a. JMS Server (Technology Portion) - \$270.83
 - b. JMS Server (Database Portion) - \$104.17
 - c. JMS Server 2018 Conference Booth - \$400
3. Current Budget Balance: \$4,928.68
4. List any Non-Budget Items that should be considered.
 - a. None

Attachments:

1. JMS 2018 Hosting and Support Proposal
2. JMS ASHE Database Modifications Proposal



J.M. SERVER SOLUTIONS

HOSTING AND WEB SERVICES

PROPOSAL FOR HOSTING AND MAINTENANCE FOR THE AMERICAN SOCIETY OF HIGHWAY ENGINEERS

#201804-01P

J.M. Server Solutions, LLC
413 Brookside Way
Post Office Box 5445
Johnstown, PA 15904-5445

P. 814-242-8410

Email: jmorisi@jmserversolutions.com

www.facebook.com/jmserversolutions

Introduction

The purpose of this proposal is to continue the agreement between the American Society of Highway Engineers (also referred to as “ASHE” or “client”), and J.M. Server Solutions, LLC (also referred to as “JMSS” or “provider”) for hosting and support services in the 2018 calendar year.

This ongoing agreement provides hosting services to ASHE as well as a designated number of support hours which is explained herein. This project, which started in 2010, is an integral part of the ASHE operations and J.M. Server Solutions remains fully dedicated in providing the best possible service for an affordable rate.

About our Company

J.M. Server Solutions was founded in 2011 with a vision to provide server hosting and other technology related services to the local and national areas. From the beginning, we have had a single mission to provide these services at the highest quality and at an affordable price. Since we are a small business, we are able to easily stick to our mission while maintaining our quality of service.

Our company is a PA registered and licensed Limited Liability Company. Our headquarters are located in Johnstown, Pennsylvania. The business is a PA COSTARS contract registered small business.

Datacenter Information

Our datacenter is hosted courtesy of Amazon Web Services. They provide the ability to host our servers securely and protect them from all failures. Our servers are hosted on the west coast with the ability to fail over to a different datacenter located elsewhere in the United States. The West Coast also avoids the high traffic networks in the East. Our data is securely hosted in the same datacenter as some of the largest companies in the world.

We maintain a secure VPN link with the datacenter for management purposes. This allows us to manage our servers, while also providing us with real-time alerts of failures and other events. Our servers are also scalable, meaning when more space is needed, it can be added easily.

Description of Scope

The purpose of this proposal is to continue the hosting and support agreement for another calendar year. The definitions are as follows.

Hosting

The hosting shall include space on a secure, dedicated server. The space shall expand as needed as ASHE grows. No ownership of physical hardware is granted through this agreement.

The hosting is for the National Membership Database, ASHE Cloud, and for ASHE National, Region and Section websites. This definition is open for modification only when a separate agreement demands other data be hosted on this server.

ASHE websites will have their own control panel in which they can monitor and control every aspect of their individual site. The default limitations for these sites shall be as follows:

1GB Storage

15GB Monthly Bandwidth Transfer

5 FTP Accounts

20 Email Addresses

5 Databases

5 Parked Domains

These limitations can be modified on a case-by-case basis within reason. As per ASHE motion passed in 2013, individual regions and sections must contract directly through JMSS for any additional storage needs.

Hosting/Website Support

For the purposes of this agreement, the only support provided for websites or the hosting accounts is the creation of hosting accounts as needed. All other website support and maintenance is on a time and materials basis contracted with the specific Section or Region at the prevailing rate.

Support - Database

The definition of support differs between various applications and agreements. This definition is unique to this agreement. Support agreements are not time and materials based.

J.M. Server Solutions will provide one year of support for this agreement. This support includes the following:

- Repair of Database Malfunctions and Bugs
- Database Field Additions and Subtractions
- Minor Database Customization – Maximum of 10 hours
- Minor Report Customization – Maximum of 10 hours
- Section and Region Addition and Subtraction
- Password and Help Requests
- Data Import from CSV as necessary
- Needed Server-Side Software Updates

A representative from the Provider will be available to attend either the ASHE National Board Executive Committee or the Database Committee meetings at the request of the ASHE National President for the purposes of updating the Committee on database progress and any needs (see travel section).

These definitions are custom for this agreement. Therefore, descriptions and price quotes on our corporate website may not reflect those in this agreement.

The ASHE Membership Database and any associated customized software developed at the expense of ASHE will remain the property of ASHE.

JMSS will notify ASHE of downtime and potential changes before they occur. It is the responsibility of ASHE to provide JMSS with a mailing list.

JMSS will maintain contact with the ASHE National Secretary. All communication with the Provider will be conducted through the National Secretary who will direct the Provider on behalf of ASHE.

Support – ASHE Cloud

The ASHE Cloud is a one of a kind, unique, service that should be supported as such. The Cloud is designed to act as a password protected file server providing ASHE a centralized repository for all files. During the term of this agreement the Cloud will be fully functional and the support part of this agreement will be tailored to that. Support for the ASHE cloud will include the following:

- Setup of the Workspaces as defined by the Cloud Committee
- Customization of settings to suit the needs of ASHE
- Participation in meetings, webinars, etc.
- Participation in presentation at the ASHE National Conference
- Training of the Committee to set up usernames, passwords, and permissions.
- Current storage for the cloud is capped at 50GB.
- Needed server-side software updates
- Assist Cloud Committee Chair with the initiation and Support of a Cloud User Group
- Daily incremental and weekly full backups of files stored locally and transferred to a different Datacenter nightly, with a retention policy of five daily backups and four weekly backups.

A representative from the Provider will be available to attend either the ASHE National Board Executive Committee or the Cloud Committee meetings at the request of the ASHE National President for the purposes of updating the Committee on Cloud progress and developments (see travel section).

JMSS will also maintain contact with the ASHE Cloud Committee. All communication with the Provider will be conducted through this Committee who will direct the Provider on behalf of ASHE.

Reporting

JMSS will provide a report of activities monthly to the Technology Committee chair.

Travel

At the discretion of the National President, JMSS will travel to two National Board meetings, outside of the National Conference, for the purposes of updating the National Board on Provider activities, as well as the progress of all current projects. JMSS will also meet with the respective committees involved with the projects at hand in order to maintain adequate and proper lines of communication with ASHE. ASHE will reimburse JMSS for (1) one night of accommodations (at the ASHE negotiated rate), meals, and transportation expenses (if applicable) up to a maximum \$500.00 per occurrence for the contract term.

Proposed Cost

The itemized cost breakdown is as follows:

Hosting

ONE YEAR \$1,750.00

Support - Database

ONE YEAR \$1,250.00

Support – ASHE Cloud

ONE YEAR \$750.00

Backup – ASHE Cloud/Hosting

ONE YEAR..... \$750.00

Domain – ashe.pro

ONE YEAR..... \$40.00

TOTAL AGREEMENT \$4,540.00

The monthly cost of this agreement is \$375.00 with the domain payable upon renewal. As of this contract, this agreement will now be billed and payable monthly.

Contract term is June 1, 2018 to May 31, 2019.

Terms and Conditions

This hosting contract is leasing space on a server owned by J.M. Server Solutions. By signing the contract that is linked to this proposal, there is no transfer of ownership.

The signature of the contract that is associated with this proposal, is accepting the terms for a period of one year. **EARLY TERMINATION:** ASHE must pay out the remainder of the contract in one lump sum if they choose to terminate the contract before the agreement is over. **EXCEPTION:** Should JMSS not fulfill the terms of the contract and an agreement cannot be made, ASHE has the option to provide 30 days' notice to terminate this agreement. ASHE will then pay the prorated amount (or receive an invoice credit) of services rendered to that date.

SLA: JMSS will respond to queries submitted by phone, electronic mail, or other viable communication in a maximum of 48 hours. Should services beyond the terms of this agreement be required as a result of this communication, a contract change request including cost and time estimate will be communicated to the client.

This contract can be changed after signing by either party only by the filing a contract change request. Changing the contract may involve additional costs depending on the change and will require approval by the National Board.

The terms and conditions for this contract are valid for the term of the agreement. Any changes will be made in writing to the ASHE National Secretary thirty (30) days prior to the change.

ASHE will continue to keep the small "powered by" footer on the database and cloud interface throughout the term of this contract.

Questions should be made in writing to J.M. Server Solutions via email at jmorisi@jmserversolutions.com.

J. M. Server Solutions is a limited liability company operated in Johnstown, Pennsylvania. All logos, designs, and software bearing its name shall remain property of the company. This property shall not be used, duplicated, or re-branded without prior permission.

Acceptance of Proposal

To signify acceptance of this proposal both parties must sign Contract Number: 201804-01.



J.M. SERVER SOLUTIONS
HOSTING AND WEB SERVICES

Proposal #201804-01P



J.M. SERVER SOLUTIONS

HOSTING AND WEB SERVICES

PROPOSAL FOR THE CODE MODERNIZATION OF THE ASHE NATIONAL MEMBER DATABASE

#201804-02P

J.M. Server Solutions, LLC
413 Brookside Way
Post Office Box 5445
Johnstown, PA 15904-5445

P. 814-242-8410

Email: jmorisi@jmserversolutions.com

www.facebook.com/jmserversolutions

Introduction

The purpose of this proposal is create an agreement between the American Society of Highway Engineers (also referred to as “ASHE” or “client”), and J.M. Server Solutions, LLC (also referred to as “JMSS” or “provider”) for the back-end redevelopment of the organizations membership database.

The original database was created in 2010 with coding that was relevant for the time. Several years have passed and exposed security holes and bugs that are best taken care of with a full hardening and re-code. This proposal is based off the analysis performed in September 2017.

About our Company

J.M. Server Solutions was founded in 2011 with a vision to provide server hosting and other technology related services to the local and national areas. From the beginning, we have had a single mission to provide these services at the highest quality and at an affordable price. Since we are a small business, we are able to easily stick to our mission while maintaining our quality of service.

Our company is a PA registered and licensed Limited Liability Company. Our headquarters are located in Johnstown, Pennsylvania. The business is a PA COSTARS contract registered small business.

Datacenter Information

Our datacenter is hosted courtesy of Amazon Web Services. They provide the ability to host our servers securely and protect them from all failures. Our servers are hosted on the west coast with the ability to fail over to a different datacenter located elsewhere in the United States. The West Coast also avoids the high traffic networks in the East. Our data is securely hosted in the same datacenter as some of the largest companies in the world.

We maintain a secure VPN link with the datacenter for management purposes. This allows us to manage our servers, while also providing us with real-time alerts of failures and other events. Our servers are also scalable, meaning when more space is needed, it can be added easily.

Description of Scope

The purpose of this proposal is create an agreement to modify and harden the existing National Membership Database, as per the analysis performed in September 2017.

Create a Development Mirror

A development mirror is needed to test upgrades and code changes prior to implementing on the live system. This mirror will be an exact clone of the existing membership database. The systems can be cloned to have the data matched. The labor for future clones will be defined in an addendum to the in-effect support agreement.

Harden and Modify Code

The code will be updated to reflect the latest PHP version. This will include security modifications to protect against SQL injection and provide better logon security. This will also allow for easier future modification and implementation of customization requests.

Install Security Certificate

A SSL certificate will be installed to both the DEV and Production environments. Necessary modification will be made to direct web requests to the secure site.

Potential Project Schedule

Kickoff Meeting – one day

Development Mirror Creation – five days

Code Modification – 90-120 days

SSL Certificate – two days

Acceptance Testing – 30 days

Go Live – 2 days

Wrap-up and Lessons Learned – five days

Total Potential Time investment: 135 to 165 days

Proposed Cost

The itemized cost breakdown is as follows:

Labor

ONE YEAR \$2,500.00

TOTAL AGREEMENT \$2,500.00

25% of the total agreement is due upon signing the agreement. The remaining 75% is due upon the go live date of the modified database.

Terms and Conditions

The signature of the contract that is associated with this proposal, is accepting the terms for a period of one year. **EARLY TERMINATION:** ASHE must pay out the remainder of the contract in one lump sum if they choose to terminate the contract before the agreement is over. **EXCEPTION:** Should JMSS not fulfill the terms of the contract and an agreement cannot be made, ASHE has the option to provide 30 days' notice to terminate this agreement. ASHE will then pay the prorated amount (or receive an invoice credit) of services rendered to that date.

SLA: JMSS will respond to queries submitted by phone, electronic mail, or other viable communication in a maximum of 48 hours. Should services beyond the terms of this agreement be required as a result of this communication, a contract change request including cost and time estimate will be communicated to the client.

This contract can be changed after signing by either party only by the filing a contract change request. Changing the contract may involve additional costs depending on the change and will require approval by the National Board.

The terms and conditions for this contract are valid for the term of the agreement. Any changes will be made in writing to the ASHE National Secretary thirty (30) days prior to the change.

JMSS will retain the right to put a small "powered by" message at the bottom of the database login pages.

Questions should be made in writing to J.M. Server Solutions via email at jmorisi@jmserversolutions.com.

J. M. Server Solutions is a limited liability company operated in Johnstown, Pennsylvania. All logos, designs, and software bearing its name shall remain property of the company. This property shall not be used, duplicated, or re-branded without prior permission.

Acceptance of Proposal

To signify acceptance of this proposal both parties must sign Contract Number: 201804-02.



Proposal #201804-02P



J.M. SERVER SOLUTIONS

HOSTING AND WEB SERVICES

ANALYSIS AND PROPOSAL FOR THE CODE MODERNIZATION OF THE ASHE NATIONAL MEMBER DATABASE

#201709-01A

J.M. Server Solutions, LLC
413 Brookside Way
Post Office Box 5445
Johnstown, PA 15904-5445

P. 814-242-8410

Email: jmorisi@jmserversolutions.com

www.facebook.com/jmserversolutions

Introduction

The purpose of this proposal is to create an agreement between the American Society of Highway Engineers (also referred to as “ASHE” or “client”), and J.M. Server Solutions, LLC (also referred to as “JMSS” or “provider”) for the modification and securing of the ASHE National Membership Database (“database”).

This agreement would initiate design services to modify the backend code of the database to both harden and modernize it. The existing code was written in 2009 and security standards as well as software have changed significantly since.

About our Company

J.M. Server Solutions was founded in 2011 with a vision to provide server hosting and other technology related services to the local and national areas. From the beginning, we have had a single mission to provide these services at the highest quality and at an affordable price. Since we are a small business, we are able to easily stick to our mission while maintaining our quality of service.

Our company is a PA registered and licensed Limited Liability Company. Our headquarters are located in Johnstown, Pennsylvania. The business is a PA COSTARS contract registered small business.

Datacenter Information

Our datacenter is hosted courtesy of Amazon Web Services. They provide the ability to host our servers securely and protect them from all failures. Our servers are hosted on the west coast with the ability to fail over to a different datacenter located elsewhere in the United States. The West Coast also avoids the high traffic networks in the East. Our data is securely hosted in the same datacenter as some of the largest companies in the world.

We maintain a secure VPN link with the datacenter for management purposes. This allows us to manage our servers, while also providing us with real-time alerts of failures and other events. Our servers are also scalable, meaning when more space is needed, it can be added easily.

Analysis

A cost/benefit analysis was performed on the ASHE Membership Database to determine if it is a sound investment for ASHE to modify the existing code or if it is better to leave the database as is.

Issues

- The ASHE Membership Database is nearly eight years old, with no major upgrades since its adoption, and limited code changes through that time period.
- The database is running on PHP Version 5.3. This version of PHP has gone end of life effective August 2014, meaning that no security updates to the software code are available.
- The latest PHP version is 7.2, as it stands right now significant modification is needed in order to make the database compatible with this software
- The database is written in PHP code which is vulnerable to SQL injection, as well as other security risks
- It has become difficult to make modifications to the database as the code is not easily customized without “breaking” something else within another portion of the database.
- There is no development mirror – certain portions of the database are offline during modifications

Objectives

- Provide a modern back end database to withstand years to come at minimal investment
- Harden code to prevent malicious persons gaining access to the database
- Enable editing whilst leaving the production database online
- Provide code flexibility to make it faster and easier to modify the database code
- Provide an updated and fresh user interface while maintaining the existing easy to use layout

Modification Options

Three options were considered as part of the analysis.

Option 1 – Leave as-is

Pros

- Most cost effective
- No risk of extended downtime
- Database stays as-is

Cons

- Leaves database open to security flaws and vulnerabilities.
- Makes it harder/impossible to modify to customize in the future
- Would eventually become obsolete due to software changes

Option 2 – Modify and Harden

This option would be considered the middle of the road option. It is effective and would accomplish all of the objectives listed.

- Create a development mirror with expendable data for testing code off prior to upload on the production system.
- Harden and modify the existing code to conform to modern security standards, protect against SQL injection, and bring into compliance with the latest PHP version
- Accomplish previous requests (region/section auto fill) within this modification as well as allow for easy future modification.
- Install a security certificate for the database

Pros

- Sound investment to the future of the database
- Accomplishes all objectives
- Development time is reasonable
- Modernizes and provides security without re-inventing the wheel

Cons

- Minor front end customization
- Unknown future PHP versions
- Keeps same baseline code and hardens it

Option 3 – Full Overhaul

This option would completely overhaul the database. It would go above and beyond the objectives listed.

- Create a development mirror with expendable data for testing code prior to upload on the production system
- Write a new back end PHP based system for the Section, Region, and National databases that conforms with modern PHP and security standards
- Re-design the function of the database
- Full front end overhaul with modern themes

Pros

- Provides ASHE with a brand new database
- Allows for the most customization and new features
- Accomplishes all objectives and more

Cons

- Large investment for ASHE
- Would require many hours and possibly a sub-contractor for JMSS
- New learning curve for users
- Requires re-import of data to new database which opens ASHE up for data discrepancies
- Requires full modification of the underlying SQL data as well

Investment

The investment for ASHE would be as follows:

Option 1- AS IS

LABOR\$0.00

Option 2 – Modernize and Harden

LABOR – 80 to 100 hours\$2,500.00

Option 3 – Full Overhaul

LABOR - ~200 hours plus consultant labor\$6,750.00

Cost/Benefit Recommendations

There is an identified need for improvement on the existing database. Many features are outdated and the security risk is enough to be noticeable.

Option 1

This option is the status quo option. It provides no improvement in the short term and continues the modify-as-needed approach. There is no cost for this option and also no benefit. This option does not mitigate any risk, but places the risk on the organization due to the possibility of personally identifiable information being leaked.

Option 2

This option provides a very robust solution to all of the objectives, as well as mitigates all the current known issues. Although the modifications will take some time and investment, it will provide a much easier to modify database at the end. This option mitigates the current risks, and places less of a burden on ASHE. This option would be a sound investment for ASHE.

Option 3

This option provides a luxury plan of completely overhauling the database from scratch. Although it provides the most flexibility and options, it is a significant investment on software that is not that old and still viable. This also provides the biggest risk for scope creep, as sub-contractors will be needed due to the time commitment.

With the options provided, JMSS recommends ASHE proceed with Option 2 which provides the greatest benefit for the investment required.

Terms and Conditions

A hosting contract is leasing space on a server owned by J.M. Server Solutions. By signing the contract that is linked to this proposal, there is no transfer of ownership.

The signature of the contract that is associated with this proposal, is accepting the terms for a period of one year. **EARLY TERMINATION:** ASHE must pay out the remainder of the contract in one lump sum if they choose to terminate the contract before the agreement is over. **EXCEPTION:** Should JMSS not fulfill the terms of the contract and an agreement cannot be made, ASHE has the option to provide 30 days' notice to terminate this agreement. ASHE will then pay the prorated amount (or receive an invoice credit) of services rendered to that date.

SLA: JMSS will respond to queries submitted by phone, electronic mail, or other viable communication in a maximum of 48 hours. Should services beyond the terms of this agreement be required as a result of this communication, a contract change request including cost and time estimate will be communicated to the client.

This analysis was provided at no cost as a service to ASHE. Any opinions and recommendations given by JMSS are only recommendations; the client is encouraged to do their own benefit analysis. JMSS is not responsible for issues that arise from this Analysis.

This contract can be changed after signing by either party only by the filing a contract change request. Changing the contract may involve additional costs depending on the change and will require approval by the National Board.

The terms and conditions for this contract are valid for the term of the agreement. Any changes will be made in writing to the ASHE National Secretary thirty (30) days prior to the change.

ASHE is bound by the terms and conditions listed on the providers website.

ASHE will continue to keep the small "powered by" footer on the database and cloud interface throughout the term of this contract.

Questions should be made in writing to J.M. Server Solutions via email at jmorisi@jmserversolutions.com.

J. M. Server Solutions is a limited liability company operated in Johnstown, Pennsylvania. All logos, designs, and software bearing its name shall remain property of the company. This property shall not be used, duplicated, or re-branded without prior permission.

Acceptance

A formal agreement will be presented should ASHE want to move forward with the work presented in this analysis.



#201709-01A



Attachment 2: Region and Section Reports

ASHE Regions & Sections Reports

May 20, 2018

REGIONAL REPORT **Great Lakes Region** **Regional Directors Quarterly Report** **(January 2018 – March 2018)**

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

Activities:

Great Lakes Region held an Officers Meeting on February 1, 2018. No board meeting has been held during reporting period Q2. The follow correspondence has happened via email over the Q2 period:

- Frank Bronzo notified the Great Lakes Region Board that the funds in the Circle City escrow account will be turned over to the Great Lakes Region to use in an effort to restart the Section or for use in starting other sections.
- Coordination with the Sections regarding insurance policies and payment collection has occurred and will accompany these Section Reports. ASHE National inquired with Region Secretaries about insurance policies and Triko Valley solicited information on how other Sections in the Region are collecting payment.

Operating Budget (As of 5/2/2018)		Membership (As of 5/2/2018)	
Starting Balance	\$ 6,789.85	Starting Membership	959
Revenue	\$ 1,680.95	Losses	1
Expenses	\$ 6.00	Gains	17
Ending Balance	\$8,464.80	Ending Membership (paid)	977

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

Events scheduled during next quarter:

- None

Miscellaneous Items:

- 2018 National Conference will be hosted by the Lake Erie Section May 17-20.

Milestones:

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

- None

ASHE Regions & Sections Reports

May 20, 2018

SECTION REPORTS

Central Ohio

Regional Directors Quarterly Report (February 2018 – May 2018)

President:	Tiffany Elchert	TMElchert@columbus.gov	2017 – 2018
1st Vice President:	Emily Steva	estva@msconsultants.com	2017 – 2018
2nd Vice President:	Sean Oatman	Sean.Oatman@ohm-advisors.com	2017 – 2018
Secretary:	Mike Taricska	Mike.Taricska@burgessniple.com	2017 – 2018
Treasurer:	Mike Raubenolt	mraubenolt@structurepoint.com	2017 – 2018

Activities:

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

- Held annual spring technical seminar, which featured presentations regarding the ODOT I-70/I-71 interchange project in Columbus, OH.
- Held Happy Hour in March
- Held Highway Cleanup for our adopted highway

YTD Operating Budget (As of 4/2018) (Includes Investment Accounts)		Membership (As of 4/18)	
Starting Balance	\$ 38,929.71	Starting Membership	194
Revenue	\$ 22,944.93	Losses	1
Expenses	\$ 17,617.38	Gains	0
Ending Balance	\$ 44,257.26	Ending Membership (paid)	195

Events scheduled during next quarter:

- Planning to hold Project of the Year luncheon in late May, and will install the 2018-2019 board at that luncheon
- Planning to hold an ASHE outing to a Columbus Bluejackets or Columbus Crew game in June

Miscellaneous Items: Nothing Additional

Milestones: Nothing Additional

ASHE Regions & Sections Reports

May 20, 2018

SECTION REPORTS

Bluegrass, KY Section

Regional Directors Quarterly Report

(February 2018 – May 2018)

President:	Kevin Damron	KDamron@Palmernet.com	2016-2017
Vice President:	Adam McLain	Adam.Mclain@Stantec.com	2016-2017
Secretary:	Jim Brannon	Jim_Brannon@GSPnet.com	2016-2017
Treasurer:	Jay Main	JMain@GRWinc.com	2016-2017

Activities:

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

- First Section meeting held on March 8, 2018. Guest speakers discussed the Newtown Pike Extension project
- Paid for section ad in 2018 ASHE National Conference publication

<u>Operating Budget (As of 5/31/18)</u>		<u>Membership (As of 5/31/18)</u>	
Starting Balance	\$1,857.69	Starting Membership	62
Revenue	\$655.02	Losses	0
Expenses	\$737.52	Gains	1
Ending Balance	\$1,775.19	Ending Membership (paid)	63

Events scheduled during next quarter:

- Second section meeting

Miscellaneous Items:

-

Milestones:

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

-

ASHE Regions & Sections Reports

May 20, 2018

SECTION REPORTS

Cuyahoga Valley Section

Regional Directors Quarterly Report

(February 2018 – May 2018)

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:

- 3/15/18 ASHE/NEOCE Billiards tournament
- 3/28/18 Outstanding Highway Projects Awards luncheon
- 4/19/18 ASHE/ASCE Joint Meeting

<u>Operating Budget (As of 4/27/18)</u>		<u>Membership (As of 4/27/18)</u>	
Starting Balance	\$7,528.63	Starting Membership	124
Revenue	\$3,050.00	Losses	0
Expenses	\$3,447.96	Gains	6
Ending Balance	\$7,130.67	Ending Membership (paid)	130

Events scheduled during next quarter:

- 5/24/18 Rich LaRocco Memorial Golf Outing
- 6/22/18 Trap Shoot

Miscellaneous Items:

Milestones:

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

ASHE Regions & Sections Reports

May 20, 2018

SECTION REPORTS

Derby City, KY Section

Regional Directors Quarterly Report

(February 2018 – May 2018)

President:	Tim Robinson	TRobinson@grwinc.com	2016-2017
Vice President:	Erica Albrecht	Erica.Albrecht@hdrinc.com	2016-2017
Secretary:	Brian Meade	brian.meade@urs.com	2016-2017
Treasurer:	Jonathan Berry	jon.berry@burgessniple.com	2016-2017

Activities:

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

- March 13, 2018—ASHE Derby City Board of Directors Meeting; Jade Palace
- April 26, 2018—ASHE Derby City Project of the Year applicant Presentations; Knights of Columbus

<u>Operating Budget (As of 4/28/18)</u>		<u>Membership (As of 4/28/18)</u>	
Starting Balance	\$8,125.85	Starting Membership	81
Revenue	\$1,055.94	Losses	0
Expenses	\$1,385.00	Gains	3
Ending Balance	\$7,796.94	Ending Membership (paid)	84

Events scheduled during next quarter:

- June 21, 2018—ASHE Derby City Project of the Year Awards; Knight of Columbus

Miscellaneous Items:

•

Milestones:

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

•

ASHE Regions & Sections Reports

May 20, 2018

SECTION REPORTS

Lake Erie Section

Regional Directors Quarterly Report

(February 2018 – May 2018)

President: Jim Shea, P.E.; JShea@trcsolutions.com; Term ends May 2019
Vice President: Sean Milroy, P.E.; smilroy@mbakerintl.com; Term ends May 2019
Secretary: Kathy Johnson, P.E.; kathy.g.johnson@hdrinc.com; Term ends May 2019
Treasurer: Steve Gage, P.E.; gagesj@pbworld.com; Term ends May 2019

Activities:

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

- March 28th, 2018; (Attendance 80) Project of the Year Presentations by Matt Wahl, PE, HNTB; Julie Meyer, PE, ODOT; and Ken Fertal, PE, PS, HDR. Scholarship was also presented. Held at the Holiday Inn Cleveland South in Independence, Ohio.
- April 19th, 2018; (Attendance 24) Construction tour of GCRTA E. 34th Street Station Renovation by Brian Temming, GCRTA, and Steve Gage, PE, WSP. Held on site at the GCRTA E. 34th Street Station.
-

<u>Operating Budget (As of 3/31/17)</u>		<u>Membership (As of 4/22/18)</u>	
Starting Balance	\$12,796.85	Starting Membership	163
Revenue	\$5,864.21	Losses	0
Expenses	\$6,547.16	Gains	6*
Ending Balance	\$12,113.90	Ending Membership	169

*Six membership applications pending.

Events scheduled during next quarter:

- ASHE National Conference, Cleveland, Ohio – May 17-20

Miscellaneous Items:

- Planning for 2018 National Convention continues.
- For the first time a project was nominated and awarded for the POY Under \$5 million category. Three nominations received for over \$5 million.
- Section elections held via email, April 23-May 4.

Milestones:

The following is a summary of key milestones for this quarter: None

ASHE Regions & Sections Reports

May 20, 2018

SECTION REPORTS

NW Ohio Section

Regional Directors Quarterly Report

(February 2018 – May 2018)

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:

- 01/18/18 – Anthony Turowski, ODOT, D6, Hard Shoulder Running
- 03/15/18 – Mike Pniewski, Lucas County Engineers, Ohio's Code of Ethics for Engineers and Surveyors

<u>Operating Budget (As of 04/27/18)</u>		<u>Membership (As of 04/27/18)</u>	
Starting Balance	\$3409.20	Starting Membership	46
Revenue	\$0	Losses	0
Expenses	\$787.25	Gains	0
Ending Balance	\$2621.95	Ending Membership (paid)	46

Events scheduled during next quarter:

- Next meeting May 17, 2018 Speaker TBA

Miscellaneous Items:

Milestones:

ASHE Regions & Sections Reports

May 20, 2018

SECTION REPORTS

Triko Valley Section Regional Directors Quarterly Report (February 2018 – May 2018)

President: Vanessa Nghiem, Vanessa.nghiem@aecom.com, 2017-2018 term
First Vice President: Steve Mary, Steve.Mary@stantec.com, 2017-2018 term
Secretary: David Emerick, david.emerick@duke-energy.com, term continuing
Treasurer: Eric Kistner, eric.kistner@stantec.com, term continuing

Activities:

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

- April 10, 2018 The third Board of Directors Meeting was held at AECOM offices with nine persons attending. Upcoming events including the planned highway cleanup day, golf outing, and Reds game outing were discussed as well as scholarship programs.
- April 21, 2018 Five members gathered on Saturday morning to remove litter from the Ronald Reagan Highway / I-71 interchange area.
- May 7, 2018 The annual Golf Outing to raise scholarship funds is planned for Aston Oaks which is located on the west side of Cincinnati.
- May 15, 2018 A presentation is planned on the new Kings Island roller coaster project for the May General Membership Meeting which will be held at the Montgomery Inn. Election and installation of officers will also take place.
- June 6, 2018 A Cincinnati Reds Game Outing is planned, possibly as a joint event with ABCD and WTS. Tickets will be reasonably priced to attract more attendees and will include all you can eat food.

<u>Operating Budget (As of 4/6/18)</u>		<u>Membership (As of 4/6/18)</u>	
Starting Balance	\$28,030.17	Starting Membership	188
Revenue	\$4,891.56	Losses	0
Expenses	\$5,209.16	Gains	0
Ending Balance	\$27,712.57	Ending Membership (paid)	188

Events scheduled during next quarter:

- August 21, 2018 Fourth Board of Directors Meeting
- September 25, 2018 Fall General Membership Meeting-Topic to be determined.
- November 6, 2018 Fifth Board of Directors Meeting
- November 13, 2018 General Membership Meeting-Ethics presentation
- December, 2018 Holiday meeting – date and venue to be determined.

Miscellaneous Items:

- This is the Triko Valley section 30th anniversary year.
- The section is considering how we might support local STEM and STEAM efforts.

ASHE Regions & Sections Reports

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SECTION REPORTS

Central Dacotah Section

Regional Directors Quarterly Report

(February 2018 – May 2018)

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

Operating Budget (As of 4/26/18)		Membership (As of 4/26/18)	
Starting Balance	\$45,513.29	Starting Membership	101
Revenue	\$285.71	Losses	0
Expenses	\$721.25	Gains	1
Ending Balance	\$45,077.75	Ending Membership (paid)	102

Activities:

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

- March 13, 2018: “Microsurfacing” – Tim Schulte, PE – Mayo Construction, Inc.
- April 17, 2018: “Concrete Erosion Control” – Rocky Waldin - Forterra

Events scheduled during next period:

- May 8, 2018: “Fargo/Moorhead Diversion Project” – John Glatzmaier – CH2M

Miscellaneous Items:

Milestones:

- N/A

ASHE Regions & Sections Reports

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MID-ATLANTIC REGION: **Quarterly Report (2nd Quarter, 2018)** **April 2018 – June 2018**

by Robert G. Reed, P.E., President, Mid-Atlantic Region, Nimish Desai, P.E., 2nd Vice President, Mid-Atlantic Region and the Sections of the Mid-Atlantic Region

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

REGIONAL REPORT

The Mid-Atlantic Regional Board has been very active during this quarter. Weekly meetings were being held using the ASHE National conference call number. Planning progressed and was finalized for our spring technical conference, our largest Regional event of the year, held on April 9 at the Darden School of Business at UVA in Charlottesville, VA. The National President was able to participate in the conference as well as attend the BoD meeting on Sunday. Thanks to Greg for his commitment and participation in these two forums. About 120 people attended the conference to hear our speakers from leaders in the roadway industry, research, and academia along with a social mixer and other shared time among members. We're already looking forward to next year's event.

The Region held a face-to-face board meeting the day before the Technical Conference, Sunday April 8. This year was an election year for Regional Officers, and we had multiple candidates for some of the positions which required a review of the bylaws to keep us on track. It was great to have so much interest among the membership in filling the Regional officer positions. After counting the secret ballots, the results were announced at the Technical Conference:

- Past President Bob Reed
- President Nimish Desai was elected (he has served as 2nd VP for 3 years)
- 1st VP John Midyette retained his position for another 3-year term
- 2nd VP John Harmon was elected (has served as Reg Conf Chair for several years)
- Secretary Rhys Keller was elected (served as Conf Co-chair last year)
- Treasurer Brian Post was elected (served as Region Director for Chesapeake the past 2 years)

The BoD congratulates each of the new Regional Officers who will take over on June 1 – we will be in great hands. Our past secretary, Terrell Hughes, will become his Section's (Old Dominion) President in the coming year; one of the key positions in our overall ASHE structure. Good luck Terrell. The BoD also would like to thank Mike Prezioso for his past service as Regional Treasurer; Mike has served as Regional treasurer since before the current region structure was established in 2010. His knowledge and efforts in this important role have served the Region well. His successor, Brian Post has big shoes to fill. Thank you Mike. Thanks also to the Region Directors. Their continued involvement and efforts are the key to our continued success.

The BoD invites all our members to get involved at the Regional Level as a future officer or on one of our important committees – it's a great group of dedicated volunteers. Some of our on-going work includes:

- Refinement/streamlining to the PDH approval process were approved at the April 8 meeting. Going forward, we will rely more on the local Sections for the program and apply the National

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Guidelines that were issued in 2016 in lieu of our previously utilized Regional SoP/Guidelines. (Details will be published with the 4/08/18 meeting minutes)

- Concrete steps were developed to establish a **new Section in South Carolina** by the end of the year. The Region will coordinate our efforts with the National New Sections Committee as well. Their knowledge will help this come to fruition.
- Regional funds were approved to be loaned to Carolina Triangle to assist with their **future 2020 National Conference**. A formal letter will be issued to them along with a check.
- Our budget committee is establishing alternative/productive uses for our Regional Funds
- The first year of our Awards Committee (2nd year of national awards program) was extremely successful; our two nominated projects **won first place for both of the National Awards**; see the projects in Cleveland.

The Board thanks everyone in the Region for their strong support and participation that makes the Mid-Atlantic Region the success that it has been and for what it will be in the future.

Regional Financial activities during the period

The financial activity during this reporting period was mainly related to upfront expenses, and sponsorships related to the Regional Spring Technical Conference held in Charlottesville, VA on April 9, 2018. For the second quarter (April – June 2018) report, we have not completed closing out the financial results from the Regional Technical Conference. As of the date of this reporting, we have not received the final invoices and deposits from the Technical Conference, but will have final results by the 3rd quarter report. The current balance in the Region's checking account is \$48,327.86.

SECTION REPORTS

Blue Ridge Section Regional Directors Quarterly Report (April 2018 through June 2018)

Activities:

No Update provided. The following is from their last report:

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	\$3,500.00

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

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CY 2017			
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* since 5/31/17

ASHE Regions & Sections Reports

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Carolina Piedmont Regional Directors Quarterly Report (April 2018 through June 2018)

Activities:

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

Past Period:

- Local Speaker Meeting – Feb. 21 - Jean Leier, I-77 Express Lane Project
- Board Meeting – Mar. 4
- Local Speaker Meeting – Apr. 18 – Jason Lawrence, CATS 2030 Transit Plan Update

Upcoming Meetings:

- Scholarship Golf Tournament – May 24th Olde Sycamore Golf Plantation
- Board Meeting
- Section Pre-Summer Social - 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 2018: 0 University of North Carolina at Charlotte

<u>Operating Budget</u> (as of 4/24/2018)		<u>Membership</u> (as of 4/24/2018)	
Starting Balance	\$20,360.03	Starting Membership	69
Revenue	\$4,251.82	Losses (Transfer/Dropped)	1
Expenses	\$2,032.61	Gains	2
Ending Balance	\$22,579.24	Ending Membership	70
Scholarship \$ awarded in CY 2018	\$0	Student members (estimated)	0

ASHE Regions & Sections Reports

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Carolina Triangle Section Mid-Atlantic Region Quarterly Report (April 2018 through June 2018)

Activities

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

- May 10, 2018 – next Board of Directors Meeting and Dinner Meeting
 - 3 Scholarships will be awarded at this meeting, we are receiving applications currently
- May 17-20, 2018 – 2018 National Conference
 - Many representatives from the Carolina Triangle Section will be in attendance, especially from the 2020 National Conference Planning Committee since it will be held in Raleigh in two years
- June 21, 2018 – 27th Annual ASHE Golf Tournament at Pine Hollow Golf Club

Other:

- Currently have 1 student chapter in the Section: North Carolina State University

<u>Operating Budget</u> (as of 3/31/2018)	
Starting Balance	\$ 29,823.04
Revenue	\$ 2,474.91
Expenses	\$ 6,262.68
Ending Balance	\$ 26,035.27

<u>Membership</u> (as of 4/24/2018)	
Starting Membership	244
Losses (Transfer/Dropped)	0
Gains	8
Ending Membership	252

ASHE Regions & Sections Reports

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Chesapeake Section Regional Directors Quarterly Report (April 2018 through June 2018)

Activities:

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

- Chesapeake Board of Directors meetings
 - April 3, 2018
 - Recapped the March 20, 2018 Highway meeting
 - Committee Reports
 - Planned for April 19, 2018 Membership Appreciation Event
- April 19, 2018 – Membership Appreciation Event
 - Honored to have Richard Cochrane, ASHE National Vice President in attendance. Dick presented the Section with a 30th Anniversary Certificate.
 - Honored Past Section Presidents who have served since the 25th Anniversary.
 - Awarded \$3,500 Scholarships to 3 students (\$10,500 total). Students were selected from University of Maryland, Morgan State University and Johns Hopkins.
- April 22, 2018 – Stream Clean Up Community Service Event
 - ASHE teamed up with Blue Water Baltimore for a stream clean up at Carroll Park along the Gwynns Falls Trail.
 - Attendees meet at Pickle's Pub afterwards to watch the Orioles play the Indians.
- April 24, 2018 – Ellicott City Reconstruction Site Visit
 - Joint meeting with CMAA – Presentation and field visit about the Ellicott City Reconstruction efforts after the flash flood occurred in Summer 2016.
- June 7, 2018 – ASHE Chesapeake Golf Tournament at Oakmont Greens in Hampstead, MD
 - This is the Chesapeake Sections largest event to support the Scholarship fund.

Other:

- Currently have 2 student chapters in the Section. Universities include: University of Maryland and Morgan State University.

<u>Operating Budget</u> (as of 04/03/2018)	
Starting Balance	\$69,431.23
Revenue	\$6,057.00
Expenses	\$(8,889.37)
Ending Balance (as of 04/03/2018)	\$66,598.86
Scholarship \$ awarded in CY 2018	\$10,500

<u>Membership</u> (as of 02/06/2018)	
Starting Membership	250
Losses (Transfer/Dropped)	0
Gains	29
Ending Membership	279
Student members (estimated)	10

ASHE Regions & Sections Reports

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Greater Hampton Roads Section Regional Directors Quarterly Report (April 2018 through June 2018)

Activities

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

- March 20, 2018 - Board meeting Held in person before member meeting and presentation to discuss May Roundtable Panel and to receive committee updates.
 - Spring Technical session scheduled for April 9, 2018 with WSP and MBP co-presenting on Dominion Blvd.
 - Discussed National Conference in May in Cleveland, OH. One board member to be sponsored. Banner to be mailed to conference.
 - Discussing July Social event and possible trivia night.
 - Local ASHE Scholarship recipient to attend May meeting.
 - Discussed May panel discussion and received updates on potential attendees. Currently we have 8 panel members and a moderator confirmed for May 22.
 - New board established for 2018/2019.
 - Next board meeting and member meeting to be on May 20. Annual PW/Transportation Panel discussion to be held.
- Sponsorships – we have \$12,700 in sponsorships.

Upcoming Events:

- May 22, 2018 – PW/Transportation Roundtable Panel Discussion.

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 April 16, 2018)	
Starting Balance (2/13/18)	\$20,255.67
Revenue	\$5,110.00
Expenses	-\$6,164.09
Ending Balance (4/16/18)	\$19,201.58
Scholarship \$ awarded in CY 2017	\$8,000.00

Membership (as of April 16, 2018)	
Starting Membership	101
Losses	0
Gains	0
Ending Membership	101
Student members (estimated)	0

ASHE Regions & Sections Reports

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North Central West Virginia Section Regional Directors Quarterly Report (April 2018 through June 2018)

Activities:

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

- March 29th, 2018 – NCWV ASHE Man of the Year Banquet
- April 19th, 2018 – WV Commissioner of Highways/Scholarship Awards Banquet
 - Speaker: Commissioner of Highways, Thomas Smith
- May 3rd, 2018 – Fairmont State University Capstone Presentation Dinner Meeting
- June 1st, 2018 – NCWV ASHE Spring Golf Outing Fundraiser (Tygart Golf Club)

Other:

- Currently have 0 student chapters in the Section. Universities include: N/A
- Scholarships awarded to students at the following Universities during CY 2018: Various Univ.

Operating Budget (as of 4/17/18)	
Starting Balance	\$ 11,888.00
Revenue	22,500.00
Expenses	9,500.00
Ending Balance	24,000(est.)
Scholarship \$ awarded in CY 2018 (April-August)	\$5,500.00

Membership (as of 4/17/18)	
Starting Membership	54
Gains	1
Losses	0
Ending Membership	55
Student members (estimated)	0

ASHE Regions & Sections Reports

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Old Dominion Section Regional Directors Quarterly Report (April 2018 through June 2018)

Activities

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

- Board of Directors' meeting; Date: March 8, 2018; Location: Moffat and Nichol
- Technical Session Topic: Rte. 17 Dominion Boulevard Reconstruction; Date: TBD (original date conflicted with CTB); Location: VDOT Central Office Auditorium
- Technical Session Topic: FHWA Puerto Rico Hurricane Relief Efforts; Date: May 17, 2018; Location: VDOT Central Office Auditorium
- Board of Directors' meeting; Date: May 17, 2018 following technical session; Location: VDOT Central Office Auditorium
- Technical Session Topic: Temple Avenue; Date: June 14, 2018; Location: VDOT Central Office Auditorium
- ODS members worked with Mid-Atlantic Region on 4/9/18 Spring Technical Seminar

Other:

- Currently have no student chapters in the Section.

Operating Budget (as of 6/30/18)	
Starting Balance	\$ 8,577.41
Revenue	\$ 0.03
Expenses	\$ 50.00
Ending Balance	\$ 8,527.44

Membership (as of 6/30/18)	
Starting Membership	94
Gains	0
Losses	0
Corrections	0
Ending Membership	94
Student members (estimated)	0

ASHE Regions & Sections Reports

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Potomac Section Regional Directors Quarterly Report (April 2018 through June 2018)

Activities

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

- 4/9/2018 – Mid-Atlantic Region's Spring Technical Conference held at the at UVA. This was a very well attended event, and was so special that it attracted our National President to make an appearance and offer some words to kick off the conference. We had over 100 attendees present.
- 4/18/2018 – Monthly Meeting was held at VDOT Northern Virginia Office – Speaker was Mr. David Birtwistle the CEO of the Northern Virginia Transportation Alliance (NVTa). We had 60 registrants and approximately 55 attendees at the event.
- 4/24/2018 – Young (and young at heart) Member Event – We have a Bowling Event scheduled at the Fairfax Bowl America and we anticipate 23 number of members and guests will participate in the event.
- 5/18/2018 – 8th Annual Golf Tournament to benefit the Stephen M. Evans Memorial Scholarship at Bull Run Country Club. This is anticipated to draw approximately 48 players and raise about \$5,500 for the scholarship.
- 6/6/2018 – Last meeting of the season will be held at Westwood Country Club. We will install the new officers for the Potomac Section BOD, award the Scholarships and hear from our guest speaker.

Operating Budget (as of 3/31/2018)	
Starting Balance (2/1/2018)	\$35,577.32
Revenue	\$13,147.52
Expenses	(\$7,809.09)
Ending Balance	\$40,915.75

Membership (as of 4/24/2018)	
Starting Membership	193
Losses	0
Gains	3
Corrections	10
Ending Membership (Paid)	206

Events scheduled during next quarter:

- July - September – Annual field trip
- August – September – Annual Washington Nationals Baseball outing

Miscellaneous Items

- Breakfast Board Meetings – Held on April 12th (and upcoming on May 10 and June 14th) 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.
- Potomac section was the Chair and Co-Chair for the Mid-Atlantic Regional Technical Conference and managed all the registration and PayPal information.
- Developing a strategy to increase the outreach to George Mason University and attract more students to attend our meetings and events. Submitting a request to the Mid-Atlantic region for additional funding to help subsidize student costs.

ASHE Regions & Sections Reports

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Regional Directors Quarterly Report (April 2018 through May 2018)

Northeast Region

President.....Kathryn Power KPower@pa.gov
Vice PresidentRob Snowden rprophet@trafficpd.com
SecretaryRichard Cochrane..... RCochrane@mctish.com
TreasurerJerry Pitzer jerry1368@yahoo.com

- The Northeast regional Board of Directors most recently met “face-to-face” in Mechanicsburg.
- The region has a balance \$11,825.25, 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.
- The region selected two Projects of the Year to submit to National:
 - Over \$20,000,000 - SR 70-T20 - The I 70 / SR 136(Beau St.) interchange in Washington County, Pennsylvania. Submitted by Southwest Penn Section. There were four entries in this category.
 - Under \$20,000,000 - U.S. Routes 11/15, Rock Slope Safety Improvement Project in Cumberland and Perry Counties. Submitted by the Harrisburg Section. There were five entries in this category.
- Richard Cochrane, Secretary, is serving as the Region’s webmaster. The region’s web site is active and up-to-date.

ASHE Regions & Sections Reports

May 20, 2018

Albany Section Quarterly Report (from 02/01/18 to 04/30/18)

Officers:

President:	Erik LeClair, PE	leclaires@cdmsmith.com
1 st Vice President:	Lisa Westrick, PE	Lisa.Westrick@stantec.com
2 nd Vice President:	Wayne Bonesteel, PE	wbonesteel@renesco.com
Secretary:	John Saia, Jr., PE	jsaia@jsquaredconstruct.com
Treasurer:	Kevin Hajos, PE	khajos@warrencountydpw.com

Activities:

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

- February 15 & 16, 2018: **Engineer's Week** (ASHE Albany Section sponsored a booth); Albany Marriott, 189 Wolf Road, Albany, NY.

<u>Budget (As of 03/31/18)</u>		<u>Membership (As of 09/30/17)</u>	
Starting Balance (11/30/17)	\$14,890.17	Starting Membership	103
Income	\$172.05	Members - New	0
Expenses	(\$2,850)	Members - Dropped	0
Ending Balance	\$12,249.28	Members - Reinstated	0
		Ending Membership (paid)	103

Events scheduled during the next quarters:

- May 2018: **Membership Meeting** with PDH; Location TBD.
- June 12, 2018: **Albany Section's 8th Annual Golf Outing** at Van Patten Golf Course in Clifton Park

Miscellaneous Items:

None

Milestones:

None

End of Report

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ASHE Regions & Sections Reports

May 20, 2018

SECTION REPORTS

Altoona Section Regional Directors Quarterly Report # 4 of FY 2017-2018 (February 5, 2018 – May 1, 2018)

Officers:

President:	Jessica Urbas	jurbas@pa.gov
Vice President:	Joshua England	JEngland@Walshgroup.com
Secretary:	Michele Girolami	michele.girolami@gibson-thomas.com
Treasurer:	Ed Stoltz	e57s@verizon.net

Activities:

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

- February 16, 2018: Social – PennDOT District 9-0 and Friends Annual Ski Trip at Seven Springs.
- February 21, 2018: Professional Panel Presentation at UPJ Living & Learning Center (joint event with ASHE Mid-Allegheny Chapter)
- April 11, 2018: 3rd Annual Joint ASHE Secretary Meeting at the Cranberry Hilton Doubletree (joint event with ASHE Pittsburgh, Southwest, & Mid-Allegheny Chapters)
- April 17, 2018: ASHE PennDOT District 9-0 Workshop
- April 26, 2018 ASHE Altoona Adopt-a-Highway utilizing a new route.

<u>Operating Budget (As of 4/26/2018)</u>		<u>Membership (As of 5/1/2018)</u>	
Starting Balance (2/5/2018)	\$17,119.09	Starting Membership (2/5/2018)	207
Revenue	+\$1,473.15	Losses	-0
Expenses	-\$340.16	Gains	+3
Ending Balance (4/26/18)	\$25,361.00*	Ending Membership (paid)	210

***Balance includes Section CD (\$7,108.92) which was accidentally omitted on last quarterly report.**

Events scheduled during next quarter:

- May 23, 2018: Annual Banquet and Awards
- July 9, 2018: Annual Section Golf Outing at Scotch Valley Country Club

Miscellaneous Items:

- None at this time

End of Report

ASHE Regions & Sections Reports

May 20, 2018

Central New York Section Regional Directors Quarterly Report (March and April 2018)

Officers:

President:	Luke	Morenus,
	lmorenus@bartonandloguidice.com	
1st Vice-President -	David Facchini,	David.facchini@dot.ny.gov
2nd Vice-President -	Andy Coleman,	AColeman@midlandasphalt.com
Secretary:	Peter Wlodarczyk,	pwlodarczyk@bergmannpc.com
Treasurer:	Donald P Blasland,	pwlabsinc@hotmail.com

Activities:

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

- March 13, 2018 ; Board of Directors Meeting
- March 19th – NYSATE Technical Meeting – Climate Change Mitigation for Engineers
- April 5th, 2018 Transportation outlook for Central NY, Syracuse

<u>Operating Budget (As of 03/31/2018)</u>		<u>Membership (As of 3/31/18)</u>	
Starting Balance (10/1/2017)	\$8,092.51	Starting Membership (7/1)	49
Revenue	\$ 1,400.00	Losses	
Expenses	\$ 1,066.08	Gains	
Ending Balance	\$8,426.43	Ending Membership (paid)	49

Events scheduled during next quarter:

- May 8th, Board of Directors meeting.
- May 17th, NYSDOT Regional Director Roundtable, joint meeting with APWA
- May 18th, Scholarship Golf Tournament

Miscellaneous Items:

None

Milestones:

none

End of Report

ASHE Regions & Sections Reports

May 20, 2018

Clearfield Section Northeast Region Tri-Monthly Report (February 2018- April 2018)

Officers

President	Ed Jones	ed.jones@lrkimball.com
Vice President	Ryan Dinger	rdinger@pennoni.com
Secretary	Diane Purdy	dppurdy@urbanengineers.com
Treasurer	Karen Michael	kmichael@pa.gov

Activities

February

In February, Karen Michael, PE, District Executive District 2-0, provided an overview of the District's program. We had a great turnout for this event with 85 members and guests in attendance for a catered meal by Apple Banquets at the District office.

March

In March, Geoffrey Stryker, STV and Tom Kerins, Urban Engineers, presented PennDOT's 2 Billion I-95 Corridor Reconstruction Project from a design and construction perspective. Thirty-five (35) people were in attendance for the meeting at Ramada Convention Center in State College on 03.15.2018.

April

In April, Matthew Beck, PE of PennDOT District 3-0, Barbara Hoehne, PE of STV and David Hamlet, PE of Gannett Fleming, presented the Central Susquehanna Valley Transportation (CSVt). The CSVt project involves the construction of a new four-lane limited access highway, approximately 13 miles long, connecting PA 147 in Northumberland County to US 15 in Union County to US 11/15 in Snyder County. The \$670 million project has been in development for decades and finally overcame many years of delay caused by lack of funding when Pennsylvania passed Act 89 in late 2013. The project is separated into the Northern and Southern Sections for design and construction. Thirty-five (35) people were in attendance for the meeting at Mountain View Country Club in Boalsburg on 04.19.2018.

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Operating Budget and Membership (Clearfield)

<u>Operating Budget (As of 04.28.2018)</u>		<u>Membership (As of 04.28.2018)</u>	
Starting Balance	\$ 20,767.52	Starting Membership	190
Revenue	\$ 2,695.00	Losses	0
Expenses	\$ 5,275.79	Gains	4
Ending Balance	\$ 18,186.73	Ending Membership	194

Past Events

Date	Event	Location
03.15.2018	I-95 Presentations	State College
04.19.2018	CSV T Presentations	State College

Future Events

Date	Event	Location
05.10.2018	Scholarship Awards	Clearfield
05.22.2018	CSV T Tour	Winfield
06.20.2018	ASHE/PennDOT Workshop	State College

Miscellaneous Items

- Community outreach by supporting area food banks and shelters

Milestones

- Trending Membership Increases

End of Report

ASHE Regions & Sections Reports

May 20, 2018

Delaware Valley Section Regional Directors Report (March 1, 2018 to April 25, 2018 period)

Officers

President:	Name: John Caperilla	E-mail address: jcaperilla@borton-lawson.com
1st Vice President:	Name: Alexa Harper	E-mail address: aharper@gfnet.com
2nd Vice President:	Name: Drew Sirianni	E-mail address: dsirianni@pennoni.com
Secretary:	Name: Nate Parrish	E-mail address: nparrish@HNTB.com
Treasurer:	Name: Isaac Kessler	E-mail address: Isaac.Kessler@rve.com

Activities:

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

- March 8, 2018; District Executive Panel Discussion hosted by Delaware Valley, East Penn and North East Penn Sections.
- April 18, 2018; Technical Session, BIM – How it's changing the way we do business.
- April 18, 2018; Dinner Meeting, Presentation by 2018 Delaware Valley Engineer of the Year, Deborah Grubbe. Presentation of Project of the Year Awards & Installation of Officers and Directors.

Operating Budget (As of 4/18/18)		Membership (As of 4/18/18)	
Starting Balance (3/1)	\$84,274.46	Starting Membership (3/1)	357
Revenue	\$14,146.74	Losses	0
Expenses	\$8,296.36	Gains	4
Ending Balance	\$90,124.86	Ending Membership (paid)	361

Events scheduled during next quarter:

- 5/23/18; District 6-0/ASHE Delaware Valley Workshop
- 5/24/18; Young Members Bowling Event
- Late May: Joint Dinner Meeting with Delaware County Chapter of PSPE
- June 4th: Annual Golf Outing

Miscellaneous Items:

- None

Milestones:

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

- Section 1st Vice President Alexa Harper was selected as the 2018 Delaware Valley Young Engineer of the Year.

End of Report

ASHE Regions & Sections Reports

May 20, 2018

East Penn Section Regional Directors Report (February, 2018 – April, 2018)

Officers

President:	Earl Armitage III	earmitage@pennoni.com
1st Vice President:	Julianne Wolfe	juli.wolfe@rettew.com
2nd Vice President:	Richard Ames	richard.ames@aecom.com
Treasurer:	Carl McGloughlin	cmcgloughlin@jmt.com
Secretary:	Vernon Gernhart III	vgernhart@benesch.com

Activities:

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

- Date: February 2, 2018
Location: PPL Center (Allentown, PA)
‘Winter Hockey Night Outing’ (Joint Meeting w/ ASCE-LV)
- Date: February 13, 2018
Location: Alfred Benesch & Company (Allentown, PA)
‘Officers/Board of Directors Meeting’ (Officers/Board of Directors Only)
- Date: March 8, 2018
Location: Kalahari Resorts & Convention Center (Pocono Manor, PA)
‘PennDOT District Executive Panel Discussion’ (Joint Meeting w/ ASHE North East Penn and ASHE Delaware Valley)

Operating Budget (As of 04/13/18)		Membership (As of 04/13/18)	
Ending Balance (01/31/18)	\$31,920.97	Ending Membership (01/31/18)	115
Revenue	\$19,378.84	Losses	0
Expenses	\$14,165.24	Gains	0
Ending Balance (04/13/18)	\$37,134.57	Ending Membership (04/13/18)	115

Events scheduled during next quarter:

- Date: April 19, 2018
Location: Hotel Bethlehem (Bethlehem, PA)
‘Presentation of Inaugural ASHE East Penn Projects of the Year’
‘ASHE East Penn Installation of Officers/Board of Directors’
- Date: June 22, 2018
Location: Gilbertsville Golf Club (Gilbertsville, PA)
‘22nd Annual ASHE East Penn Golf Classic’
- Date: Summer 2018
Location: TBD
‘Summer 2018 Planning Meeting’ (Officers/Board of Directors Only)

End of Report

ASHE Regions & Sections Reports
May 20, 2018

ASHE Regions & Sections Reports

May 20, 2018

First State Section Regional Directors Quarterly Report (January, 2018 – March, 2018)

Officers

President:	Shilpa Mallem	shilpa.mallem@tylin.com
1st Vice President:	Greg Pawlowski	gregory.pawlowski@drba.net
2nd Vice President:	Brian Kisner	bkisner@centuryeng.com
Secretary:	Tom Clements	tclements@centuryeng.com
Treasurer:	Brian Kisner	bkisner@centuryeng.com

Activities:

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

- **January 25, 2018** – Training Session; “Concurrent, Non-Critical Delays to Contract Schedules”
- **February 15, 2018** – DelDOT Chief Engineer, Rob McCleary presenting DelDOT’s upcoming corridor projects for Wilmington and US Route 113.
- **March 22, 2018** – First State Section Project of the Year Dinner

Operating Budget (As of 3/31/18)		Membership (As of 3/31/18)	
Starting Balance	\$ 23,963.36	Starting Membership	144
Revenue	\$ 9,113.00	Losses	0
Expenses	\$ 10,425.03	Gains	0
Ending Balance	\$ 22,651.33	Ending Membership (paid)	144

Events scheduled during next quarter:

- **April 19, 2018** – Mark Buckalew, DelDOT Chief Safety Engineer presenting DelDOT Safety: Past, Present, and Future
- **May 16, 2018** – Annual Hall of Fame Banquet
- **June 5, 2018** – Wilmington Blue Rocks baseball game; joint with ASCE chapter

Miscellaneous Items:

- A training session on “Construction Contract Estimating is scheduled for April 5, 2018. 3 ea PDH Credits to be offered

Milestones:

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

- Nothing to report this period

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End of Report

ASHE Regions & Sections Reports

May 20, 2018

Franklin Section Regional Directors Quarterly Report (February 2018 – April 2018)

Activities:

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

- February 20, 2018
Section Meeting at The Crane Room in New Castle, PA. Presentation by Justin Gibbons, QES (45 attendees)
- March 20, 2018
Section Meeting at My Brothers Place in Grove City, PA. Presentation by Ray Maginness and Rich Schoedel, PE, Michael Baker International (27 attendees)
- April 5, 2018
Section Board Meeting at The Iroquois Club in Conneaut Lake, PA
- April 17, 2018
Section Meeting at Chovy's! in Meadville, PA. Presentation by Quentin Rissler, PE, Larson Design Group (40 attendees)

<u>Operating Budget (As of 4/2/18)</u>		<u>Membership (As of 3/31/18)</u>	
Starting Balance (3/2)	\$3,399.83	Starting Membership (3/2)	156
Revenue	\$1,405.00	Losses	0
Expenses	\$1,120.00	Gains	0
Ending Balance (4/2)	\$3,684.83	Ending Membership (3/31)	156

Events scheduled during next quarter:

- May 22, 2018
Section Meeting at Station 3 Fire Hall in Conneaut Lake, PA.
- June 7, 2018
Section Board Meeting
- June 19, 2018
Section Meeting at TBD
- July 17, 2018
Steak Cookout at Kamp Kiwanis

Miscellaneous Items:

- None

Milestones:

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

- None

End of Report

ASHE Regions & Sections Reports

May 20, 2018

Harrisburg Section Regional Directors Report (from Feb 1, 2018 to April 26, 2018)

Officers

President:	Dave Frey	dfrey@bakerintl.com
Vice President:	Steve Roman	sroman@wbcm.com
Secretary:	Bob Leonard	leonardrj@erdmananthony.com
Treasurer:	Bea Walters	walters@veengineeringinc.com

Activities:

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

- Mar 5, 2018 – Lunch Meeting – CSVT Project Update
- April 6, 2018 – PennDOT Dist 8/PTC/ASHE workshop

<u>Operating Budget (As of 4/26/18)</u>		<u>Membership (As of 4/26/18)</u>	
Starting Balance (2/27/18)	\$96,983.21	Starting Membership (2/26/18)	406
Revenue	\$12,074.81	Losses	0
Expenses	\$15,491.44	Gains	8
Ending Balance	\$93,566.58	Ending Membership (paid)	414

Events scheduled during next quarter:

- May 10, 2018 – Past Presidents Banquet, Hollywood Casino
- June 11, 2018 – Dinner Mtg, Scholarship Award Winners and Project of Year Award
- August 3, 2018 (tentative) – Annual Golf Outing
- August 23, 2018 (tentative) – Annual Picnic and Casino Night

Miscellaneous Items:

- Items

Milestones:

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

-

End of Report

ASHE Regions & Sections Reports

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Long Island Section Regional Directors Quarterly Report (February 21, 2018 – April 21, 2018)

Officers:

President:	William Barrett	wbarrett@gpinet.com
Vice President:	Scott Spittal	SSpittal@VHB.com
Secretary:	Margaret Conklin	Margaret.Conklin@dot.ny.gov
Treasurer:	Paul Curcio	pcurcio@Blcompanies.com

Activities:

No activities this period.

<u>Operating Budget (as of 4/21/18)</u>		<u>Membership (As of 4/21/18)</u>	
Starting Balance	\$2,410.79	Starting Membership	63
Revenue	\$2,335.00	Losses	
Expenses	\$ 27.00	Gains	
Ending Balance	\$4,718.79	Ending Balance (paid)	63

Events scheduled during next quarter:

To be determined – coordinating with two presenters for end of May technical session – Ultra High Performance Concrete (UHPC), Aero-Aggregates

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.

Milestones:

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

- None

End of Report

ASHE Regions & Sections Reports

May 20, 2018

Mid-Allegheny Section Regional Directors Quarterly Report (February 2017 – April 2018)

Officers

President:	Bob Schmidt	robert.schmidt@hdrinc.com
Vice President:	Brad DiCola	bdicola@dawood.cc
2nd Vice President:	Bill Ferko	wferko@saiengr.com
Secretary:	Matt Hetrick	mhetrick@pa.gov
Treasurer:	Sean Hart	shart@mbakerintl.com

Activities:

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

- February 21, 2018: Joint Dinner Meeting with the Altoona Section – UPJ Student Presentations and Professional Panel Discussion.
- March 8, 2018: Dinner Meeting – Aaron Colorito, P.E., C.B.S.I. – Michael Baker International; The Andy Warhol (7th Street) Bridge Rehabilitation.
- April 11, 2018: Joint Dinner Meeting with the Pittsburgh and Southwest Penn Sections – Leslie Richards, PennDOT Secretary of Transportation.

Operating Budget (As of 04/19/18)		Membership (As of 4/19/18)	
Starting Balance (2/1)	\$18,674.48	Starting Membership (4/1)	133
Revenue	\$2,085.00	Losses	0
Expenses	\$7,049.85	Gains	0
Ending Balance	\$13,709.63	Ending Membership (paid)	133

Events scheduled during next quarter:

- May 10, 2018: Joint Dinner Meeting w/ Altoona Section – University of Pittsburgh at Johnstown Student Presentations and Professional Panel Discussion.
- May 10, 2018: Dinner Meeting – 2018 Scholarship Awards Presentation; 2017 Outstanding Highway Engineering Award and Presentation.
- May 11, 2018: 19th Annual Golf Outing – Lenape Heights Golf Course.
- July 27, 2018: Summer Clay Shoot – Promise Land Sporting Clays.

Miscellaneous Items:

- Summer Tour being planned for Lindy Paving's Asphalt Plant

Milestones:

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

- No applicable milestones for this quarter.

End of Report

ASHE Regions & Sections Reports

May 20, 2018

ASHE NY Metro Section Regional Directors Quarterly Report (February 2018- April 2018)

Officers

President:	Tanvi Pandya, PE	2tanvi@gmail.com
Vice President:	Ajit Thakore	athakore@dot.nyc.gov
Secretary:	Anthony Grosso, PE	agrosso@gpinet.com
Treasurer:	Karim Palomino, PE	kpalomino@primeeng.com

Activities:

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

- Board Meetings on 2/13, 3/13 and 4/10/2018
- Presentations at Club 101
 - 2/20/2018 NYSDOT's Craig Ruyle, PE
 - 3/20/2018 PANYNJ's Wally Cabin
 - 4/17/2018 NYSDOT's Robert Adams, K-Bridge
- National Conference Committee's Breakfast Forum on March 15, 2018 at CUNY Graduate Center discussed financing future infrastructure growth and NYC's congestion pricing plan

Operating Budget (As of 11/30/2017)		Membership (11/30/2017)	
Starting Balance (6/1)	\$38,174.95	Starting Membership (6/1)	170
Revenue	\$93,058.54	Losses	5
Expenses	\$107,997.43	Gains	
Ending Balance 1/11/18	\$23,236.06	Ending Membership (paid)	165

Events scheduled during next quarter:

- Presentations at club 101
 - May 15, 2018 NYCDOT Presentation – BQE Expressway

Miscellaneous Items:

- N/A

Milestones:

- N/A

ASHE Regions & Sections Reports

May 20, 2018

North-Central New Jersey Section Regional Directors Report (March 2018 – April 2018)

Officers

President:	Jonathan Brunkhorst	jbrunkhorst@mbakercorp.com
Vice President:	Jean Philippe Magron	jp.magron@hdrinc.com
2nd Vice President:	Thomas P. Di Chiara	tdichiara@arorapc.com
Secretary:	Greg Kuczynski	gkuczynski@gfnet.com
Treasurer:	Robert S. Nash	robert.nash@rve.com
Region Director:	Don Di Zuzio	ddizuzio@tandmassociates.com

Activities:

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

- March 15, 2018; Presentation by NJDOT on the Route 46 Bridge Replacement
- April 11, 2018; Project of the year Presentation, Joint meeting with SNJ Chapter

<u>Operating Budget (As of 4/11/18)</u>		<u>Membership (As of 4/25/18)</u>	
Starting Balance (2/22/18)	\$ 82,739	Starting Membership (4/1/18)	143
Revenue	\$ 5,095	Losses	0
Expenses	\$ 15,748	Gains	0
Ending Balance	\$ 72,086	Ending Membership (paid)	143

Events scheduled during next quarter:

- May 3, 2018; Golf Outing
- June 12, 2018; Field Trip and Presentation by NJDOT/Jacobs on the Wittpenn Bridge Replacement
- July 19, 2018 Board Reorganization Meeting

Miscellaneous Items:

- At the March 15, 2018 meeting, we awarded \$14, 500 in scholarships.
- Preceding every monthly meeting, there is a board meeting.

Milestones:

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

- None

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End of Report

ASHE Regions & Sections Reports

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North East Penn Section Regional Directors Quarterly Report (April, 2018 – June, 2018)

Activities:

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

- 04/10/2018; Dinner Meeting at Colarusso's Restaurant: topic is the Pennsylvania Turnpike Commission, SR 276 Bridge Closure, presenter was John Boyer from the PTC
- 05/11/2018; Dinner Meeting at Wilkes University: Section Induction of Officers

<u>Operating Budget (As of 04/24/18)</u>		<u>Membership (As of 04/24/18)</u>	
Starting Balance (02/18)	\$29,568.39	Starting Membership (03/18)	129
Revenue	\$39,812.32	Losses	0
Expenses	\$41,669.46	Gains	1
Ending Balance	\$27,711.25	Ending Membership (paid)	130

Events scheduled during next quarter:

- Summer recess with fall meetings TBD

Miscellaneous Items:

- North East Penn Section, along with the East Penn and Delaware Sections, will host the ASHE National Convention in 2021.

Milestones:

- Nothing to report at this time.

End of Report

ASHE Regions & Sections Reports

May 20, 2018

Pittsburgh Section Regional Directors Quarterly Report (February 2018-April 2018)

Officers

President:	Chuck Nash	cnash@msconsultants.com
Vice President:	Pat Kane	pkane@gpinet.com
Secretary:	Jim Weaver	jysweaver@verizon.net
Treasurer:	Jerry Pitzer	jerry1368@yahoo.com

Activities:

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

- February 28, 2018 – Social Event: Bowling at The Main Event
- March 14, 2018 - Annual Education Seminar at Pitt
- April 11, 2018 – Joint Section meeting with PA Transportation Secretary Richards
- April 21, 2018 - Adopt a Highway Clean Up

<u>Operating Budget (As of 04/01/2018)</u>		<u>Membership (As of 04/01/2018)</u>	
Starting Balance (02/01)	\$71,167	Starting Membership (02/01)	558
Revenue	\$19,608	Losses	-
Expenses	\$13,244	Gains	-
Ending Balance	\$77,531	Ending Membership (paid)	558

Events scheduled during next quarter:

- May 16, 2018 – Section Dinner Meeting at Narcisi Winery
- May 25, 2018 – Annual Golf Outing at Pittsburgh National
- ASHE Pittsburgh Motorcycle Ride for July 14, 2018
- June 13, 2018 Lower Allegheny River Bridge Crawl and Pub tour
- June 15, 2018 ASHE Pittsburgh Pirate Game outing

Miscellaneous Items:

- Annual Scholarship to be awarded at May dinner meeting
- Student Chapters formed at Pitt
- Actively involved in CLC
- Community Outreach at various local high schools, middle schools

Milestones:

- None at this time

End of report

ASHE Regions & Sections Reports

May 20, 2018

Southern New Jersey Section Regional Directors Report (March 2018 –April 2018)

Officers

President:	Lori Wade	LWade@mbakerintl.com
Vice President:	Matthew Bencoter	mbencoter@hardesty-hanover.com
Secretary:	Heather Jones	hjone@arh-us.com
Treasurer:	Joe Macios	joemacios@hotmail.com

Activities:

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

- March 28, 2018: A Board of Directors Meeting was held prior to the dinner meeting.
- March 28, 2018: Dinner Presentation on The Stoney Brook Bridge at The Hamilton Manor, 30 NJ-156, Hamilton Township, NJ 08620.
- April 11, 2018 : A Board of Directors Meeting was held prior to the dinner meeting.
- April 11, 2018: A joint meeting with ASHE NC-NJ for the Project of the Year. The event will be held at the Cranbury Inn 21 South Main Street, Cranbury, NJ 08512.

<u>Operating Budget (As of 3/31/18)</u>		<u>Membership (As of 3/31/18)</u>	
Starting Balance (2/1/18)	\$98,833.86	Starting Membership (2/25/18))	161
Revenue	\$ 8,202.57	Losses	0
Expenses	\$ 5,212.18	Gains	0
Ending Balance (3/31/18)	\$101,824.25	Ending Membership (3/31/18)	161

Events scheduled during next quarter:

- May 10, 2018: A Board of Directors Meeting will be held prior to the dinner meeting.
- May 10, 2018: A joint meeting with ASME. Dinner Presentation on The Scudder Falls Bridge Improvement Project at The Hamilton Manor, 30 NJ-156, Hamilton Township, NJ 08620.
- June 7, 2018: Social Event at the Trenton Thunder Baseball Game.
- July 18, 2018: ASHE SNJ Annual Golf Outing for Student Scholarships at Ramblewood Country Club Mount Laurel, NJ.

Miscellaneous Items:

- None.

Milestones:

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

- None.

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End of Report

ASHE Regions & Sections Reports

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SWPA Section Quarterly Report (March, April & May 2018)

President: Matt Kusic – matthew.kusic@aecom.com
Vice President: Lisa Hoeke – lisa@tunstallengineering.pro
Secretary: Melissa Heffern – mheffern@spkengr.com
Treasurer: Carl Buchanan – cbuchanan@spkengr.com

Events scheduled during this quarter:

- March - Monthly Meeting at - Caporella's Italian Ristorante
Presentation by – Robert Elliott, Jr. P.E. & David Kozel, P.E.
Topic - 2017 ASHE Southwest Penn Project of the Year Project Presentations
- April – Monthly Meeting at - The George Washington Hotel
Presentation by – Perry Schweiss, P.E. & Brodie Claybaugh, P.E.
Topic – PA Turnpike Bridge WB-224B, Beaver County Lateral Bridge Slide
- May 10, 2018 – ADOPT-A-HIGHWAY
- May 11, 2018 - Golf Outing – Madsion Golf Club
- May 30, 2018 – Monthly Meeting at Stone Villa Winery

Operating Budget (As of 3/1/18)		Membership (As of 3/1/18)	
Starting Balance (3/1)	\$87,917.51	Starting Membership (12/1)	290
Revenue	2,015.76	Losses	0
Expenses	5,336.98	Gains	0
Ending Balance	83,949.02	Ending Membership (paid)	290

Events scheduled during next quarter:

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End of Report

ASHE Regions & Sections Reports

May 20, 2018

Williamsport Section Regional Directors Report (February 2018 – April 2018)

Officers

President:	Jason Campbell	jcampbell@mctish.com
Vice President:	Travis Fox	tfox@larsondesigngroup.com
Secretary:	Jason Campbell (Acting)	jcampbell@mctish.com
Treasurer:	Scott Hunter	ashewmspttreasurer@gmail.com

Activities:

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

- 2/27/18; SR 220 Safety Corridor
- 3/28/18; Roadway Assessment Management
- 4/24/18; PennDOT 3-0 Update (Sandra Tosca)

Operating Budget (As of 4/30/18) Membership (As of 4/30/18)

Starting Balance (3/1)	\$7,125.81	Starting Membership (3/1)	78
Revenue	\$3,732.07	Losses	0
Expenses	\$2,767.74	Gains	0
Ending Balance	\$8,090.14	Ending Membership (paid)	78

Events scheduled during next quarter:

- 5/22/18 CSVT Tour with Clearfield Section

Miscellaneous Items:

- Need to schedule May BOD Meeting
- Golf/Picnic 6/22/18

Milestones:

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

- None

End of Report

ASHE Regions & Sections Reports

May 20, 2018

Southeast Region Report

Regional Directors Report *(from –4/30/18 to period)*

Regional Officers

President:	Ron Osterloh	osterlohr@pondco.com
Vice President:	Len Pappalardo	lpappalardo@keville.com
Secretary:	Whitney Stevens	wstevens@ardaman.com
Treasurer:	Donna McQuade	McQuadeD@pondco.com

Reporting Regions:

Northeast Florida, Central Florida, Gulf Coast/South Florida, Tampa Bay, Georgia, Tennessee, Phoenix Sonoran, Dallas

Activities:

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

- May 15, 2018; Regional Conference Call scheduled at 12pm on Web-Ex

<u>Operating Budget (As of 6/1/17)</u>		<u>(As of 2/18/18)</u>
Starting Balance	\$1,004.53	\$ 830.00
Revenue	\$ 196.00	\$ 0.00
Expenses	\$ 720.53	\$ 350.00
Ending Balance	\$ 480.00	\$ 480.00

End of Report

ASHE Regions & Sections Reports

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NE FLORIDA (www.northeastfl.ashe.pro)

Northeast Florida Section Regional Directors Report (from 2/27/18 to 4/29/18)

Officers

President: Mike Gruber (m.gruber@ellisassoc.com)
1st Vice President: Stephen Park, PE (stephen.park@rsandh.com)
2nd Vice President: Will Lyon, PE (wlyon@prosserinc.com)
Secretary: Jen Hawkins, AICP (HawkinsJL@pondco.com)
Treasurer: Donna McQuade (McQuadeD@pondco.com)

Activities:

Scholarship Funding:

- 2016 – Approximately \$15,300
- 2017 – Approximately \$9,000 (Clay Shoot)
- 2017 – ASHE Golf Tournament was Postponed until February 2, 2018 - \$16,000
- 2018 – Approximately \$9,250 (Clay Shoot)

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
- February 22, 2017 – TopGolf Social Event
- March 15, 2018 – SR 9B Field Visit
- April 19, 2018 – I-4 Ultimate Project Update
- April 26, 2018 – Clay Shoot with DBIA

Upcoming Meeting/Events:

- May 17, 2018 - Engineering Responsibility and Liability for Underground Design
- June 14, 2018 - TBD

Scholarship:

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- 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:

- This year's Clay shoot was a huge success with profits exceeding \$18,500. 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 4/29/18)		Membership (As of 4/29/18)	
Starting Balance	\$73,308.60	Starting Membership	206
Revenue	\$ 8,175.00	Losses	0
29/1829Expenses	\$ 23,612.84	Gains	1
Ending Balance	\$ 57,870.76	Ending Membership (paid)	207

Previous Quarter

Operating Budget (As of 2/27/18)		Membership (As of 2/27/18)	
Starting Balance	\$ 73,695.81	Starting Membership	200
Revenue	\$ 22,769.16	Losses	0
Expenses	\$ 23,156.37	Gains	6
Ending Balance	\$ 73,308.60	Ending Membership (paid)	206

End of Report

ASHE Regions & Sections Reports

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SECTION REPORT

Central Florida Section Regional Directors Report (February – May)

Officers

President:	Sunserea Dalton, PE	Sunserea.Dalton@CH2M.com
Vice President:	Glenn Pressimone, PE	Glenn.Pressimone@CFXWay.com
Secretary:	Erin Kelley	ekelley@jcj-insurance.com
Treasurer:	Gary Kuhns, PE	glkuhns@g-e-c.com

Activities:

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

- March 15th; **March E-Week Transportation Forum** – This event dealt with Hurricane Evacuation/Emergency Response and was held at our usual venue at CFX. Attendance was good with approximately 40 engineers and planners in attendance.
- April 13th; On Friday the 13th we held our **Fourth Annual Clay Shoot** at Catfish Creek Sporting Clays in Haines City, Florida. 26 shooters participated with Geotechnical and Environmental Consultants (GEC) taking Top Team honors with a score of 128 out of 200 clays (64%). Top Gun honors went to Steve Wagle of WSP (Formerly known as Parsons Brinkerhoff) with an astounding 43 out of 50 (86%). Congratulations to all for a great event.

Operating Budget ⁽¹⁾		Membership ⁽²⁾	
Starting Balance (4/26/2018) (Checking and PayPal Account)	\$3,643.38	Starting Membership (6/1/17)	60
Revenue Expected	\$2,000.00	Losses	0
Expenses Expected	\$1,500.00	Gains	1
Ending Balance Expected	\$4,143.38	Ending Membership As of (4/26/18)	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.

Events scheduled during next quarter:

- June 21st, 5:30-8:30pm is our Annual Banquet and Officer Installation. This will also be our 25th Anniversary Celebration for the Chapter. The theme this year is Casino Night.
- Our “Save the Date” for the 2019 Clay Shoot will be emailed to members and posted on our website soon. The date is April 12, 2019.
- Looking at possible future event at Top Golf.

Miscellaneous Items:

- Items

Milestones:

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

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- Date; June 21st Section celebration of ASHE's 25th anniversary.

End of Report

ASHE Regions & Sections Reports

May 20, 2018

SECTION REPORT

South Florida Section Regional Directors Report (January 2018 – April 2018)

Officers

President:	Naldo Gonzalez	ngonzalez@gfnet.com
Vice President:	Jose Gomez	jgomez@ecslimited.com
Secretary:	TBD	E-mail address
Treasurer:	Hugo Gutierrez	Hugo.Gutierrez@hdrinc.com

Activities:

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

- 3/1/2018 Officers meeting conducted to discuss transition of new officers through recruiting new members and reach out to current members

<u>Operating Budget (As of 4/30/18)</u>		<u>Membership (As of 4/30/18)</u>	
Starting Balance (7/1)	\$2,087.96	Starting Membership (1/2018)	___
Revenue		Losses	
Expenses	\$23.00	Gains	
Ending Balance	\$2,064.96	Ending Membership (paid)	

Events scheduled during next quarter:

- 6/1/2018: Board Meeting for new members and Officers
- 7/2018: 20th Anniversary dinner with Past ASHE Gold Coast Presidents

Miscellaneous Items:

- Items

Milestones:

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

End of Report

ASHE Regions & Sections Reports

May 20, 2018

SECTION REPORT

Tampa Section Regional Directors Report (February – May)

Officers

President:	Sunil Jakhadi, PE	Sunil.Jakhadi@wsp.com
Vice President:	Pavan Paiavula, PE	PPaiavula@drmp.com
Secretary:	Lance Croft	lcroft@mc2engineers.com
Treasurer:	Carey Wright, PE	cwright@wadetrim.com

Activities:

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

- Feb: E Week Engineering Forum
- March: Pinellas County PublicWorks – upcoming projects
- April: no meeting
- May: Asphalt Paving Systems, Pavement Reclamation

Membership / Treasurer Data Not provided

End of Report

GEORGIA

Activities

Past Events:

- Joint ASHE/ITE Winter Workshop – March 5th-6th (160 attendees)
- ASHE GA Poke Tournament – March 22nd (98 attendees)
- April Luncheon – April 20th (Jill Goldberg, GDOT Communications – Update on GDOT; Technical minute on GDOT cost estimating prior) - 110 attendees)

Upcoming Meeting/Events:

- ASHE GA Golf Tournament; May 10th
- June Monthly Meeting; Date TBD
- ASHE GA Bowling Tournament; August TBD

Scholarship:

- 2018 Scholarships
 - Jim McGee Memorial Scholarship (will be presented at September luncheon)
 - Babs Abubakari Memorial Scholarship Applications will be sent out in September

Georgia Tech Student Section:

- March 13th – Joint meeting with ASCE – HoloLens Presentation by CDM Smith
- March 29th – Workplace Transition and project highlights presented by Croy Engineering

ASHE Regions & Sections Reports

May 20, 2018

- April 19th – Informal Meeting for new board members to meet and socialize with the rest of the membership
- 39 Student Members

Other:

Operating Budget (As of 1/31/18)		Membership Renewals (As of 4/26/18)	
Starting Balance	\$111,729.62	Starting Membership	462
Revenue	\$ 3,603.65	Losses	0
Expenses	\$ 14,817.86	Gains	14
Ending Balance	\$ 100,515.41	Ending Membership (paid)	476

ASHE Regions & Sections Reports

May 20, 2018

SECTION REPORT

Middle Tennessee Section Regional Directors Report (From March– May)

Officers

President:	Eric McElroy	Eric.McElroy@wsp.com
1st Vice President:	Tim Colvett	Timothy.Colvett@tn.gov
2nd Vice President:	Luke Sullivan	Luke.Sullivan@wsp.com
Secretary:	Leanna Whitwell	lwhitwell@ttlusa.com
Treasurer:	Daniel Jordan	Daniel.Jordan@hdrinc.com

Activities:

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

- The March Lunch meeting included an update from TDOT Commissioner John Schroer
- The April Lunch meeting included a presentation by Erin Hafkenschiel, Director of the Nashville Mayor's Office of Transportation and Sustainability
- Officer and Board voting concluded April 17 and votes are being tallied.

Events scheduled during next quarter:

- May 11; Middle TN ASHE Annual Technical Sessions and Officer/Board Induction
- No lunch meetings scheduled for June and July

Miscellaneous Items:

- 2019 ASHE National Conference – planning and preparation is underway

Operating Budget (As of 4/30/2018)		Membership (As of 4/30/2018)	
Starting Balance	\$23,148.36	Starting Membership	291
Revenue	\$4,565.15	Losses	0
Expenses	\$8,366.10	Gains	9
Ending Balance	\$19,347.41	Ending Membership (paid)	300

End of Report

ASHE Regions & Sections Reports

May 20, 2018

SECTION REPORT

Phoenix Sonoran Section Regional Directors Report (February – May)

Officers:

President: Alan Ferreira, Wilson Company, Alan.Ferreira@wilsonco.com
Vice President, Steve Boschen, Arizona DOT, sboschen@azdot.gov
Secretary, Melissa Boyles, MB Consulting Group, Melissa.boyles@mb.solutions
Treasurer, Susie Mason, Gannett Fleming, smason@GFNET.com

Activities:

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

April 10, 2018 – Wulf Grote, Director, Capital & Service Development, Valley Metro RPTA – Light Rail is Coming to South Central

March 13, 2018 – Robert Hazlett, Senior Engineer at Maricopa Association of Governments – MAG Regional Freeway and Highway Program and FY 2019 Unified Planning Work Program Updates

February 13, 2018 – Jennifer Toth, PE, Maricopa County Transportation Director / County Engineer – MCDOT Innovation: Developing Tomorrow's Solutions Today

January 9, 2018 – Bharat Kandel, ADOT, Jill Bennett, and Jeremy Neuman, HDR – Arizona's first DDI – "Come hear and see what a Diverging Diamond Interchange looks like"

Special Events:

- ASHE/SMPS Joint Networking Mixer March 22, 2018.
- ASHE/APWA Picnic in the Park April 8, 2018

Treasurer's Report:

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Treasurer's Financial Report		for Month Ending: 04/27/18
04/01 through 04/27/2018 (Cash Basis)		
Beginning Balance:	\$	26,619.11
INCOME	1,005.00	
Memberships:Initiations Fees \$25	25.00	
Memberships:Local Dues \$30	30.00	
Memberships:National Dues \$20	20.00	
Program Mtg. Sales	930.00	
St. Mary's Food Bank		
EXPENSES	1,545.87	
Fees & Charges:SquareUp Fees	27.57	
Program Meeting Cost		
Advertising	931.42	
Food & Beverage	586.88	
student chapter 3/21/18	133.87	
ACEC Ice cream joint picnic	308.78	
Board Mtg. lunch	144.23	
Gifts - past president pin /Linda Smith		
OVERALL TOTAL		-540.87
Ending Operating Cash		26,078.24
Scholarship Fund	\$	17,512.30
TOTAL Scholarship Fund Income	\$	17,512.30
ENDING CASH BALANCE	\$	43,590.54

Event Cost Analysis 3/13/2018

Cost	Income	Profit
931	930	(1)

Attendees	Members	Non-members	Guest
38	36	1	1

53-58 average attendee each month

Outstanding Invoices Due \$ 250.00 Newsletters

Membership Total: 173

Events Scheduled During the Next Quarter

Tuesday, May 8, 2018 – May Section Meeting Breakfast; 7:30 am–8:15 am – Registration and Breakfast / 8:15 am–9:00 am – Presenting Program. Speaker: Matt O’Connell, Sundt Construction; Topic: Sellwood Bridge Slide – 100-year old, 1,095-foot long temporary Shoofly.

Thursday, May 24, 2018 - ASHE Phoenix Sonoran 9th Annual Scholarship Golf Tournament; Troon North Monument Course, 10320 E Dynamite Blvd, Scottsdale AZ 85262; Time: 1:30 PM Shotgun Start. The ASHE Phoenix Sonoran Section provides scholarships to well-rounded students majoring in a transportation related field enrolled at one of Arizona four universities. The students major can be focused on transportation engineering, planning, or construction. This charity golf event is the primary fundraiser for this scholarship. Help us reach our goal of \$8,000 in scholarship funds.

ASHE Regions & Sections Reports

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Tuesday, June 5, 2018 - May Section Meeting Breakfast; 7:30 am–8:15 am – Registration and Breakfast / 8:15 am–9:00 am – Presenting Program. FHWA Update, Anthony Sarhan, Assistant Division Administrator

July/Aug – Summer Break

Miscellaneous Items:

N/A

Milestones:

N/A

End of Report

ASHE Regions & Sections Reports
May 20, 2018

SECTION REPORT

**DFW Section
Regional Directors Report
2nd Quarter 2018 Section Report**

Officers

President: N/A
Vice President: Markus Neubauer MNeubauer@pkce.com
Secretary: Mike Zieminski MZieminski@bgeinc.com
Treasurer: Mike Zieminski MZieminski@bgeinc.com

Activities

Past Events:

- N/A

Upcoming Meetings/Events:

- Looking for May/June Event

Student Sections:

- N/A

Operating Budget (As of 04/01/2018)		Membership (As of 04/01/2018)	
Starting Balance	\$12,304.71	Starting Membership	8
Revenue	\$0	Losses	0
Expenses	\$0	Gains	0
Ending Balance	\$12,304.71	Ending Membership (paid)	8

End of Report