



ASHE National Board Meeting Minutes  
September 28, 2018

**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 2:30 AM at the Kalahari Resort and Conference Center, Pocono Manor, PA.

**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
	Michael D. Hurtt, PE	First Vice-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
	Shirley A. Stuttler	President's Assistant
	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
	Amanda Schumacher	Public Relations Committee Chair
	Mathue Carter	Professional Development
	Samir D. Mody, PE	Committee Chair
	Jerry Pitzer	New Sections Committee Co-Chair
	John Caperilla (9/28 only)	East Penn Section
<u>Absent:</u>		

**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:**

- **May 20, 2018 National Board Meeting:** Motion by Matthews to approve the minutes from the May 20, 2018 National Board Meeting; seconded by Dutton; all in favor.
- **August 20, 2018 Executive Committee Meeting:** Motion by Harris to approve the minutes from the August 20, 2018 Executive Committee Meeting; seconded by Hurtt; all in favor.

**SECRETARY'S REPORT:** Thomas S. Morisi

- Secretary Morisi reviewed highlights of the written Secretary's Report which is attached to and made part of these meeting minutes.
- On behalf of the Clearfield Section, Morisi presented a check to Shirley Stuttler to aid with her expenses during her recent hospital stays. The money was collected by the Clearfield Section during their recent annual picnic. Morisi is to send an official thank you to the Clearfield Section for their donation.

**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 O'Hare to approve the Treasurer's Report; seconded by DiZuzio; all in favor.
- Hurtt noted that he had questioned the fees on the PNC investment account, thinking they were high. In discussion with PNC, PNC indicated that the fees were consistent with an account of this size but will investigate ways to reduce the fees and report back to the National Treasurer.

**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.

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

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

**REGION REPORTS:**

- Each Director reviewed the highlights of the Section-Region Reports which are attached to and made part of these meeting minutes.
- All Directors are to review the Region-Section Report as compiled by Stuttler and forward her any comments on missing items or discrepancies from what was submitted.

**OLD BUSINESS:**

- **Blanket Insurance Policy:** Mr. Cochrane reported that a total of seven Sections have insurance coverage at an average annual cost of \$642 and that the average cost of insurance for past conferences is \$1,000. ASHE as an organization pays out approximately \$9,100 annually for insurance. National's premium is \$3,500 annually. Mr. Cochrane obtained a proposal totaling \$4,888, annually, to insure the entire organization and the national conference. **Cochrane is to send the blanket insurance policy proposal to the Board for review and comment. O'Hare is to send the insurance information to our current broker to obtain a quote.**
- **Guidelines for Review of Section/Region Financial Performance:** Mr. O'Hare noted that he has researched and found a Virginia CPA document that shows how to review small group finances. O'Hare is to include document prepared by Virginia CPA that shows how to review small group finances in the training webinar and distribute this document to the Board.
- **Administrative Assistant Status:** Mr. Hurtt noted that he ad was sent out via email blast and on Facebook. Deadline for submission of resumes is October 5, 2018. We have currently received five resumes. The Committee will review the resumes prior to October 19, 2018. Phone interviews with potential candidates will be conducted by December 7, 2018 with a final recommendation to the Board by the January National Board Meeting. It is anticipated the new hire would start in February and shadow Lynnell Flowe until her tenure ends at the Conference.
- **Uploading Region/Section By-Laws to the Cloud:** Mr. Greenwood reported that he has received the electronic files from Mr. Flowe. **Greenwood will continue his efforts to upload Section and Region bylaws to the Cloud.**
- **South Florida Section Status:** The Section has a new Vice President and is trying to organize meetings and functions.
- **Membership Application:** Ms. Lilla reported that the Committee reviewed the current membership application and is recommending no changes at this time. The amount of information that is collected and not used is minimal and does not warrant the confusion of a revised application.
- **Society History:** Ms. Stuttler reported that the updated History Book will be complete and ready in May, prior to the Conference.
- **Section/Region Training:** Mr. Harris reported that the training PowerPoint has been finalized. **Harris is finalizing a date for the Section/Region training.**
- **Project of the Year Publicity:** **Schumacher is to review opportunities to publicize winners of Project of the Year awards and examine costs for next year's budget by January.**
- **Communication Plan:** Mr. Cochrane verified that the current communication flow from National to the Regions to the Sections is still desired. **Harris is to use the previously prepared communications memo prepared March 12, 2014 as the basis for the current plan, updating to meet current needs and forming the proposed Communication Plan. Include information from "Summary of report requests from President's Assistant" as prepared by Cochrane and in the committee reports in the proposed Communication Plan. Include information from the annual reminder to Regions/Section as sent out by Stuttler in the proposed Communication Plan.**



- **Website RFP Status:** Mr. Jordan reported that the RFP has been prepared, reviewed by the committee and is ready. Motion by Technology Committee to approve the Request for Proposals and to advertise for upgrading the website; seconded by Hurtt; all in favor.
- **Meeting Suspension:** Motion by DiZuzio to suspend the meeting; seconded by Matthews; all in favor. The meeting was suspended at 4:30 PM on September 28, 2018 and reconvened at 8:30 AM September 29, 2018.

#### NEW BUSINESS:

- **Section Reporting:** Mr. Cochrane presented a document entitled "Summary of report requests from President's Assistant" for discussion. Data on Section program content is to continue to be collected, placed on the website, and distributed to all Sections by way of the Regions. Mr. Cochrane noted that Region and Section reports are to be prepared and provided in Word and Committee Reports in PDF format.
- **Central Dacotah Section Roster & Assessment:** Mr. Morisi reviewed the information related to the Central Dacotah Section assessment over the past four years, their overpayment, and request to be made whole. Please refer to the related document attached to the Secretary's Report. Motion by Matthews to make the Central Dacotah Section whole for overpaid assessments over the past four years; seconded by O'Hare; all in favor except for Carriker who voted no. Morisi is to request feedback from Central Dacotah Section showing they have protocol in place so that the membership database is updated annually at assessment time. Membership Committee is look into procedures for Regions to become more involved with Section roster maintenance.
- **ASHE Booth Guidelines:** Mr. Bronzo reported that he is looking to complete a draft of the proposed guidelines by the January Board Meeting. Guidelines would apply to anyone staffing a booth on ASHE's behalf including at the National, Region, and Section level.
- **Electronic Membership Applications:** Mr. Jordan is to direct Technology Committee to explore an online membership application that would work for all Sections.
- **Sexual Harassment Policy:** A Section made an inquiry to National to determine if there was a policy in place at the National level. There is currently no policy in place. Mr. Cochrane is to investigate sexual harassment policy.
- **Georgia Tech Survey:** Mr. Matthews reported that Georgia Tech is looking to distribute a survey related to insurance issues for design professionals associated with design build contracts and is asking our assistance. Matthews is to send information regarding Georgia Tech insurance survey to Cochrane.

#### COMMITTEE REPORTS:

- **Budget/Audit:** Michael D. Hurtt, PE presenting  
The Budget/Audit Committee Report is attached to and made part of these minutes. The Committee did not meet but does review the Treasurer's information on a regular basis. Mr. Hurtt participated in a conference call with our financial advisor and reported that our portfolio risk profile is mid-level. The advisor is going to review our investments and provide options to ensure we are prepared for an economic downturn. Mr. Hurtt also participated in the Treasurer's meeting with our Auditor via conference call.

- **Constitution & Bylaws:** David A. Greenwood, PE presenting  
The Constitution & Bylaws Committee Report is attached to and made part of these minutes.
- **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. Ms. Lilla is to provide paragraph to the Operations and Oversight Committee outlining the process to ensure membership inquiries from the website are properly followed up on.
- **National Conference:** Jerry Pitzer, PE presenting  
The National Conference Committee Report is attached to and made part of these minutes. Motion by the National Conference Committee to approve Kalahari Resort and Conference Center, Pocono Mountains as the sight for the 2021 ASHE National Conference; seconded by Hurtt; all in favor.
- **New Sections:** Samir D. Mody, 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 noted that he recently conducted a conference call with the Austin champion who is very engaged with colleagues and clients to build a core group. Once the core group is formed, they will joint as At-Large Members as the Section is forming. Mody reported there is potential to form a Section in South Carolina prior to the SASHTO conference in that location in 2019.
- **Nominating:** Greg T. Dutton, 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.
- **Outreach:** Frank J. Bronzo, PE presenting  
The Outreach Committee Report is attached to and made part of these minutes.
- **Partnerships:** Mark A. Kinnee, PE presenting  
The Partnerships Committee Report is attached to and made part of these minutes. Kinnee is to direct Partnership Committee to reach out to existing partners to see if there is still an interest and value in those partnerships.
- **Professional Development:** Matheu Carter 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. The Committee is adding new members as former members more on or haven't been engaged. The Org Chart is being finalized. A holiday message is being prepared. Schumacher noted the video on the website is the property of ASHE. Schumacher is to update year in review document on the website.
- **Scanner:** Donato DiZuzio presenting  
The Scanner Committee Report is attached to and made part of these minutes.
- **Strategic Plan:** Jerry Pitzer, PE presenting  
The Strategic Plan Committee Report is attached to and made part of these minutes.



**ASHE National Board Meeting Minutes**  
**September 28, 2018**

- **Student Chapter:** Matheu Carter presenting  
The Student Chapter Committee Report is attached to and made part of these minutes.
- **Technology:** Scott H. Jordan, PE presenting  
The Technology Committee Report is attached to and made part of these minutes.

**MEETING SCHEDULE:** Richard N. Cochrane, PE

- The next meeting is scheduled for January 11<sup>th</sup> and 12<sup>th</sup> at the Embassy Suites by Hilton Phoenix Airport, Phoenix, AZ. Morisi will send out a reservation link shortly after this meeting. All Directors are to report any travel challenges to President Cochrane (if any) if a 2:30 start time for the Friday meeting is used.

**ADJOURNMENT:**

Motion by Matthews to adjourn the meeting; seconded by Morisi; all in favor. The meeting adjourned at 11:35 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**



## PRESIDENT'S REPORT

### Activities:

- May 30 – Southwest Penn installation of officers and 55<sup>th</sup> anniversary dinner – Donegal, PA (\$164)
- Conversations with Kevin Duris and Jerry Pitzer regarding ESWP / IBC partnership
- June 13, 2018 – Installation of officers – North Central NJ (\$0.00)
  - Contacted new NE Region secretary and exchanged region information
- August 5 – 8 – SASHTO Conference – Houston, TX (\$1,091)
  - Very good timing for Houston Section. The section is still strong and active.
  - Passed on contact information to several sections regarding potential new members
  - Passed on contact information regarding potential exhibit booth sponsors to 2019 Conference staff
  - Sought new support for DFW Section. Houston's president Valdez will be expanding work to the DFW area. Promoted DFW section to booth visitors
  - Was solicited for information regarding new sections in Alabama and Mississippi. Follow-up by the New Sections Committee
- September 14 – Joint ASHE / ASCE meeting, Phoenix, AZ
- September 18 – TRIKO Valley 30<sup>th</sup> anniversary dinner

### Upcoming events:

- October 1 - 2 – GL Region Board meeting & Ohio Transportation Engineering Conference (OTEC); Columbus, OH
- November 3 – Pittsburgh Past Presidents' Dinner; Pittsburgh, PA
- January 12 – National Board meeting; Phoenix, AZ
- January (TBD) – Venison Dinner, Franklin (PA) Section
- March 23 - 24, 2019 – Lexington, KY
- April 3 – Participate in Delaware Valley Science Fair with Delaware Valley Section; Valley Forge, PA
- April 17, 2019 – Delaware Valley; Valley Forge, PA

### National Board meeting schedule:

January 11 - 12, 2019 .....Phoenix, AZ  
March 22 - 23, 2019 .....Lexington, KY  
May 12, 2019.....Nashville, TN



## Summary of report requests from President's Assistant

Request	Timing	Intended for ...	Reason
Scholarship information	Annual - January	Scanner, National Board	Publicity
National, Region and section officers, etc.	Annual - June for most sections	Board & others	Communication with regions & sections
Section - region report	Quarterly - tied to Board meeting	National Board	Keep board informed
Section program summary	Annual - June	?	?
Meetings attended by directors	Monthly	National Board	Monitor visits
Committee reports	Quarterly - tied to Board meeting	National Board	Keep board informed
IRS 990	Annual - due June 15	IRS	Meet IRS requirements
Annual assessment	Annual – June, due October 1	ASHE	To ensure dues payments and membership rosters are correct
Nominations	Various	ASHE	Ensure orderly election of officers and directors
Items Needing to be Addressed for the year.	Annual	?	?
Professional Development Certificates	Annual - Due December 20	PD Committee	Monitor CE process
<i>scanner</i> article solicitation	Quarterly - per guidelines	<i>scanner</i> committee	Provide interesting articles for ASHE <i>scanner</i> .
Solicit section & region history information	As needed	Society history	Publish society history
Distribution / Leadership chart	As needed	Board & others	To keep contact information accurate

**National President's Assistant Report - Shirley Stuttler**

Forwarded 45 requests to join ASHE since the May meeting: (Mid-Atlantic Region = 9; Northeast Region = 14 ; Great Lakes = 5 and Southeast Region = 17 ).

*Scanner* Guidelines, Summary of ASHE Conferences 2006-2018 and Program Summary for 2017-2018 were updated.

**Region/Sections Meeting Attendance - Shirley Stuttler**

Not attended yet:

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

Northeast Region = Long Island

Southeast Region = Dallas-Texas



## SECRETARY'S REPORT

Following is current ASHE Membership List by Region/Section as of September 17, 2018:

<b>Northeast Region</b>	
Albany	107
Altoona	213
Central New York	49
Clearfield	187
Delaware Valley	357
East Penn	116
First State	153
Franklin	123
Harrisburg	341
Long Island	63
Mid-Allegheny	136
New York Metro	168
North Central New Jersey	139
Northeast Penn	129
Pittsburgh	564
Southern New Jersey	91
Southwest Penn	278
Williamsport	132
<b>Subtotal</b>	<b>3346</b>
<b>Mid-Atlantic Region</b>	
Blue Ridge	78
Carolina Piedmont	71
Carolina Triangle	262
Chesapeake	287
Greater Hampton Roads	105
N. Central West Virginia	37
Old Dominion	93
Potomac	229
<b>Subtotal</b>	<b>1162</b>
<b>Southeast Region</b>	
Central Florida	48
Georgia	475

South Florida	11
Middle Tennessee	283
Northeast Florida	200
Tampa Bay	90
<b>Subtotal</b>	<b>1107</b>
<b>Great Lakes Region</b>	
Bluegrass	65
Central Ohio	181
Cuyahoga Valley	121
Derby City	87
Lake Erie	156
Northwest Ohio	44
Triko Valley	178
<b>Subtotal</b>	<b>832</b>
<b>North Central Region</b>	
Central Dacotah	56
<b>Subtotal</b>	<b>56</b>
<b>Rocky Mountain Region</b>	
Phoenix Sonoran	177
<b>Subtotal</b>	<b>177</b>
<b>South Central Region</b>	
Dallas-Fort Worth	80
Houston	58
<b>Subtotal</b>	<b>138</b>
<b>At-Large Membership</b>	
Domestic At-Large	13
International At-Large	2
<b>Subtotal</b>	<b>15</b>
<b>National Total</b>	<b>6833</b>

The membership totals listed above are pulled directly from the National Database on the date listed and may not directly correlate to individual Section rosters.

Total membership as of the date listed is 6,833 which represents a net increase of 117 member since May 21, 2018. Most of the membership increase is attributed to the Georgia Section who was holding member applications until the new fiscal year.

The following are Sections with unpaid assessments for 2017-2018:

- Dallas Fort-Worth
- Tampa

Central Dacotah is attempting to rectify their roster with National and has requested some forgiveness of assessments. Additional detail is provided as an attachment to this report.

Charlie prepare the 2018-2019 assessments as his final outgoing effort. Those assessments were emailed, by Lynnell Flowe, to Sections on September 1, 2018. Assessments are due October 1, 2018 or a penalty applies. We are currently working with Sections to drop members and adjust and or finalize assessment amounts. As of the date of this report, Mid-Allegheny has paid their assessment. Note that an assessment was not sent to Houston since they just chartered or to Dallas Fort-Worth as they are attempting to reorganize. We will need to work with DFW to determine actual membership.

There was an error by the manufacturer during our last order of membership pins which caused a delay in sending some pins out. That error has been corrected and membership pins have been distributed as requested.

Arrangements have been finalized for the January meeting. The meeting will be held on January 11<sup>th</sup> and 12<sup>th</sup> 2019 at the Embassy Suites by Hilton Phoenix Airport. A link will be sent out shortly after this meeting that will allow attendees to make room reservations. ASHE room rates will be available for three days prior to and after the meeting dates in the event you would like to extend your stay.

Lynnell Flowe has been a tremendous help during the time of transition.



ASHE National Headquarters  
65 Beacon Hill  
Henderson, North Carolina 27537

## **2018-2019 CENTRAL DACOTAH ASSESSMENT**

The Central Dacotah Section is trying to rectify their roster with the National Database and, as a result, has requested forgiveness of certain assessments. Following is background information on this subject as well as the resulting request the Section is making.

### National Assessment

The Central Dacotah assessment from National from 2014 has been as follows:

- 2014-2015: 123 members (\$2,640.00)
- 2015-2016: 123 members (\$2,640.00)
- 2016-2017: 123 members (\$2,640.00)
- 2017-2018: 123 members (\$2,640.00)
- Total for time period = \$10,560.00

The number of members was pulled directly from the National Database each year as it has been done for all Section. Central Dacotah paid the full amount each year and made no additions or drops to their roster at any time during this period.

### Actual Data

In their attempt to rectify data, the Section has provided the actual membership data for the same time period:

- 2014-2015: 103 members (actual assessment = \$2,060.00)
- 2015-2016: 115 members (actual assessment = \$2,600.00; 103 members, 12 new)
- 2016-2017: 97 members (actual assessment = 1,940.00)
- 2017-2018: 103 members (actual assessment = \$2,210.00; 97 members, 6 new)
- Total for time period = \$8,810.00

### Forgiveness Request

The Section is saying that over the past four assessments they have overpaid by \$1,750.00 (\$10,560.00-\$8,810.00). They would like this overpayment applied to their 2018-2019 assessment.

### Final Background Information

The Section has dropped everyone who has left which takes their roster to 56 members. Therefore, the 2018-2019 assessment is \$1,120.00. The Section is anticipating their actual membership will be approximately 100. Therefore, the new member assessment would be 100-56 or 44 new members or \$1,980.00. This would make their total assessment for 2018-2019 \$3,100.00 (\$1,120.00+\$1,980.00). Forgiveness of the \$1,750.00 would essentially pay for their new member assessment to get their roster in line with National.



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## **National Treasurer's Report**

**Frank O'Hare, National Treasurer**

**ASHE National Board Meeting**

**September 29, 2018**

**Pocono Manor, PA**

1. Income and Expenses - Income and Expenses are shown as of 8/31/2018. See Attachment. The Cleveland Conference has refunded the \$8,000 advance funding.
2. Investment as of 8/31/2018. 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. The budget now reflects the additional amounts for the New Sections Committee and the Operations Oversight Committee as authorized by the National Board on May 20, 2018.
5. Mr. Morisi, ASHE National Secretary now has signatory authority for the PNC checking account as authorized by the National Board on May 20, 2018.
6. The National Treasurer met with our PNC Investment Advisor, Mr. Mike Brown on September 18, 2018 and started the process for Mr. Morisi to have signatory authority for the PNC investment account as authorized by the National Board on May 20, 2018.
7. The National Treasurer directed PNC Bank to provide Mr. Thomas Morisi, National Secretary an ASHE credit card after receipt of the signed *ASHE Credit Card Memorandum Policy and Agreement* as authorized by the National Board on May 20, 2018.
8. The National Treasurer directed PNC Bank to provide Ms. Lynnell Flowe an ASHE credit card after the receipt of the signed *ASHE Credit Card Memorandum Policy and Agreement* as authorized by the National Board on May 20, 2018.
9. The National Treasurer directed PNC Bank to cancel the ASHE credit card issued to Mr. Charlie Flowe, Past National Secretary as authorized by the National Board on May 20, 2018.
10. All of the Form 990 were received from all of the Sections, Regions and Conferences. The last 990 was received on July 16, 2018. The forms are now being used by CPA Associates to complete the FYE 2018 taxes.
11. The National Treasurer is now paying \$275.00 per month for rent to Ms. Lynnell Flowe, instead of Mr. Charlie Flowe as authorized by the National Board on May 20, 2018.

12. CPA Associates has reconciled the PNC Bank statements with ledger for May, June, July and August. Copies of CPA and National Treasurer reconciliations for May, June, July and August have been forwarded to the Budget/Audit Committee for review. CC Statements have been reconciled for June, July and August. Reconciliations, CC statements and receipts are forwarded to the Budget/Audit Committee for review.
13. The National Treasurer met with CPA Associates on Thursday, September 27, 2018 at their office in Altoona, PA. First VP, Mike Hurt conferenced in to join the discussion. Items discussed:
  - During FYE 2018, ASHE had a drop in income of approx. \$10,000. CPA Assoc. could see that the stipend amounts for two conferences contributed to this loss.
  - CPA Assoc. noted that the following Sections were slow in paying the member assessments:
    - Dallas
    - Tampa
    - Gold Coast, aka Southern Florida
  - TNT Graphics is doing work under a social security number. Need to check for EIN number.
  - Budget/Audit should review the various documents, such as bank statements and mark reviewed.
  - The ASHE business office remains in Henderson, NC
  - Discussed new check handling procedures to cut down received to deposit times.
  - Randomly selected sections by CPA Assoc will receive the standard audit letters. These letters were signed by the National Treasurer. The President and Past President also receive letters inquiring about fraud.
14. A complete invoice from the Holiday Inn for the National Board Meeting in Atlanta, GA has been received.
15. Assisted the Franklin and the Clearfield Sections with the IRS Form W-9. Assisted the Houston Section with membership applications. Assisted Student Chapter Committee with sales tax question.
16. Forwarded Multiview email to Ms. Amanda Schumacher. Originally sent to John Hetrick.

17. Transmitted the required information for the annual audit to CPA Associates. The Audit Engagement Letter was signed by the National Secretary in the absence of the National President.
18. Reviewed the Section Officer training Power Point provided by Mr. Stan Harris and the Admin qualifications provided by Mr. Mike Hurt.
19. The PNC checking account ending in 3251, was closed in July 2018. PNC Bank provided the ending statement for this account and the statement was forwarded to the Budget/Audit Committee.
20. 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.
21. If a Board Member changes address, make sure you notify the Treasurer such that your expense check is sent to the new address.

**Motion:** To accept National Treasure's report.



**ASHE Treasurer's Report**  
for  
**June 1, 2018 to August 31, 2018**

**PNC Checking Accounts**

1	<b>PNC Business Basic Checking 8649 - Ledger Balance 6/1/2018</b>	\$	<b>63,857.55</b>
4	<b><u>Inflows</u></b>		
5	Income	\$	37,714.13
7	Total Inflows (Income)	\$	<b>37,714.13</b>
8	<b><u>Outflows</u></b>		
9	Expenses	\$	(58,650.32)
11	Total Outflows (Expenses)	\$	<b>(58,650.32)</b>
12	<b>Balance 8649 - 8/31/2018</b>	\$	<b>42,921.36</b>

**PNC Investment Account**

18	<b>PNC Investment - Beginning Balance (6/1/2018)</b>	\$	<b>325,980.87</b>
19	Increase in Fund as of 8/31/2018	\$	9,784.91
	Decrease in Fund as of 8/31/2018		-
20	<b>Balance on 02/28/2018</b>	\$	<b>335,765.78</b>
22	<b>Total Assets as of 8/31/2018 ....</b>	\$	<b>378,687.14</b>
23	<b>Total Assets as of 6/01/2018 ....</b>	\$	<b>389,838.42</b>
24	<b>Increase or (Decrease) in Total Assets - 6/1/2018 to 8/31/2018</b>	\$	<b>(11,151.28)</b>

Respectfully submitted:  
Digitally signed  
by: ASHE  
Treasurer  
Date: 2018.09.  
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05'00'



***P. F. O'Hare, PE, PS***

ASHE National Treasurer

Item	<b>Operating Income</b>	<b>Budget FYE 2019</b>	<b>Actual as of 8/31/2018</b>
1	Clothing royalties	\$ -	\$ -
2	Conference profits	\$ -	\$ -
3	Conference seed money returned	\$ 8,000	\$ 8,000.00
4	Credit Card Cash Back Rewards	\$ -	\$ 194.13
5	Member assessment	\$ 132,000	\$ 2,973.00
6	New members - at large	\$ 100	\$ -
7	New members initiation fees	\$ 18,000	\$ 10,710.00
8	Other Income	\$ -	\$ 1,847.00
9	Past Presidents' pins	\$ 1,500	\$ 990.00
10	Project of the Year	\$ 800	\$ -
11	Refund - exposure	\$ -	\$ -
12	Sponsorships w/ Multi-View	\$ 7,000	\$ -
13	Sponsorships w/ Scanner	\$ 29,000	\$ 13,000.00
14	Voided checks	\$ -	\$ -
15	<b>Total</b>	<b>\$ 196,400</b>	<b>\$ 37,714.13</b>
16	<b>Reduction Of Assets</b>	<b>\$ 55,300</b>	
17	<b>Total Inflow to Operating Budget</b>	<b>\$ 251,700</b>	<b>\$ 37,714.13</b>

FYE 2019 - June 1, 2018 to May 31, 2019

FYE 2019 Budget approved by ASHE National Board at Philadelphia, PA on March 17, 2017

Item	Operating Expenses	Budget FYE 2019	Actual as of 8/31/2018
<b>BUDGET/AUDIT COMMITTEE</b>			
1	Budget/Audit Committee	\$ 450	\$ -
2	Treasurer'S Meeting With Auditors	\$ 450	\$ -
3	Finance Committee	\$ -	\$ -
<b>TOTAL:</b>		<b>\$ 900.00</b>	<b>\$ -</b>
<b>CONSTITUTION &amp; BYLAWS COMMITTEE</b>			
1	Constitution and Bylaws Committee	\$ -	\$ -
<b>TOTAL:</b>		<b>\$ -</b>	<b>\$ -</b>
<b>EXECUTIVE COMMITTEE</b>			
1	Allowance for new Admin Asst	\$ 20,000	\$ -
2	Audit & CPA fees	\$ 7,000	\$ 227.74
3	Awards, pins, & ribbons	\$ 3,100	\$ -
4	Committee chair travel - President's invitation to NB	\$ 3,600	\$ -
5	Computers, purchase, repair	\$ 1,000	\$ -
6	Contingencies, legal, bank fees	\$ 210	\$ 12.00
7	Donations, memorials, gifts	\$ 100	\$ 113.35
8	Employee - taxes, fica	\$ 2,000	\$ 578.25
9	Employee - wages	\$ 10,600	\$ 2,434.80
10	Executive committee meeting	\$ -	\$ -
11	Insurance - business	\$ 2,500	\$ -
12	Misc.	\$ -	\$ -
13	Office- conf. call, office expenses	\$ 2,000	\$ 156.18
14	Office rental	\$ 3,800	\$ 950.00
15	Postage & delivery	\$ 800	\$ 139.87
16	President's Assistant expenses	\$ 11,000	\$ 1,950.00
17	Presidents travel & expenses	\$ 5,600	\$ 1,262.17
18	Society travel - President's request	\$ 2,800	\$ 920.29
19	Supplies, business, software	\$ 2,000	\$ 355.09
<b>TOTAL:</b>		<b>\$ 78,110.00</b>	<b>\$ 9,099.74</b>
<b>MEMBERSHIP/MEMBER AT LARGE COMMITTEE</b>			
1	Hart, Member of the Year and Young Member of the Year	\$ -	\$ -
2	Membership Committee	\$ -	\$ -
3	Membership Database Project	\$ -	\$ -
<b>TOTAL:</b>		<b>\$ -</b>	<b>\$ -</b>

Item	Operating Expenses	Budget FYE 2019	Actual as of 8/31/2018
<b>NATIONAL BOARD</b>			
1	Board Directors Lodging	\$ 10,000	\$ -
2	Board Directors Travel	\$ 22,000	\$ 1,672.26
3	Board Meeting Expenses	\$ 10,000	\$ 385.82
<b>TOTAL:</b>		<b>\$ 42,000</b>	<b>\$ 2,058.08</b>
<b>NATIONAL CONFERENCE COMMITTEE</b>			
1	2019 conference stipend & expenses	\$ 17,700	\$ -
2	Advance for 2021 conference	\$ 8,000	\$ 8,000.00
3	Sponsorships for conference	\$ 4,000	\$ 4,000.00
4	National conference comm.	\$ 600	\$ -
<b>TOTAL:</b>		<b>\$ 30,300.00</b>	<b>\$ 12,000.00</b>
<b>NEW SECTIONS COMMITTEE</b>			
1	Startup grant - Two(2) Sections per Year	\$ 1,200	\$ -
2	New Section Banners - Two(2) Sections	\$ 1,300	\$ -
3	SASHTO Exhibit <sup>1</sup>	\$ 4,000	\$ 4,156.00
4	Travel - New Sections & Chartering	\$ 2,400	\$ -
<b>TOTAL:</b>		<b>\$ 8,900.00</b>	<b>\$ 4,156.00</b>
<b>NOMINATING COMMITTEE</b>			
1	Expenses for Hart, Member of the Year, and Young Member of the Year National Awards.	\$ 2,500	\$ -
<b>TOTAL:</b>		<b>\$ 2,500.00</b>	<b>\$ -</b>
<b>OPERATIONS OVERSIGHT COMMITTEE</b>			
1	Operation Oversight Comm.	\$ -	\$ -
2	Regional Directors Travel	\$ 2,500	\$ 129.78
3	Regional Oversight Committee	\$ -	\$ -
4	Project of the Year	\$ 2,500	\$ -
5	Society History Comm. <sup>1</sup>	\$ 4,000	\$ -
<b>TOTAL:</b>		<b>\$ 9,000.00</b>	<b>\$ 129.78</b>
<b>OUTREACH COMMITTEE</b>			
1	OUTREACH COMM.	\$ -	\$ -
<b>TOTAL:</b>		<b>\$ -</b>	<b>\$ -</b>
<b>PARTNERSHIP COMMITTEE</b>			
1	Booth exchange	\$ 2,000	\$ -
2	Travel to partner events	\$ 2,000	\$ -
<b>TOTAL:</b>		<b>\$ 4,000</b>	<b>\$ -</b>

Item	Operating Expenses	Budget FYE 2019	Actual as of 8/31/2018
<b>PROFESSIONAL DEVELOPMENT COMMITTEE</b>			
1	Professional development committee	\$ -	\$ -
2	Certification-related fees & education costs	\$ 250	\$ -
<b>TOTAL:</b>		<b>\$ 250</b>	<b>\$ -</b>
<b>PUBLIC RELATIONS COMMITTEE</b>			
1	Committee Travel	\$ 1,400	\$ -
2	Contest	\$ 200	\$ -
3	Conference Exposure	\$ 400	\$ -
4	Promotional Materials	\$ 2,500	\$ 325.69
5	Shipping - ASHE Display	\$ 400	\$ -
<b>TOTAL:</b>		<b>\$ 4,900.00</b>	<b>\$ 325.69</b>
<b>SCANNER COMMITTEE</b>			
1	Scanner/Technical Committee	\$ -	\$ -
2	TNT Invoices	\$ 57,750	\$ 27,709.86
3	National Conf. Exhibit Booth - TNT Graphics	\$ -	\$ -
4	Scanner Printer & Mail	\$ -	\$ -
5	TNT Graphics Editor Fee - Scanner	\$ -	\$ -
6	TNT Graphics Office Expenses	\$ -	\$ -
7	TNT Graphics - Electronic Version	\$ -	\$ -
8	TNT Graphics - Email Blast	\$ -	\$ -
<b>TOTAL:</b>		<b>\$ 57,750.00</b>	<b>\$ 27,709.86</b>
<b>STRATEGIC PLAN COMMITTEE</b>			
1	Strategic Planning Committee	\$ -	\$ -
<b>TOTAL:</b>		<b>\$ -</b>	<b>\$ -</b>
<b>STUDENT CHAPTER COMMITTEE</b>			
1	Student Chapter Committee	\$ 1,000	\$ -
2	Student event promo materials	\$ 2,100	\$ 1,381.22
<b>TOTAL:</b>		<b>\$ 3,100.00</b>	<b>\$ 1,381.22</b>

Item	Operating Expenses	Budget FYE 2019	Actual as of 8/31/2018
<b>TECHNOLOGY COMMITTEE</b>			
1	Cloud Committee	\$ 1,200	\$ 249.99
2	Database administration	\$ 1,500	\$ -
3	Database upgrade	\$ 6,750	\$ 937.51
4	National Conf. Exhibit Booth - J.M. Solutions	\$ -	\$ -
5	Technology Committee	\$ 300	\$ -
6	Website hosting	\$ 1,740	\$ 602.45
7	Website redesign	\$ 6,500	\$ -
<b>TOTAL:</b>		<b>\$ 17,990.00</b>	<b>\$ 1,789.95</b>
<b>TREASURER</b>			
1	Funds To Reserve Fund	\$ -	\$ -
<b>Total Expenses</b>		<b>\$ 251,700.00</b>	<b>\$ 58,650.32</b>
<b>Notes: 1. Budget modification. See May 20,2018 National Board Meeting minutes.</b>			

# Cash Flow - Q1 2018

6/1/2018 through 8/31/2018

9/11/2018

Page 1

Category	6/1/2018-8/31/2018
<b>INFLOWS</b>	
Conference Seed Money Return	8,000.00
Credit Card Cash Back Rewards	194.13
Member Assessment-National Dues	2,973.00
New Member-Initiation Fee	10,710.00
Other Income-Other Income	1,847.00
Past President Pins	990.00
Sponsorships-Sponsorship w/ Multi-View	
SCANNER Sponsorship	13,000.00
TOTAL Sponsorships-Sponsorship w/ Multi-View	13,000.00
<b>TOTAL INFLOWS</b>	<b>37,714.13</b>
<b>OUTFLOWS</b>	
Executive Committee	
Audit, Taxes & CPA Fees	227.74
Contingencies, Legal, Bank Fees	
Bank Charge-Bank Charge	12.00
TOTAL Contingencies, Legal, Bank Fees	12.00
Donations. Memorials, Gifts-Charitable Donations, Memorials, and ...	113.35
Employee - Taxes, FICA	578.25
Employee - Wages	2,434.80
Office - Conf. Call, Office Expenses-Conf Call & Office Expenses	156.18
Office Rent-Society Office	950.00
Postage and Delivery-Postage and Delivery Expense	139.87
President Assistant's Expenses	
Stipend-Monthly Stipend	1,950.00
TOTAL President Assistant's Expenses	1,950.00
President's Expenses (Other than BD Mtg)-Section and Regional E...	
Lodging-Overnight Lodging	503.48
Misc. Travel Expenses, Meals, Parking,	176.17
Travel -- Air,Train,Transit,Cab,Rental	582.52
TOTAL President's Expenses (Other than BD Mtg)-Section and ...	1,262.17
Society Travel - President's Request	
Lodging	514.35
Travel -- Air,Train,Transit,Cab,Rental	405.94
TOTAL Society Travel - President's Request	920.29
Supplies, Software, etc-Supplies	355.09

# Cash Flow - Q1 2018

6/1/2018 through 8/31/2018

9/11/2018

Page 2

Category	6/1/2018- 8/31/2018
TOTAL Executive Committee	9,099.74
National Board-Expense for National Board Meetings	
Board Member - Board Meeting Expenses	
Mileage - Board Meeting	799.20
Misc. Travel Expenses, Meals, Parking	385.82
Travel-Air,Train,Transit,Cab,Rental	873.06
TOTAL Board Member - Board Meeting Expenses	2,058.08
TOTAL National Board-Expense for National Board Meetings	2,058.08
National Conference Committee	
Conference Advance-Advance for Future National Conference	8,000.00
Sponsorship	4,000.00
TOTAL National Conference Committee	12,000.00
New Sections Committee	
Expenses	4,156.00
TOTAL New Sections Committee	4,156.00
Operations Oversight Committee	
Committee Travel	
Mileage	113.40
Misc.Travel Expenses, Meals,Parking	16.38
TOTAL Committee Travel	129.78
TOTAL Operations Oversight Committee	129.78
Public Relations Committee	
Promotional Material	325.69
TOTAL Public Relations Committee	325.69
SCANNER Committee-Costs allocated to the production of the Scanner	
Scanner Printer and Mailing	27,709.86
TOTAL SCANNER Committee-Costs allocated to the production of ...	27,709.86
Student Chapter Committee	1,381.22
Technology Committee	
Cloud Committee	249.99
Data Base Project-Upgrade of Database	937.51
Website Hosting	602.45
TOTAL Technology Committee	1,789.95
<b>TOTAL OUTFLOWS</b>	<b>58,650.32</b>
<b>OVERALL TOTAL</b>	<b>-20,936.19</b>



# Cash Flow - Q1 2018

6/1/2018 through 8/31/2018

9/11/2018

Page 1

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SCANNER Sponsorship	13,000.00
TOTAL Sponsorships-Sponsorship w/ Multi-View	13,000.00
<b>TOTAL INFLOWS</b>	<b>37,714.13</b>
<b>OUTFLOWS</b>	
Executive Committee	
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Contingencies, Legal, Bank Fees	
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President Assistant's Expenses	
Stipend-Monthly Stipend	1,950.00
TOTAL President Assistant's Expenses	1,950.00
President's Expenses (Other than BD Mtg)-Section and Regional E...	
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TOTAL Technology Committee	1,789.95
<b>TOTAL OUTFLOWS</b>	<b>58,650.32</b>
<b>OVERALL TOTAL</b>	<b>-20,936.19</b>



## 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.*

**Date:** 9/18/18

**Report Period:** May thru September, 2018

#### **Committee Members**

Michael Hurtt, Chair

Tim Matthews

Frank O'Hare

Roger Carriker

Dinna McQuade

Michael Bywaletz

Richard Meehan

#### **Email**

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[dmcquade@landmarkengineer.com](mailto:dmcquade@landmarkengineer.com)

[mbywaletz@gmail.com](mailto:mbywaletz@gmail.com)

[richard.meehan@loweengineers.com](mailto:richard.meehan@loweengineers.com)

#### **Meetings held since the previous Quarterly Report**

1. None

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

1. None

#### **Discussions to be brought before the board**

1. None

#### **Activities:**

Although the Committee hasn't formally held a meeting, committee members regularly review reports submitted by the National Treasurer including Treasurer's Reports, Bank Statements, Cash Flow, Credit Card Statements, and Investment Account Statements, and provide comments (as generated) directly to the National Treasurer. The National Treasurer has been very responsive to any questions or comments posed by the Committee members.

For this reporting period, the Committee reports no unusual or concerning issues.

Based on one comment to the Investment Portfolio regarding fees, the National Treasurer has invited the Committee Chair to attend (via conference call) the PNC Investment Review Meeting on September 18, 2018. A follow-up report, if needed, will be provided verbally at the upcoming National Board Meeting.

The National Treasurer has also invited the Committee Chair to attend (via conference call) the Audit/Tax Meeting with CPA Associates on September 27, 2018. A follow-up report, if needed, will be provided verbally at the upcoming National Board Meeting.

**Comments on treasurer's reports, if any:**

1. None

**Status of investment instruments & comments:**

1. No comments at this time, see Treasurer's Report



## 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  
Stan Harris, PE  
Don Dizuzio, PMP  
Calvin Leggett  
Mark Kinnee, PE

#### **E-Mail**

[greenwoodda@cdmsmith.com](mailto:greenwoodda@cdmsmith.com)  
[stan.harris@stantec.com](mailto:stan.harris@stantec.com)  
[DDizuzio@tandmassociates.com](mailto:DDizuzio@tandmassociates.com)  
[cleggett@ncdot.gov](mailto:cleggett@ncdot.gov)  
[makinnee@urbanengineers.com](mailto:makinnee@urbanengineers.com)

**Date: 9/17/18 Rev.9/20/18**

**Report Period: Summer 2018**

#### **Meetings held since the previous Quarterly Report**

1. Miminal correspondence by e-mail- Bylaw approval requests and bylaw inventory

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

Resolved: none

#### **Discussions to be brought before the board**

1. None

#### **Activities:**

No comments received on NCNJ and Central Ohio section bylaws; DAG to approve this quarter

Continue working on review and upload of section bylaws to the Cloud. Region 1 and Region 2 section bylaws to be upload by the Board Meeting on 9/29/18.

#### **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

Tom Morisi

Alice Hammond

John Derr

Kevin Duris

Karl Bednarz

#### E-Mail

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[Ashenationalsecretary@ashe.pro](mailto:Ashenationalsecretary@ashe.pro)

[alhammond@pa.gov](mailto:alhammond@pa.gov)

[jderr@GFNET.com](mailto:jderr@GFNET.com)

[Kevin.Duris@trumbullcorp.com](mailto:Kevin.Duris@trumbullcorp.com)

[Karl.Bednarz@rsandh.com](mailto:Karl.Bednarz@rsandh.com)

Date: 9/14/18

Report Period: Fall - Sept

#### **Meetings held since the previous Quarterly Report**

1. 7/9/18 – Kevin Duris, Alice Hammond, Tom Morisi, Karl Bednarz, John Derr, Leigh Lilla – discussed ensuring all membership inquiries were followed up with, decided on call this would be a national to regional communication to follow chain of command, Leigh prepare something to remind region of this responsibility, discussed membership application and what is needed – align professional licensure field with data base, ensuring members know how to access database
2. 8/17/18 – Roger Carriker, Mattheu Carter, Leigh Lilla – conducted collaborative call in regard to student sections, various membership items. Discussed upcoming student regional conference at University of Delaware, Matt Carter presented an effective email template for following up with graduating seniors from a Student Section
3. 9/17/18 – update to follow

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

Resolved: N/A

#### **Discussions to be brought before the board**

1. Presentation of Membership information on Website – analysis by Matt Carter
- 2.

#### **Activities**

Pare Down Membership Application – further discussion required

Follow up on new member referrals from web site – all inquiries – communication of expectations to Regions / Sections

Government rates by section – do we still want to pursue this information?

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: 9/12/18**

**Report Period: Summer 2018**

Nikki Reutlinger, Chair	<a href="mailto:nicole.reutlinger@atkinsglobal.com">nicole.reutlinger@atkinsglobal.com</a>
Mike Hurtt, Board Liaison	<a href="mailto:mhurt@chacompanies.com">mhurt@chacompanies.com</a>
Jerry Pitzer	<a href="mailto:jerry1368@yahoo.com">jerry1368@yahoo.com</a>
Shirley Stuttler	<a href="mailto:sstuttler@hughes.net">sstuttler@hughes.net</a>
Brad Winkler	<a href="mailto:winklerbs@pbworld.com">winklerbs@pbworld.com</a>
Roger Carriker	<a href="mailto:carriker@pbworld.com">carriker@pbworld.com</a>
Jim Shea	<a href="mailto:JShea@trcsolutions.com">JShea@trcsolutions.com</a>

#### **Meetings held since the previous Quarterly Report**

1. Date – 7/17/18 Members in attendance – 12 (includes conference chairs)
2. Date – 8/21/18 Members in attendance – 12 (includes conference chairs)
3. **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 – Final report received on 9/7/18 and distributed via email to committee and National Secretary. The only items remaining are closing out their EIN number and producing their last 990 once all accounts are closed.

2018 – Held successful conference on May 17-20<sup>th</sup> in Cleveland, OH with 576 attending. Seed money has been returned to National and a volunteer thank you party was held to show appreciation for those that helped make it a success. Final conference report was received on 8/20/18 and submitted to the National Secretary on 9/7/18. The conference has photos already posted on their website for registrants to view and is working on getting the presentations up there. They have prepared their final scanner ad which was submitted in late August.

2019 – Executive committee and committee chairs are meeting regularly. They have finalized contracts for the Friday night event (Wild Horse music venue) and a contract for a band on Saturday night

entertainment. They have also finalized their contract for the golf venue (Gaylord Springs). They have also established a twitter account to start buzz around the upcoming conference and their website should go live in September. They have received \$41K in sponsorship commitments as of late August and will be sending out solicitations for exhibitors in the next month or so.

2020 – They have a bank account and requested and received the \$8K in seed money last year. 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 have sent to the National PR committee review to make sure there is consistency within the ASHE brand. They are working with a golf course to secure a contract (Pinehurst Golf Course). In addition, they are starting to interview printing companies and get quotes.

2021 – They have opened a bank account and requested and received seed money from National. The NCC will tour/review the hotel at the upcoming board meeting on 9/28/18. Jerry Pitzer and Mike Hurtt from the NCC will attend this tour. 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 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** (updated to reflect new budget for new year)

1. **2018 - 2019 Budget:** \$30,300 (includes \$17,700 stipend for 2019, \$4K sponsorship for 2019, \$8K seed for 2020 and \$600 for travel for NCC)
2. **Spent – List items and \$ spent this quarter**
  - a. -4000 (2019 Sponsorship)
  - b. +8000 (2018 return of seed money)
  - c. -\$8000 (2021 request for seed money)
  - d. Expect travel expenses for Jerry to visit hotel site in September but these will be on next report
3. **Current Budget Balance:** \$26,300
4. **List any Non-Budget Items that should be considered** – N/A

## 00\_ASHE Conference Chair Report

### Contact:

Jim Shea

[jshea@trcsolutions.com](mailto:jshea@trcsolutions.com)

Kirsten Bowen

[Knbowen@mbakerintl.com](mailto:Knbowen@mbakerintl.com)

Snippet from Conference  
Report - Please let Nikki  
Reutlinger know if you want  
a full copy of the final report

### Committee Overview and Responsibilities

Conference Chair Committee consisted of the two conference Co-Chairs, Jim Shea and Kirsten Bowen. Their primary responsibilities included facilitation of monthly committee chair meeting (minutes attached) and attendance of sub-committee meetings to stay up to date on committee progress. Other responsibilities for the Co-Chairs included:

- Coordinating day of volunteers with Program Committee
- Coordination with National on email blasts and scanner articles
- Coordination for the Pearson Award
- Hotel negotiations with Facilities Chair
- Conference insurance coordination
- Assistance with contacting potential sponsors
- Attendance on monthly NCC conference calls
- Coordination of all conference stationary materials and logos in coordination with PR committee
- Securing Key-Note Speaker
- 

Additionally, conference Co-Chairs used DropBox to share all files. This worked extremely well.

### Key Schedule Dates

There were several key dates that the Co-Chairs kept in mind during planning:

- Scanner submission dates
- Awards submittal due dates
- Call for papers submittal date
- Final hotel number submittal dates
- Registration dates and how they coordinate with final number due dates.

Other key things needed to be booked during a time period, per the NCC guidelines. Co-Chairs assisted Sub-Committee chairs with the following items:

- Hotel selection
- Friday night off-site selection
- Saturday night entertainment
- Guest program and technical tours
- Golf course
- Transportation company selection

### Key Contract Considerations

- Hotel – Spending the time to put together a spreadsheet with the menu to develop costs was critical in understanding how much money we would be spending at the hotel. Knowing what our base needs were, we were able to increase our \$25K minimum food and beverage to \$75 without worry and secure a 10% food discount and lock in food pricing. This was a large savings to the conference. Original hotel contract review assistance from NCC was helpful in establishing a good contract.
- All contracts were reviewed by the organizer, sub-committee chair and the Co-Chairs.
- Record keeping – All executed contracts were kept on DropBox in a common location so anyone could view if there were any questions.

### **Coordination with other Committees**

Various coordination was facilitated by the Conference Chair Committee:

- Monthly Meetings – Starting in October of 2016 a standing meeting for the 3<sup>rd</sup> Thursday of the month was held via conference call. The Co-Chairs developed the agenda and each committee gave an update. Running meeting minutes were kept and are attached to this report and are very valuable for future conferences for reference. If sub-committee chairs were unable to attend they provide updates in advance of the call.
- All Committee in-person meetings – over the 3 year planning process four All-Committee meetings were held in person that included all of the sub-committee members. The meetings provided a great opportunity for everyone to see each other and for all of the committees to hear about what the other committees were doing. The meetings were held at the DOT offices, of attendance was good.
- Monthly Sub-Committee Meetings – Most sub-committees met on a monthly basis (or as needed). Co-Chairs attended most meetings to help with decision making and to be kept informed. Co-Chairs let Sub-Committee Chairs schedule all meetings.

### **Additional Considerations/Lessons Learned**

Several factors led to hosting a successful conference:

- Dedicated Sub-Committee Chairs – During the 3 year planning process only one Sub-Committee Chair needed to be replaced. Finding 10 committed people to run the committees was important to the overall organization and success of the conference.
- Graphics – Michael Baker provided most of the graphics, forms, logos, signs, etc. This was a huge undertaking and would have been difficult to assign to a committee.
- WordPress website - was very easy to use as the template was already set up and the editing could be done by anyone.
- Hospitality Suite – This was a surprising amount of work during the conference. We were lucky to have an ASHE member who was able to skip most of the programming to keep the room up.
- PSAV – did a great job during the conference and the extra money spent not worrying about AV equipment was worth it.
- Program Book – Development was a tremendous amount of work and a dedicated person who can operate InDesign is needed.
- Transportation – select company early.
- Sponsorship & Exhibit – Ongoing email and phone calls were needed to secure the commitments. Having the correct people reach out also helped in getting the commitments.



## **National Conference Report – May 3, 2018 (2nd 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 contracted: Wildhorse Saloon in downtown Nashville  
- <http://wildhorsesaloon.com>
- Saturday Evening Ent. Contracted – Farewell Angelina [www.farewellangelinamusic.com](http://www.farewellangelinamusic.com)
- Major Actions from this past Quarter
  - Video Completed: <https://vimeo.com/256428075>

- Finalized Materials for 2018 Conference
- Delivered shirts to National Board Members
- Sponsorships: \$49,250 committed (Goal = \$160,500)
- Major Actions this coming Quarter
  - Solicit Exhibitors
    - Booth at TN Eng Conference 9/17 & 9/18
  - Solicit Program Book Ads
    - Advertisement developed. Will circulate to Sections/Regions in October
  - Continue Soliciting Sponsorships
  - Finalize Technical Program
  - Finalize Guest Program
  - Develop Final Schedule for review by NCC (December)



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## National Conference Report – September 12, 2018 (3rd Quarter) 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:

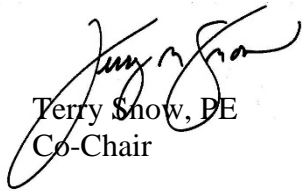
- Developed a Conference Logo for 2018 Ad (see attached)
- Developed Tentative Conference Agenda (see attached)
- Compiled list of potential sponsors and exhibitors
- Developed Guest Program ideas (see attached)
- Confirmed golf (Pinehurst course) and sports clay shooting (Deep River Sporting Clays) venues
- Uploaded information and implemented use of the ASHE National Conference Planning iCloud Site

- Refined conference action plan/schedule
- Held a Planning Committee/Subcommittee Workshops on August 15, 2018
- Completed a Financial Report (see attached)
- Obtained valuable information and tools from 2018 ASHE National Cleveland Planning Committee

#### **Major Actions for 4<sup>th</sup> Quarter**

- Refine conference action plan/schedule
- Refine tentative conference agenda
- Select printing company for program book, design letterhead, and envelopes
- Refine list of potential exhibitors
- Refine list of potential sponsors
- Guest Programs – review and consider various tours and entertainers
- Establish registration procedures and develop ideas for gifts
- Develop presentation ideas and booth exhibit for 2019 ASHE National Conference
- Hold next Planning Committee/Subcommittee Workshops on October 17, 2018 and December 19, 2018

Respectfully submitted,



Terry Snow, PE  
Co-Chair

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





## **NATIONAL CONFERENCE REPORTS – August 31, 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 and National
- Dates selected - June 9 – 13, 2021 (This is a change from previous report)
  - The resort asked to change dates, and made price concessions in return
  - Eliminates a conflict with Father's Day
- Actively soliciting volunteers
- Most committee chairs selected
  - Committee chair kick-off meeting on August 29, 2018
- Preliminary negotiations started with Kalahari Resort, Pocono Manor, Pennsylvania
- Site visit set for Sept 28 at 10:00 am
- Web site populated with preliminary information (<http://2021conference.ashe.pro>)



## 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

Sam Mody, Chair

Brian O'Connor, Co-Chair

Brian Krul, NE Director

Mark Kinnee, Board Liaison

#### E-Mail

[smody@keller-engineers.com](mailto:smody@keller-engineers.com)

[Brian.OConnor@tylin.com](mailto:Brian.OConnor@tylin.com)

[bakrul@transystems.com](mailto:bakrul@transystems.com)

[makinnee@urbanengineers.com](mailto:makinnee@urbanengineers.com)

Date: 9/23/18

Report Period: 9-28 NB Meeting

#### Meetings held since the previous Quarterly Report

1. Webex for New Sections Committee – June 11<sup>th</sup>
2. Webex for planning and coordination at the SASHTO Conference – June 19<sup>th</sup>
3. Webex to follow up on actions related to SASHTO Conference – July 20<sup>th</sup>
4. Check-in telecon at SASHTO Conference – August 6<sup>th</sup>
5. Webex to discuss integration of Partnership with NS Committee – September 6<sup>th</sup>

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

Resolved: None

#### Discussions to be brought before the board

1. The National Board has rendered an official position that “seed” money afforded to new sections will be treated as a Grant.

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

##### **Exhibiting at SASHTO Annual Conference (8/5 to 8/8/18):**

- Booth fee was shared between New Sections Committee, DFW and Houston Sections.
- Booth was manned by National President and a rotation between representatives from the Georgia, DFW and Houston Sections.
- We were approached by two individuals (Rex Bush and Brian Smith) at the booth who were interested with startup of new sections in Alabama and Mississippi respectively. Follow up call and e-mail were made by Brian and ASHE Toolbox was send to each person on 9-20.
- Pre-planning efforts orchestrated by the New Sections Committee was viewed favorably and paid dividends in accomplishing positive vibes from the Conference.

- Guidelines/protocols for the “booth sitter” will be tackled by the ASHE Outreach Committee.

**Austin, TX** - Champion, Chris Wickman

- Conference call held on June 11<sup>th</sup> – sent Chris the ASHE Toolbox (see below for content)
- Upon assembling a local core group, each prospective member has agreed to join ASHE in a Member-at-Large status.
- SDM will be the primary point person to maintain communication with the Champion.

**San Diego, CA** – Champion, Nathan Chapman for West Coast Region (transplant from Carolina Triangle Section)

- Spoke to Nathan in mid-July to catch up on his progress. (Refer to SMPS conference notes below)
- Brian spoke to his T.Y. Lin colleagues who are members of WTS in San Diego.
- Heavy involvement by TY Lin during the recent WTS National Conference; Brian contacted David Emerick recently for an update on the interest level of assisting with a new section startup in San Diego.
- Brian Krul will be the primary point person to maintain communication with the Champion. Mark Kinnee will connect with his colleagues from Urban Engineers’ West Coast offices for potential support with this endeavor.

**Hartford, CT** – no new activity to report.

- Brian Krul will continue to be the primary point person and maintain communication with the Champion.

**South Carolina** – Champion, John Midyette

- Brian O’Connor introduced himself to John as Tim Matthew’s replacement on New Sections Committee and let him know we would be sending out the ASHE Toolbox to help them get started.
- Brian will be the primary point person and maintain communication with the Champion.

**Other activities:**

1. During kickoff meeting, we re-affirmed the **role** of the New Sections Committee with the members and Board Liaison.
2. **Continued Growth of Houston, TX Section:**
  - Current membership totals are 52 and reconciled with National; projected to add 8 members by the end of the Quarter.
  - The Section has programs planned on the following dates for the new calendar year: 9-5; 9-13; 10-4; 11-8; 12-1; 1-24-19; 2-14; 3-14; 4-11 and 5-9.

- For continuity purposes, SDM will be responsible to oversee the operations of this Section.
3. **Re-Invigorating the Dallas Fort-Worth Section** – new local Champion is Markus Neubauer:
- Ahmed Valdez and Adam Jack from the Houston Section and Texas Department of Transportation (TxDOT) respectively have been assisting with recruiting prospective members who are interested in joining the DFW Section.
  - The DFW Membership Directory assembled in October, 2015 was provided to Markus by SDM.
  - The New Sections Committee has agreed to attend a future ASHE meeting once the Section is back up and running again. Conversations have ensued with Caroline Mays, Director of Freight & International Trade Section from the TxDOT, as a future guest speaker.
  - Mark Kinnee will be responsible to oversee this Section with assistance by SDM.
4. **New Sections Committee Toolbox Content** –
- New Sections Startup Guidelines
  - Sample “Invitation” Letter for the First Organization Meeting
  - Sample Meeting Notice
  - Template to Establish Section Bylaws
  - Sample Letter from ASHE National President Outlining the Benefits of ASHE
  - Step by Step Process to “Start a New ASHE Section (PowerPoint) – 4/18 version was updated on 9/7 by PR Committee
  - This is ASHE (PowerPoint) – 4/18 version was updated on 9/7 by PR Committee
  - **Action:** Current version of the ASHE Toolbox shall be posted on the Cloud
5. **Exhibiting at SMPS Conference held in San Diego, CA** in August, 2018 -
- ASHE was presented with a partnership agreement by SMPS (who has exhibited at our National Conference for the past 2 years) and have a presence in San Diego.
  - When I was brought into this discussion, I immediately scheduled a conference call with Dawn Fortuna, Brian O’Connor and Nathan Chapman to discuss the proposal of exhibiting at the SMPS Conference, which I learned was a Regional Seminar but well attended.
  - There were many reasons why the New Sections Committee strongly felt that this was not a cost-effective proposition to expend our financial resources. One main reason was that we need to establish a more solid foundation of prospective members in San Diego and support Nathan. He is a mid-level engineer, formerly a member of the Carolina Triangle Section, and an individual with no contacts on the West Coast. For the past 4 months, we have trying to connect with him but he has been traveling the country on various FEMA assignments.
  - This endeavor may take 12 months to build a solid base before we can think about ramping up our expenditures for added visibility.

**Budget Update:**

1. **2018 - 2019 Budget:   \$8,900.00**       (budget modification per 5-20-18 NB Meeting Minutes)
2. **Spent – List items and \$ spent this quarter**
  - a. **Purchase of exhibit booth at SASHTO Conference**
3. **Current Budget Balance: \$8,900.00 – \$4,156.00 = \$4,744.00**
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.*

<u>Committee Members</u>	<u>E-Mail</u>	<u>Reporting Period</u>	<u>Date</u>
Greg Dutton, Chair	<a href="mailto:gdutton@cpc-eng.com">gdutton@cpc-eng.com</a>	FALL 2018	09/29/18
Shirley Stuttler	<a href="mailto:ssuttler@hughes.net">sstuttler@hughes.net</a>		
Charlie Flowe	<a href="mailto:cflowe55@gmail.com">cflowe55@gmail.com</a>		
Dave Greenwood	<a href="mailto:greenwoodda@cdmsmith.com">greenwoodda@cdmsmith.com</a>		
Sam Mody	<a href="mailto:smody@keller-engineers.com">smody@keller-engineers.com</a>		

#### Meetings held since the previous Quarterly Report

1. Date: **None** Members in attendance: **N/A**

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

1. Resolved: **None**

#### Discussions to be brought before the board

1. **Request input on the process and potential candidates**

#### Activities

1. Status - Nomination of directors and officers: **1st Solicitation Letter requesting nomination of officers and directors was sent to the Sections through the Regions on 08/03/17.**
2. Status - Nomination of honorary award winners: **N/A at this time**

#### Budget update

1. 2018 - 2019 Budget: **\$2,500**
2. Spent – List items and \$ spent this quarter:
  - a. **No spending this quarter - \$0.00**
3. Current Budget Balance: **\$2,500**
4. List any Non-Budget Items that should be considered.
  - a. **N/A at this time**



## 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

Mark Kinnee

Leigh Lilla

David Greenwood

Alice Hammond

Richard Cochrane (Pres.)

#### E-Mail

[stan.harris@stantec.com](mailto:stan.harris@stantec.com)

#### Date: 9/13/2018

Report Period: 5/4/18-9/14/18

#### **Meetings held since the previous Quarterly Report**

1. Date – 8/30/18 Members in attendance – Harris, Lilla, Kinnee, Cochrane

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

Resolved:

#### **Discussions to be brought before the board**

1. Presentation for Section/Region officer training.
2. Internal Communication Plan

#### **Activities**

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

Since last meeting:

- Received feedback from National officers and committee members and finalized Sections/Region officer training presentation.

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

Status –Review current communications plan – discussed during 8/30 meeting and in process of reviewing. Plan to have proposal for Board review in January.

Status – Project of the Year program, including publicity – See POY sub-committee report. Guidelines have been developed for 2019 awards and articles submitted to Scanner.

#### **Budget update**

- 1. 2018 - 2019 Budget: \$5,000**
- 2. Spent – List items and \$ spent this quarter**
  - a. \$129.78**
- 3. Current Budget Balance: \$4,870.22**
- 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: 9-29-18

Report Period: Fall

#### Meetings held since the previous Quarterly Report

1. 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: None

#### Status of action items

The revised National Conference Guidelines and revised Program Summaries for 2017-2018 term.

#### 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: 9-28-18**

**Report Period:** Fall

#### **Meetings held since the previous Quarterly Report**

1. Members in attendance - Sandy Ivory, Stephen Lester, Charlie Flowe, Shirley Stuttler, Scott Jordan

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

1. None at this time.

#### **Discussions to be brought before the board**

1. Tammy can start doing some of the work now and hopefully be back full time in September.
2. The format needs changed since our Region setup was changed in June 2010 to the Great Lakes, Mid-Atlantic, Northeast and Southeast.
3. Several previous submittals had information only through 2016 so we need to have those Sections update their information through 2018.
4. Booklet will be ready for distribution at the May National Conference.

#### **Status of action items**

1. None t this time.

#### **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.



## COMMITTEE QUARTERLY REPORT

### NATIONAL PROJECT AWARD SUBCOMMITTEE

#### Committee Members

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

#### Date

9/14/2018

#### Quarterly Report Period

Fall - September / October

#### Motions or Discussions to be brought before the National Board

1. None

#### Meetings held since the previous Quarterly Report

1. 6/21/18 Coordination Conference Call for 2019 NPA Program
2. E-mail correspondence with committee members regarding logistics for 2019 NPA

#### Other Activities:

- Coordinated with the SCANNER Committee Chair to include a "Request for Entries" notice in the October 2018 issue.
- Coordinated with the SCANNER Committee Chair to include an article recapping the 2018 NPA in the October 2018 issue.

#### 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 ← Done, Implemented at 2018 Awards Program

**Stretch Goal**    *N/A*

**Action** (Provide what has been accomplished on this goal)

### Budget update:

1. 2018 – 2019 Budget: \$800.00 approved.
2. Spent – List items and \$ spent this quarter ← See Item 3 below
3. Current Budget Balance: \$3,847.50

Check #	Date	Description	Category	Withdrawal	Deposit	Balance
	4/29/2017	2017-2018 Board Apprv'd Budget	Deposit		\$3,000.00	\$3,000.00
	2/5/2018	2018 SE Entry Fee (1 Prj Only)	Deposit		\$100.00	\$3,100.00
	2/22/2018	2018 NE Entry Fees	Deposit		\$200.00	\$3,300.00
	2/26/2018	2018 MidAt Entry Fee	Deposit		\$200.00	\$3,500.00
	5/2/2018	Ranker Assoc 3 Addtl Awards	Deposit		\$450.00	\$3,950.00
	5/8/2018	2018 GLR Over \$20M Entry Fee	Deposit		\$100.00	\$4,050.00
	5/8/2018	Award Purchase	Award Purchase	\$877.50		\$3,172.50
	5/11/2018	2018-19 Board Apprv'd Budget			\$800.00	\$3,972.50
	5/23/2018	2018 GLR Under \$20M Entry Fee	Deposit		\$100.00	\$4,072.50
	5/26/2018	2018 Luncheon Registration Fee for Award Winners (5 x \$45 ea.)	Luncheon Registrati	\$225.00		\$3,847.50
						\$3,847.50
						\$3,847.50
						\$3,847.50
Totals				\$1,102.50	\$4,950.00	\$3,847.50

4. List any Non-Budget Items that should be considered in the 2019 – 2020 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 [ssuttler@hughes.net](mailto:ssuttler@hughes.net)**



ASHE National Headquarters  
65 Beacon Hill  
Henderson, North Carolina 27537

## MEMORANDUM

TO: National Officers, National Board, President's Assistant, Regional Presidents, Regional Vice Presidents, Regional Secretaries

FROM: Tom Morisi, National President

DATE: March 12, 2014

RE: Communication Plan

In order to improve internal communications (in line with our Strategic Plan), strengthen our Regional government, and as a recommendation of the recent SWOT Analysis we will be developing a formal Communication Plan in the coming months. That Plan, at a minimum, will include a plan for written communication of material; outline communication tools available; present an Organizational Chart; and outline annual deadlines.

Given that there is an immediate need to address the communication situation within the organization, we have developed the following guidelines for communication between National, Regions, and Sections. These guidelines are to be implemented as of the date of this memorandum.

The following items distributed from National are to be sent to the Regions **ONLY** (include National Directors/Region President/Region Vice President and Region Secretary). It is then the Regions' responsibility to disseminate this information, compile responses where applicable, and submit the requested information back to National.

- Scholarship Totals and Requests for Updates
- Quarterly Notice on Scanner Articles Due
- National Board Nominations (2<sup>nd</sup> VP, Secretary, Treasure, and National Directors)
- Exposure Money Requests and Responses
- National Award Nominations (MOY, YMOY, Pearson, Lifetime Achievement)
- Region Reports
- Section Officers List of President, Secretary, and Treasurer
- Constitution/By-laws Communications
- PR/Marketing Material (future, planned items)
- Requests for Sponsorship/Exhibitors for National Conferences
- Inquiries to Join ASHE from our Website

- Request Yearly Update on Region Director Roster for Manual
- Request Yearly Program Update for Operations Manual
- Region and Section History Update Requests and Responses
- ASHE Grant Program Communications
- Bullet Point Summary of the National Board Meetings
- Feedback to the Region from National on the Region Reports

The following items from National should be sent directly to the Sections with a copy to the Region Directors, Region President, Region Vice President, and Region Secretary.

- Dues Assessments
- Updates to the Database
- 1099 Forms
- Guideline Letter to New President/Secretary for Each Section

The above guidelines have been developed in close coordination with the Regions Oversight Committee. We appreciate the time and thought that Committee placed in making these recommendations.

These guidelines represent a fundamental change in how we communicate as an organization and are intended to strengthen Regional governments. In making this change, as requested by the Regions, we are placing a new level of responsibility on the Regional governments. I'm sure that you are up for the responsibility and thank you for taking on that responsibility.



## 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**

Bronzo, Chair  
Harris  
Moody  
Schumacher  
Cochran  
Fortuna  
Pitzer  
O'Connor  
Lilla

#### **E-Mail**

**Date: September 14<sup>th</sup> 2018**

#### **Report Period:**

**1<sup>st</sup> QTR 2018-2019**

#### **Meetings held since the previous Quarterly Report**

1. Date - Sept. 12, 2018 Members in attendance: Cochran, Harris, Schumacher, Moody, Bronzo

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

Resolved: NONE

#### **Discussions to be brought before the board**

1. Development of a ASH Booth Process map and Guidelines

#### **Activities involving coordination among PR, New Sections, etc.**

PR committee with Executive Board to publicize the National Board meeting

Outreach committee to coordinate with technology committee for website analytics

Execute committee to communicate with Partnership committee on maximizing existing partnership relationships

#### **Budget update**

1. **2018 - 2019 Budget:**    \$0.00
2. **Spent – List items and \$ spent this quarter** No report
  - a.
3. **Current Budget Balance: 0.00**
4. **List any Non-Budget Items that should be considered.**
  - a. None at this time





## 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: 9/25/18**

**Report Period: Fall Third Quarter**

#### **Committee Members /E-Mail**

Dawn Fortuna, Chair/SMPS Representative – [dfortuna@rickengineering.com](mailto:dfortuna@rickengineering.com)

Stan Harris - [stan.harris@stantec.com](mailto:stan.harris@stantec.com)

Mark Kinnee (Board Liaison) - [markkinnee@urbanengineers.com](mailto:markkinnee@urbanengineers.com)

NACE Representative – Ted Hubbard, - [Ted.Hubbard@Hamilton-co.org](mailto:Ted.Hubbard@Hamilton-co.org)

NAWIC Representative – Leigh Lilla - [llilla@nelson-construction.com](mailto:llilla@nelson-construction.com)

IECA Representative – Vacant

ASCET Representative – Mollie Gosnell - [cadliz74@gmail.com](mailto:cadliz74@gmail.com)

#### **Meetings held since the previous Quarterly Report**

1. August 14, 2018 Conference Call with Fortuna, Hubbard, Lilla
2. Next call scheduled for Oct. 9 , 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. I don't believe that a contact has been identified.
2. IBC continues to be interested in participation but only on an elevated sharing level. As of now, this has been set aside until the ASHE National Board can determine how to approach.
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.
4. Direction by board members and new sections committee is that participation in our partner's national conferences should be limited due to cost of travel expenses. Case by case evaluations should be performed to see if there is value.

5. Consideration should be given if this committee would serve a better role as a subcommittee to add value by leveraging our partnerships rather than a standalone. I've had informal discussions with Dick Cochrane and would welcome the board's feedback.

**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. Given the distance and viability, we will not participate in this conference.

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 will work toward reengagement and determine upcoming events

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.

SMPS-Society for Marketing Professionals-Dawn Fortuna

SMPS had their national conference in August and it was determined there was no value added in attending.

**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: \$4000.00
4. List any Non-Budget Items that should be considered.
  - a. This committee has not necessarily been utilizing its complete budget every year and monies set aside could be better utilized by other committees.

***Email this form in a PDF format to Tom Morisi at [TMoris@ASHE.PRO](mailto:TMoris@ASHE.PRO)***



## 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:** September 14, 2018

Matheu Carter, Chair

[matheu@udel.edu](mailto:matheu@udel.edu)

**Report Period:** May-Aug 2018

Roger Carriker, National Board Liaison

[Roger.Carriker@wsp.com](mailto:Roger.Carriker@wsp.com)

Frank Bronzo

[fbronzo@envdesigngroup.com](mailto:fbronzo@envdesigngroup.com)

Kathryn Power

[kpower@pa.gov](mailto:kpower@pa.gov)

Erin Collins

[ecollins@wallacemontgomery.com](mailto:ecollins@wallacemontgomery.com)

Eugene Cipriani

[eugene.cipriani@aec.com](mailto:eugene.cipriani@aec.com)

Rob Snowden

[rsnowden@urbanengineers.com](mailto:rsnowden@urbanengineers.com)

#### **Meetings held since the previous Periodic Report:**

1. None

#### **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. When we begin the collection of PDH/CEU issuance information at the end of the year, it will be essential that we enjoy active support from the Board of Directors and that Region Directors be active to encourage reporting by all Sections.

#### **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 an earlier periodic report as the compilation of Section reporting. This constitutes the primary record keeping by the Committee. Information was used in an updated version of the “year in Review” document issued by the PR Committee. Note: over 10,700 PDH’s issued in 2017 alone.
  - b. Solicitation for Calendar Year 2018 will begin in the fall with a targeted compliance date of late January or early February.
  - c. 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.
  - d. The Committee is satisfied with the reported data at this time.
  - e. 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 that Sections, Regions, and the National Board of Directors 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. 2018 - 2019 Budget: \$250 (for Florida fees due in spring 2019)
2. Spent – List items and \$ spent this quarter
  - a. \$0
3. Current Budget Balance: \$250
4. List any Non-Budget Items that should be considered.
  - a. None at this time.

## PR REPORT – SEPTEMBER, 2018

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### ■ GENERAL

- Amanda's email – [arc.schumacher@gmail.com](mailto:arc.schumacher@gmail.com)
- NEW MEMBER!
  - Kelli Weigle – THC - Georgia section
  - Looking for additional new members
- When in doubt, please include PR: PR is meant to be all messaging and branding

### ■ EXTERNAL

- 60<sup>th</sup> Anniversary
  - PR has taken pictures of original documents from Harrisburg section – still would like to incorporate somehow
  - 60 year highlights has been drafted – being sent with booth – needs to be emailed to all membership
- Website/Promotion Powerpoints
  - Condensed 3 powerpoints (This is ASHE, Member, New Section) to 2 – This is ASHE and New Section
    - Final revisions completed
- Year in Review
  - Due to be completed by end of March 2019 – starting now
- Project of the Year Award -
  - Need to improve this campaign
  - Looking into National publications to document winners/publicize for next year
  - Share on social media
- Social media report
  - LinkedIn: 146 followers
    - started new company page and some are still following old page
    - + 72 from previous
  - Twitter: 116 followers
    - +16 from previous
  - Facebook: 60 likes | 63 follows
    - +3 likes
    - +6 follows
- Inside Lane
  - Continue to review
- ASHE Store
  - Looking for alternatives

- **INTERNAL**

- Section Anniversaries
  - Triko Valley's 30th – September 14<sup>th</sup> certificate given
- Collaborations
  - Partnerships – look into placing ads or information into their newsletters to help cross market
  - Outreach – working on 'booth info sheet' for those representing ASHE with the booth - guidelines/goals of the booth
- National Conferences
  - Nashville 2019
    - Have not engaged need for national PR assistance as of yet
  - Raleigh 2020
    - Logo approved
- Display Booths – Events
  - August 3, 2018 – SASHTO – booth sent to Houston, TX
  - September 14, 2018 – tablecloth/materials sent to ASHE Rowan Student Section (South Jersey section)

- Next Committee Meeting – October, 2018

- Budget:

- Total Budget : \$3,900
- Total Remaining: \$1,642.31
- Spent this Quarter:
  - TNT Graphics – brochure updates/shipping – 325.69
  - Booth Shipping – to be reimbursed (~\$110.00)
  - Contest award from SASHTO – to be awarded ~\$75

- Other Long-Term Goals:

- Education: grow membership from the inside out (word of mouth) - campaign with highlights from board meetings, news on sections, benefits of joining, remind them why we are the best for networking
- Connection to committees: support new sections and membership with any needs ; email the recruitment video out at least once a quarter to membership
- Connect to members: exploring the idea of an app for ASHE - connect to members, view the event schedule, access social media, etc. Maybe create a value add with some contact info for public agencies? We need to entice them to stay and tell their friends.

- Social media: increase communication with sections and regions to promote their events and successes. More than just news stories, make the direct connection.
- Consistency: draft press releases for the group, promote us in other industry publications. (Working with outreach committee). Draft a 'how to sell ASHE' guide with talking points for exhibits/discussions.
- Website upgrade – happy to help!



## 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

**E-Mail:**

[ashaikh@hntb.com](mailto:ashaikh@hntb.com)  
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[DDizuzio@tandmassociates.com](mailto:DDizuzio@tandmassociates.com)  
[sandyivory@yahoo.com](mailto:sandyivory@yahoo.com)  
[kathrynpower@live.com](mailto:kathrynpower@live.com)  
[melissa.boyles@mb.solutions](mailto:melissa.boyles@mb.solutions)

**Date:**

**09/24/2018**

**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. None

**Status of activities**

1. Work to ensure adequate advertiser revenue and work on developing a mechanism to increase advertising revenue. **See attached list of advertisers and amounts.**
2. Received articles from the following sections for Fall 2018
  - A. Arora Rt 54-322
  - B. Opportunity Corridor Section 1
  - C. Hunter Station Bridge Receives Regional America's Transportation Award
  - D. MD 404

**Budget update**

1. 2018 - 2019 Budget: **\$57,750.00**



2. Spent

INVOICES	Period	Invoice #	Date	Amount
Printed	Summer 2018	4919	08/16/18	\$ 9,022.17
	Fall 2018			
	Winter 2019			
	Spring 2019			
Printed Expenses:				\$ 9,022.17
Electronic	Summer 2018	4923	08/15/18	\$ 429.60
	Fall 2018			
	Winter 2019			
	Spring 2019			
Digital Expenses:				\$ 429.60
Committee				
Travel				

**Total Invoices: \$ 9,451.77**

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

	Period	Invoice #	Date	Amount
Advertisers	Summer 2018	N/A	08/15/17	\$ 4,550.00
	Fall 2018	N/A		
	Winter 2019	N/A		
	Spring 2019	N/A		

**Total Income: \$ 4,550.00**

**Target Income Amount: \$ 26,000.00**

**Amount Over/Under Income Budget: \$ 21,450.00**

4. Current net Budget Balance:

**\$52,848.23**

5. List any Non-Budget Items that should be considered.

a. N/A

Advertiser Name	Date	Check Number	Amount Received	
AECOM				
ARORA and Associates				
ASHE North East Penn				
BEG Group, LLC				
Borton Lawson Engineering				
Buchart-Horn, Inc.	7/13/18	214341	\$400.00	
Burns Engineering, Inc.				
CHA Consulting, Inc				
Gannett Flemming Companies	7/11/18	288683	\$400.00	
Gibson-Thomas Engineering Co	6/14/18	75711	\$800.00	
Hill & Smith, Inc.				
Johnson, Mirmiran & Thompson, Inc,	7/13/18	111543	\$400.00	
Larson Design Group				
McMahon Associates, Inc	6/5/18	62160	650.00	
Michael Baker Corporation				
Naik Consulting Group, PC				
O.R. Colan Associates				
WSP				
Sci-Tek Consultants, Inc.				
Stahl Shearer Engineering, LLC.				
Sucevic, Piccolomini & Kuchar Engineering				
Traffic Planning & Design				
The Markosky Engineering Group, Inc.				
TYLIN International	6/14/18	217738	\$550.00	
Urban Engineers	6/21/18	43225	\$400.00	
Whitman, Requardt & Associates, LLP				
Whitney, Bailey, Cox & Magnani LLC	6/7/18	80052	\$400.00	
Wichert Insurance	6/28/18	3954	\$550.00	
Total				
			\$4550.00	



## COMMITTEE STATUS REPORT

### STRATEGIC PLAN COMMITTEE

*Work with the National Board to keep the current Strategic Plan up-to-date. Review and develop a new strategic plan every three years. Monitor implementation of the Strategic Plan.*

#### Committee Members

[Gerald J Pitzer], Chair

[Name]

[etc.]

#### E-Mail

jerry1368@yahoo.com

#### Date:

Period: Sept. 30, 2018

#### Meetings held since the previous Quarterly Report

1. None.
- 2.

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

Resolved: None

#### Discussions to be brought before the board

1. None.
- 2.

#### Activities

"Monitor society activities with respect to current plan - pending"

"Review current plan and propose update if needed - pending"

#### 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

### 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:** September 14, 2018

Matheu Carter, Chair

[matheu@udel.edu](mailto:matheu@udel.edu)

**Report Period:** May-Aug 2018

Roger Carriker, National Board Liaison

[Roger.Carriker@wsp.com](mailto:Roger.Carriker@wsp.com)

Frank Bronzo

[fbronzo@envdesigngroup.com](mailto:fbronzo@envdesigngroup.com)

Kathryn Power

[kpower@pa.gov](mailto:kpower@pa.gov)

Erin Collins

[ecollins@wallacemontgomery.com](mailto:ecollins@wallacemontgomery.com)

Eugene Cipriani

[eugene.cipriani@aecom.com](mailto:eugene.cipriani@aecom.com)

John Caperilla

[JCaperilla@borton-lawson.com](mailto:JCaperilla@borton-lawson.com)

Matthew Galenas

[MGGalenas@mccormicktaylor.com](mailto:MGGalenas@mccormicktaylor.com)

Aaron Muck

[Aaron.Muck@terracon.com](mailto:Aaron.Muck@terracon.com)

Carrie Strehle

[cstrehle@promatechinc.com](mailto:cstrehle@promatechinc.com)

#### **Meetings held since the previous Periodic Report:**

1. Date: 05/10/2018 Members in attendance: Strehle, Caperilla, Carriker, Carter
2. Date: 06/14/2018 Members in attendance: Strehle, Collins, Power, Cipriani, Carriker, Carter
3. Date: 07/12/2018 Members in attendance: Caperilla, Power, Cipriani, Muck, Carriker, Carter
4. Date: 08/09/2018 Members in attendance: Power, Cipriani, Caperilla, Carriker, Carter
5. Date: 09/13/2018 Members in attendance: Strehle, Cipriani, Caperilla, Collins, Power, Carriker, Carter

#### **Planned Meetings:**

1. Date: 10/11/2018 Noon WebEx
2. Date: 11/08/2018 Noon WebEx
3. Date: 12/13/2018 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 will attempt an update in September 2018 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 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 the event is planned for October 6.
  - c. Registration (free for students and ASHE professionals) is open at: [https://delaware.ca1.qualtrics.com/jfe/form/SV\\_ePr2FSVeffw3jj7](https://delaware.ca1.qualtrics.com/jfe/form/SV_ePr2FSVeffw3jj7). The draft agenda is provided with this Committee report for your convenience as well.
3. Track student membership, either within or outside existing database:
  - a. This information will be part of the solicitation planned for the September 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. The additional student activity since that time contributed to an even more robust collection of challenges, solutions, and examples, which the Committee used to construct a second edition of the best practices.
  - c. The second edition was published August 30, 2018 to the website under Information and Downloads - <http://ashe.pro/downloads.html>. The updated guidelines will be promoted to Sections and Regions in an upcoming outreach with other items.
- 5. ASHE logo table cloth/skirt program implementation:
  - a. Coordinated with the Public Relations Committee for advice and confirmation that we were using the current branding guidelines; we solicited quotes for table skirts acquired in the past by ASHE.
  - b. Twelve table skirts were ordered at a cost of \$1,381.22 (~\$115.10 each).
  - c. The Committee has developed criteria for when these would be issued to a student chapter (bylaws, sustainability, etc.). A copy of these guidelines is attached for your convenience.
  - d. The table skirt will debut at the Regional Student Chapter Conference at Widener University, October 6, 2018.
  - e. Distribute to initially qualifying student chapters expected in the fall of 2018.
- 6. Collaboration with Membership Committee:
  - a. The Committee Chair and Board Liaison have initiated collaboration discussions with Leigh Lilla, Chair of the Membership Committee to brainstorm ways in which the two Committees can be force multipliers for one another in related goals.
    - i. An example of this grew from the workshop that Leigh moderated at the Wheeling, WV National Board meeting. Prompted by that session, First State Section now poses the following to its graduating senior members in good standing of the ASHE@UD student chapter:
      - 1. "On behalf of the ASHE First State Section Board of Directors, congratulations on your impending graduation from University of Delaware and we anticipate great things for you as you begin your next steps in the engineering field. Given your active participation in the ASHE@UD student chapter, we imagine you will pursue a career that is at least partly involved in highway engineering and so we hope you will continue on as a professional member.
      - 2. "To that end, as a student member in good standing, we want to invite you to become a professional member of the American Society of Highway Engineers and an application is attached. Furthermore, if you will be practicing in Delaware, we

specifically would like to see you as a member of our First State Section and **we will be glad to pay your initiation fees so that your first year will be free (after that, you'll find our annual dues to be quite reasonable; currently only \$55.** Being proactive and taking advantage of a free membership will also look good to your new employer. Companies frequently reimburse employees who are active in networking and professional groups.).

3. "If your employment will take you elsewhere, please let me know and we will put you in touch with the ASHE Section in that area so you can join up with them and tell them what a great group of folks you came to know at First State Section!
4. "We hope we have been a positive part of your years at the University of Delaware and we have enjoyed getting to know you a little. Best of luck to you as you start the next chapter in an exciting career in highway engineering, and be sure to stay in touch." [Emphasis added]

**Budget update:**

1. 2018 - 2019 Budget: \$3,100 (\$2,100 for table skirts, \$1,000 for student chapter conference)
2. Spent – List items and \$ spent this quarter
  - a. \$1,381.22 (table skirts)
3. Current Budget Balance: \$1,718.78
4. List any Non-Budget Items that should be considered.
  - a. None, currently.



# American Society of Highway Engineers

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## Student Chapter Committee Guidelines for Issuance of ASHE Table Coverings

The ASHE National Board of Directors has funded the purchase of branded table coverings for established student chapters. As shown below at an Activities Night (recruitment event), these are suitable for use at a variety of student chapter activities, including those to promote membership.

These table coverings will be issued to established student chapters free of charge. To obtain one, make your proposal, including the following information, to Matt Carter, Chair of the Student Chapter Committee, at [matheu@udel.edu](mailto:matheu@udel.edu). The Committee will make a determination and notify you.

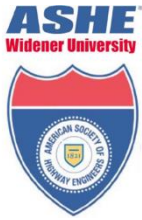


### 1. Guidelines for issuance of ASHE table coverings:

- Student Chapter must be formally recognized for at least 12 months. Provide recognition in writing from both the institution (e.g., university) and the local ASHE Section.
- Student Chapter must enact bylaws consistent with ASHE (<http://www.ashe.pro/resourcecenter.html>) and any additional university/college requirements.
- Active membership must be demonstrated by providing a summary of the past year of activity (site visits, attendance at Section dinner meetings, campus meetings, invited speakers, etc.), together with approximate attendance.
- Provide contact information for student chapter officers, institutional advisor, and your local Section liaison.
- If issued, the Student Chapter is expected to care for the table covering, maintain it in good condition, deploy it only at professional events consistent with ASHE's values, and if asked, share it with the local ASHE Section.
- If the Student Chapter falters after issuance, the Committee expects that the table covering will be returned for use elsewhere.

Questions can be directed to Matt Carter at [matheu@udel.edu](mailto:matheu@udel.edu).





## ASHE Student Chapter Regional Conference Schedule



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Widener University Center Webb Room

Saturday October 6, 2018

The University Center is #4 on Campus Map and the Webb Room is located at the end of the first hallway on your right.

Parking is in Spang Lot next to Kirkbride Hall on 17<sup>th</sup> East Street, please place the parking flyer in the dashboard of your car.

- |                       |                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>9:00-9:30 am</b>   | Registration- Please sign in at the front table and pick up your nametag                                                                                                                                                                                                                                                                                                                        |
| <b>9:30-10:00 am</b>  | Ice breaker Activity: Cup Fact Game                                                                                                                                                                                                                                                                                                                                                             |
| <b>10:00-10:15 am</b> | Opening Remarks and Introductions from ASHE Student Chapters Committee                                                                                                                                                                                                                                                                                                                          |
| <b>10:15-11:15 am</b> | Chapter Updates (Open Discussion) <ul style="list-style-type: none"><li>✓ Where the chapters are progress wise?</li><li>✓ How to increase interest and participation among students?</li><li>✓ What are some challenges the chapters have faced?</li><li>✓ What are some of the event, site visit, or speaker ideas your chapter has?</li><li>✓ Collaborate among chapters on events?</li></ul> |

**5 min Networking Break**

**11:20-12:00pm** Presentation: "Transitioning from College to Career" presented by Jonathan Olson, E.I.T. and Steve Gozur, E.I.T., ENV SP, professional engineers from Traffic Planning and Design Inc.

**12:00-12:40 pm** Lunch- subs and veggie options, chips, sodas/water

**5 min Networking Break**

**12:45-1:45 pm** Career Workshop

- ✓ Cover Letter, Resume and Interview Tips
- ✓ Advice for students from professionals (professional sharing)
- ✓ How to be a leader and work in teams in the workplace

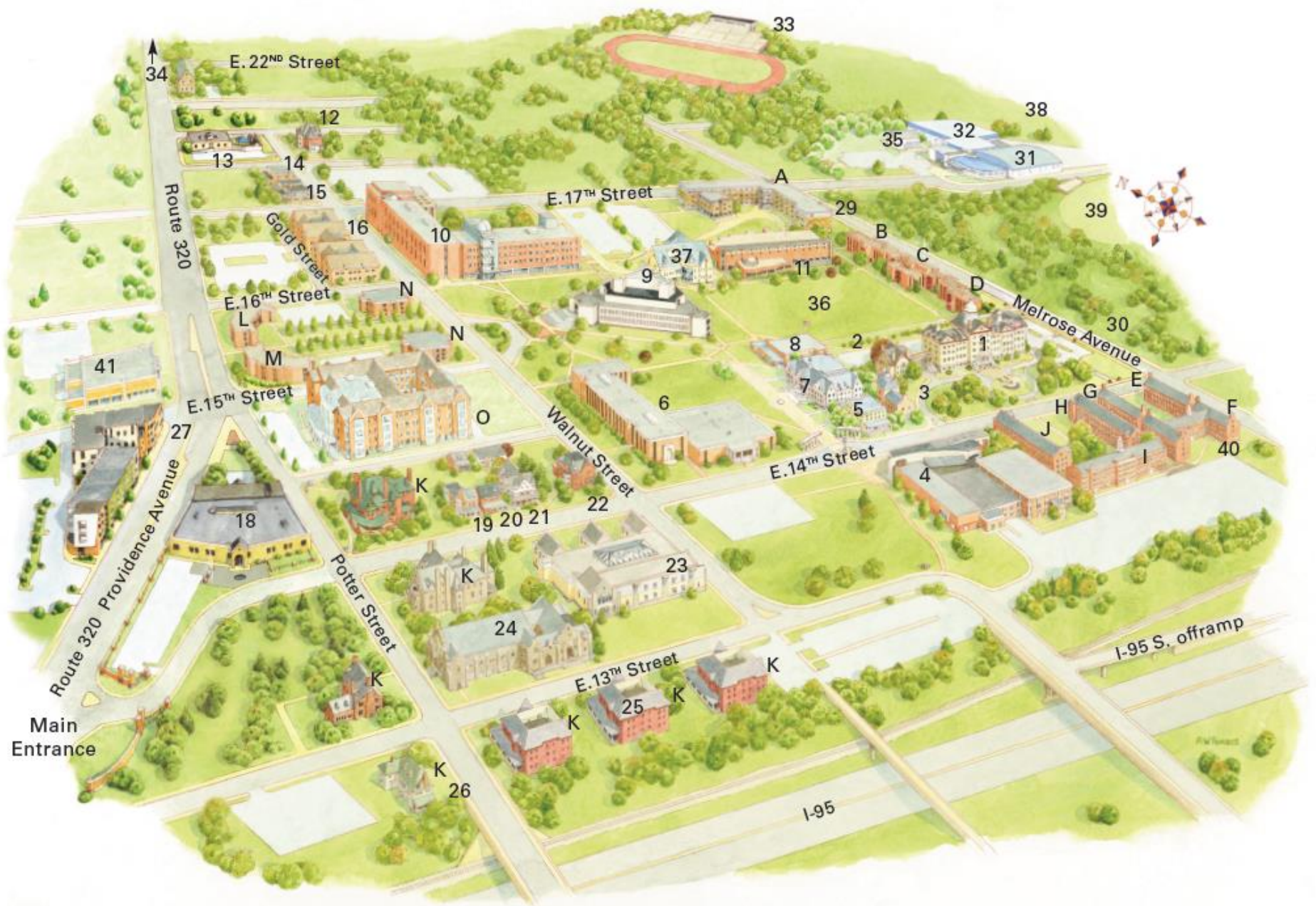
**1:45-2:00pm** Closing Remarks from ASHE Board

Networking breaks are 5 minute breaks in-between events for students and professionals to briefly network.

Link to Register for the Event:

[https://delaware.ca1.qualtrics.com/jfe/form/SV\\_ePr2FSVeffw3jj7](https://delaware.ca1.qualtrics.com/jfe/form/SV_ePr2FSVeffw3jj7)





## Widener University Main Campus

### ALPHABETICAL KEY

Academic Center North **11**  
 Academic Support Services (Pineapple House) **20**  
 Admissions (Muller Hall) **3**  
 Alumni Auditorium **8**  
 Alumni Engagement **1**  
 Art Gallery **4**  
 Balin Hall (North on Providence Avenue) **34**  
 Bartholomew Lab **35**  
 Baseball Field **39**  
 Best Western Widener Hotel **27**  
 Biofeedback Center **14**  
 Bookstore **4**  
 Bown Garden **1**  
 Burger Studio **4**  
 Campus Safety **1**  
 Career Services **21**  
 Center for Hospitality Management **11**  
 Center for Social Work Education **16**  
 Chester Comm. Physical Therapy Clinic **34**  
 Child Development Center **13**  
 College of Arts and Sciences **6**  
 Continuing Studies **6**  
 Corporate & Foundation Relations **1**  
 Counseling Center **12**  
 Credit Union **4**  
 Development **1**  
 Dining Hall **4**  
 Disabilities Services **19**  
 Dixon Field (Edith R. Dixon) **38**  
 Donor Relations **1**  
 Enrollment Services Center (Bursar, Financial Aid, Registrar, Campus1Card) **18**  
 Exploratory Studies **20**  
 Founders Hall **7**  
 Freedom Hall (COMS, Computer Sci. & Informatics) **37**  
 Government Relations **1**  
 Hannum House (HSED Program) **22**  
 Honors Program in General Education **21**  
 Housekeeping **26**  
 Housing and Residence Life **4**  
 Hub at University Crossings **27**  
 Human Sexuality Education Programs **22**  
 Hyatt Hall **5**  
 Information Technology Services **11**  
 Institute for Graduate Clinical Psychology **16**  
 Institute for Physical Therapy Education **16**  
 Interfaith Center **4**  
 Java City **6**  
 Kapelski Learning Center **6**  
 Kirkbride Hall **10**  
 Latham Hall **24**  
 Leslie C. Quick Center **23**

Lipka Hall **18**  
 MacMorland Commons (food court) **4**  
 Marriott Dining Room **11**  
 Memorial Field **36**  
 Muller Hall **3**  
 Neuropsychology Assessment Center **34**  
 Old Main **1**  
 Old Main Annex **2**  
 Operations **30**  
 Oskin Leadership Institute **7**  
 Pineapple House **20**  
 PMC Museum **8**  
 P.O.D. (Provisions On Demand) **4**  
 Post Office **4**  
 Pride Café **4**  
 Pride Recreation Center **31**  
 Quick Stadium **33**  
 Robert J. Bruce Graduate Center **16**  
 ROTC **40**  
 Science Division of Arts and Sciences **10**  
 School of Business Administration **23**  
 School of Education, Hospitality, and Continuing Studies **5**  
 School of Engineering **10**  
 School of Human Service Professions **16**  
 School of Nursing **7**  
 Schwartz Athletic Center **32**  
 Social Work Counseling Services **15**  
 Student Health Services **29**  
 Student Life **4**  
 SUBWAY **4**  
 Teaching, Learning, and Assessment **1**  
 The Study Group **25**  
 University Center **4**  
 University Relations **1**  
 UNO Chicago Grill **41**  
 Welcome Center **1**  
 Widener Child Therapy Clinic **15**  
 Wolfgram Memorial Library **9**

### Residence Halls

**L** Boettner Hall  
**H** Cann Memorial Hall  
**N** Dixon Halls, N & S  
**E** Grasselli Hall  
**K** Fraternity and Sorority Houses  
**F** Hanna Hall  
**O** Harris Hall  
**I** Howell Hall  
**D** Kapelski Hall  
**A** Metropolitan Hall  
**B** Moll Hall  
**M** New Hall South  
**C** Sharples Hall  
**G** Thayer Hall  
**J** Turrell Hall

### NUMERICAL KEY

**1** Old Main  
 Administration  
 Alumni Engagement  
 Bown Garden  
 Campus Safety  
 Corporate & Foundation Relations  
 Development  
 Donor Relations  
 Government Relations  
 Teaching, Learning, and Assessment  
 University Relations  
 Welcome Center  
**2** Old Main Annex  
**3** Admissions (Muller Hall)  
**4** University Center  
 Art Gallery  
 Bookstore  
 Credit Union  
 Housing and Residence Life  
 Interfaith Center  
 MacMorland Commons (food court)  
 • Burger Studio  
 • P.O.D. (Provisions On Demand)  
 • SUBWAY  
 Post Office  
 Pride Café Dining Hall  
 Student Life  
**5** Hyatt Hall  
 School of Education, Hospitality, and Continuing Studies  
**6** Kapelski Learning Center  
 College of Arts and Sciences  
 Continuing Studies  
 Java City  
**7** Founders Hall  
 School of Nursing  
 Oskin Leadership Institute  
**8** Alumni Auditorium  
 PMC Museum  
**9** Wolfgram Memorial Library  
**10** Kirkbride Hall  
 School of Engineering  
 Science Division of Arts and Sciences  
 Kirkbride Java City Express  
**11** Academic Center North  
 Information Technology Services  
 Marriott Dining Room  
 Hospitality Management  
**12** Counseling Center  
**13** Child Development Center  
**14** Biofeedback Center  
**15** Social Work Counseling Services  
 Widener Child Therapy Clinic

**16** Robert J. Bruce Graduate Center  
 School of Human Service Professions  
 Center for Social Work Education  
 Institute for Physical Therapy Education  
 Institute for Graduate Clinical Psychology  
**18** Lipka Hall  
 Enrollment Services Center (Bursar, Campus1Card, Financial Aid, Registrar)  
**19** Disabilities Services  
**20** Academic Support Services (Pineapple House)  
**20** Exploratory Studies  
**21** Career Services  
**21** Honors Program in General Education  
**22** Hannum House (HSED Program)  
**23** Leslie C. Quick Center  
 School of Business Administration  
**24** Latham Hall  
**25** The Study Group  
**26** Housekeeping  
**27** Hub at University Crossings  
 Best Western Widener Hotel  
**29** Student Health Services  
**30** Operations  
**31** Pride Recreation Center  
**32** Schwartz Athletic Center  
**33** Quick Stadium  
**34** Balin Hall (North on Providence Avenue)  
 Chester Comm. Physical Therapy Clinic  
 Neuropsychology Assessment Center  
**35** Bartholomew Lab  
**36** Memorial Field  
**37** Freedom Hall (COMS, Computer Science, and Informatics) P.O.D. Express  
 (Provisions On Demand)  
**38** Dixon Field (Edith R. Dixon)  
**39** Baseball Field  
**40** ROTC  
**41** UNO Chicago Grill

### Residence Halls

**A** Metropolitan Hall  
**B** Moll Hall  
**C** Sharples Hall  
**D** Kapelski Hall  
**E** Grasselli Hall  
**F** Hanna Hall  
**G** Thayer Hall  
**H** Cann Memorial Hall  
**I** Howell Hall  
**J** Turrell Hall  
**K** Fraternity and Sorority Houses  
**L** Boettner Hall  
**M** New Hall South  
**N** Dixon Halls, N & S  
**O** Harris Hall

**ASHE**



**American Society of Highway Engineers**

**Student Conference**

**GUEST PARKING FLYER**

**Saturday October 6, 2018**



**Widener University**





## 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

#### **E-Mail**

[mhsanders@pontengineering.com](mailto:mhsanders@pontengineering.com)  
[sjordan@seengineering.com](mailto:sjordan@seengineering.com)  
[rcochrane@mctish.com](mailto:rcochrane@mctish.com)  
[jmorisi@jmserversolutions.com](mailto:jmorisi@jmserversolutions.com)  
[carock83@gmail.com](mailto:carock83@gmail.com)

**Date: 7/16/18**

**Report Period:**  
**Fall 2018**

#### **Meetings held since the previous Quarterly Report**

1. Date – n/a – Emails only to coordinate RFQ

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

New Business: RFP for Website Update

#### **Discussions to be brought before the board**

1. RFP for Website Redesign – Request RFP to be discussed and provide a list of recommended firms to send RFP to

#### **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 – RFQ prepared and ready to advertise once approved by Board
- Ensure web content is up-to-date and can be easily modified – In progress; working with Craig Rock on remaining items
- 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

#### Membership Database

- In progress; Coordinating with JMS as needed
- Running on updated PHP version
- Transfer of reports and updates to user interface in progress
- On track to complete by 11/4/18

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

- JM Services – Contract Executed February 2018 (6/19)
- Keller Engineers – Contract Executed April 2018 (1/29/19)
- TBD – Website Redevelopment

#### **Budget update**

1. 2018 - 2019 Budget: \$17,990
2. Spent – List items and \$ spent this quarter
  - a. JMS Server (Technology Portion) - \$852.44
  - b. JMS Server (Database Portion) - \$312.51
  - c. JMS Server -25% Payment on Database Revisions- \$625
3. Current Budget Balance: \$16,110.05
4. List any Non-Budget Items that should be considered.
  - a. None

#### **Attachments:**

1. RFP TC-1801: ASHE National Website Redesign



RFP TC-1801  
for  
ASHE National Website Redesign



AMERICAN SOCIETY OF HIGHWAY ENGINEERS

Company/Organization Mission

The mission of the American Society of Highway Engineers is to provide a forum for members and partners of the highway industry to promote a safe, efficient and sustainable transportation system through education, innovation and fellowship.

Company Description

The Society was incorporated in the Commonwealth of Pennsylvania in 1958 with the conception and inception of the first Chartered Section (Harrisburg Section) credited to a small group of dedicated engineers from the Pennsylvania Department of Highways, in association with a group of outstanding contractors, material suppliers, and consulting engineers in the Harrisburg area. Since then, ASHE has grown into an organization consisting of over 6,000 members, and over 40 operating sections in 9 regions throughout the U.S.

Contact

Mindy Sanders, Chair of the Technology Committee

[mhsanders@pontengineering.com](mailto:mhsanders@pontengineering.com)

678-986-7648

Current Website

[www.ashe.pro](http://www.ashe.pro)

## Project Description or Intent

The American Society of Highway Engineers (ASHE) requests proposals for the redesign of our organization's National website ([www.ashe.pro](http://www.ashe.pro)). Our current site was developed utilizing the talents of one of our ASHE volunteers and has served us well over the last several years. Our organization is in need of a modern website that promotes the organization to attract new membership and serve as a resource for documents and information to current members. The site should be attractive and easy to navigate for visitors.

In addition to these front end goals, we wish the administration of the website to be user-friendly enough to allow ASHE volunteers who may have limited web development skills to easily add and revise content, pages, photos, and documents.

## Project Description > Design

It is necessary for the new website to incorporate our branding. The ASHE logo shall be prominently featured and the ASHE color palette (red, white, and blue) to be incorporated in a visually appealing manner. ASHE's Chair of the Public Relations Committee will oversee that the branding is properly incorporated. Branding details will be provided by ASHE to the selected designer.

## Project Description > Marketing

Although marketing is not included in the budget for this project, we're open to discussions and a proposal on what this would look like if advertising opportunities could be incorporated.

## Project Description > Programming

The updated website shall be developed with "clean" code, using current day best practices and include responsive code to allow for a clean display across all web browsers and on all mobile devices. We wish for the code and content to minimize loading time for pages. We wish for the site to be easily expandable to allow for potential future functionality such as Social Media, calendars, and discussion boards.

JM Server Solutions has developed a membership database that may be queried through pages on a subdomain ([www.database.ashe.pro](http://www.database.ashe.pro)). Links to these database access pages will be linked within the new site.

JM Server Solutions is also the website's hosting company. We currently have the option to use WordPress as our Content Management System (CMS). Based on our research we feel this may be a great platform to allow for easier maintenance by a number of volunteers. However, our experience with WordPress is limited so we are open to other tools if they would better suit our needs for development and/or administration. The editor must offer a WYSIWYG editor that also allows for editing of HTML as text.

## Training

The selected developer will run a small group training session and provide a set of instructions for the most common maintenance workflows to ensure that everything is fully understood and working properly within the CMS.

## Expectations of the Developer

The qualities that ASHE is looking for in the website developer:

- Technical Proficiency – Ability to understand and explain the available components and make recommendations.
- Proactive – Ideally we'd like to find a firm that understands our needs and makes recommendations based on their experience with web tech, rather than have to assist in the process.
- Communication – Communication is important, we'll have a fully dedicated project lead on our end and would appreciate the same. Being kept in the loop as the project moves through phases and understanding what will happen-when – so that we can coordinate with the larger selection team.
- Customer Service – We want to make sure we're taken care of and the company we select has ongoing healthy relationships with a number of existing clients.
- Internet Marketing Knowledge – Although not specific to this project, internet marketing will be a big part of our larger plans. Knowledge of getting a website in front of our audience is helpful.
- No Outsourcing – All work must be performed by direct hires of the selected development firm.
- Experience – Additional relevant experience related to this project specifically, our marketing goals, or our industry are all helpful.

## Name, Email & Contact Information for Everyone Involved

Name	Contact Information	Role in Project
Mindy Sanders	<a href="mailto:mhsanders@pontengineers.com">mhsanders@pontengineers.com</a> 678-986-7648	Main Point of Contact
Scott Jordan	<a href="mailto:sjordan@seengineering.com">sjordan@seengineering.com</a>	Selection Committee
Richard Cochrane	<a href="mailto:ashenationalpresident@ashe.pro">ashenationalpresident@ashe.pro</a>	Selection Committee
Tom Morisi	<a href="mailto:ashenationalsecretary@ashe.pro">ashenationalsecretary@ashe.pro</a>	Selection Committee
Amanda Schumacher	<a href="mailto:arcschumacher@urbanengineers.com">arcschumacher@urbanengineers.com</a>	Will Oversee Branding During Development
Jacob Morisi	<a href="mailto:jmorisi@jmserversolutions.com">jmorisi@jmserversolutions.com</a>	JM Server Solutions – Database Developer and Website Host

If additional questions are required outside of this RFP please email Mindy Sanders at the contact information above to setup a day/time to discuss.

## Proposal Requirements

1. **Approach** – Provide a brief description of how your firm intends to approach this project. Clarify what task will be included and what tasks are optional and/or recommended to achieve our goals stated above. Describe your approach to website development that demonstrates that you will meet the expectations as expressed in this RFP. While not a requirement, a mockup website will be helpful to demonstrate your firm's vision for this project.
2. **Experience** – Include a sample of relevant websites your team has developed within the past three years. For each project, provide a brief description, the year it was developed, the approximate design cost, and contact information of the client.
3. **Timeline** – Provide a proposed development timeline.
4. **Terms and Conditions** – Include any terms and conditions your firm may require. Provide a list of and requirements that you have for ASHE's hosting site and any expectations that you have on ASHE's website selection/development team.
5. **Cost** – Provide a separate cost proposal that itemizes costs as appropriate to allow the selection committee to add/delete items based on our needs and wants. Costs should also include a la carte pricing for add-ons such as future maintenance and/or support.

## Selection

Selection will be based on a combination of the company's understanding of the project needs, the company's communication of what will be delivered, prior projects and price.

## Timelines & Milestones

Selection Process Timeline Outline:

- Request for Quotation Submitted – Today
- Inquiry Period – Next 2 Weeks (From Today)
- Responses Due – 3 Weeks (From Today)
- Evaluation of Responses and Selection (at Board Meeting) – September x, 2018
- Planned Contract Award Date – September x, 2018

Go live date: On or before May 1, 2019

## Budget

The available budget is \$6,500.



**Attachment 2: Region and Section Reports**

**REGIONAL REPORT**  
**Great Lakes Region**  
**Regional Directors Quarterly Report**  
**(May - September)**

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

**Activities:**

Great Lakes Region held an Officers Meeting on September 13, 2018. The meeting discussed the following:

- Caroline Duffy has indicated that her schedule is not permitting to continue as president. Discussion concluded that she will continue to the end of her term (June 1, 2019) and that Vice-President Kirsten Bowen will assist her with her responsibilities between now and then.
- Meeting facilitated discussion related to an agenda for the Great Lakes Region Quarterly meeting at OTEC. Officers were to provide Kirsten with their agenda items following the call.

The follow correspondence has happened via email over the Q2 period:

- 9/20/2018 – Notification for the 2022 Conference
- 9/20/2022 – Notification for the All Ohio ASHE OTEC Lunch
- 6/11/2018 – Officer Contact Updates – provided to National on 7/4/2018
- 5/29/2018 – Reminder that IRS 990 forms were due

<b>Operating Budget (As of 9/20/2018)</b>		<b>Membership (As of 9/20/2018)</b>	
Starting Balance	\$8,464.80	Starting Membership	978
Revenue	\$350.00	Losses	30
Expenses	\$8.00	Gains	15
Ending Balance	\$8806.80	Ending Membership (paid)	969

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

**Events scheduled during next quarter:**

- OTEC Regional Board Meeting 10/1/2018
- All Ohio OTEC Lunch Meeting 10/2/2018

**Miscellaneous Items:**

- Shirley Jim Shea's email address wrong in several places. It is [jshea@trcsolutions.com](mailto:jshea@trcsolutions.com) this caused poor notification on the Section Reports schedule.

**Bluegrass**  
**(June 2018 – August 2018)**

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

**Activities:**

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

- Held Board of Director's Meeting on August 23, 2018
- Sent out membership renewal invoices
- Coordinated with ASHE Derby City on joint October 2018 meeting in Frankfort
- Held ASHE section meeting on June 20, 2018, where Project of the Year nominees presented; winners were selected
- Hosted a hospitality suite at the ACEC-KYTC Partnering conference

<b><u>Operating Budget (As of 8/31/18)</u></b>		<b><u>Membership (As of 8/31/18)</u></b>	
Starting Balance	\$1,775.19	Starting Membership	63
Revenue	\$3,156.25	Losses	0
Expenses	\$1,220.77	Gains	2
Ending Balance	\$3,710.67	Ending Membership (paid)	65

**Events scheduled during next quarter:**

- Fourth section meeting
- ASHE event at Churchill Downs

## Central Dacotah

President:	Scott Whaley	<a href="mailto:swhaley@tensarcorp.com">swhaley@tensarcorp.com</a>
VP:	Andrew Gottsman	<a href="mailto:andrew.gottsman@bartwest.com">andrew.gottsman@bartwest.com</a>
Secretary:	Dan Schriock	<a href="mailto:dschriock@nd.gov">dschriock@nd.gov</a>
Treasurer:	Mark Kvas	<a href="mailto:mark.kvas@bartwest.com">mark.kvas@bartwest.com</a>

<u>Operating Budget (As of 9/13/18)</u>		<u>Membership (As of 9/13/18)</u>	
Starting Balance	\$45,077.75	Starting Membership	102
Revenue	\$0.00	Losses	0
Expenses	\$177.24	Gains	0
Ending Balance	\$44,900.51	Ending Membership (paid)	102

### Activities:

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

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

### Events scheduled during next period:

- September 19, 2018 – Kickoff of 2018-19 year
- October 17, 2018 – Scheduled Meeting
- November 13, 2018 – Scheduled meeting

### Miscellaneous Items:

Membership totals will be updated following the first section meeting of the year on Sept. 19.



## Central Ohio

<b>President:</b>	<b>Emily (Steva) Preston</b>	<a href="mailto:epreston@msconsultants.com">epreston@msconsultants.com</a>	<b>2018 – 2019</b>
<b>1<sup>st</sup> Vice President:</b>	<b>Sean Oatman</b>	<a href="mailto:Sean.Oatman@ohm-advisors.com">Sean.Oatman@ohm-advisors.com</a>	<b>2018 – 2019</b>
<b>2<sup>nd</sup> Vice President:</b>	<b>Tom Less</b>	<a href="mailto:tom.less@woolpert.com">tom.less@woolpert.com</a>	<b>2018 – 2019</b>
<b>Secretary:</b>	<b>Mike Taricska</b>	<a href="mailto:Mike.Taricska@burgessniple.com">Mike.Taricska@burgessniple.com</a>	<b>2018 – 2019</b>
<b>Treasurer:</b>	<b>Mike Raubenolt</b>	<a href="mailto:mraubenolt@structurepoint.com">mraubenolt@structurepoint.com</a>	<b>2018 – 2019</b>

### Activities:

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

- Held Project of the Year luncheon in late May, and will install the 2018-2019 board at that luncheon
- Held ASHE golf outing in July at Foxfire golf course, which drew about 48 in attendance
- Held annual ASHE membership renewal

YTD Operating Budget (As of 9/2018) (Includes Investment Accounts)		Membership (As of 9/18)	
Starting Balance	\$ 40,835.92	Starting Membership	195
Revenue	\$ 5,509.08	Losses	3
Expenses	\$ 5,339.80	Gains	0
Ending Balance	\$ 41,006.00	Ending Membership (paid)	198

### Events scheduled during next quarter:

- Planning to hold luncheon at the Ohio Transportation Engineering Conference (OTEC) in October at the Crowne Plaza in downtown Columbus
- Planning to hold Scholarship Fundraiser Dinner to raise scholarship funds in November

**Cuyahoga Valley**

<b>President:</b>	<b>Nick Loukas</b>	<b><u><a href="mailto:nick.loukas@cantonohio.gov">nick.loukas@cantonohio.gov</a></u></b>
<b>Vice President:</b>	<b>Dean Wolosiansky</b>	<b><u><a href="mailto:dwolesiansky@lindsayprecast.com">dwolesiansky@lindsayprecast.com</a></u></b>
<b>Secretary:</b>	<b>Scott Basinger</b>	<b><u><a href="mailto:smbasinger@starkcountyohio.gov">smbasinger@starkcountyohio.gov</a></u></b>
<b>Treasurer:</b>	<b>Denny Flechtner</b>	<b><u><a href="mailto:denny319@att.net">denny319@att.net</a></u></b>

**Activities:**

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

- 5/17-20/18 ASHE National Conference - Cleveland
- 5/24/18 Rich LaRocco Memorial Golf Outing
- 7/13/18 Trap Shoot
- 9/20/18 Asphalt Concrete for Prevailing Traffic Conditions

<b><u>Operating Budget (As of 9/14/18)</u></b>		<b><u>Membership (As of 9/14/18)</u></b>	
Starting Balance	\$7,130.67	Starting Membership	130
Revenue	\$4,185.16	Losses	10
Expenses	\$3,225.61	Gains	2
Ending Balance	\$8,090.22	Ending Membership (paid)	122

**Events scheduled during next quarter:**

- 10/25/18 Akron Canton Airport presentation
- 11/18 Drone use in Highway Industry
- 12/18 Annual Holiday Gathering

**Derby City**

<b>President:</b>	<b>Erica Albrecht</b>	<b><u><a href="mailto:Erica.Albrecht@hdrinc.com">Erica.Albrecht@hdrinc.com</a></u></b>	<b>2018-2019</b>
<b>Vice President:</b>	<b>Craig Klusman</b>	<b><u><a href="mailto:Craig.Klusman@aecom.com">Craig.Klusman@aecom.com</a></u></b>	<b>2018-2019</b>
<b>Secretary:</b>	<b>Brian Meade</b>	<b><u><a href="mailto:brian.meade@urs.com">brian.meade@urs.com</a></u></b>	<b>2018-2019</b>
<b>Treasurer:</b>	<b>Jonathan Berry</b>	<b><u><a href="mailto:jon.berry@burgessniple.com">jon.berry@burgessniple.com</a></u></b>	<b>2018-2019</b>

**Activities:**

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

- June 21, 2018—ASHE Derby City Project of the Year Awards; Knight of Columbus
- July 23, 2018—ASHE Derby City Board of Directors Meeting at Jade Palace
- September 5, 2018—ASHE Hospitality Suite at the ACEC/KYTC Partnering Conference

<b><u>Operating Budget (As of 7/23/18)</u></b>		<b><u>Membership (As of 7/23/18)</u></b>	
Starting Balance	\$7,786.79	Starting Membership	85
Revenue	\$2,652.31	Losses	0
Expenses	\$956.49	Gains	0
Ending Balance	\$9,482.61	Ending Membership (paid)	85

**Events scheduled during next quarter:**

- September 19, 2018—ASHE Derby City Board of Directors Meeting at Jade Palace
- November 16, 2018—ASHE Derby City Day at the Downs event at Churchill Downs

## Lake Erie

**President:** Jim Shea, P.E. [JShea@trcsolutions.com](mailto:JShea@trcsolutions.com) Term ends May 2019  
**Vice President:** Sean Milroy, P.E. [smilroy@mbakerintl.com](mailto:smilroy@mbakerintl.com) Term ends May 2019  
**Secretary:** Kathy Johnson, P.E. [kathy.g.johnson@hdrinc.com](mailto:kathy.g.johnson@hdrinc.com) Term ends May 2019  
**Treasurer:** Steve Tyneski, P.E. [Steven.Tyneski@dot.ohio.gov](mailto:Steven.Tyneski@dot.ohio.gov) Term ends May 2019

### Activities:

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

- May 17<sup>th</sup>-20<sup>th</sup>, 2018; (Attendance 576 ) the Lake Erie Section hosted the ASHE National Conference at the Westin Cleveland Downtown Hotel where guests had the opportunity to enjoy technical sessions, technical tours, guest tours, and entertainment.
- June 6<sup>th</sup>, 2018; Board Meeting held at WSP Office. Ten of twelve board members present. Notable discussions included election results (Steve Gage and Julie Meyer new Directors, with Steve Tyneski having taken over Treasurer prior to election), beginning a Lifetime Member program, bank transfer, and the 2018-2019 program.
- August 15<sup>th</sup>, 2018; Board Meeting held at TRC office. Ten of twelve board members present. Notable discussions included financial meeting to be held later to discuss use of Conference funds, status of the Section as it relates to State taxes and the Region, and student involvement and punch list created during separate meeting between Student Chair Tom Flask, President Jim Shea, and Secretary Kathy Johnson.

<u>Operating Budget (As of 8/31/18)</u>		<u>Membership (As of 9/13/18)</u>	
Starting Balance	\$10,583.32	Starting Membership	169
Revenue	\$9,991.97	Losses	7
Expenses	\$1,363.57	Gains	11*
Ending Balance	\$19,211.72	Ending Membership	173

\*17 membership applications pending, six of which were reported for Q2.

### Events scheduled during next quarter:

- September 10<sup>th</sup>, 2018; ODOT Kickoff with Deputy District Directors
- October 23<sup>rd</sup>, 2018; Cuyahoga River Boat Tour
- November, 2018; CCG6A & B Project Coordination
- December 12<sup>th</sup>, 2018; Joint Holiday Party

### Miscellaneous Items:

- Named 14 Lifetime Members prior to 2018-2019 membership renewal.

## Northwest Ohio Section

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

### Activities:

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

- 03/15/18 – Mike Pniewski, Lucas County Engineers, Ohio's Code of Ethics for Engineers and Surveyors
- 05/24/18 – Jerry Frantz, Meredith Brothers Inc., Engineered solutions to civil challenges in today's construction and engineering atmosphere

<u>Operating Budget (As of 09/14/18)</u>		<u>Membership (As of 09/14/18)</u>	
Starting Balance	\$2621.95	Starting Membership	46
Revenue	\$5070.00	Losses	0
Expenses	\$2890.97	Gains	0
Ending Balance	\$4800.98	Ending Membership (paid)	46

### Events scheduled during next quarter:

- Next meeting September 20, 2018 Jon Prier, P.E. ODOT Design Updates from Ohio EPA's Updated Construction General Permit

## Triko Valley

<b>President:</b>	<b>Steve Mary</b>	<b><u><a href="mailto:Steve.Mary@stantec.com">Steve.Mary@stantec.com</a></u></b>	<b>2018-2019 term</b>
<b>First Vice President:</b>	<b>Tom Nicholson</b>	<b><u><a href="mailto:tnicholson@pretekgroup.com">tnicholson@pretekgroup.com</a></u></b>	<b>2018-2019 term</b>
<b>Secretary:</b>	<b>David Emerick</b>	<b><u><a href="mailto:david.emerick@duke-energy.com">david.emerick@duke-energy.com</a></u></b>	<b>term continuing</b>
<b>Treasurer:</b>	<b>Eric Kistner</b>	<b><u><a href="mailto:eric.kistner@stantec.com">eric.kistner@stantec.com</a></u></b>	<b>term continuing</b>

### Activities:

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

- The June 6 Cincinnati Red's game outing was cancelled due to lack of interest.
- August 22, 2018 – The first Board of Directors Meeting was held at the Terracon Cincinnati office with nine persons attending. Upcoming events including the September general membership meeting that celebrates the Triko Valley's 30<sup>th</sup> Anniversary were discussed as well as membership renewals and the scholarship program.

<u>Operating Budget (As of 9/14/18)</u>		<u>Membership (As of 9/14/18)</u>	
Starting Balance	\$27,712.57	Starting Membership	188
Revenue	\$14,972.05	Losses	9
Expenses	\$10,009.30	Gains	2
Ending Balance	\$32,675.32	Ending Membership (paid)	181

### Events scheduled during next quarter:

- September 18, 2018      General membership meeting – speakers ASHE National President Richard Cochrane and a representative from Drive Ohio
- October 16, 2018      Second Board of Directors Meeting
- November 13, 2018      General Membership Meeting – Ethics presentation
- December, 2018      Holiday party – date and venue to be determined.

### Miscellaneous Items:

- This is the Triko Valley section 30<sup>th</sup> anniversary year.
- The Board is implementing honoring members of over 25 years with lifetime memberships.
- The Board is implementing a new scholarship honoring Jim Jurgenson who passed away last year.

**REGIONAL REPORT**  
**MID-ATLANTIC REGION:**  
**Quarterly Report (3rd Quarter, 2018)**  
**July 2018 – September 2018**

by Nimish Desai, P.E., President, Mid-Atlantic Region, John Harman, P.E., 2<sup>nd</sup> 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**

**REGION REPORT**

I am honored and humbled to serve as the President of the Mid-Atlantic Region. Before, I provide an update of the region's activities this summer, I would like to thank our Past-President, Bob Reed for an excellent job in leading the region for the past 3 years. The Region's annual face-to-face BoD meeting was held on April 8, 2018 in Charlottesville, VA and new officers were elected. The officers elected for a 3-year term are listed below:

- President Nimish Desai, P.E. (Chesapeake Section)
- 1<sup>st</sup> VP John Midyette, P.E. (Old Dominion Section)
- 2<sup>nd</sup> VP John Harmon, P.E. (Greater Hampton Roads Section)
- Secretary Rhys Keller, P.E. (Greater Hampton Roads Section)
- Treasurer Brian Post, P.E. (Chesapeake Section)
- Past President Bob Reed, P.E. (Potomac Section)

I would like to congratulate each of the new Region Officers who took over their duties on June 1, 2018 as well as thank each of the Region Directors for their participation and leadership as we move into the ASHE 2018-2019 year.

Several members from the Region attended the National Conference in Cleveland, OH in mid-May. The Chesapeake Section received the Gene Smith award for the highest membership number increase for a Section this past year. Amanda Lafleur of the Chesapeake Section was selected as the young member of the year at the National Conference. Two projects submitted by the Mid-Atlantic Region won the 2018 National Projects of the Year awards at the National Conference: The "*Dominion Boulevard Improvement*" project (Greater Hampton Roads Section) won in the Over \$20 Million category and the "*I-95/Temple Avenue Interchange Improvement*" project (Old Dominion Section) won the Under \$20 Million category. Congratulations to all the winners. The Region is proud of our accomplishments this year and look forward to continuing our success next year.

Due to summer vacations and given the transition of the new board, the Mid-Atlantic Region was relatively inactive during the summer but held one teleconference BoD meeting in mid-August (8/20). One of the Region's main focuses this year will be to renew the effort to establish a new section in South Carolina by the summer of next year. The Region also approved a loan of \$8,000 from their funds to assist the Carolina Triangle Section with their future 2020 National Conference. Our next BoD call is anticipated to be held in the last week of September.

Several of the eight Sections in the Mid-Atlantic Region continued their programs through the summer of 2018. Now that the summer is over, each section is gearing up with their technical meetings, activities, and events. One of the key decisions that was made during the Mid-Atlantic Region board meeting in Charlottesville was to rescind the Region's previously adopted/utilized "SOP" for issuing PDH's and require each section to follow the national "Professional Development Certification Program"

September 2018

guidelines for issuance of PDH credits and administer them at the Section level, including maintaining appropriate documentation. Moving forward, each section will be responsible to issue their own PDH's and will not be required to obtain approval from the Mid-Atlantic Region. Information regarding the PDH approval process has been provided to each Region Director to share with their Sections.

Lastly, the new officers and directors of the Region's BoD look forward to working with the National Board and Shirley Stuttler, ASHE National President's Assistant, and eagerly await getting the infamous "Shirley-grams".

**Region Financial activities during the period:**

There was no financial activity during this reporting period as the expenses, and sponsorships related to the Regional Spring Technical Conference held in Charlottesville, VA on April 9, 2018 were captured in the previous reporting period. Activity for the next period will include issuance of a seed money check in the amount of \$8,000 to the 2020 National Conference planning committee. The current balance in the Region's checking account is \$50,345.50



**Blue Ridge Section**  
**Region Directors Quarterly Report**  
**(July 2018 through September 2018)**

**Activities:**

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

June 2018 – August 2018

- No events occurred during this timeline.

Other:

- Currently have no student chapters in the Section. Some interest was expressed by Virginia Tech. No champion designated from current membership.

<b>Operating Budget (as of 03/30/2018)</b>	
Starting Balance	\$9,462.53
Revenue	\$1,390
Expenses	(\$4,793.39)
Ending Balance	\$6,059.14
Scholarship \$ awarded in CY 2018	\$3,500.00

<b>Membership (as of 03/30/2018)</b>	
Starting Membership	78
Gains*	11
Losses*	11
Current Membership	78
Student members (estimated)	0

\* since 5/31/17

**Carolina Piedmont**  
**Region Directors Quarterly Report**  
**(July 2018 through September 2018)**

**Activities:**

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

**Past Period:**

- Scholarship Golf Tournament – May 24<sup>th</sup> Olde Sycamore Golf Plantation
- Board Meeting – July 23rd

**Upcoming Meetings:**

- September – NCDOT & Division 10 Update
- October – Annual ASHE Sporting Clays Tournament
- November – Holiday Social

**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: 2 University of North Carolina at Charlotte

<b><u>Operating Budget</u></b> (as of 8/28/2018)		<b><u>Membership</u></b> (as of 4/24/2018)	
Starting Balance	\$22,579.24	Starting Membership	70
Revenue	\$6,470.95	Losses (Transfer/Dropped)	0
Expenses	\$6,632.89	Gains	6
Ending Balance	\$22,417.30	Ending Membership	76
Scholarship \$ awarded in CY 2018	\$2,500	Student members (estimated)	0

**Carolina Triangle Section**  
**Region Directors Quarterly Report**  
**(July 2018 through September 2018)**

**Activities**

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

- July 11, 2018 – Board of Directors Meeting
  - Previous Minutes approved
  - Draft 2018/2019 FY Budget was presented and discussed
  - Committee Reports
  - Discussed Golf Tournament – held on June 21<sup>st</sup>
    - Record number of profit for scholarship fund this year: \$10,200
    - Record number of sponsors this year as well
- August 12, 2018 – Durham Bulls Game Social Event
  - Event was a great success with 60 Members in attendance
- August 24, 2018 – Board of Directors Meeting
  - Previous Minutes approved
  - Revised 2018/2019 FY Budget was presented and discussed
  - Committee Reports
  - Planning for Fall Technical Seminar
- September 27, 2018 – Board of Directors Meeting and Dinner Meeting
  - First Dinner Meeting of the 2018/2019 FY featuring speaker from City of Raleigh

Other:

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

<b><u>Operating Budget</u></b> (as of 08/31/18)	
Starting Balance	\$ 26,035.27
Revenue	\$ (766.54)
Expenses	\$ 9,140.36
Ending Balance	\$ 16,128.37

<b><u>Membership</u></b> (as of 08/31/18)	
Starting Membership	0
Losses (Transfer/Dropped)	0
Gains (Renewals)	180
Ending Membership	180

**Chesapeake Section**  
**Region Directors Quarterly Report**  
**(July 2018 through September 2018)**

**Activities:**

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

- Chesapeake Board of Directors meetings
  - July 24, 2018
    - Planned for July and August Younger Member and Social Events
    - Reviewed Draft Budget for 2018-2019 Year
    - Committee Reports
  - August 28, 2018
    - Planned for Fall Technical Sessions
    - Approved Budget for 2018-2019 Year
    - Committee Reports
  - September 25, 2018 – Upcoming
- July 29, 2018 – Younger Member Hike at Patapsco Valley State Park
  - 5.2 mile hike in the Patapsco Valley State Park, followed by lunch and happy hour at Heavy Seas Brewery
- August 10, 2018 – ASHE Night with the Orioles
  - Annual Member Appreciation baseball game watching the Orioles play the Red Sox
- September 19, 2018 – Construction Site Visit
  - Presentation and tour of I-270/Watkins Mill Road Interchange Project in Montgomery County, MD
- September 27, 2018 – Younger Member Guinness Open Gate Brewery and Barrel House Tour
  - Social event to drum up interest of new members and tour of the newly opened facility in Halethorpe MD (the first Guinness Brewery on U.S. soil since 1954)

**Other:**

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

<b><u>Operating Budget (as of 08/28/2018)</u></b>	
Starting Balance	\$48,316.36
Revenue	\$2,575.00
Expenses	\$(2,422.34)
Ending Balance (as of 04/03/2018)	\$48,469.02
Scholarship \$ awarded in CY 2018	\$10,500

<b><u>Membership (as of 08/28/2018)</u></b>	
Starting Membership	279
Losses (Transfer/Dropped)	0
Gains	0
Ending Membership	279
Student members (estimated)	10

**Greater Hampton Roads Section  
Region Directors Quarterly Report  
(July 2018 through September 2018)**

**Activities**

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

- August 8, 2018 – Social Event: Trivia Night-Transportation Edition (Maria Murdock and Matt Edwards, event organizers and Ryan Banas MC the event with help from Joe Modica).
  - The summer social event was held at O'Connor Brewing Company in Norfolk, Virginia.
  - Members and guests enjoyed four rounds of friendly transportation trivia with groups of five to eight people per team. The team names were as entertaining as the game itself.
  - Those in attendance had a great time and the food and drinks were much appreciated as networking was in a full swing.
  - Many compliments and kudos to the MC and the trivia writers.
- Sponsorships – Currently we have received commitments for \$6,100, however we anticipate these funds will increase appreciably as we ramp of the sponsorship campaign (Ryan Banas – Chair).
- May 22, 2018 – ASHE-GHR 12<sup>th</sup> Annual Roundtable at the Westin Town Center, Virginia Beach. Board meeting held in-person before the general meeting.
  - During this general meeting, the Directors of Public Works for each of the cities in the Hampton Roads area as well as key personnel from VDOT and HRSD came together to answer questions from the ASHE members in attendance. This year the moderator was Philip Shucet (President, PS&C) and the panelists were:
    - John Yorks, City of Hampton
    - Thelma Drake, City of Norfolk
    - Phil Pullen, City of Virginia Beach
    - Jamie Oliver, Isle of Wight
    - Chris Hall, Virginia Department of Transportation
    - Mike Kimbrel, Hampton Roads Planning District Commission
    - Earl Sorey, City of Chesapeake
    - Bruce Husselbee, Hampton Roads Sanitation District

**Upcoming Events:**

- September 18, 2018 – Full Depth Restoration – Michael Galli (ECS).

Other:

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

<b>Operating Budget</b> (as of August 22, 2018)	
Starting Balance (4/16/18)	\$19,201.58
Revenue	\$5,098.00
Expenses	-\$6,097.60
Ending Balance (8/22/18)	\$18,201.98
Scholarship \$ awarded in CY 2017	\$8,000.00

<b>Membership</b> (as of August 22, 2018)	
Starting Membership	101
Losses	0
Gains	0
Ending Membership	101
Student members (estimated)	0

**North Central West Virginia Section**  
**Region Directors Quarterly Report**  
**(July 2018 through Sept. 2018)**

**Activities:**

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

- July – Sept. 2018 – No activity thru summer

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.

<b>Operating Budget (as of 9/05/18)</b>	
Starting Balance	\$20,693.00
Revenue	\$3,520.00
Expenses	\$2,394.00
Ending Balance (est.)	\$21,819.00
Scholarship \$ awarded in CY 2018 (July-Sept..)	\$2,250.00

<b>Membership (as of 9/05/18)</b>	
Starting Membership	47
Gains	
Losses	4
Ending Membership	47
Student members (estimated)	0

**Old Dominion Section  
Region Directors Quarterly Report  
(July 2018 through September 2018)**

**Activities**

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

- Joint Social with ASHE Old Dominion, WTS Central Virginia Chapter, ASCE, and VASITE; July 18, 2018; Location: Southern Railway Taphouse
- Board of Directors' meeting; Date: July 25, 2018; Location: InfraMap
- Technical Session Topic: VTRC, Noah Goodall, Measuring Semi-Automated Vehicle Behavior from Field Data; Date: August 9, 2018; Location: VDOT Central Office Auditorium
- Board of Directors' meeting; Date: TBD September 2018; Location: TBD

Other:

- Currently have no student chapters in the Section.

<b>Operating Budget (as of 9/30/18)</b>	
Starting Balance	\$ 12,492.25
Revenue	\$ 3,688.90
Expenses	\$ 393.16
Ending Balance	\$ 15,787.99

<b>Membership (as of 9/30/18)</b>	
Starting Membership	94
Gains	2
Losses	0
Corrections	0
Ending Membership	96
Student members (estimated)	0

**Potomac Section**  
**Region Directors Quarterly Report**  
**(July 2018 through September 2018)**

**Activities**

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

- 8/8/2018 – Young (and young at heart) Member Event – Baseball game and Nationals Park Atlanta Braves against the Nationals. We had 60 registrants and approximately 55 attendees at the event.
- 9/12/2018 – The first meeting of the season will be held at Westwood Country Club. The guest speaker is Dennis Leach and we anticipate approximately 100 attendees at this event.

<b>Operating Budget (as of 9/01/2018)</b>	
Starting Balance (2/1/2018)	\$35,577.32
Revenue	\$13,147.52
Expenses	(\$7,809.09)
Ending Balance	\$40,915.75

<b>Membership (as of 9/01/2018)</b>	
Starting Membership	193
Losses	0
Gains	3
Corrections	10
Ending Membership (Paid)	206

**Events scheduled during next quarter:**

- July – September: Annual field trip
- October – December: Monthly meetings

**Miscellaneous Items**

- Breakfast Board Meetings – Held on July, August 2 and August 30th (and upcoming on October 11, and November 8) 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.
- 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.
- Started discussions about hosting the National Conference in Washington DC in 2024, in collaboration with other Sections in our Region. Cerasela Cristei and Rich Clifton volunteered to be co-chairs for this event.



**REGIONAL REPORT**  
**Northeast Region**

**President ..... Rob Prophet ..... rprophet@trafficpd.com**  
**Vice President..... Paul McNamee ..... Paul.McNamee@kci.com**  
**Secretary ..... Scott Cortese ..... scortese@maserconsulting.com**  
**Treasurer ..... Jerry Pitzer ..... jerry1368@yahoo.com**

- The Northeast regional Board of Directors most recently met via teleconference on 9-20-2018.
- The region has a balance \$xx,xxx, expenses and income for the quarter are unknown.
- The region has been using WebEx for Board of Directors' meetings, except for one meeting per year as part of the National Conference. The 9-20-2018 BoD meeting was held via teleconference.
- Refer to the 9-20-2018 BoD meeting minutes/details for actions/tasks and upcoming events. Agenda is copied below:
  - Introductions
  - Recap of Last Region Meeting
    - National Awards
    - Scanner
    - Insurance Policy
    - Student Chapters
    - Webmaster
    - Best Practices Committee
    - Registration/Pay Pal
  - Possible Initiatives for 2018-2019
    - Regional Conference
    - Regional Webinars
    - Regional Golf Outing
    - Younger Member Membership Drive
    - Operations Manual
  - National Conference – Kalahari Resort
  - Regional Officer Duties
  - Fall Board Meeting
  - Other

## Albany

### Officers:

President:	Erik LeClair, PE	leclaires@cdmsmith.com
1 <sup>st</sup> Vice President:	Lisa Westrick, PE	Lisa.Westrick@stantec.com
2 <sup>nd</sup> Vice President:	Wayne Bonesteel, PE	wbonesteel@maserconsulting.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:

- June 12, 2018: **Albany Section's 8<sup>th</sup> Annual Golf Outing** at Van Patten Golf Course in Clifton Park.
- June 26, 2018: **Plant Tour at Northeast Solite** in Saugerties, NY.
- August 28, 2019: **ASHE Albany Breakfast at the Track**, Saratoga Track Clubhouse, Saratoga Springs, 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	<u>(\$2,850)</u>	Members - Dropped	0
Ending Balance	\$12,249.28	Members - Reinstated	<u>0</u>
		Ending Membership (paid)	103

### Events scheduled during the next quarters:

- October 10, 2018: **Annual Dinner** will be held at the Century House, Latham, NY. The keynote speaker will be **Eric Celia, PE – NYSDOT Director of Project Management Office/Design-Build Program Director**. The Albany Section will swear in new board members and also award two, \$500 Scholarships
- October 23-25, 2018: Sponsor for 2018 Statewide Conference on Local Bridges, Syracuse, NY.
- December 2018: **Holiday Social Gathering**; Date, location and time TBD.
- January 2019: **Capital City Future City Competition**, co-sponsored by the ASHE Albany Section.
- February 2019: **Engineer's Week** (ASHE Albany Section sponsors a booth); Date and time TBD.
- March 2019: **Membership Meeting** with PDH; Location TBD.
- April 2019: **Membership Meeting** with PDH; Location TBD.
- May 2019: **Membership Meeting** with PDH; Location TBD.
- June 2019: **Albany Section's 9<sup>th</sup> Annual Golf Outing** at Van Patten Golf Course in Clifton Park

**Altoona**

No Report

**Central New York**

No Report

**Clearfield**

No Report

**Delaware Valley**

No Report

No Report

## First State

### Officers

<b>President:</b>	<b>Gregory Pawlowski</b>	<b><u><a href="mailto:Gregory.Pawlowski@DRBA.net">Gregory.Pawlowski@DRBA.net</a></u></b>
<b>1<sup>st</sup> Vice President:</b>	<b>Brian Kisner</b>	<b><u><a href="mailto:bkisner@centuryeng.com">bkisner@centuryeng.com</a></u></b>
<b>2<sup>nd</sup> Vice President:</b>	<b>Shellie Baird</b>	<b><u><a href="mailto:sbaird@amtengineering.com">sbaird@amtengineering.com</a></u></b>
<b>Secretary:</b>	<b>Matheu Carter</b>	<b><u><a href="mailto:matheu@udel.edu">matheu@udel.edu</a></u></b>
<b>Treasurer:</b>	<b>Preston Ayers</b>	<b><u><a href="mailto:gl.preston.ayars@gmail.com">gl.preston.ayars@gmail.com</a></u></b>

### Activities:

The following is a summary of key activities for this 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 event with ASCE chapter

<b>Operating Budget (As of 9/30/18)</b>		<b>Membership (As of 9/30/18)</b>	
Starting Balance	\$ 22,651.33	Starting Membership	144
Revenue	\$ *	Losses	0
Expenses	\$ *	Gains	9
Ending Balance	\$ 22,151.33	Ending Membership (paid)	153

\* Details forthcoming from transfer to new Treasurer

### Events scheduled during next quarter:

- **September 19, 2018** – Golf Outing at Frog Hollow Golf Club to support the student scholarship program.
- **October 12, 2018** – Barbeque to be hosted by ASHE@UD Student Chapter at the Civil Engineering Structures Lab on University of Delaware campus.
- **October 18, 2018** – Dinner meeting with recognition of student scholarships. Presentation will be by two members of the International Partnering Institute (IPI).
- **November 15, 2018** – Dinner meeting. Presentation by Dr. Nenad Gucunski of Rutgers University – Bridge Deck Evaluations.
- **December 7, 2018** (tentative) – ASHE Christmas Gala.

### Miscellaneous Items:

- Two dedicated education sessions are in planning for February and March 2019. These will likely be three hours each and professional development hours certificates will be issued. One topic will likely be ethics and the second will be selected from the current short list.

### Milestones:

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

- Thomas C. Clements, P.E. has stepped down after 23 years as Secretary for First State Section. He remains available to the new Secretary for advice, counsel, and direction.
- ASHE@UD, the student chapter at University of Delaware has been robustly active now for over 9 years.
- First State Section 2018 was the recipient of the Robert E. Yeager Award, given annually to the Section whose new members added during the year reflected the best balance of employment categories supporting the highway industry.



No Report

No Report

Long Island

No Report

**Mid-Alleghany**

No Report

## New York Metro

### Officers

President:	Tanvi Pandya, PE	2tanvi@gmail.com
Vice President:	Maria Losyeva, PE	Maria.Losyeva@jacobs.com
Secretary:	Anthony Grosso	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 June 12, July 10, August 14 and September 11, 2018

<u>Operating Budget (As of 9/11/18)</u>		<u>Membership (As of 9/11/18)</u>	
Starting Balance (6/1)	\$22,125.49	Starting Membership (6/1)	170
Revenue	\$7,941.84	Losses	67
Expenses	\$933.07	Gains	
Ending Balance	\$29,134.26	Ending Membership (paid)	103

### Events scheduled during next quarter:

Presentation at Club 101

9/24 BQE Triple Cantilever- Bob Collyer, PE

Construction Site Tour

9/27 Bayonne Bridge

## North-Central New Jersey

### Officers

<b>President:</b>	<b>Jean Philippe Magron</b>	<b>jp.magron@hdrinc.com</b>
<b>1<sup>st</sup> Vice President:</b>	<b>Thomas Di Chiara</b>	<b>tdichiara@arorapc.com</b>
<b>2<sup>nd</sup> Vice President:</b>	<b>Marisa Sapiezynski</b>	<b>mnsapiezynski@mccormicktaylor.com</b>
<b>Secretary:</b>	<b>Greg Kuczynski</b>	<b>gkuczynski@gfnet.com</b>
<b>Treasurer:</b>	<b>Robert S. Nash</b>	<b>robert.nash@rve.com</b>
<b>Region/National</b>		
<b>Director:</b>	<b>Don Di Zuzio</b>	<b>ddizuzio@tandmassociates.com</b>

### Activities:

The following is a summary of key activities for this 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 and program planning
- August, 2018; No Meeting/Activities
- September 13, 2018; Joint meeting with SNJ Chapter, Remarks by Assemblymen Daniel Benson and update on NJDOT Capital Program by NJDOT Assistant Commissioner Snehal Patel

<u>Operating Budget (As of 9/21/18)</u>		<u>Membership (As of 9/21/18)</u>	
Starting Balance (6/13/18)	\$ 57,335	Starting Membership (6/13/18)	106
Revenue / Income	\$ 30,668	Losses	7
Expenses	\$ 11,363	Gains	9
Ending Balance	\$ 76,660	Ending Membership (paid)	108

### Events scheduled during next quarter:

- October 9, 2018; Route 206 over Stony Brook Project Presentation
- October 20, 2018; Membership Drive at the NJ Turnpike Authority Offices
- November 13, 2018; Scudders Falls Bridge Replacement Project Presentation
- December 11, 2018; TBD

### Miscellaneous Items:

- Preceding every monthly meeting, there is a board meeting

**Northeast Penn**

No Report

## Pittsburgh

### Officers

<b>President:</b>	<b>Pat Kane</b>	<b>E-mail address</b> pkane@gpinet.com
<b>Vice President:</b>	<b>Dan Cessna</b>	<b>E-mail address</b> Dan.Cessna@mbakerintl.com
<b>Secretary:</b>	<b>Jim Weaver</b>	<b>E-mail address</b> jysweaver@verizon.net
<b>Treasurer:</b>	<b>Jerry Pitzer</b>	<b>E-mail address</b> jerry1368@yahoo.com

### Activities:

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

- June 13, 2018 Lower Allegheny River Bridge Crawl and Pub tour
- June 15, 2018 ASHE Pittsburgh Pirate Game outing
- June 27, 2018 Pittsburgh Board of Directors Meeting
- August 8, 2018 Pittsburgh Board of Directors Meeting
- September 18, 2018 – Section Dinner Meeting – Hofbrauhaus featuring PennDOT ADE Doug Seeley
- September 29, 2018 Young Members Softball Tournament, joint event with ASCE

<b><u>Operating Budget (As of 09/01/2018)</u></b>		<b><u>Membership (As of 09/01/2018)</u></b>	
Starting Balance (07/01)	\$68,682	Starting Membership (07/01)	558
Revenue	\$8,242	Losses	-
Expenses	\$1,776	Gains	7
Ending Balance	\$75,148	Ending Membership (paid)	665

### Events scheduled during next quarter:

- ASHE Pittsburgh Motorcycle Ride for October 13, 2018
- Adopt A Highway October 6, 2018
- Pittsburgh Section Dinner Meeting October 17, 2018
- Pittsburgh Section Past Presidents' Banquet November 3, 2018
- 5<sup>th</sup> Annual Holiday Happy Hour December 12, 2018

### Miscellaneous Items:

- Actively involved in CLC
- Community Outreach at various local high schools, middle schools



## Southern New Jersey

### Officers

<b>President:</b>	<b>Matthew Benscoter</b>	<b>mbenscoter@hardesty-hanover.com</b>
<b>Vice President:</b>	<b>Michael Frabizzio</b>	<b>mfrabizzio@aidpe.com</b>
<b>Secretary:</b>	<b>Heather Jones</b>	<b>hjone@arh-us.com</b>
<b>Treasurer:</b>	<b>Joe Macios</b>	<b>joemacios@hotmail.com</b>

### Activities:

The following is a summary of key activities for this 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 07, 2018: Member Appreciation Event: Trenton Thunder vs Richmond Flying Squirrels

<b><u>Operating Budget (As of 6/30/18)</u></b>		<b><u>Membership (As of 6/30/18)</u></b>	
Starting Balance (4/1)	\$101,824.25	Starting Membership (4/1)	161
Revenue	\$ 24,359.17	Losses	0
Expenses	\$ 15,776.90	Gains	0
Ending Balance (6/30)	\$110,406.52	Ending Membership (6/30/18)	161

### Events scheduled during next quarter:

- July 18, 2018: Scholarship Fundraiser Golf Outing at Ramblewood Country Club
- August 15, 2018: Scholarship Fundraiser/Social Event at Dimatteo Vineyards and Winery
- September 13, 2018: A Board of Directors Meeting will be held prior to the dinner meeting.
- September 13, 2018: A joint meeting with ASHE NC-NJ on the NJ Capital Program. The event will be held at the Cranbury Inn 21 South Main Street, Cranbury, NJ 08512.
- October 2018: Field Trip and Dinner Presentation on County Route 530.
- November 2018: A Board of Directors Meeting will be held prior to the dinner meeting.
- November 2018: Dinner Presentation on Construction Management Technical Session at The Hamilton Manor, 30 NJ-156, Hamilton Township, NJ 08620.
- December 2018: SBE and Technology Open House at The Hamilton Manor, 30 NJ-156, Hamilton Township, NJ 08620.

**Southwest Penn**

**President:** Lisa Hoeke – lisa@tunstallengineering.pro  
**Vice President:** Eric Meyer – emeyer@wrallp.com  
**Secretary:** Melissa Heffern – mheffern@spkengr.com  
**Treasurer:** Carl Buchanan – cbuchanan@spkengr.com

**Events scheduled during this quarter:**

- June – -----
- July – -----
- August 29, 2018 – Summer Board Meeting – Vinosky Winery

<b><u>Operating Budget (As of 6/1/18)</u></b>		<b><u>Membership (As of 6/1/18)</u></b>	
Starting Balance (6/1)	\$83,610.42	Starting Membership (12/1)	290
Revenue	2,831.75	Losses	0
Expenses	0.00	Gains	4
Ending Balance	86,442.17	Ending Membership (paid)	294

**Events scheduled during next quarter:**

- September 26, 2018 – Monthly Dinner Meeting Stone Villa Winery, Acme, PA
- October 31, 2018 – Monthly Dinner Meeting Caporella's Italian Ristorante, Uniontown, PA

**No Report**

**REGIONAL REPORT**  
**Southeast Region Report**  
**Regional Directors Report**  
**(May-September)**

**Regional Officers**

President:	Ron Osterloh	<a href="mailto:osterloh@pondco.com">osterloh@pondco.com</a>
Vice President:	Len Pappalardo	<a href="mailto:lpappalardo@keville.com">lpappalardo@keville.com</a>
Secretary:	Holly Painter	<a href="mailto:holly.painter@kci.com">holly.painter@kci.com</a>
Treasurer:	Donna McQuade	<a href="mailto:McQuadeD@pondco.com">McQuadeD@pondco.com</a>

**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
- Oct, 2018; Regional Conference Call TBD

<b><u>Operating Budget (As of 8/31/18)</u></b>	
Starting Balance	\$ 480.00
Revenue	\$ 1,406.00
Expenses	\$ 185.47
Ending Balance	\$ 1,220.53

## Central Florida Section

### Officers

<b>President:</b>	<b>Glenn Pressimone, PE</b>	<b><u><a href="mailto:Glenn.Pressimone@CFXWay.com">Glenn.Pressimone@CFXWay.com</a></u></b>
<b>Vice President:</b>	<b>Erin Kelley</b>	<b><u><a href="mailto:ekelley@jci-insurance.com">ekelley@jci-insurance.com</a></u></b>
<b>Secretary:</b>	<b>Sherman Klaus, PE</b>	<b><u><a href="mailto:sklaus@balmoralgroup.us">sklaus@balmoralgroup.us</a></u></b>
<b>Treasurer:</b>	<b>Gary Kuhns, PE</b>	<b><u><a href="mailto:gkuhns@g-e-c.com">gkuhns@g-e-c.com</a></u></b>

### Activities:

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

- June 21<sup>st</sup>, 5:30-8:30pm we held our Annual Banquet and Officer Installation. This event also served as our 25<sup>th</sup> Anniversary Celebration for the Chapter. The theme this year was Casino Night. And turn out to be a big hit and was well attended.

Operating Budget <sup>(1)</sup>		Membership <sup>(2)</sup>	
Starting Balance (9/07/18) (Checking and PayPal Account)	\$7,452.92.	Starting Membership (11/30/17)	60
Revenue Expected	\$2,400.00	Losses	0
Expenses Expected	\$2,000.00	Gains	1
Ending Balance Expected	\$7,852.92	Ending Membership As of (8/30/18)	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. We are in the middle of our current membership drive due to end on 9/30.

### Events scheduled during next quarter:

- **Tuesday, September 25<sup>th</sup>**, 5:00-8:00pm at the Hammered Lamb in Orlando we will hold *Trivia Night*. This social event will be the kick-off for the new season and should prove to be as successful as our Casino Night 25<sup>th</sup> Anniversary Celebration.
- In **October** (Date TBD) we will be holding our New Member Breakfast & UCF Professional Round table out at the UCF campus. This will be a membership event to try to energize our student involvement.
- In **November** we are planning a Food Drive Social that we plan on partnering with ASCE-YMS. The details on this event are still in the works but it is sure to be another hit.
- Finally, in December we are planning an *Ugly Sweater Social*. Stay tune for details to follow.

### Miscellaneous Items:

- None

### Milestones:

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

- October; New Member Breakfast & UCF Professional Round table. Reenergizing our student chapter involvement.

**Georgia Section**  
**Regional Directors Report**  
**(May-September)**

**Officers**

<b>President:</b>	<b>Mindy Sanders</b>	<b><u><a href="mailto:mhsanders@pontengineering.com">mhsanders@pontengineering.com</a></u></b>
<b>Vice President:</b>	<b>Richard Meehan</b>	<b><u><a href="mailto:richard.meehan@loweengineers.com">richard.meehan@loweengineers.com</a></u></b>
<b>Secretary:</b>	<b>Lindsey Dunahoo</b>	<b><u><a href="mailto:Lindsey.Dunahoo@aecom.com">Lindsey.Dunahoo@aecom.com</a></u></b>
<b>Treasurer:</b>	<b>Sarah Blackburn</b>	<b><u><a href="mailto:Sarah.Blackburn@GreshamSmith.com">Sarah.Blackburn@GreshamSmith.com</a></u></b>
	<b>Brad Cox (co-treasurer)</b>	<b><u><a href="mailto:BCOX@CPLteam.com">BCOX@CPLteam.com</a></u></b>

**Activities:**

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

- ASHE GA Golf Tournament; May 10th
- June Monthly Meeting: June 15th
- July Happy Hour @ The Battery: July 26th
- ASHE GA Bowling Tournament: August 23rd

<b><u>Operating Budget (As of 8/31/18)</u></b>		<b><u>Membership (As of 9/30/13)</u></b>	
Starting Balance (4/30)	\$114,026.82	Starting Membership (7/1)	476
Revenue	\$44,541.10	Losses	2
Expenses	\$24,656.95	Gains	37
Ending Balance (8/31)	\$133,910.97	Ending Membership (paid)	511*

*\*Renewals still in progress; assumes no additional drops*

**Events scheduled during next quarter:**

- September Monthly Meeting; September 21st
- October Monthly Meeting; Date: October 19th
- Kaiser Permanente Corporate Walk/Run: October 24th
- ACEC Happy Hour – November 8th
- Service Project: TBD

**Miscellaneous Items:**

- 2018 Scholarships
  - Jim McGee Memorial Scholarship – Three \$1,500 scholarships to be awarded in September
  - Babs Abubakari Memorial Scholarship Applications will be sent out in September

**Houston**  
**Regional Directors Report**  
**(May-September)**

**Officers**

<b>President:</b>	<b>Ahmed K. Valdez</b>	<b><a href="mailto:avaldez@akvce.com">avaldez@akvce.com</a></b>
<b>1<sup>st</sup> Vice President:</b>	<b>Inas Aweidah</b>	<b><a href="mailto:inas.aweidah@aecom.com">inas.aweidah@aecom.com</a></b>
<b>2<sup>nd</sup> Vice President:</b>	<b>Kim Sachtleben</b>	<b><a href="mailto:ksachtleben@costelloinc.com">ksachtleben@costelloinc.com</a></b>
<b>Secretary:</b>	<b>Adam White</b>	<b><a href="mailto:Adam.White@ngi.no">Adam.White@ngi.no</a></b>
<b>Treasurer:</b>	<b>Alena Mikhaylova</b>	<b><a href="mailto:alena.mikhaylova@rinkerpipe.com">alena.mikhaylova@rinkerpipe.com</a></b>

**Past Monthly Meeting Activities:**

The following is a summary of key activities since the Section was chartered:

- 2/13/18; Chartering Ceremony Event guest speaker Judge Craig Doyal
- 3/8/18; March General Lunch Meeting – *What's new in PEPS* presented by Martin L. Rodin, PE (Director PEPS Division, TxDOT)
- 4/12/18; April General Lunch Meeting – Joint meeting with SMPS – TxDOT Proposals 101: *How to Prepare a Successful TxDOT Proposal* presented by Norma Glasscock, PE (PEPS Division, TxDOT)
- 5/10/18; May General Lunch Meeting – 1<sup>st</sup> Annual client Connection Roundtable
- 6/14/18; June General Lunch Meeting - *What Does the Future Hold Beaumont District* presented by Lisa Collins, PE (TxDOT, Beaumont District) and *What Does the Future Hold Houston District* presented by Bill Brudnick, PE, TP&D (TxDOT Houston).
- 8/16/18; August General Lunch Meeting – Presenter Caroline A. Mays, AICP (Director of Freight and International Trade Section, TxDOT)

**Other Activities:**

The following is a summary of key activities other than monthly meetings:

- 5/17-20/18 – National Conference in Cleveland, OH attended by Ahmed Valdez and Alena Mikhaylova.
- 8/5-8/7 – SASHTO Annual Meeting in Houston, TX attended by Ahmed Valdez-ASHE Houston president, Inas Aweidah ASHE Houston 1<sup>st</sup>-vice president, Kim Sachtleben-2<sup>nd</sup> vice president, and Alena Mikhaylova-treasurer. ASHE National president Richard Cochrane and Southeast Region director Scott Jordan represented ASHE at SASHTO. Collected information on potential members, raffled free ASHE 2019 conference registration.
- 9/5/18; Young Members Social – Astros vs. Twins at Minute Maid Park

<b><u>Operating Budget (As of 7/31/13)</u></b>		<b><u>Membership (As of 9/30/13)</u></b>	
Starting Balance (6/1)	\$5,803.23	Starting Membership (7/1)	35
Revenue	\$5,800.00	Losses	7
Expenses	\$3,278.46	Gains	26
Ending Balance	\$8,324.77	Ending Membership (paid)	54

**Events scheduled during next quarter:**

- 9/13/18; Sept. General Lunch Meeting – SH 288 Toll Project in Harris County-project updates and discussion on delivery using comprehensive development agreement (CDA) presented by Greg Snider, PE (PPP Project Manager, TxDOT)
- 10/4/18; October General Lunch Meeting – Highway Technology Info-brief Series with Keynote Speaker Quincy Allen, P.E. (District Engineer, Houston District TxDOT)

- 11/8/18; November General Lunch Meeting – Presenter Lucio Ortiz, P.E. (Director of Construction, Houston District TxDOT)
- **Milestones:**

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

- We added 26 new members, lost 7. We currently have a total of 54 members and are on pace to reach our 2018-2019 fiscal year goal of 75 members.
- Three new sponsorships added, bringing local sponsor total to seven.
- 9/5/18; Section's first Young Members social
- 8/4-8/18; SASHTO Annual Meeting attended by three board members along with the National President.



**Middle Tennessee Section**  
**Regional Directors Report**  
**(May-September)**

**Officers**

<b>President:</b>	<b>Tim Colvett</b>	<b><u><a href="mailto:Timothy.Colvett@tn.gov">Timothy.Colvett@tn.gov</a></u></b>
<b>1<sup>st</sup> Vice President:</b>	<b>Luke Sullivan</b>	<b><u><a href="mailto:Luke.Sullivan@wsp.com">Luke.Sullivan@wsp.com</a></u></b>
<b>2<sup>nd</sup> Vice President:</b>	<b>Shaun Armstrong</b>	<b><u><a href="mailto:Shaun.armstrong@tn.gov">Shaun.armstrong@tn.gov</a></u></b>
<b>Secretary:</b>	<b>Leanna Whitwell</b>	<b><u><a href="mailto:lwhitwell@ttlusa.com">lwhitwell@ttlusa.com</a></u></b>
<b>Treasurer:</b>	<b>Daniel Jordan</b>	<b><u><a href="mailto:Daniel.Jordan@hdrinc.com">Daniel.Jordan@hdrinc.com</a></u></b>

**Activities:**

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

- No meetings June - July
- The August Lunch meeting included an update from TDOT Deputy Commissioner Paul Degges on I-440 Design-Build project award

**Events scheduled during next quarter:**

- Sept 10<sup>th</sup>: Annual Golf Scramble
- Oct 13<sup>th</sup>: Fall Social at Gentry Farms
- Dec. 8<sup>th</sup>: Salvation Army Angel Tree Volunteer Day

**Miscellaneous Items:**

- 2019 ASHE National Conference – planning and preparation is underway

Operating Budget (As of 9/1/2018)		Membership (As of 9/1/2018)	
Starting Balance	\$19,347.41	Starting Membership	300
Revenue	\$18,259.68	Losses	0
Expenses	\$5,789.07	Gains	52
Ending Balance	\$31,818.02	Ending Membership (paid)	352

**Northeast Florida Section**  
**Regional Directors Report**  
**(May-September)**

**Officers**

President:	Stephen Park, PE	<a href="mailto:stephen.park@rsandh.com">stephen.park@rsandh.com</a>
1 <sup>st</sup> Vice President:	Will Lyon, PE	<a href="mailto:wlyon@prosserinc.com">wlyon@prosserinc.com</a>
2 <sup>nd</sup> Vice President:	Brett Harbison, PE	<a href="mailto:bharbison@meskelengineering.com">bharbison@meskelengineering.com</a>
Secretary:	Jen Hawkins, AICP	<a href="mailto:HawkinsJL@pondco.com">HawkinsJL@pondco.com</a>
Treasurer:	Donna McQuade	<a href="mailto:McQuadeD@pondco.com">McQuadeD@pondco.com</a>

**Activities:**

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

- April 26, 2018 - Clay Shoot with DBIA
- May 17, 2018 - Engineering Responsibility and Liability for Underground Design
- June 14, 2018 - FDOT Sea Level Rise Project Presentation June Luncheon
- August 30, 2018 - 2022 NGS Datum Modernization of the NSRS

<b><u>Operating Budget (As of 8/28/18)</u></b>		<b><u>Membership (As of 8/28/18)</u></b>	
Starting Balance	\$ 57,870.76	Starting Membership	200
Revenue	\$ 42,803.88	Losses	30
Expenses	\$ 36,090.35	Gains	26
Ending Balance	\$ 64,584.29	Ending Membership (paid)	196

**Events scheduled during next quarter:**

- Sept 27th, 2018 - ASHE+CMAA BIM 4D Luncheon
- Oct 12th, 2018 - ASHE-NEFL Annual Golf Tournament.

**Miscellaneous Items:**

- Scholarship Funding:
  - 2016 - Approximately \$15,300
  - 2017 - Clay Shoot \$9,000
  - 2017 - ASHE Golf Tournament \$16,000
  - 2018 - Clay Shoot \$9,000

**Milestones:**

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

- n/a

**Phoenix Sonoran Section**  
**Regional Directors Report**  
**(May–September)**

**Officers:**

Outgoing Officers

President: Alan Ferreira, Wilson Company, [Alan.Ferreira@wilsonco.com](mailto:Alan.Ferreira@wilsonco.com)

Vice President, Steve Boschen, Arizona DOT, [sboschen@azdot.gov](mailto:sboschen@azdot.gov)

Secretary, Melissa Boyles, Jacobs Engineering, [Melissa.boyles@jacobs.com](mailto:Melissa.boyles@jacobs.com)

Treasurer, Susie Mason, Gannett Fleming, [smason@GFNET.com](mailto:smason@GFNET.com)

Incoming Officers

President, Steve Boschen, Arizona DOT, [sboschen@azdot.gov](mailto:sboschen@azdot.gov)

Vice President, James Barr, T.Y. Lin, [james.barr@tylin.com](mailto:james.barr@tylin.com)

Secretary, Melissa Boyles, Jacobs Engineering, [Melissa.boyles@jacobs.com](mailto:Melissa.boyles@jacobs.com)

Treasurer, Susie Mason, Gannett Fleming, [smason@GFNET.com](mailto:smason@GFNET.com)

**Activities:**

The following is a summary of key activities for the 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.

**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

**Special Events:**

- N/A

**Treasurer’s Report:**

# Treasurer's Financial Report

for Month Ending: 04/27/18

04/01 through 04/27/2018 (Cash Basis)

<b>Beginning Balance:</b>		\$	26,619.11
<b>INCOME</b>	<b>1,005.00</b>		
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			
<b>EXPENSES</b>	<b>1,545.87</b>		
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			
<b>OVERALL TOTAL</b>			<b>-540.87</b>
<b>Ending Operating Cash</b>			<b>26,078.24</b>
<b>Scholarship Fund</b>		\$	17,512.30
<b>TOTAL Scholarship Fund Income</b>		\$	<b>17,512.30</b>
<b>ENDING CASH BALANCE</b>		\$	<b>43,590.54</b>

## 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

September 11, 2018 – September 2018 Breakfast Meeting: Sky Train Construction Update. Speaker: Anne Kurtenbach, Special Projects Administrator, Design & Construction Services, City of Phoenix Aviation Department

October 9, 2018 – Proposition 500 Update, Maricopa Association of Governments. Speaker Audra Koester Thomas, Transportation Planning Manager

## Miscellaneous Items:

N/A

## Milestones:

N/A

**South Florida Section**  
**Regional Directors Report**  
**(May–September)**

**Officers**

President:	Naldo Gonzalez	<a href="mailto:ngonzalez@gfnet.com">ngonzalez@gfnet.com</a>
Vice President:	Jose Gomez	<a href="mailto:jgomez@ecslimited.com">jgomez@ecslimited.com</a>
Secretary:	Yamila Hernandez	<a href="mailto:yamila.hernandez@wsp.com">yamila.hernandez@wsp.com</a>
Treasurer:	Hugo Gutierrez	<a href="mailto:Hugo.Gutierrez@hdrinc.com">Hugo.Gutierrez@hdrinc.com</a>

**Activities:**

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

- Elected Yamila Hernandez as Secretary for the Section
- 20<sup>th</sup> Anniversary of Section on July 29<sup>th</sup>, 2018

<b><u>Operating Budget (As of 8/30/18)</u></b>		<b><u>Membership (As of 8/30/18)</u></b>	
Starting Balance	\$2061.96	Starting Membership (1/2018)	11
Revenue		Losses	0
Expenses		Gains	0
Ending Balance	\$2,061.96	Ending Membership (paid)	11

**Events scheduled during next quarter:**

- 10/5/2018: Board Meeting for new members and Officers
- Elect new vice president by 10/5/2018
- Meet with local ASCE and ACEC sections (i.e. FES) for holding joint meeting before the end of 2018

**Miscellaneous Items:**

- Items

**Milestones:**

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

**Tampa Section**  
**Regional Directors Report**  
**(May-September)**

**Officers**

President:	Sunil Jakhadi, PE	<a href="mailto:Sunil.Jakhadi@wsp.com">Sunil.Jakhadi@wsp.com</a>
Vice President:	Pavan Paiavula, PE	<a href="mailto:PPaiavula@drmp.com">PPaiavula@drmp.com</a>
Secretary:	Lance Croft	<a href="mailto:lcroft@mc2engineers.com">lcroft@mc2engineers.com</a>
Treasurer:	Carlos Ramirez, PE	<a href="mailto:cramirez@garretteg.com">cramirez@garretteg.com</a>

**Activities:**

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

- June 12, 2018 LidAR, GIS, Smart City, & Doing Business with the County
- June 30, 2018 Adopt a Highway
- July 12, 2018 ASHE Tampa EC Meeting

<b><u>Operating Budget (As of 9/7/18)</u></b>		<b><u>Membership (As of 9/7/18)</u></b>	
Starting Balance	\$	Starting Membership	90
Revenue	\$	Losses	
Expenses	\$	Gains	
Ending Balance	\$ 13,241.08	Ending Membership (paid)	90

**Events scheduled during next quarter:**

- Sept 29, 2018 – Annual Transportation Supersession
- Oct 2018 – City of Tampa Speaker (TBD)
- November 2018 – Tracy Hood, FDOT Consultant PM

**Miscellaneous Items:**

- Scholarship Funding:
  - 2016 - Approximately \$15,300
  - 2017 - Clay Shoot \$9,000
  - 2017 - ASHE Golf Tournament \$16,000
  - 2018 - Clay Shoot \$9,000

**Milestones:**

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

- n/a