



ASHE National Board Meeting Minutes
January 11, 2019

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 3:00 PM at the Embassy Suites by Hilton Phoenix Airport, 2333 East Thomas Road, Phoenix, AZ 85016.

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
	Jerry Pitzer (1/11 only)	Strategic Plan Committee Chair
	Mindy Sanders	Technology Committee Chair
<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 and introduced the committee chairs in attendance.

APPROVAL OF MINUTES:

- **September 28, 2018 National Board Meeting:** Motion by O'Hare to approve the minutes from the September 28, 2018 National Board Meeting; seconded by Harris; Motion by Matthews to amend the minutes to show that O'Hare was to send insurance information to our current broker to obtain a quote; seconded by Carriker; all in favor of amendment; all in favor of motion as amended.
- **October 22, 2018 National Board Electronic Meeting:** Motion by Carriker to approve the minutes from the October 22, 2018 National Board Electronic Meeting; seconded by DiZuzio; all in favor with O'Hare voting against the motion. Under discussion, O'Hare noted that proper advertisement of the meeting was not conducted in accordance with the bylaws. The process will be revised for future electronic meetings to provide notice as required by the bylaws.
- **December 3, 2018 National Executive Committee Meeting:** Motion by O'Hare to approve the minutes of the December 3, 2018 National Executive Committee Meeting; seconded by Matthews; all in favor with only the Executive Committee voting.

PRESIDENT'S REPORT: Richard N. Cochrane, PE

- President Cochrane reviewed the highlights of the written President's Report which is attached to and made part of these meeting minutes. He noted he has recruited additional members for the Public Relations Committee and that he is attempting to attend a Central Dacotah Section meeting and would like to host a reception for the Section's officers. The Board agreed with this approach.

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.

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. In addition to the information presented in the report, Morisi noted the following:
 - Section Awards presented at the conference will be based on a snapshot of the National Database that will be conducted on March 1, 2019. Due to the early conference, the regular April 1st date would not allow adequate time to order awards.
 - We are currently out of member pins and an order has been placed.
 - The Southern New Jersey Section is working to update their roster in the database. They have submitted the names of 163 member. Of those names submitted, 84 are not in the database or are in other Sections. We will be working with the Section to rectify their membership data.



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 accept the National Treasurer's Report; seconded by DiZuzio; all in favor
- Motion by O'Hare to set board member stipend for the 2019 National Conference to be held in Nashville, TN at \$1,116.10 per Board member including outgoing Past President Dutton and incoming Board members, but excluding President Cochrane and 1st Vice President Hurtt and any outgoing Board members. Members are expected to stay at the conference hotel and participate in the Past President's Luncheon and Annual Banquet. Late registration fees for the Conference will not be considered; seconded by Morisi; all in favor.
- Motion by O'Hare to change the allowable ASHE mileage rate to \$0.58/mile as of January 1, 2019; seconded by Carriker; all in favor.
- Motion by O'Hare to approve expenses for Amanda Schumacher since her report was in excess of 60 days late, Public Relations Committee Chair in the amount of \$420.19; seconded by Matthews; all in favor.

OLD BUSINESS:

- **Blanket Insurance Policy:** Mr. Cochrane is coordinating with DesignPro, our current insurance provider, and is waiting for a quote similar to the package received from the new Vendor. Since we do not control Section officers, insurance companies may be reluctant to extend officer and director insurance to Section officers. Mr. Cochrane will follow-up on this items to obtain the additional quote.

Mr. Morisi excused himself from the meeting.

- **Administrative Assistant Status:** Mr. Hurtt presented background information on six candidates that applied for the position. Motion by the Ad Hoc Committee to select Nancy A. Morisi for the position of Administrative Assistant, including the following details:
 - Part Time Employee to work a maximum of 1,560 hours per year (30 hours per week on average).
 - Rate of Pay: \$19.50/hour
 - Benefits: None
 - Paid Vacation Time: None
 - Home Office Stipend: \$250.00/month (to cover home office rental, storage, phone, and internet expense)
 - Equipment: ASHE to provide a computer system (computer, keyboard, mouse) and multi-function scanner/printer/fax
 - Travel and Lodging Expenses to all National Board Meetings and National Conference
 - Start Date: February 1, 2019
 - Direct Report: ASHE National Secretary
 - Secondary Report: ASHE National President and ASHE National Treasurer

- Duties: Assume all current duties of the Secretary's Assistant and the President's Assistant and those other duties as outlined in the attachment to the Committee Report

Seconded by O'Hare; Motion by Hurtt to revise the reporting requirements to the following:

- Direct Report: ASHE National President
- Secondary Report: ASHE National Secretary and ASHE National Treasurer

Seconded by O'Hare; all in favor of the amendment; all in favor of the motion as amended. Morisi was not present and did not vote on either the original motion or the motion as presented. Mr. Harris complimented the Committee for a job well done.

Mr. Morisi was called back into the meeting.

- **South Florida Section Status:** No update. This item is to be removed from the agenda.
- **Uploading Region/Section By-Laws to the Cloud:** Mr. Greenwood reported that these efforts are on-going.
- **Society History:** Mr. Cochrane requested Directors assist Ms. Stuttler to obtain the 2018 history updates which are due by January 18, 2019.
- **Electronic Membership Application:** Ms. Lilla reported that there have been two conference calls conducted since the September National Board Meeting. Based on those calls, a flow chart will be developed to take to vendors to obtain quotes. Ms. Lilla will continue efforts to obtain quotes for development of an electronic membership application.
- **Section/Region Training:** Mr. Harris reported that the training went well. He reviewed, for the Board, what had been done and who had attended. Positive feedback has been received and we will look to hold another training session in August or September of next year. In the meantime, Mr. Harris will work to make the presentation more visually appealing.
- **Project of the Year Publicity:** Mr. Harris reported that a one-page article was included in the latest scanner and that emails went out to all Regions.
- **Communication Plan:** Mr. Harris reviewed the Communication Plan as presented in the Committee report. Motion by the Operations and Oversight Committee to approve the Communications Plan as presented; seconded by O'Hare; Motion by Harris to amend the Plan to include a date for PDH development as recommended by the Committee; seconded by O'Hare; all in favor of the amendment; all in favor of the motion as amended. Mr. Harris is to amend the Communication Plan in accordance with the motion, forward a final draft to the Secretary, and post the plan in the appropriate location on the website.

Motion by Bronzo to suspend the meeting at 5:45 PM until the next morning at 8:00 AM; seconded by Matthews; all in favor.

- **Website RFP Status:** Ms. Sanders reviewed the report concerning the receipt of quotes for upgrading the current website. Motion by the Technology Committee to accept Prime Design Solution's proposal to redevelop the ASHE National Website and authorize funding

in the amount of \$6,200.00; seconded by Matthews; all in favor with Morisi voting against the motion. **Ms. Sander is to move forward with website development.**

- **Sexual Harassment:** Mr. Cochrane noted that he received a recommendation from our insurance carrier to reach out to our attorney to see if the organization should prepare and adopt a policy. Motion by O'Hare to authorize the National President to consult with legal counsel relative to a sexual harassment policy and approving funds to do so in the amount of up to \$1,000; seconded by Bronzo; all in favor with Carriker voting against the motion. **Mr. Cochrane will follow up with legal counsel relative to a potential sexual harassment policy.**

NEW BUSINESS:

- **ASHE National Address:** Motion by Morisi to change the official address for ASHE National to 610 Radcon Street, Johnstown, PA 15904 at a date to be determined; seconded by Matthews; all in favor.
- **First State Expenses:** Mr. Kinnee reported that First State was awarded the Robert E. Yeager Award at the 2018 Conference which entitled them to have an attendee at the Conference and be reimbursed for certain expenses. The request for reimbursement was submitted beyond the 60-day requirement and needs Board approval. Motion by Kinnee to reimburse the First State Section for \$355.00 incurred to attend the 2018 National Conference to accept the Robert E. Yeager award; seconded by Dutton; motion by Matthews to amend the motion to include that reimbursement will be disbursed only after proper supporting documentation has been received; seconded by O'Hare; all in favor of the motion; all in favor of the motion as amended. **Mr. Kinnee and Mr. O'Hare are to seek supporting documentation from the First State Section and reimburse them \$355.00 for conference expenses.**
- **President's Travel:** Mr. Hurtt encourages exposure of National to Regions and Sections from the President through Director level. He reported that President Cochrane has exceeded his travel budget and still has additional travel remaining. Mr. O'Hare recommended continuing to expend funds over budget as he does not estimate the overall budget will be exceeded. It should be noted that the budget of \$5,600 was exceeded but previous budgets have been in the range of \$8,000 to \$9,000.
- **Investment Changes:** Mr. Hurtt reported that the Budget/Audit Committee frequently reviews all investment reports. Through this review, he expressed concern to Mr. O'Hare and Mr. Brown, our investment advisor, that the organization's investments are exposed to too much risk. Mr. Brown reported that our investments are balanced and prepared a moderate investment proposal which is included in the Budget/Audit Committee Report. Motion by the Budget/Audit Committee directing the National Treasurer to direct PNC Investment Advisors to switch the current "Balanced" investment portfolio to the proposed "Moderate" investment portfolio to provide the Society with a more conservative investment exposure; seconded by Matthews; all in favor. **Mr. O'Hare is to follow up with PNC Investments in accordance with the approved motion.**
- **Audit:** Motion by the Budget/Audit Committee that the Financial Audit for FYE 2017, completed by CPA Associates on October 25, 2018 (documents attached to the Committee Report) are accepted by the ASHE National Board; seconded by Matthews; all in favor.
- **Nominations:** Nominations Committee makes a motion to accept the following slate officers for 2019-2020:

- President: Michael Hurtt, PE – Northeast Region – Albany Section
- 1st Vice President: Tim Matthews, PE – Southeast Region – Georgia Section
- 2nd Vice President: Leigh Lilla, PE – Southeast Region – Tampa Bay Section
- Past President: Richard Cochrane, PE – Northeast Region – North East Penn Section
- Operations Oversight Chair: Stan Harris, PE – Great Lakes Region – Triko Valley Section
- Secretary: Thomas S. Morisi – Northeast Region – Altoona Section
- Treasurer: P. Frank O'Hare – Great Lakes Region – Central Ohio Section
- 3 Year Directors: Frank Bronzo – Great Lakes Region – Cuyahoga Valley Section, Donato DiZuzio – Northeast Region – North Central New Jersey Section, Jason Hewett – Southeast Region – Georgia Section
- 2 Year Directors: Roger B. Carriker, PE – Mid-Atlantic Region – Chesapeake Section, Stan Harris, PE – Great Lakes Region – Triko Valley Section, Kathryn Power, PE – Northeast Region – Pittsburgh Section
- 1 Year Directors: David A. Greenwood, PE – Mid-Atlantic Region – Chesapeake Section, Scott Jordan, PE – Southeast Region – Georgia Section, Mark A. Kinnee, PE – Northeast Region – Delaware Valley Section

Seconded by O'Hare; all in favor.

- **Exposure Funds:** Mr. Carriker asked the Board to consider reinstating the exposure grant program. President Cochrane assigned **Mr. Carriker to chair and Ad-Hoc Committee to investigate this and set up a policy.** Other members of the Committee are to be Ms. Lilla, Mr. O'Hare, Mr. Bronzo, and Mr. Hurtt.
- **Section/Region Reports:** Mr. Carriker questioned if the Board is asking too many reports from the Sections. He stated that information is being requested by various individuals at National and that efforts may be duplicated.

COMMITTEE REPORTS:

- **Budget/Audit:** Michael D. Hurtt, PE presenting
The Budget/Audit Committee Report is attached to and made part of these minutes.
- **Constitution & Bylaws:** David A. Greenwood, PE presenting
The Constitution & Bylaws Committee Report is attached to and made part of these minutes.
- **Membership/Member at Large:** Leigh B. Lilla, PE presenting
The Membership/Member at Large Committee Report is attached to and made part of these minutes.
- **National Conference:** Jerry Pitzer, PE presenting
The National Conference Committee Report is attached to and made part of these minutes. **Motion by the National Conference Committee to award the 2022 National Conference to the Central Ohio Section; seconded by O'Hare; all in favor.** The National Conference Guidelines have been updated and will be uploaded to the website.
- **New Sections:** Mark A. Kinnee, PE presenting
The New Sections Committee Report is attached to and made part of these minutes. **Mr. Kinnee will have the New Sections Committee look at potential attendance at SASHTO and MASHTO and come back with a recommendation to the Board.**
- **Nominating:** Greg T. Dutton, PE presenting
The Nominating Committee Report is attached to and made part of these minutes. Mr. Dutton reported that the next solicitation is for national member award categories

including Pearson, Young Member of the Year, Member of the Year, and Lifetime Achievement. A second letter requesting nominations is being send out. Nominations are due February 15, 2019.

- **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. Motion by the Outreach Committee to adopt and display on the ASHE website under the Resource Center the Display Booth Guidelines as submitted to the National Board on January 12, 2019; seconded by Harris; all in favor. Ms. Stuttler is to update these guidelines in the Resource Center.
- **Partnerships:** Mark A. Kinnee, PE presenting
The Partnerships Committee Report is attached to and made part of these minutes.
- **Professional Development:** Roger B. Carriker, PE presenting
The Professional Development Committee Report is attached to and made part of these minutes. Mr. Carriker reported that the Committee has solicited for the annual PDH compilation. As of now, 11 Sections have reported. The deadline for reporting is January 31, 2019. Directors are to assist in soliciting for the PDH compilation.
- **Public Relations:** Donato DiZuzio presenting
The Public Relations Committee Report is attached to and made part of these minutes. Mr. DiZuzio reported that the Committee has several new members. He is concerned with the budget and will be watching this.
- **Scanner:** Donato DiZuzio presenting
The Scanner Committee Report is attached to and made part of these minutes. Articles for the next edition are due by the end of January. Six new advertisers have come on board for the Spring edition. Several other firms have increased ad sizes. Tammy Farrell would like to attend the Conference at her own expense and have some giveaways. She has requested a booth and would like support from National. The Committee will look into this request and make a recommendation to the Board. Mr. Farrell also suggested that the Board consider a new vendor for the MultiView contract as she feels this is competing with her efforts to find advertisers for the scanner. The Committee will also look into this and make a recommendation to the Board.
- **Strategic Plan:** Jerry Pitzer, PE presenting
The Strategic Plan Committee Report is attached to and made part of these minutes.
- **Student Chapter:** Roger B. Carriker, PE presenting
The Student Chapter Committee Report is attached to and made part of these minutes. Mr. Carriker reminded the Board that the deadline to complete their survey is January 31, 2019. The table covering guidelines are to be posted to the website under downloads. The Committee would like a booth at the Conference to present information related to Student Chapters. Mr. Morisi suggested the Conference Committee consider setting aside one booth for National each year that would be available for Committees or the scanner to use.
- **Technology:** Mindy Sanders presenting
The Technology Committee Report is attached to and made part of these minutes.



REGION REPORTS:

- Each Director reviewed the highlights of the Section-Region Reports which are attached to and made part of these meeting minutes.

Motion by O'Hare to authorize the National Treasurer to:

- Provide Nancy A. Morisi with an ASHE credit card after receipt of a signed ASHE Credit Card Memorandum Policy and Agreement after February 1, 2019, and
- Add Ms. Morisi to our business insurance policy, and
- Cancel the ASHE credit card issued to Lynnell Flowe no later than August 1, 2019, and
- Remove Ms. Flow from our business insurance policy

Seconded by Matthews; all in favor

MEETING SCHEDULE: Richard N. Cochrane, PE

- The next meeting is scheduled for March 22nd and 23rd at the DoubleTree by Hilton 2601 Richmond Road, Lexington, KY.

ADJOURNMENT:

Motion by Bronzo to adjourn the meeting; seconded by DiZuzio; all in favor. The meeting adjourned at 11:20 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



Attachment 2: Region and Section Reports



Attachment 1: Officer and Committee Reports



PRESIDENT'S REPORT

Activities (Cumulative):

- May – On my behalf, Greg Dutton attended the Cuyahoga Valley Section's 40th anniversary event and presented the plaque and installed section officers.
- May 30 – Southwest Penn installation of officers and 55th anniversary dinner – Donegal, PA
- Conversations with Kevin Duris and Jerry Pitzer regarding ESWP / IBC partnership
- June 13, 2018 – Installation of officers – North Central NJ
 - Contacted new NE Region secretary and exchanged region information
- August 5 – 8 – SASHTO Conference – Houston, TX
 - 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 30th anniversary lunch and presented the anniversary certificate.
- October 1 - 2 – GL Region Board meeting & Ohio Transportation Engineering Conference (OTEC); Columbus, OH
- October 6 – Student Chapter workshop - Widener Univ. Chester, PA
- October 10 – Albany Section dinner meeting (with Mike Hurtt)
- October 16 – Bluegrass & Derby City joint meeting - Frankfort, KY
- October 22 – Southern NJ Section board and dinner meeting
- November 3 – Pittsburgh Past Presidents' Dinner; Pittsburgh, PA
- November 8 – Central New York dinner meeting (with Mike Hurtt)
- December 4 – Long Island Section dinner meeting (with Don Dizuzio)
- December 6 & 7 – Georgia Section holiday event and breakfast meeting (with M Hurtt)
- December 11 – East Penn Section holiday charity fundraising dinner

Upcoming events:

- January 12 – National Board meeting; Phoenix, AZ
- January 22 – Franklin Section Venison Dinner, Franklin, PA
- January 31 – Carolina Triangle section meeting - Raleigh

- February 20 – Joint meeting - Altoona & Mid-Allegheny Sections
- February 28 – South East Region meeting - Jacksonville
- March 12 – Central Dakotah Section (tentative)
- March 23 - 24 –National Board meeting, Lexington, KY
- April 3 – Participate in Delaware Valley Science Fair with Delaware Valley Section; Valley Forge, PA
- April 17 – Delaware Valley; Valley Forge, PA
- April 18 – Chesapeake Section annual award dinner - Baltimore

Activities & correspondence

- Letters to four surviving charter members inviting to Kalahari Board meeting
- Recruited three members for PR Committee
- Reached out to South Florida - no meetings scheduled yet.

National Board meeting schedule (Report due date):

January 11 - 12, 2019 (December 28)	Phoenix, AZ
March 22 - 23, 2019 (March 9)	Lexington, KY
May 12, 2019.....	Nashville, TN

National President's Assistant Report - Shirley Stuttler

Forwarded 48 requests to join ASHE since the September meeting: (Mid-Atlantic Region = 8 ; Northeast Region = 16; Great Lakes Region = 5 and Southeast Region = 19.

Region/Sections Meeting Attendance - Shirley Stuttler

Not attended yet:

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

Southeast Region = Dallas-Texas



SECRETARY'S REPORT

Following is current ASHE Membership List by Region/Section as of January 6, 2019:

Northeast Region	
Albany	106
Altoona	198
Central New York	49
Clearfield	184
Delaware Valley	355
East Penn	94
First State	157
Franklin	123
Harrisburg	318
Long Island	66
Mid-Allegheny	126
New York Metro	168
North Central New Jersey	139
Northeast Penn	114
Pittsburgh	561
Southern New Jersey	79
Southwest Penn	289
Williamsport	76
Subtotal	3202
Mid-Atlantic Region	
Blue Ridge	78
Carolina Piedmont	86
Carolina Triangle	245
Chesapeake	240
Greater Hampton Roads	95
N. Central West Virginia	37
Old Dominion	95
Potomac	206
Subtotal	1082
Southeast Region	
Central Florida	80
Georgia	454

South Florida	10
Middle Tennessee	339
Northeast Florida	174
Tampa Bay	57
Subtotal	1114
Great Lakes Region	
Bluegrass	58
Central Ohio	181
Cuyahoga Valley	112
Derby City	88
Lake Erie	174
Northwest Ohio	47
Triko Valley	174
Subtotal	834
North Central Region	
Central Dacotah	94
Subtotal	94
Rocky Mountain Region	
Phoenix Sonoran	177
Subtotal	177
South Central Region	
Dallas-Fort Worth	80
Houston	58
Subtotal	138
At-Large Membership	
Domestic At-Large	13
International At-Large	2
Subtotal	15
National Total	6656

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. A number of new member applications are currently being processed.

Total membership as of the date listed is 6,656 which represents a net decrease of 177 member since the September meeting. The actual decrease is actually somewhat less with the new member applications that are currently in process.

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

- Dallas Fort-Worth

The following are Sections with unpaid assessments for 2018-2019:

- Blue Ridge – Section emailed on 11/2/18. They promised to follow up with a check. Nothing has been received to date. Additional follow-up will be made.
- Dallas Fort-Worth – In order to properly assess, we need to get a handle on their current membership. Sam Mody corresponded with the Section in order to provide assistance.

A spreadsheet tracking progress of assessments for each Section is attached. Colors denoted on the spreadsheet denote the following:

- Red: Unpaid assessment or missing data
- Yellow: Correspondence in process to rectify discrepancies
- Orange: Correspondence required to rectify discrepancies

Section	Invoice	Drops	Deduction for Drops	New Members	Addition for New	New Total	Check Amount	Check Received	Document on File	Credit	Remarks
Albany	\$2,180.00	15	\$300.00	13	\$585.00	\$2,465.00	\$2,345.00	X	X	-\$65.00	Corrected with Section, Money owed will be sent to us
Altoona	\$4,100.00	19	\$380.00	0	\$0.00	\$3,720.00	\$3,740.00	X	X	\$0.00	Discrepancy in total is due to one member missing
Blue Ridge	\$1,322.00										Follow up email sent 11/2/18; Response received. Will send payment.
Bluegrass	\$1,320.00	9	\$180.00	0	\$0.00	\$1,140.00	\$1,200.00	X	X	\$60.00	Correspondence with Section complete; notified of credit
Carolina Piedmont	\$1,220.00	18	\$360.00	9	\$405.00	\$1,407.00	\$1,407.00	X	X	\$0.00	
Carolina Triangle	\$4,960.00	33	\$660.00	0	\$0.00	\$4,300.00	\$4,360.00	X	X	\$60.00	Correspondence with Section complete; notified of credit
Central Dacotah	\$1,460.00	12	\$240.00	51	\$2,295.00	\$3,515.00	\$1,460.00	X	X	\$0.00	
Central Florida	\$960.00	31	\$620.00	56	\$2,520.00	\$2,860.00	\$2,860.00	X	X	\$0.00	
Central New York	\$980.00	0	\$0.00	0	\$0.00	\$980.00	\$980.00	X	N/A	\$0.00	
Central Ohio	\$3,620.00	0	\$0.00	8	\$360.00	\$3,980.00	\$3,240.00	X	X	-\$740.00	Section promised additional information; contact in mid-November
Chesapeake	\$5,675.00	47	\$940.00	0	\$0.00	\$4,735.00	\$4,800.00	X	X	\$65.00	One of dropped members was a person listed twice; ignored prior year credit
Clearfield	\$3,500.00	22	\$440.00	12	\$545.00	\$3,605.00	\$3,865.00	X	X	\$260.00	Correspondence with Section complete; notified of credit
Cuyahoga Valley	\$2,340.00	11	\$220.00	0	\$0.00	\$2,120.00	\$2,120.00	X	X	\$0.00	
Dallas Fort Worth	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	N/A	N/A	\$0.00	Emailed SDM information on 11/2/18
Delaware Valley	\$7,035.00	47	\$940.00	44	\$1,980.00	\$8,075.00	\$8,120.00	X	X	\$45.00	Correspondence with Section complete; notified of credit
Derby City	\$1,660.00	0	\$0.00	0	\$0.00	\$1,660.00	\$1,600.00	X		-\$60.00	
East Penn	\$2,130.00	21	\$420.00	17	\$765.00	\$2,475.00	\$2,705.00	X	X	\$230.00	Correspondence with Section complete; notified of credit
First State	\$3,060.00	24	\$480.00	0	\$0.00	\$2,580.00	\$2,580.00	X	X	\$0.00	Two of dropped members were blank in database
Franklin	\$2,580.00	10	\$200.00	0	\$0.00	\$2,380.00	\$2,940.00	X	X	\$560.00	Correspondence with Section complete; notified of credit
Georgia	\$5,240.00	21	\$420.00	0	\$0.00	\$4,820.00	\$6,080.00	X	X	\$1,260.00	Correspondence with Section complete; notified of credit
Greater Hampton Roads	\$2,250.00	18	\$360.00	7	\$315.00	\$2,205.00	\$2,075.00	X	X	-\$130.00	
Harrisburg	\$6,440.00	26	\$520.00	0	\$0.00	\$5,920.00	\$6,440.00	X	X	\$520.00	Correspondence with Section complete; notified of credit
Houston	\$0.00	13	\$260.00	0	\$0.00	-\$260.00	\$0.00	X	X	\$0.00	
Lake Erie	\$3,260.00	7	\$140.00	18	\$810.00	\$3,930.00	\$3,930.00	X	X	\$0.00	
Long Island	\$1,260.00	0	\$0.00	3	\$135.00	\$1,395.00	\$1,521.00	X	X	\$0.00	Penalty of \$126 was paid
Mid-Allegheny	\$2,580.00	0	\$0.00	0	\$0.00	\$2,580.00	\$2,580.00	X	X	\$0.00	
Middle Tennessee	\$5,600.00	36	\$720.00	87	\$3,915.00	\$8,795.00	\$9,015.00	X	X	\$220.00	
NE Penn	\$2,340.00	11	\$220.00	0	\$0.00	\$2,120.00	\$2,120.00	X	X	\$0.00	
New York Metro	\$3,400.00						\$3,223.00	X			
North Central New Jersey	\$1,820.00	16	\$320.00	14	\$630.00	\$2,130.00	\$2,225.00	X	X	\$95.00	Correspondence with Section complete; notified of credit
North Central WV	\$740.00	0	\$0.00	0	\$0.00	\$740.00	\$880.00	X	X	\$140.00	
Northeast Florida	\$3,080.00	53	\$1,060.00	0	\$0.00	\$2,020.00	\$3,320.00	X	X	\$1,300.00	Requested 68 drops; 15 had been inactive previously
Northwest Ohio	\$880.00	0	\$0.00	0	\$0.00	\$880.00	\$880.00	X		\$0.00	
Old Dominion	\$1,870.00	5	\$100.00	0	\$0.00	\$1,770.00	\$1,760.00	X	X	-\$10.00	Balance was carried forward from prior year
Phoenix	\$3,460.00	24	\$480.00	6	\$270.00	\$3,250.00	\$3,250.00	X	X	\$0.00	
Pittsburgh	\$10,960.00	54	\$1,080.00	0	\$0.00	\$9,880.00	\$9,880.00	X	X	\$0.00	
Potomac	\$4,580.00	23	\$460.00	0	\$0.00	\$4,120.00	\$4,120.00	X	X	\$0.00	
South Florida	\$220.00	2	\$40.00	0	\$0.00	\$180.00	\$180.00	X	X	\$0.00	
Southern New Jersey	\$2,330.00						\$3,935.00	X			
Southwest Penn	\$5,550.00	16	\$320.00	26	\$1,170.00	\$6,400.00	\$5,920.00	X	X	-\$480.00	
Tampa Bay	\$1,800.00	16	\$320.00	0	\$0.00	\$1,480.00	\$1,180.00	X	X	-\$300.00	8 drops not in the database
Tampa Bay (last year)	\$1,053.00	20	\$400.00	0	\$0.00	\$653.00	\$1,380.00	X	X	\$727.00	
Triko Valley	\$3,485.00	22	\$440.00	10	\$450.00	\$3,495.00	\$3,475.00	X	X	-\$20.00	
Williamsport	\$2,620.00	58	\$1,160.00	0	\$0.00	\$1,460.00	\$1,620.00	X	X	\$160.00	Need revised list from section - colors did not appear in spdsht
										\$3,897.00	



National Treasurer's Report

Frank O'Hare, PE, PS, National Treasurer

ASHE National Board Meeting

January 12, 2019

Phoenix, AZ

1. Income and Expenses - Income and Expenses are shown as of 12/31/2018. See Attachment.
 - o "Other income" consists of Dallas and Houston contributions for SASHTO, NE and East Penn donations for reception at Pocono Board Meeting and Pittsburgh banner replacement.
 - o The overage for legal fees is the three-year payment for register agent for Pennsylvania.
https://en.wikipedia.org/wiki/Registered_agent
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. CPA Associates has reconciled the PNC Bank statements with ledger for September, October, November and December. Copies of CPA and National Treasurer reconciliations for September, October, November and December have been forwarded to the Budget/Audit Committee for review. CC Statements have been reconciled for September, October, November and December. Reconciliations, CC statements and receipts are forwarded to the Budget/Audit Committee for review.
5. CPA Associates has completed the annual audit as per ASHE By-laws. The audit was forwarded to Budget/Audit Committee Chair and the Immediate Past President, Current President and National Secretary. The audit for FYE 2017 indicates that ASHE's total assets decreased approximately \$11,000. (Two conferences in one fiscal year and no conference income.) CPA Associates reiterated their comment from previous years about long delays for deposits.
6. CPA Associates completed IRS Form 990 for ASHE National as well as the IRS Form for ASHE Sections/Regions and Conferences. The tax return was signed by the National Treasurer and submitted on November 6, 2018. This year's tax return for the Sections/Regions/Conferences included a table that clearly identify these sub-units as part of ASHE National hopefully to avoid IRS letters to Sections/Regions/Conferences. Also included is the listing of officers as of 8/1/2018.
7. Incorrect and un-signed expense reports are being sent back for correction delaying the issuing of expense checks.
8. If a Board Member changes address, make sure you notify the Treasurer such that your expense check is sent to the new address.

Motion 1: Motion to accept National Treasurer's report.

Motion 2: Motion To set board member stipend for 2019 National Conference to be held in Nashville, TN @ \$ 1,116.10 per board member including outgoing Past President Dutton and incoming board members, but excluding President Cochran and 1st VP Hurtt and any outgoing board members. Members are expected to stay at the conference hotel and participate in the Past Presidents Luncheon and Banquet. Late registration fees for the conference will not be considered.

The following expense items have been established by the 2019 National Conference:

Registration Costs

ASHE Member - \$210

Luncheon - \$65

Banquet - \$80

Registration Costs = \$355

Hotel Per Night Cost

\$199 Rate

\$32.85 Taxes

\$21.85 Resort Fee (includes 9.25% tax)

Hotel Cost (per Night) = \$253.70 - Total for 3 Nights = \$761.10

Total \$ 1,116.10

Motion 3: To change the allowable ASHE mileage rate to \$0.58/mile as of Jan 1, 2019.

The IRS has set the allowable mileage rate to \$0.58/mile for 2019.

Motion 4: To approve Expenses for Amanda Shumaker, Public Relations Chair in the amount of \$ 420.19.

Ms. Shumaker submitted an expense report on 12/21/2018 for \$420.19 after the December Executive Committee conference call. All of the expenses recorded were over 60 days old (2/2/2018 to 10/16/2018) warranting approval by Executive Committee or National Board. The National Treasurer has reviewed all expenses and corresponding receipts and has found everything to be legitimate expenses. Ms. Shumaker was notified that expense would need board approval due to delay.

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

PNC Checking Accounts

1	PNC Business Basic Checking 8649 - Ledger Balance 6/1/2018	\$	63,857.55
4	<u>Inflows</u>		
5	Income	\$	189,549.69
7	Total Inflows (Income)	\$	189,549.69
8	<u>Outflows</u>		
9	Expenses	\$	(109,517.67)
11	Total Outflows (Expenses)	\$	(109,517.67)
12	Balance 8649 - 12/31/2018	\$	143,889.57

PNC Investment Account

18	PNC Investment - Beginning Balance (6/1/2018)	\$	325,980.87
19	Increase (Decrease) in Fund as of 12/31/2018	\$	(23,412.29)
	-		
20	Balance on 12/31/2018	\$	302,568.58
21			
22	Total Assets as of 12/31/2018	\$	446,458.15
23	Total Assets as of 6/01/2018	\$	389,838.42
24	Increase or (Decrease) in Total Assets - 6/1/2018 to 12/31/2018	\$	56,619.73

Respectfully submitted:

**Frank
O'Hare**

Digitally signed by: Frank
O'Hare
DN: CN = Frank O'Hare
email =
ASHENationalTreasurer@A
SHE.pro C = US O = ASHE
OU = Treasurer
Date: 2019.01.03 14:25:17
+05'00'

ASHE National Treasurer

Item	Operating Income	Budget FYE 2019	Actual as of 12/31/2018	% of Budget
1	Clothing royalties	\$ -	\$ -	
2	Conference profits	\$ -	\$ -	
3	Conference seed money returned	\$ 8,000	\$ 8,000.00	100%
4	Credit Card Cash Back Rewards	\$ -	\$ 194.13	
5	Member assessment	\$ 132,000	\$ 132,539.00	100%
6	New members - at large	\$ 100	\$ -	0%
7	New members initiation fees	\$ 18,000	\$ 16,075.00	89%
8	Other Income	\$ -	\$ 2,828.86	100% +
9	Past Presidents' pins	\$ 1,500	\$ 1,365.00	91%
10	Project of the Year	\$ 800	\$ -	0%
11	Refund - exposure	\$ -	\$ -	
12	Sponsorships w/ Multi-View	\$ 7,000	\$ 5,847.70	84%
13	Sponsorships w/ Scanner	\$ 29,000	\$ 22,700.00	78%
14	Voided checks	\$ -	\$ -	
15	Total	\$ 196,400	\$ 189,549.69	97%
16	Reduction Of Assets	\$ 55,300		
17	Total Inflow to Operating Budget	\$ 251,700	\$ 189,549.69	75%

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 12/31/2018	% of Budget
BUDGET/AUDIT COMMITTEE				
1	Budget/Audit Committee	\$ 450	\$ -	0%
2	Treasurer'S Meeting With Auditors	\$ 450	\$ 277.42	62%
3	Finance Committee	\$ -	\$ -	
TOTAL:		\$ 900.00	\$ 277.42	31%
CONSTITUTION & BYLAWS COMMITTEE				
1	Constitution and Bylaws Committee	\$ -	\$ -	
TOTAL:		\$ -	\$ -	
EXECUTIVE COMMITTEE				
1	Allowance for new Admin Asst	\$ 20,000	\$ -	0%
2	Audit & CPA fees	\$ 7,000	\$ 6,969.30	100%
3	Awards, pins, & ribbons	\$ 3,100	\$ -	0%
4	Committee chair travel - President's invitation to NB	\$ 3,600	\$ 1,054.92	29%
5	Computers, purchase, repair	\$ 1,000	\$ -	0%
6	Contingencies, legal, bank fees	\$ 210	\$ 400.00	190%
7	Donations, memorials, gifts	\$ 100	\$ 113.35	113%
8	Employee - taxes, fica	\$ 2,000	\$ 1,180.12	59%
9	Employee - wages	\$ 10,600	\$ 6,689.78	63%
10	Executive committee meeting	\$ -		
11	Insurance - business	\$ 2,500	\$ 1,182.00	47%
12	Misc.	\$ -	\$ 32.72	100% +
13	Office- conf. call, office expenses	\$ 2,000	\$ 465.62	23%
14	Office rental	\$ 3,800	\$ 2,300.00	61%
15	Postage & delivery	\$ 800	\$ 228.64	29%
16	President's Assistant expenses	\$ 11,000	\$ 5,106.70	46%
17	Presidents travel & expenses	\$ 5,600	\$ 6,150.40	110%
18	Society travel - President's request	\$ 2,800	\$ 1,159.19	41%
19	Supplies, business, software	\$ 2,000	\$ 567.51	28%
TOTAL:		\$ 78,110.00	\$ 33,600.25	43%
MEMBERSHIP/MEMBER AT LARGE COMMITTEE				
1	Hart, Member of the Year and Young Member of the Year	\$ -	\$ -	
2	Membership Committee	\$ -	\$ -	
3	Membership Database Project	\$ -	\$ -	
TOTAL:		\$ -	\$ -	

Item	Operating Expenses	Budget FYE 2019	Actual as of 12/31/2018	% of Budget
NATIONAL BOARD				
1	Board Directors Lodging	\$ 10,000	\$ 3,269.55	33%
2	Board Directors Travel	\$ 22,000	\$ 5,892.80	27%
3	Board Meeting Expenses	\$ 10,000	\$ 3,004.03	30%
TOTAL:		\$ 42,000	\$ 12,166.38	29%
NATIONAL CONFERENCE COMMITTEE				
1	2019 conference stipend & expenses	\$ 17,700	\$ -	0%
2	Advance for 2021 conference	\$ 8,000	\$ 8,000.00	100%
3	Sponsorships for conference	\$ 4,000	\$ 4,000.00	100%
4	National conference comm.	\$ 600	\$ 378.85	63%
TOTAL:		\$ 30,300.00	\$ 12,378.85	41%
NEW SECTIONS COMMITTEE				
1	Startup grant - Two(2) Sections per Year	\$ 1,200	\$ -	0%
2	New Section Banners - Two(2) Sections	\$ 1,300	\$ -	0%
3	SASHTO Exhibit ¹	\$ 4,000	\$ 4,156.00	104%
4	Travel - New Sections & Chartering	\$ 2,400	\$ -	0%
TOTAL:		\$ 8,900.00	\$ 4,156.00	47%
NOMINATING COMMITTEE				
1	Expenses for Hart, Member of the Year, and Young Member of the Year National Awards.	\$ 2,500	\$ -	0%
TOTAL:		\$ 2,500.00	\$ -	
OPERATIONS OVERSIGHT COMMITTEE				
1	Operation Oversight Comm.	\$ -		
2	Regional Directors Travel	\$ 2,500	\$ 411.68	16%
3	Regional Oversight Committee	\$ -	\$ -	
4	Project of the Year	\$ 2,500	\$ -	0%
5	Society History Comm. ¹	\$ 4,000	\$ -	0%
TOTAL:		\$ 9,000.00	\$ 411.68	5%
OUTREACH COMMITTEE				
1	OUTREACH COMM.	\$ -	\$ -	
TOTAL:		\$ -	\$ -	
PARTNERSHIP COMMITTEE				
1	Booth exchange	\$ 2,000	\$ -	0%
2	Travel to partner events	\$ 2,000	\$ -	0%
TOTAL:		\$ 4,000	\$ -	0%

Item	Operating Expenses	Budget FYE 2019	Actual as of 12/31/2018	% of Budget
PROFESSIONAL DEVELOPMENT COMMITTEE				
1	Professional development committee	\$ -	\$ -	
2	Certification-related fees & education costs	\$ 250	\$ -	0%
TOTAL:		\$ 250	\$ -	
PUBLIC RELATIONS COMMITTEE				
1	Committee Travel	\$ 1,400	\$ -	0%
2	Contest	\$ 200	\$ -	0%
3	Conference Exposure	\$ 400	\$ -	0%
4	Promotional Materials	\$ 2,500	\$ 325.69	13%
5	Shipping - ASHE Display	\$ 400	\$ -	0%
TOTAL:		\$ 4,900.00	\$ 325.69	7%
SCANNER COMMITTEE				
1	Scanner/Technical Committee	\$ -	\$ -	
2	TNT Invoices	\$ 57,750	\$ 41,650.63	72%
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	\$ -	\$ -	
TOTAL:		\$ 57,750.00	\$ 41,650.63	72%
STRATEGIC PLAN COMMITTEE				
1	Strategic Planning Committee	\$ -	\$ -	
TOTAL:		\$ -	\$ -	
STUDENT CHAPTER COMMITTEE				
1	Student Chapter Committee	\$ 1,000	\$ -	0%
2	Student event promo materials	\$ 2,100	\$ 2,010.82	96%
TOTAL:		\$ 3,100.00	\$ 2,010.82	65%

Item	Operating Expenses	Budget FYE 2019	Actual as of 12/31/2018	% of Budget
TECHNOLOGY COMMITTEE				
1	Cloud Committee	\$ 1,200	\$ 416.65	35%
2	Database administration	\$ 1,500	\$ -	0%
3	Database upgrade	\$ 6,750	\$ 1,145.85	17%
4	National Conf. Exhibit Booth - J.M. Solutions	\$ -	\$ -	
5	Technology Committee	\$ 300	\$ -	0%
6	Website hosting	\$ 1,740	\$ 977.45	56%
7	Website redesign	\$ 6,500	\$ -	
TOTAL:		\$ 17,990.00	\$ 2,539.95	14%
TREASURER				
1	Funds To Reserve Fund	\$ -	\$ -	
Total Expenses		\$ 251,700.00	\$ 109,517.67	44%
Notes: 1. Budget modification. See May 20,2018 National Board Meeting minutes.				

Cash Flow

6/1/2018 through 12/31/2018

1/3/2019

Page 1

Category	6/1/2018- 12/31/2018
INFLOWS	
Conference Seed Money Return	8,000.00
Credit Card Cash Back Rewards	194.13
Member Assessment-National Dues	132,539.00
New Member-Initiation Fee	16,075.00
Other Income-Other Income	2,828.86
Past President Pins	1,365.00
Sponsorships	
Multiview Sponsorships	5,847.70
SCANNER Sponsorships	22,700.00
TOTAL Sponsorships	28,547.70
TOTAL INFLOWS	189,549.69
OUTFLOWS	
Budget Committee	
Lodging	144.28
Meals, Misc	38.11
Travel	95.03
TOTAL Budget Committee	277.42
Executive Committee	
Audit, Taxes & CPA Fees	6,969.30
Comm Chair Travel - President's Req...	
Lodging	519.93
Mileage	302.40
Misc. Travel Expenses, Meals, Park...	232.59
TOTAL Comm Chair Travel - Presid...	1,054.92
Contingencies, Legal, Bank Fees	
Bank Charge-Bank Charge	52.00
Legal	348.00
TOTAL Contingencies, Legal, Bank...	400.00
Donations. Memorials, Gifts-Charitabl...	113.35
Employee - Taxes, FICA	1,180.12
Employee - Wages	6,689.78
Insurance - Business	1,182.00
Misc. --Miscellaneous Expenses	32.72
Office - Conf. Call, Office Expenses-C...	465.62
Office Rent-Society Office	2,300.00

Cash Flow

6/1/2018 through 12/31/2018

1/3/2019

Page 2

Category	6/1/2018-12/31/2018
Postage and Delivery-Postage and De...	228.64
President Assistant's Expenses	
Office Supplies	61.85
President's Assistant's Travel	
Lodging	173.31
Mileage	312.12
Misc. Travel Expenses, Meals, P...	9.42
TOTAL President's Assistant's Tr...	494.85
Stipend-Monthly Stipend	4,550.00
TOTAL President Assistant's Expen...	5,106.70
President's Expenses (Other than BD ...	
Lodging-Overnight Lodging	1,471.82
Mileage-Mileage at IRS Rate	1,248.00
Misc. Travel Expenses, Meals, Park...	522.95
Travel -- Air,Train,Transit,Cab,Rental	2,907.63
TOTAL President's Expenses (Othe...	6,150.40
Society Travel - President's Request	
Lodging	514.35
Mileage	140.00
Misc. Travel Expenses, Meals, Park...	77.40
Travel -- Air,Train,Transit,Cab,Rental	427.44
TOTAL Society Travel - President's ...	1,159.19
Supplies, Software, etc-Supplies	567.51
TOTAL Executive Committee	33,600.25
National Board-Expense for National Bo...	
Board Meeting Expenses	2,931.41
Meals - National Board & Guests	72.62
TOTAL Board Meeting Expenses	3,004.03
Board Member - Board Meeting Expe...	
Lodging - Board Meeting	3,269.55
Mileage - Board Meeting	2,624.14
Misc. Travel Expenses, Meals, Park...	788.58
Travel-Air,Train,Transit,Cab,Rental	2,480.08
TOTAL Board Member - Board Mee...	9,162.35
TOTAL National Board-Expense for N...	12,166.38
National Conference Committee	
Committee Travel	
Mileage	351.00

Cash Flow

6/1/2018 through 12/31/2018

1/3/2019

Page 3

Category	6/1/2018- 12/31/2018
Misc. Travel Expenses, Meals, Park...	27.85
TOTAL Committee Travel	378.85
Conference Advance-Advance for Fut...	8,000.00
Sponsorship	4,000.00
TOTAL National Conference Committee	12,378.85
New Sections Committee	
Expenses	4,156.00
TOTAL New Sections Committee	4,156.00
Operations Oversight Committee	
Regional Director Travel	
Mileage	261.90
Mileage	113.40
TOTAL Mileage	375.30
Misc. Travel Expenses, Meals, Park...	20.00
Misc.Travel Expenses, Meals,Par...	16.38
TOTAL Misc. Travel Expenses, ...	36.38
TOTAL Regional Director Travel	411.68
TOTAL Operations Oversight Committ...	411.68
Public Relations Committee	
Promotional Material	325.69
TOTAL Public Relations Committee	325.69
SCANNER Committee-Costs allocated t...	
Scanner Printer and Mailing	41,650.63
TOTAL SCANNER Committee-Costs ...	41,650.63
Student Chapter Committee	2,010.82
Technology Committee	
Cloud Committee	416.65
Data Base Project-Upgrade of Databa...	1,145.85
Website Hosting	977.45
TOTAL Technology Committee	2,539.95
TOTAL OUTFLOWS	109,517.67
OVERALL TOTAL	80,032.02



COMMITTEE STATUS REPORT

AD HOC (Admin Search) COMMITTEE

Temporary committee assigned the task of soliciting and recommending a viable candidate to fill the Part Time paid position of Administrative Assistant to the National Board.

Date: 12/16/18
Report Period: July - Dec 2018

Committee Members

Michael Hurtt, Chair
Frank O'Hare
Shirley Stuttler
Charlie Flowe
Lynnell Flowe
Tom Morisi

Email

mhurtt@chacompanies.com
ashenationaltreasurer@ashe.pro
sstuttler@hughes.net
charlie.flowe@kci.com
lflowe@ashe.pro
ashenationalsecretary@ashe.pro

Meetings held since the previous Quarterly Report:

1. 7/18/18: This Committee was formed to develop the job description for the ASHE Administrative Assistant, solicit potential candidates, vet candidate responses, interview candidates as appropriate, and make a selection recommendation to the National Board. This meeting was held to start the process and make assignment of responsibilities for advertisement within the ASHE National organization.
2. 10/29/18: Meeting of the Committee was held to discuss the responses received from a National Candidate search. Advertisement of the position was done by email message to the general membership and through our social media platform. Six candidate resumes were eventually received (see attached). The Committee members were asked to provide a ranking of the candidates based on their resumes, and to add commentary to their review (see attached).

It should be noted that one of the candidates was Nancy Morisi (spouse of committee member, Tom Morisi). Tom generally recused himself of the majority of the selection process to avoid a conflict of interest.

At the 10/29/18 meeting, the Committee reviewed the resumes and ranking, and voiced unanimous support for **Nancy Morisi** over all other candidates. It was decided by the Committee to conduct a phone interview with Nancy to make sure she understood the breath of the position, the PT nature of the work, and to make sure she was still a viable candidate. With a positive response to all our criteria, we saw no need to interview any others candidate. This interview occurred on 11/2/18. The interview was positive, and all committee members agreed that Nancy

Morisi would be the recommended candidate to be presented to the National Board at the January Board Meeting.

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

1. **The Ad Hoc (Admin Search) Committee for selecting a Part Time paid Administrative Assistant makes the Motion to approve Nancy Morisi for this position. Details include:**
 - a. **Part Time Employee to work a maximum of 1560 hours per year (30 hours per week on average).**
 - b. **Rate of Pay: \$19.50/hour**
 - c. **Benefits: None**
 - d. **Paid Vacation Time: None**
 - e. **Home Office Stipends: \$250.00/month (to cover home office rental, storage, phone, and internet expense)**
 - f. **Equipment: ASHE to provide a computer system (computer, keyboard, mouse), and multi-function Scanner/Printer/Fax**
 - g. **Travel and Lodging Expenses to all National Board Meetings. No Stipends for National Conference is included.**
 - h. **Start Date: February 1, 2019**
 - i. **Direct Report: ASHE National Secretary**
 - j. **Secondary Report: ASHE National President and ASHE National Treasurer**
 - k. **Duties: Assume all current duties of the Secretary's Assistant and the President's Assistant (also see attachment)**

Discussions to be brought before the board:

1. None

Activities:

See "Meetings" above.

-END-

July 24, 2018

Selection Committee
American Society of Highway Engineers
65 Beacon Hill
Henderson, NC 27536

Ladies and Gentlemen:

Thank you for the opportunity to apply for the Administrative Assistant Position for the American Society of Highway Engineers (ASHE). It would be an honor to work for such a respected and valued volunteer organization.

I am very familiar with ASHE and the impact that this organization brings to the transportation industry. This position would bring together my experience with customer service and the ASHE organization to create a challenging and effective work environment.

My resume lists the skills that I can bring to the ASHE team.

Thank you for your consideration, if you have any questions please feel free to call me at 814-242-5603.

Sincerely,

Nancy A. Morisi

Qualifications Summary

Experienced Office Assistant and Customer Service Representative with an emphasis data entry and tracking associated with billing. Highly trustworthy, dependable, ethical, and discrete; committed to superior customer service and building a team atmosphere. Professional in interaction with individuals at all levels. Detail-oriented and resourceful in completing tasks; able to multi-task effectively. Qualifications for this position include:

- Experience processing and disseminating mail
- Paper and electronic filing, including scanning
- Tracking key events
- Invoicing and rectifying disputes associated with invoicing
- Database usage and manipulation
- Data review and problem identification
- Preparing documents using Word, Excel and Adobe Acrobat
- Preparing detailed reports using researched data
- Communicating both internally and externally to an organization

Experience Highlights

Highland Sewer and Water Authority, Johnstown, PA 2011-present

Customer Service Representative

- Ability to multitask in a high demand environment and make deadlines is how the position evolved from mail clerk to customer service representative with an emphasis in billing.
- Highland Sewer and Water Authority was the first company in our area to use a new billing and customer data software called Muni-link. Responsible to learn new software and train other employees to use it.
- Current responsibilities include: Customer service for a service area of approximately 10,000 customers including answering customer inquiries, collections, and billing. Also responsible for confidential accurate record keeping and communication. Accurate data entry for entering payments into the billing system and the remote deposit of customer payments thru online banking.

Weight Watchers International, New York, NY (Pennsylvania Operations) 2005-2011

Area Manager/Area Manager Assistant/Center Coordinator/Meeting Leader/Meeting Receptionist

- Through high energy and success, promoted to positions of additional authority. Started as a part-time meeting receptionist and left the organization as the Area Manager for Central Pennsylvania.
- Responsible for oversight of approximately 70 meeting locations and 200 staff in an area from Indiana, PA east to Harrisburg, PA and from the northern PA border to the southern PA border.
- Responsibilities included: Hiring and training new employees; evaluating existing employees; providing coaching for work performance; scheduling employee training and workshops; working with upper management; identifying and developing meeting locations; negotiating leases, hiring contractors for facility set up and maintenance; processing staff time and expense sheets; collecting statistics to evaluate individuals, locations, and area performance.
- Member of the Weight Watchers International Field Advisory Board.
- Receive numerous performance awards, including: Jean Nidetch Award of Excellence, Center Coordinator of the Year (3 times), Top Sales Person Area 1193 (5 times), and Diamond Leader (5 times).

Makin' Waves Hair Salon, Johnstown, PA 1994-2005

Salon Manager and Cosmetologist

- PA Licensed Cosmetology Manager: Licensed to operate a beauty salon in the Commonwealth of Pennsylvania; well versed in state law and emergency situations.
- Provided supervision and guidance to other staff
- Attended hair shows and trainings to keep current with education and trends.

Franks n' Stuff Restaurant, Johnstown, PA 1983-1994

Manager

- Managed a small, full-service restaurant in a mall setting.
- Responsible for daily operations including supply ordering, employee supervision, banking, customer service, cooking, safe food handling and preparation.

ASHE National Executive Administrative Assistant Initial Ranking (due 10/19/18)							
		Jeanette Hirniak	Karensue McDowell	Nancy Morisi	Nikki Cherry	Sarah Wiggins	Tamara Bleggi
Michael Hurtt	Rank	3	2	1	6	5	4
	Comments	ASHE Member, Florida, maybe overqualified, currently unemployed (can you wait 'till Feb?), is a PT job OK?	No ASHE, Virginia, qualified, appears to be currently employed, is PT job OK?	ASHE Member, close to secretary, clearly understands the position, PT is OK, currently employed?	No ASHE, PA, shows 4 years experience, but says 15. Teacher? No Ad Min experience , is PT ok?	Not ASHE, Ohio, 10 years experience, virtual assistant business. Can you give 30 hours/week to ASHE? How many other clients.	Not ASHE, PA, Paralegal experience, not Ad min , Currently employed.
Tom Morisi	Rank	2	1		3	5	4
	Comments	ASHE Involvement Many jobs in career Concerned this is stepping stone	Shows longevity Relative experience Decent location		Good location - we have a house at Treasure Lake A number of jobs in career Teacher - doubt permanent	Virtual assistant not what we need. We need someone dedicated to us	Location good No real relevant experience
Frank O'Hare	Rank	6	3	1	4	5	2
	Comments	See Charles comments.	Sounds like she is bored with her current position.	Nancy has the backround in business to handle ASHE.	Where is the other 9 years of work history?	Ohio and I have not heard of her????	Paralegal would be helpful in some cases.
Shirley Stuttler	Rank	3	2	1	4	6	5
	Comments			Nancy Morisi as she is very familiar with ASHE, attended several meetings with Tom and all National Conference. Also, her residing with the current National Secretary is benefit.			
Lynnell Flowe	Rank	6	2	1	4	5	3
	Comments	Same as Charlie's below	Same as Charlie's below	Same as Charlie's below	Same as Charlie's below	Same as Charlie's below	Same as Charlie's below
Charlie Flowe	Rank	6	2	1	4	5	3
	Comments	Jeanette has a long history with the organization and with me. Unfortunately, it is not a positive history. She blew through the Central Florida and South Florida organizations making a lot of noise and accomplishing nothing. She contacted me once as Secretary of South Florida and i never heard from her again. Her work history is a long service of very short tenures. I strongly advise against choosing Jeanette.	Karensue does not present herself very vell and her background is not directly applicable. On the positive side, she has a stable work history and maturity. Distant will be an issue in training her and will affect her ability to perform the job.	Nancy is far and away the best choice. She has a stable work history, understands the job and ASHE and has a serious commitment to the organization. She has the applicable skills and did a nice job of presenting herself	Nikki is relatively local to Tom. Her work history consists of very short tenures. She claims 15 years of work history, but only shares 4 , with the longest tenure being 2 years.	This is an ad for a business performing admin services for small businesses. ASHE will not be the primary focus. Frankly, I think that the ad is poorly done.	Tamara is relatively local to Tom and has a background that could probably be applied. Her longest and most recent employment seems to be as a machine operator - nothing wrong with that, it just doesn't apply.
Average Rank		4.3	2.0	1.0	4.2	5.2	3.5
		5	2	1	4	6	3

ASHE Administrative Assistant Duties:

Support ASHE National Secretary

Support ASHE National Treasurer

Support ASHE National President and National Board as requested

Membership

Assist National Secretary as requested in the following:

- Process membership applications
 - Receive, copy and file application
 - Send application back to Section
 - Receive dues check and forward to National Treasurer
 - New Member \$45 (\$25 Assessment and \$20 for Annual Dues)
 - Annual Dues \$20
 - Lifetime Member prior to 1991 \$0
 - Lifetime Member after 1991 \$20
 - Honorary Member \$0
 - At Large Member \$50
 - **International At Large Member \$XX**
 - Forward all checks to ASHE National Treasurer
- Maintain and update National Database
 - Work with Sections to eliminate Section databases or align Section database with National Database
 - Make recommendations for upgrades or modifications to National Database
- Maintain and update Membership Card file
- Send New Member pin and certificate to Section

Orders

Assist National Secretary as requested in the following:

- Maintain inventory of membership pins
 - Typical order is for 1,200 pins which is approximately a two-year supply
 - Sections are charged \$5 for each pin for replacement pins
 - Sections are not charged for new member pins (included in initial \$45)
 - Pins are purchased from Harry Klitzner Company (call to order)
- Maintain inventory of Past President pins
 - National, Regional and Section Past Presidents (When ordering Past National President pins, be sure to specify the pin with 3 rubies. They still have the old style die and sent the wrong pins for the last order. They were quick to correct up at no cost to us.)
 - Sections are charged \$60 for each pin
 - Pins are purchased from MTM Recognition (call to order) be careful to order current pin
- Purchase banners for each new Section
 - Banners are purchased from Stineman Ribbon Company, 128 Ribbon Lane, South Fork, PA 15956, (814) 495-4686
 - National pays for banner for each new Section
 - If a banner is lost, that Section is responsible for the cost. Banners have been lost at the National Conference, in which case the Conference is responsible for the replacement cost.
- Maintain inventory of Charters for new Sections
 - **Charters are purchase from ??? We have never purchased. There are several in inventory.**
- Coordinate and purchase various plaques and awards
 - Plaques are purchased from Bullocks Engraving in Henderson, NC
 - Robert E. Pearson/Person of the Year plaque remind committee
 - Member of the Year plaque
 - Young Member of the Year plaque
 - Lifetime Achievement plaque

- President's Award plaque
- Outgoing Director plaque
- Outgoing Secretary or Treasurer plaque
- Ribbons are purchased from Stineman Ribbon Company, 128 Ribbon Lane, South Fork, PA 15956, (814) 495-4686
 - Gene G. Smith Award ribbon
 - George K. Hart Award ribbon
 - Terence D. Connor Award ribbon
 - Robert E. Yeager Award ribbon
 - Conference Attendance

Meeting Arrangements

Assist National Secretary as requested in the following:

- Make all arrangement for National Board Meeting
 - Meeting Rooms as required
 - Hotel Rooms
 - Friday night Dinner
 - Saturday afternoon Lunch
 - Audio/Visual requirements
 - Internet connection
- Meeting arrangements to be made with Candi Thomas of MDR Services – this is up to you and can be changed if needed.
 - Email: cthomas1010@verizon.net
 - Phone: 443-756-8241
 - www.mdrs-servicesllc.com
- Work with Conference Committee to make meeting arrangements and lunch following at National Conference

ASHE National Secretary Duties – Scanner

Assist National Secretary as requested in the following:

- Provide statistical breakdown to Tammy Farrell at TNT Graphics, tntsince87@icloud.com, by 2/15, 5/15, 8/15, and 11/15
 - Number of members in each Section
 - Percentage of Professional Status
 - Percentage of Government
 - Percentage of Consultant
 - Percentage of Contractor
 - Percentage of Other
- Provide updated email and mailing list to Tammy Farrell by 2/28, 5/31, 8/31, and 11/30
- Work with individual Sections to update mailing list for returned Scanners

ASHE National Secretary Duties – Meeting Minutes

Assist National Secretary as requested in the following:

- National Board Meetings
 - Distribute meeting minutes to all National Officers and National Board Members
 - Submit meeting minutes to webmaster for publication on the website
- Executive Committee Meetings
 - Submit meeting minutes to webmaster for publication on the website

ASHE National Secretary Duties – New Sections

Assist National Secretary as requested in the following:

- Prepare new Section Charter
- Order new Section banner as outlined under National Secretary Duties – Orders

- Process all member applications
 - Enter all members into National Database
 - Return applications to Section
 - Forward all checks to the ASHE National Treasurer
- Make hotel arrangements for National Officers and/or Board members who attend

ASHE National Secretary Duties – Invoices

Assist National Secretary as requested in the following:

- Prepare Section assessment invoices based on National Database snapshot as of 6/1
- Send out invoices in June or July with assessment due back to National by 10/1
- Invoices to be sent to each Section President, Secretary, and Treasurer electronically
- Rectify, with individual Sections, any issues that may arise due to difference in member list
- Prepare and send out assessment invoices to At-Large Members
- See ASHE National Secretary Duties – Membership for fees
- Record and forward all checks to ASHE National Treasurer
- Maintain Section balances and issue statements as necessary

ASHE National Secretary Duties – Conference

Assist National Secretary as requested in the following:

- Coordinate meeting room and lunch for Board with Conference Committee

ASHE National Treasurer Duties – IRS

Assist National Treasurer as requested in the following:

- Coordinate with Sections, Regions, and National Conferences on IRS Form 990 Submissions
- Other duties to be determined

ASHE National President Duties

Assist National President as requested in the following:

- Coordinate with National Conferences on National information needed for the Conference Program Book
- Maintain and update Society History
- Communicate with Regions on behalf of the President
- Communicate with Sections on Section activities
- Communicate with National Directors on activities
- Report on Society activities at the National Board Meeting.



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: 12/16/18
Report Period: Oct - Dec 2018

Committee Members

Michael Hurtt, Chair
Tim Matthews
Frank O'Hare
Roger Carriker
Dinna McQuade
Michael Bywaletz
Richard Meehan

Email

mhurtt@chacompanies.com
tmatthews@dot.ga.gov
ashenationaltreasurer@ashe.pro
roger.carriker@wsp.com
dmcquade@landmarkengineer.com
mbywaletz@gmail.com
richard.meehan@loweengineers.com

Meetings held since the previous Quarterly Report:

1. 12/11/18: Meeting of the Committee was held to discuss PNC Investment Accounts. Prior to the meeting, several correspondences were made between the Committee, Frank O'Hare, and Michael Brown from PNC regarding the risk position of our investment accounts. With the concern of a market correction in the near future, the Committee inquired about our risk exposure and asked Michael Brown to provide an analysis of our current exposure and provide a recommendation on a more conservative approach. This information was provided by Michael Brown on 11/6/18 and subsequently reviewed by this Committee. This discussion and revised investment proposal are included herein as an attachment.

The Committee reviewed the current investment strategy and proposed modification to obtain a more conservative position. The Committee voted unanimously to make the recommendation to the National Board to direct the National Treasurer to have PNC Investments switch our current "Balanced" investment portfolio to the recommended "Moderate" portfolio. Switching between portfolios will be done without any cost to the Society. See below for Motion.

2. The Committee had also reviewed all financial statements provided to the Committee by the National Treasurer and returned said documents to the Treasurer stamped with a "Reviewed by the Budget / Audit Committee" stamp.

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

1. The Budget / Audit Committee makes a Motion directing the National Treasurer to direct PNC Investment Advisors to switch the current “Balanced” investment portfolio to the proposed “Moderate” investment portfolio to provide the Society with a more conservative investment exposure.
2. The Budget / Audit Committee makes a Motion that the Financial Audit for FYE 2017 completed by CPA Associates on October 25, 2018 (documents attached to this report) are accepted by the ASHE National Board.

Discussions to be brought before the board:

1. None

Activities:

In addition to the Committee meeting stated above, the 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. All documents reviewed by the Committee are returned to the National Treasurer for filing, stamped as “Reviewed by the Budget / Audit Committee”.

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

-END-

Hurtt, Mike

From: Hurtt, Mike
Sent: Sunday, December 16, 2018 10:50 AM
To: Hurtt, Mike
Subject: FW: EXTERNAL: RE: Confirming meeting tomorrow for PNC Investments
Attachments: ASHE Cap D Moderate proposal.pdf

From: Brown, Michael <michael.a.brown@pnc.com>
Sent: Tuesday, November 06, 2018 4:25 PM
To: ashenationaltreasurer@ashe.pro
Subject: RE: EXTERNAL: RE: Confirming meeting tomorrow for PNC Investments

Frank,

I made the switch to your mailing address. I have kept the legal address for the account in NC just so know. My responses to Mike's questions are below in red:

We definitely don't want to move to a more aggressive stance. We should consider the "moderate" proposal or leaving as is.

1. Can Mike Brown provide a summary comparison of this moderate plan vs. what we currently have? A one-page document comparing and contrasting the two.

I have attached an updated version of the proposal I emailed Frank at the end of September. It includes the 3rd quarter numbers BUT DOES NOT include the horrible market performance in the month of October. The current balance of the account is correct however (about \$318k down from mid \$330ks from the September version—you can see how the down market affected the account over the last 40 days or so). You can see in the proposal on page 4 the side-by-side comparison of the strategic models that you are looking for. Moving down to the Moderate strategy results in a reduction of the equity exposure from about 65-70% to about 50-50% even split between equities and fixed income. This is a more conservative strategy obviously and you can the historical performance comparison between these strategies by looking on pages 12 and 13. When you take less risk, you tend to give up the possibility of higher performance. The current Balanced model is the Blue bar on both pages 12 and 13 while the proposed Moderate strategy is the Green bar.

2. Is there a fee to make the switch?

There is no extra fee to make this switch. All of the fees for trading, switching between accounts, are all included in the management fee. You can switch between strategies whenever you would like to. All it takes is for me to make the edits in the account and create new paperwork to sign.

3. What is his recommendation given his forecasting crystal-ball?

October historically is always a rough month for the markets. The market erased all of its gains on the year in the month of October and your October statement may in fact show a YTD loss. That being said, we have already rebounded nicely in the first week of November. This kind of volatility has occurred all throughout this year. Many analysts anticipate a correction in the markets in the future and I tend to agree that we may see it happen later next year. With the Federal Reserve stating they are looking to continue to raise interest rates next year, the bond market has seen some negative returns this year and that could continue in 2019. By moving to the Moderate strategy you are increasing your allocation to fixed income (bonds) so those negative returns could continue. However, bonds are not nearly as susceptible to down markets as equities are so you have to keep that in mind as well.

As far as what to do, I will say that you are already in the Balanced model, which is the middle strategy that we offer out of the 5 risk tolerance models. We could either stay the same or move down to the Moderate strategy

and then reevaluate that decision sometime in early 2019. I think no matter what you decide, reviewing the decision next year is a good idea!

Let me know what y'all think!

Thanks,
Mike

Mike Brown

Financial Advisor
PNC Investments

The PNC Financial Services Group

Grandview Branch
1530 West 1st Avenue
Mail Stop: B4-B239-01-1
Columbus, OH 43212

614-481-3800 (main)
614-481-3833 (direct)



www.pnc.com

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Goal Modification Proposal

Prepared for:

American Society of Highway Engineers

Prepared by:

Michael Brown

PNC Investments LLC

November 6, 2018

Important Investor Information: Brokerage and insurance products are:

| Not FDIC Insured | Not Bank Guaranteed | Not A Deposit | Not Insured By Any Federal Government Agency | May Lose Value

Securities products, brokerage services, and managed account advisory services are offered by PNC Investments LLC, a registered broker-dealer and investment adviser and member FINRA and SIPC.

PNC Investments does not provide legal, tax, or accounting advice.



proposal title:
Goal Modification Proposal
Proposal Number : 488931 : 491229

prepared by:
Michael Brown
PNC Investments LLC

prepared for:
American Society of Highway
Engineers
November 6, 2018

Contact Information

Michael Brown
PNC Investments LLC

OH

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FOR USE IN A ONE-ON-ONE PRESENTATION WITH ADVISORY CLIENT ONLY



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November 6, 2018

Executive Summary

This profile developed for you serves as the foundation for a long-term investment strategy designed to suit your specific needs and goals.

The starting point is the analysis of these needs.

What are your basic investment objectives?
What are your personal preferences with respect to risk-taking and potential return on your investments? What is your overall financial situation? How do all of these factors work together to create an overall investment strategy?

The answers to these fundamental questions provide the main building blocks for professionally managing your assets.

After analyzing your requirements and goals, an investment strategy is developed that is tailored to your specific situation.

Investment Solution Overview

Current Wealth:

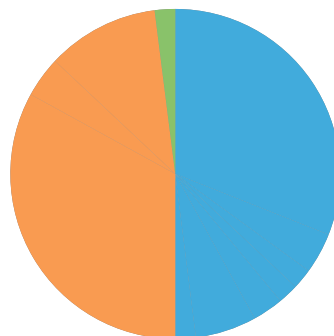
\$318,441

Portfolio Risk Rating:

Moderate

Risk Assessment Method:

Target Asset Allocation ¹



Large Cap \$ 98,717 31.0 %

Mid Cap 12,738 4.0

Small Cap 6,369 2.0

Emerging Markets 6,369 2.0

Global Equity 9,553 3.0

International Equity 19,106 6.0

Other Equity 6,369 2.0

Core Bond 105,086 33.0

Absolute Return 12,738 4.0

Other Fixed Income 35,029 11.0

Cash 6,369 2.0

Total \$ 318,441 100.0 %

proposal title:

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Engineers
November 6, 2018

Asset Allocation ¹

The weighting of the various asset categories in a portfolio can be one of the most important factors in the implementation of any investment strategy.

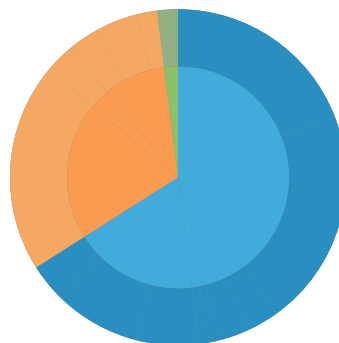
Spreading risk among asset classes and investment vehicles is a common tactic used to help reduce the overall risk of a portfolio, although a diversified asset allocation does not ensure investment gains or protect against losses.

The proposed target asset allocation includes asset classes represented by other current investments you plan to continue holding.

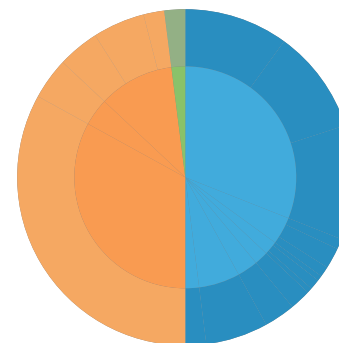
The asset mixes are based on historical risk characteristics of the benchmark indices for each separate asset class. The asset classifications are as of the date listed below and are subject to change at any time.

Target Asset Allocation ¹

Current Allocation



Proposed Allocation



Large Cap	\$ 127,376	40.0 %	\$ 98,717	31.0 %
• Large Cap Growth	60,504	19.0	31,844	10.0
• Large Cap Blend	—	0.0	31,844	10.0
• Large Cap Value	66,873	21.0	35,029	11.0
Mid Cap	19,106	6.0	12,738	4.0
• Mid Cap Growth	9,553	3.0	3,184	1.0
• Mid Cap Blend	—	0.0	6,369	2.0
• Mid Cap Value	9,553	3.0	3,184	1.0
Small Cap	6,369	2.0	6,369	2.0
• Small Cap Growth	3,184	1.0	1,592	0.5
• Small Cap Blend	—	0.0	3,184	1.0
• Small Cap Value	3,184	1.0	1,592	0.5
Emerging Markets	6,369	2.0	6,369	2.0
• International	6,369	2.0	6,369	2.0
• Emerging Markets				
Global Equity	12,738	4.0	9,553	3.0
• Global Dividend	12,738	4.0	9,553	3.0
International Equity	28,660	9.0	19,106	6.0

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Asset Allocation ¹

The weighting of the various asset categories in a portfolio can be one of the most important factors in the implementation of any investment strategy.

Spreading risk among asset classes and investment vehicles is a common tactic used to help reduce the overall risk of a portfolio, although a diversified asset allocation does not ensure investment gains or protect against losses.

The proposed target asset allocation includes asset classes represented by other current investments you plan to continue holding.

The asset mixes are based on historical risk characteristics of the benchmark indices for each separate asset class. The asset classifications are as of the date listed below and are subject to change at any time.

Target Asset Allocation ¹

● International Equity	25,475	8.0	19,106	6.0
● International Small Cap Equity	3,184	1.0	—	0.0
● Other Equity	9,553	3.0	6,369	2.0
● REIT	9,553	3.0	6,369	2.0
● Core Bond	—	0.0	105,086	33.0
● Core Bond	—	0.0	105,086	33.0
● Municipal Bond	63,688	20.0	—	0.0
● Municipal Bond	63,688	20.0	—	0.0
● Absolute Return	9,553	3.0	12,738	4.0
● Absolute Return	9,553	3.0	12,738	4.0
● Other Fixed Income	28,660	9.0	35,029	11.0
● Leveraged Loans	9,553	3.0	12,738	4.0
● Inflation Protected	12,738	4.0	15,922	5.0
● Global Bond	6,369	2.0	6,369	2.0
● Cash	6,369	2.0	6,369	2.0
● Cash	6,369	2.0	6,369	2.0
Total	\$ 318,441	100.0	\$ 318,441	100.0

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Proposed Investment Solution

Based on the information gathered during the goal-setting phase and a thorough assessment of your needs, the following portfolio has been identified for consideration.

The proposed portfolio consists of both new investments and investments retained from your current portfolio. New holdings represent 100% of the proposed portfolio, and retained investments represent 0%.

New Investments

	Type	\$	%
■ <i>Large Cap Growth</i>			
T. Rowe Price Blue Chip Growth TRBCX	MF	31,844	10.0
Cap D NQ Moderate			
■ <i>Large Cap Blend</i>			
SPDR® Dow Jones Industrial Average ETF DIA	ETF	31,844	10.0
Cap D NQ Moderate			
■ <i>Large Cap Value</i>			
MFS® Value I MEIIX	MF	1,592	0.5
Cap D NQ Moderate			
■ <i>Mid Cap Blend</i>			
Vanguard Mid-Cap ETF VO	ETF	6,369	2.0
Cap D NQ Moderate			
■ <i>Mid Cap Value</i>			
Vanguard Mid-Cap Value ETF VOE	ETF	3,184	1.0
Cap D NQ Moderate			
■ <i>Small Cap Growth</i>			
ClearBridge Small Cap Growth I SBPYX	MF	1,592	0.5
Cap D NQ Moderate			
■ <i>Small Cap Blend</i>			
Vanguard Small-Cap ETF VB	ETF	3,184	1.0
Cap D NQ Moderate			
■ <i>REIT</i>			
iShares US Real Estate IYR	ETF	6,369	2.0
Cap D NQ Moderate			
■ <i>International Equity</i>			
Harding Loevner International Eq Instl HLMIX	MF	19,106	6.0
Cap D NQ Moderate			

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Proposed Investment Solution

Based on the information gathered during the goal-setting phase and a thorough assessment of your needs, the following portfolio has been identified for consideration.

The proposed portfolio consists of both new investments and investments retained from your current portfolio. New holdings represent 100% of the proposed portfolio, and retained investments represent 0%.

New Investments

	Type	\$	%
International Emerging Markets			
JPMorgan Emerging Markets Equity I JEMSX	MF	6,369	2.0
Cap D NQ Moderate			
Leveraged Loans			
Lord Abbett Floating Rate F LFRFX	MF	12,738	4.0
Cap D NQ Moderate			
Inflation Protected			
PIMCO Real Return I2 PRLPX	MF	3,184	1.0
Cap D NQ Moderate			
Absolute Return			
Lord Abbett Bond-Debenture F LBDFX	MF	12,738	4.0
Cap D NQ Moderate			
Core Bond			
PGIM Total Return Bond Z PDBZX	MF	28,660	9.0
Cap D NQ Moderate			
Federated Total Return Bond Instl FTRBX	MF	47,766	15.0
Cap D NQ Moderate			
Lord Abbett Short Duration Income F LDLFX	MF	28,660	9.0
Cap D NQ Moderate			
Global Dividend			
Vanguard Total World Stock ETF VT	ETF	9,553	3.0
Cap D NQ Moderate			
Global Bond			
PIMCO Global Bond Opps (USD-Hdg) I-2 PGNPX	MF	6,369	2.0
Cap D NQ Moderate			

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Proposed Investment Solution

The proposed portfolio includes investments retained from your current portfolio. Current investments may be retained for reasons such as performance, fit, tax management, transition schedule, or other factors.

Current Investments to Retain

	Type	\$	%
 <i>Large Cap Value</i>			
MFS® Value I MEIIX	MF	33,436	10.5
Cap D NQ Moderate			
 <i>Mid Cap Growth</i>			
T. Rowe Price Mid-Cap Growth RPMGX	MF	3,184	1.0
Cap D NQ Moderate			
 <i>Small Cap Value</i>			
American Century Small Cap Value Inv ASVIX	MF	1,592	0.5
Cap D NQ Moderate			
 <i>Inflation Protected</i>			
PIMCO Real Return I2 PRLPX	MF	12,738	4.0
Cap D NQ Moderate			
 <i>Cash</i>			
United States Dollar Currency CUR-USD		6,369	2.0
Cap D NQ Moderate			

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Certain investments in your current portfolio are being liquidated as part of the transition to this proposed portfolio. This list of investments to be liquidated may help fund new investments, be redundant with other current or new investments, have performance characteristics that are inconsistent with your stated objectives, or be deemed less favorable in other ways relative to new investment opportunities.

Current Investments to Liquidate

	Type	\$
■ <i>Large Cap Growth</i>		
PGIM Jennison Growth Z PJFZX	MF	30,252
Model - ASHE INVESTMENT ACCOUNT		
JPMorgan Large Cap Growth I SEEGX	MF	30,252
Model - ASHE INVESTMENT ACCOUNT		
■ <i>Large Cap Value</i>		
Delaware Value® Inst DDVIX	MF	33,436
Model - ASHE INVESTMENT ACCOUNT		
■ <i>Mid Cap Growth</i>		
T. Rowe Price Mid-Cap Growth RPMGX	MF	6,369
Model - ASHE INVESTMENT ACCOUNT		
■ <i>Mid Cap Value</i>		
American Century Mid Cap Value Inv ACMVX	MF	9,553
Model - ASHE INVESTMENT ACCOUNT		
■ <i>Small Cap Growth</i>		
Baron Small Cap Instl BSFIX	MF	3,184
Model - ASHE INVESTMENT ACCOUNT		
■ <i>Small Cap Value</i>		
American Century Small Cap Value Inv ASVIX	MF	1,592
Model - ASHE INVESTMENT ACCOUNT		
■ <i>REIT</i>		
T. Rowe Price Real Estate TRREX	MF	9,553
Model - ASHE INVESTMENT ACCOUNT		
■ <i>International Equity</i>		
Oppenheimer International Growth Y OIGYX	MF	25,475
Model - ASHE INVESTMENT ACCOUNT		
■ <i>International Emerging Markets</i>		
Invesco Developing Markets Y GTDYX	MF	6,369
Model - ASHE INVESTMENT ACCOUNT		

proposal title:

Goal Modification Proposal
Proposal Number : 488931 : 491229

prepared by:

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PNC Investments LLC

prepared for:

American Society of Highway
Engineers
November 6, 2018

Proposed Investment Solution

Certain investments in your current portfolio are being liquidated as part of the transition to this proposed portfolio. This list of investments to be liquidated may help fund new investments, be redundant with other current or new investments, have performance characteristics that are inconsistent with your stated objectives, or be deemed less favorable in other ways relative to new investment opportunities.

Current Investments to Liquidate

	Type	\$
Leveraged Loans		
Fidelity Advisor® Floating Rate Hi Inc I FFRIX	MF	9,553
Model - ASHE INVESTMENT ACCOUNT		
Municipal Bond		
Lord Abbett Intermediate Tax Free F LISFX	MF	44,582
Model - ASHE INVESTMENT ACCOUNT		
BlackRock National Municipal Instl MANLX	MF	19,106
Model - ASHE INVESTMENT ACCOUNT		
Absolute Return		
Fidelity Advisor® Strategic Income I FSRIX	MF	9,553
Model - ASHE INVESTMENT ACCOUNT		
Global Dividend		
MainStay Epoch Global Equity Yield I EPSYX	MF	12,738
Model - ASHE INVESTMENT ACCOUNT		
Global Bond		
AB Global Bond Advisor ANAYX	MF	6,369
Model - ASHE INVESTMENT ACCOUNT		
International Small Cap Equity		
T. Rowe Price International Discovery PRIDX	MF	3,184
Model - ASHE INVESTMENT ACCOUNT		

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Hypothetical Portfolio: Past Performance Analysis

The following charts in pages 12 through 13 show the hypothetical value of the combined performance returns ("Model Portfolio Returns") for each investment strategy or product included in this proposal for the time periods indicated. These Model Portfolio Returns do not reflect the actual investment results of any client portfolio, but represent the hypothetical performance of this proposal, which is calculated by weighting the performance of each investment strategy or product included in this proposal at the allocation percentages detailed in this proposal. The allocation percentage of each investment strategy or product included in this proposal is fixed for the time periods indicated for the Model Portfolio Returns.

Model results have certain inherent limitations, particularly that such results do not represent actual trading and that they may not reflect the impact that material economic and market factors might have had on the asset manager's decision-making if the asset manager were actually managing clients' money. Performance results for clients invested pursuant to this proposal will vary due to market conditions and other factors, including cash flows, fund allocations, frequency and precision of rebalancing, cash balances, varying custodial fees, and the timing of fee deductions. As a result, actual performance for client accounts may differ materially from, and may be lower than, that of a model portfolio.

The performance results of the underlying investment strategies or products in the Model Portfolio Returns assume the reinvestment of dividends and other earnings. Model Portfolio Returns represent past performance and are not indicative of any specific investment. The model portfolio's current performance may be lower or higher than the performance data quoted as it represents past performance. An investment pursuant to this portfolio is subject to market risk and an investor may experience loss of principal. The information is based on data received from the investment strategy manager and/or other sources, such as reporting service providers, but has not been independently verified.

The Model Portfolio Returns are compared to a selected benchmark, indicated in each chart. The reported benchmarks are not intended as direct comparisons to the performance of the portfolio. Instead, they are intended to represent the performance of certain sectors of the overall securities market (e.g. equities, bonds, etc), so that an investor may compare the effects of material market or economic conditions on the results portrayed (e.g. the Model Portfolio Returns may show a 5% investment appreciation, but those sectors of the overall securities market appreciated 7% over the same time period). Respectively, the volatility and performance of the reported benchmark may be greater than or less than the volatility and performance of the investment portfolio.

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Performance Analysis

This chart shows the hypothetical value of the combined annualized total returns for this proposal compared to selected benchmarks.

Proposed
Current
Benchmark*

Performance is shown gross of fees, except for the internal expenses of any investment products and does not reflect the effect of income taxes on the investment returns. Actual performance results will be reduced by fees including, but not limited to, investment management fees and other costs such as custodial, reporting, evaluation and advisory services. Performance reflects the reinvestment of dividends, income and capital appreciation. For more information on fees, see the Notes section.³

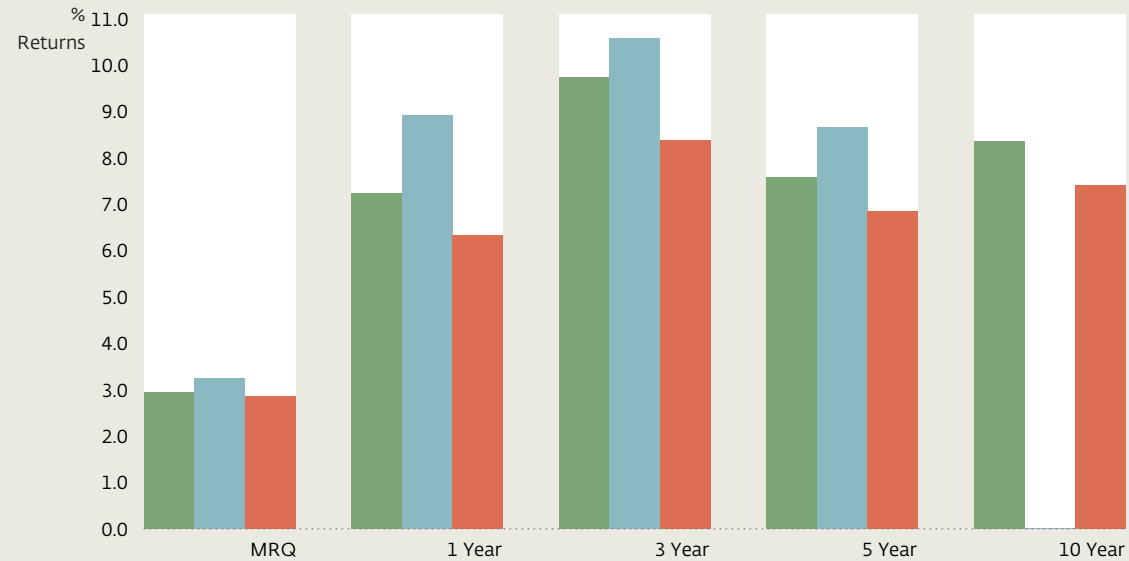
Benchmark indices reflect the reinvestment of dividends and income and not deductions for fees, expenses or taxes. Indices are unmanaged and not available for direct investment.²

The performance quoted represents past performance. Past performance is not indicative of future results.

*Benchmark Blend indicates a blend composed of 48% Bloomberg Barclays Capital U.S. Aggregate Bond TR, 39% Russell 3000 TR, 11% MSCI All Country World Index exUS GR, 2% FTSE Treasury Bill - 3 Month.

Annualized Returns

Annualized Returns Analysis (October 1, 2008 - September 30, 2018)



	MRQ	1 Year	3 Year	5 Year	10 Year
Proposed	2.95%	7.24%	9.74%	7.58%	8.35%
Current	3.25	8.93	10.57	8.66	n/a
Benchmark *	2.86	6.33	8.37	6.84	7.41

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Performance Analysis

This chart shows the annual total return for this investment and selected benchmarks for the previous 10 years as available.

Proposed
Current
Benchmark*

Performance is shown gross of fees, except for the internal expenses of any investment products and does not reflect the effect of income taxes on the investment returns. Actual performance results will be reduced by fees including, but not limited to, investment management fees and other costs such as custodial, reporting, evaluation and advisory services. Performance reflects the reinvestment of dividends, income and capital appreciation. For more information on fees, see the Notes section. ³

Benchmark indices reflect the reinvestment of dividends and income and not deductions for fees, expenses or taxes. Indices are unmanaged and not available for direct investment. ²

The performance quoted represents past performance. Past performance is not indicative of future results.

*Benchmark Blend indicates a blend composed of 48% Bloomberg Barclays Capital U.S. Aggregate Bond TR, 39% Russell 3000 TR, 11% MSCI All Country World Index exUS GR, 2% FTSE Treasury Bill - 3 Month.

Calendar Year Returns

Calendar Year Returns Analysis (October 1, 2009 - September 30, 2018)



	YTD	2017	2016	2015	2014	2013	2012	2011	2010	... 2009
Proposed	3.44%	14.90%	7.97%	0.59%	6.52%	13.71%	12.28%	2.91%	12.59%	4.37%
Current	4.95	16.98	5.54	2.29	8.19	18.02	13.21	3.67	13.39	4.80
Benchmark *	3.04	12.66	6.91	0.11	7.37	12.86	10.41	2.91	11.55	2.83

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Holdings Analysis

This chart lists the individual investments in your proposed portfolio and the annualized total returns of those investments.

The figures presented in the charts displayed are as of 09/30/18 and may change at any time.

Total returns do not reflect the fund's sales charge. If sales charges were included, total returns would have been lower. Other fees and expenses applicable to continued investment are described in the fund's prospectus.

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The performance reporting as TOTAL is based on the product/model-level performance and not on the composite holdings-level performance.

Investment Holdings Performance

	Incp. Date	Latest Qtr	1 Year	3 Year	5 Year	10 Year	ITD	%
American Century Small Cap Value Inv ASVIX^a	Jul 31, 1998	0.36	7.12	14.52	10.25	11.36	11.51	
Portfolio: Cap D NQ Moderate Benchmark: Russell 2000 Value TR	Jun 1, 2008	1.60	9.33	16.12	9.91	9.52	9.12	
ClearBridge Small Cap Growth I SBPYX^b	Nov 1, 2004	10.80	40.01	23.58	13.42	14.52	11.80	
Portfolio: Cap D NQ Moderate Benchmark: Russell 2000 Growth TR	Jun 1, 2008	5.52	21.06	17.98	12.14	12.65	10.39	
Federated Total Return Bond Instl FTRBX^c	Oct 1, 1996	0.58	-0.54	2.54	2.80	4.49	5.42	
Portfolio: Cap D NQ Moderate Benchmark: Bloomberg Barclays Capital U.S. Aggregate Bond TR	Jun 1, 2008	0.02	-1.22	1.31	2.16	3.77	5.02	
Harding Loevner International Eq Instl HLMIX^d	May 11, 1994	1.67	5.85	13.89	7.00	7.88	6.46	
Portfolio: Cap D NQ Moderate Benchmark: MSCI All Country World Index exUS GR	Jun 1, 2008	0.80	2.25	10.49	4.60	5.67	n/a	
iShares US Real Estate IYR^e	Jun 12, 2000	0.54	4.21	8.45	8.88	6.99	9.55	
Portfolio: Cap D NQ Moderate Benchmark: FTSE NAREIT All Equity REIT TR	Jun 1, 2008	0.50	4.31	8.97	9.57	7.77	10.94	
JPMorgan Emerging Markets Equity I JEMSX^f	Sep 10, 2001	-3.19	-3.71	13.23	4.24	5.19	10.38	
Portfolio: Cap D NQ Moderate Benchmark: MSCI EM NR	Jun 1, 2008	-1.10	-0.81	12.36	3.61	5.40	10.24	
Lord Abbett Bond-Debenture F LBDXF^g	Sep 28, 2007	2.27	2.91	7.18	5.76	8.23	6.49	
Portfolio: Cap D NQ Moderate Benchmark: Bloomberg Barclays Capital U.S. Universal TR	Jun 1, 2008	0.27	-1.00	1.98	2.53	4.22	4.01	
Lord Abbett Floating Rate F LFRFX^h	Dec 31, 2007	1.78	5.17	5.44	4.14	5.39	4.56	
Portfolio: Cap D NQ Moderate Benchmark: S&P/LSTA Leveraged Loan	Jun 1, 2008	1.82	5.18	5.31	4.13	6.14	4.85	
Lord Abbett Short Duration Income F LDLFXⁱ	Sep 28, 2007	0.53	1.02	2.29	2.09	4.26	4.11	
Portfolio: Cap D NQ Moderate Benchmark: Bloomberg Barclays Capital U.S. Aggregate Bond TR	Jun 1, 2008	0.02	-1.22	1.31	2.16	3.77	3.73	

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Investment Holdings Performance

	Incp. Date	Latest Qtr	1 Year	3 Year	5 Year	10 Year	ITD
MFS® Value I MEIIX^j Portfolio: Cap D NQ Moderate Benchmark: Russell 1000 Value TR	Jan 2, 1997 Jun 1, 2008	5.71 5.70	7.00 9.45	13.09 13.55	10.71 10.72	10.01 9.79	9.83 8.46
PGIM Total Return Bond Z PDBZX^k Portfolio: Cap D NQ Moderate Benchmark: Bloomberg Barclays Capital U.S. Aggregate Bond TR	Sep 16, 1996 Jun 1, 2008	-0.05 0.02	-0.91 -1.22	2.82 1.31	3.40 2.16	5.97 3.77	5.61 5.09
PIMCO Global Bond Opps (USD-Hdg) I-2 PGNPX^l Portfolio: Cap D NQ Moderate Benchmark: FTSE World Govt. Bond Index (WGBI) World 1 - 5 Years Hedged	Apr 30, 2008 Jun 1, 2008	0.62 0.17	0.85 0.64	3.49 1.04	4.11 1.26	6.02 1.90	5.26 1.94
PIMCO Real Return I2 PRLPX^m Portfolio: Cap D NQ Moderate Benchmark: Bloomberg Barclays Capital U.S. Treasury: U.S. TIPS TR	Apr 30, 2008 Jun 1, 2008	-0.83 -0.82	0.16 0.41	2.22 2.04	1.14 1.37	3.79 3.32	3.13 2.99
SPDR® Dow Jones Industrial Average ETF DIAⁿ Portfolio: Cap D NQ Moderate Benchmark: S&P 500 TR	Jan 13, 1998 Jun 1, 2008	9.57 7.71	20.55 17.91	20.30 17.31	14.40 13.95	12.05 11.97	8.44 7.45
T. Rowe Price Blue Chip Growth TRBCX^o Portfolio: Cap D NQ Moderate Benchmark: Russell 1000 Growth TR	Jun 30, 1993 Jun 1, 2008	6.43 9.17	27.25 26.30	21.68 20.55	17.57 16.58	15.50 14.31	11.38 9.77
T. Rowe Price Mid-Cap Growth RPMGX^p Portfolio: Cap D NQ Moderate Benchmark: Russell Midcap Growth TR	Jun 30, 1992 Jun 1, 2008	7.42 7.57	17.79 21.10	16.33 16.65	14.25 13.00	14.49 13.46	13.92 10.54
United States Dollar Currency CUR-USD Portfolio: Cap D NQ Moderate Benchmark: BOFAML 3-Month U.S. T-Bill TR	Jan 1, 2007 Jun 1, 2008	0.49 0.49	1.58 1.58	0.84 0.84	0.52 0.52	0.34 0.34	0.87 0.87
Vanguard Mid-Cap ETF VO^q Portfolio: Cap D NQ Moderate Benchmark: Russell Midcap TR	Jan 26, 2004 Jun 1, 2008	4.66 5.00	13.42 13.98	13.78 14.52	11.66 11.65	12.41 12.31	9.90 10.28
Vanguard Mid-Cap Value ETF VOE^r Portfolio: Cap D NQ Moderate Benchmark: Russell Midcap Value TR	Aug 17, 2006 Jun 1, 2008	3.10 3.30	9.43 8.81	13.07 13.09	11.47 10.72	12.19 11.29	8.95 8.65

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The performance reporting as TOTAL is based on the product/model-level performance and not on the composite holdings-level performance.

Investment Holdings Performance

	Incp. Date	Latest Qtr	1 Year	3 Year	5 Year	10 Year	ITD
Vanguard Small-Cap ETF VB^s	Jan 26, 2004	4.76	16.70	16.34	11.48	12.36	9.81
Portfolio: Cap D NQ Moderate	Jun 1, 2008						
Benchmark: Russell 2000 TR		3.58	15.24	17.12	11.07	11.11	9.29
Vanguard Total World Stock ETF VT^t	Jun 24, 2008	4.04	9.76	13.64	8.97	8.50	6.46
Portfolio: Cap D NQ Moderate	Jun 1, 2008						
Benchmark: MSCI World NR		4.98	11.24	13.54	9.28	8.56	6.38
Total		2.95%	7.24	9.74	7.58	8.35	6.94

Current performance may be lower or higher than data quoted herein. For data current to the most recent month end, please visit the manager website(s).

^a www.americancentury.com

^b <http://www.leggmason.com/>

^c www.federatedinvestors.com

^d www.hardingloevnerfunds.com

^e www.ishares.com

^f www.jpmorganfunds.com

^g www.lordabbett.com

^h www.lordabbett.com

ⁱ www.lordabbett.com

^j <http://www.mfs.com>

^k www.prudentialfunds.com

^l www.pimco.com

^m www.pimco.com

ⁿ www.spdrs.com

^o www.troweprice.com

^p www.troweprice.com

^q www.vanguard.com

^r www.vanguard.com

^s www.vanguard.com

^t www.vanguard.com

Carefully consider the investment objectives, risks, charges and expenses of a fund. This and other important information is contained in each fund's summary prospectus and prospectus, which can be obtained from your financial professional and should be read carefully before investing.

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Risk Return Worksheet

The information provided in this questionnaire is not intended to be investment advice and does not constitute a recommendation to buy or sell securities.

Risk Tolerance

1. Realizing that you may use some assets from time to time, how soon do you anticipate withdrawing the majority of the assets in this portfolio? (Note: If you plan to withdraw assets in less than one year, please speak with your advisor about a portfolio for short investment time horizons.)

- ☐ In 1 - 2 years
- ☐ In 3 - 5 years
- ☐ In 6 - 7 years
- ☐ In 8 - 11 years
- ☒ After 12 years

2. Once withdrawals begin, over what time period will withdrawals occur?

- ☐ I plan to withdraw the entire balance from the account in one lump sum.
- ☐ I plan to withdraw the balance of the account over a period of less than 3 years.
- ☒ I plan to withdraw the balance of the account over a period of time between 3 to 6 years.
- ☐ I plan to withdraw the balance of the account over a period of time greater than 6 years.
- ☐ I do not plan to withdraw funds from this account.

3. Investments with higher risks generally achieve higher returns over the long term. Which of the following statements best describes your attitude towards the relationship between risk and return?

- ☐ I am willing to accept substantial market risk and potential loss of principal in pursuit of higher returns.
- ☐ Long-term growth is important to me and I am willing to take moderate risk to achieve potentially higher returns.
- ☐ I am seeking balance between capital appreciation and stability of returns.
- ☒ I can tolerate small, short-term losses, but am concerned about protecting principal.
- ☐ I prefer very little or no risk of loss of principal. My main concerns are safety of principal and a steady return.

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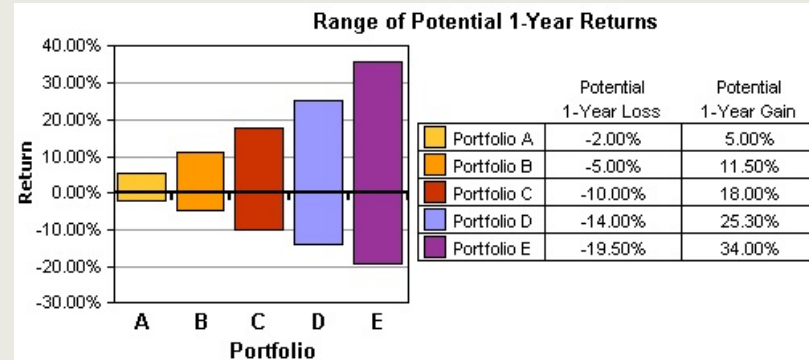
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Risk Return Worksheet

4. In general, seeking higher investment returns can expose you to greater volatility and risk of loss. The graph and table below illustrate the hypothetical performance of five portfolios and the range of possible returns for each. Which portfolio best fits your risk tolerance and desire for return?



- ☐ Portfolio A
☒ Portfolio B
☐ Portfolio C
☐ Portfolio D
☐ Portfolio E

5. Investment portfolios designed to protect principal sometimes earn a rate of return that is less than the rate of inflation. When an investment earns less than the inflation rate, purchasing power is lost. How important to you is earning a rate of return that exceeds the inflation rate?

- ☐ Safety of principal is paramount, even at the risk of losing purchasing power to inflation.
☒ I can accept moderate risk in an attempt to earn a rate of return that exceeds the rate of inflation.
☐ Generating a return that offsets the effects of inflation is very important to me.

6. How long can you comfortably endure losses in exchange for the prospect of higher returns over the long term?

- ☐ I am prepared for temporary losses for up to six months.
☐ I am prepared for temporary losses for as long as one year.
☒ I am prepared for temporary losses for as long as two years.
☐ I am prepared for temporary losses for as long as five years.
☐ I am prepared for temporary losses for longer than five years.

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Risk Return Worksheet

7. If your portfolio is worth \$100,000 today, how much loss could you tolerate before changing your allocation strategy?

- ☐ 25% or more; portfolio value less than \$75,000
- ☐ 20 - 25%; portfolio value of \$75,000 - \$80,000
- ☒ 10 - 20%; portfolio value of \$80,000 - \$90,000
- ☐ 5 - 10%; portfolio value of \$90,000 - \$95,000
- ☐ Less than 5%; portfolio value greater than \$95,000

8. Which of the following statements best describes the purpose of this portfolio?

- ☐ I need current income from this portfolio.
- ☐ I need Safety of Principal from this portfolio.
- ☐ I need a balance of income and growth from this portfolio.
- ☒ Portfolio appreciation is most important. I do not need current income from this portfolio.

Overlay Recommendation

9. Please select the allocation overlay for this investment proposal (Select N/A for Portfolio Solutions and PNC Directions accounts)

- ☐ N/A - proposal will use Portfolio Solutions or PNC Directions
- ☒ Traditional
- ☐ Traditional with Alternatives
- ☐ Domestic Only

10. Please select the desired product lineup (Select N/A for Portfolio Solutions and PNC Directions accounts)

Please Note: If the proposal is for less than \$250,000 & Flexible UMA is chosen, the system will default you to the MF allocation.

- ☐ N/A
- ☐ Mutual Funds Only
- ☐ ETF's Only
- ☒ Flexible UMA (Includes managers' models)

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Notes

1 Asset Style Description: Asset style generally describes a specific group of assets or investments. All investments contain risk and there is no assurance the money you invest will appreciate over time and may be worth less than the original cost. Diversification does not guarantee a profit or guarantee protection against losses.

All Cap: A stock mutual fund that invests in equity securities without regard to whether a company is characterized as having a small, medium or large market capitalization. The securities of small and medium companies may be more volatile and less liquid than the securities of larger companies. While larger companies tend to be less volatile than small or mid cap companies, an investment in large cap companies can still lose money.

Alternative: An investment that is not one of the three traditional asset types (stocks, bonds and cash) and generally has low correlations to stocks and bonds. Alternative investments include hedge funds, managed futures, market neutral/long-short funds and derivatives contracts. The term "alternative investment" is a broad term that can describe an investment product other than traditional stocks, bonds, mutual funds, etc. Alternative Investments may have complex terms and features that are not easily understood and are not suitable for all investors. Risks that may be associated with liquid alternative investments include: (1) Leverage - Leverage may enhance a fund's returns in up markets but exacerbate returns in a bad market. Some firms with leverage inherent in their portfolios may experience "margin call" types of actions in the event of liquidity dry-ups or if certain counterparties cannot provide the leverage needed. (2) Shorting - Certain securities may be difficult to sell short at the price that the manager would wish to execute a trade. A short position may have the possibility of an infinite loss if a security continues to go up in price and the manager does not cover. (3) Security valuation - Certain securities held in alternative mutual funds, such as derivatives or thinly traded stocks, bonds or swaps may not have a market in which the money manager may need to trade it quickly in case of fund redemptions. High Bid/Ask spreads or the lack of another buyer/seller to take the opposite position of a thinly traded security could cause inaccurate estimates in underlying security valuation by the administrator. (4) Nightly reconciliation - The use of thinly traded securities, shorting and leverage may make it difficult for some alternative funds, based on their investment strategy, to provide accurate nightly NAVs for the mutual fund.

Alternative Fixed Income: A strategy that seeks to exploit inefficiencies in the fixed income markets. Strategies can include long/short credit, long/short duration, long/short interest rates and other uncorrelated fixed income strategies (credit strips, non-traditional bonds). Portfolios will tend to have fixed income market betas in the range of -0.2 to 0.5 compared to the BarCap Aggregate Bond index. Fixed Income Investments are subject to interest rate risk which is the risk that debt securities in a fund's portfolio will decline in value because of increases in market interest rates.

Balanced: A portfolio allocation and management method aimed at balancing risk and return. Such portfolios are generally divided roughly equally between equities and fixed-income securities. The securities of small and medium companies may be more volatile and less liquid than the securities of larger companies. While larger companies tend to be less volatile than small or mid cap companies, an investor can still lose money when investing in stocks with large cap companies. Fixed Income Investments are subject to interest rate risk which is the risk that debt securities in a fund's portfolio will decline in value because of increases in market interest rates.

Bear Market: A strategy that seeks to exploit a view of securities or markets that are overvalued by having a relative high net short beta to equity market betas or implement a tactical view to potentially profit from a declining equity market. Portfolios will tend to have equity market betas in the range of -0.4 to -1.5 to the S&P 500. Some managers invest the proceeds from their short positions in low-risk assets, while others dedicate a portion to long stock positions in order to hedge against broad market rallies. In the event of a broad market rally, these funds will lose money on their short positions but should experience a gain on their long positions.

Cash: Cash can be cash in the bank, certificates of deposit, currency, money market holdings, fixed-income securities that mature in less than 12 months, commercial paper and repurchase agreements. While investing in cash or cash equivalents is generally considered to be a safe investment, it is still subject to inflation risk; the risk that inflation will outpace the performance on your investment as inflation shrinks the purchasing power of your cash investment.

Commodity: A generic term for any item or product that can be traded by investors on a market. More specifically, it refers to natural materials and their derived products such as metals, agricultural products and energy products. Investing in commodities or equity securities of commodity-related companies may have greater volatility than investments in traditional securities. The commodities market may fluctuate widely and the value of the investment can experience periods of significant movements up and down.

Equity Arbitrage: A strategy that seeks to benefit from differences in pricing differences between related securities. Example of this include merger arbitrage, pairs trading, sector arbitrage, capital structure arbitrage. Portfolios will tend to have equity market betas in the range of 0.2 to 0.5 compared to the S&P 500. There is no guarantee that a benefit will be realized on the spread in pricing and the investment can lose money.

Foreign Large Cap Core: This asset class represents stocks that are domiciled outside of the US with market capitalization in the top 70% of each economically integrated market around the world. A core portfolio invests in a combination of growth and value stocks. While these portfolios can invest in US domiciled stocks, they typically make up less than 20% of the portfolio.

Foreign Large Cap Growth: This asset class represents stocks that are domiciled outside of the US with market capitalization in the top 70% of each economically integrated market around the world. The growth style is defined as stocks that are fast growing with higher valuations than other large international stocks. While these portfolios can invest in US domiciled stocks, they typically make up less than 20% of the portfolio.

Foreign Large Cap Value: This asset class represents stocks that are domiciled outside of the US with market capitalization in the top 70% of each economically integrated market around the world. The value style is defined as stocks that are trading at low valuations compared to their industry and peers. While these portfolios can invest in US domiciled stocks, they typically make up less than 20% of the portfolio.

Foreign Small Mid Cap Core: Foreign Small Mid Core portfolios generally invest in the stock of companies which are domiciled outside of the US and are small from a market capitalization standpoint. These portfolios generally invest in stocks that land in the bottom 30% of the capitalization range of each economically integrated market (Asia ex-Japan, Europe). The core style will have a combination of traits of both growth and value styles. While these portfolios can invest in US domiciled stocks, they typically make up less than 20% of the portfolio.

Foreign Small Mid Cap Growth: Foreign Small Mid Growth portfolios generally invest in the stock of companies which are domiciled outside of the US and are small from a market capitalization standpoint. These portfolios generally invest in stocks that land in the bottom 30% of the capitalization range of each economically integrated market (Asia ex-Japan, Europe). The growth style is generally defined as stocks which are experiencing higher growth (based on earnings, sales, cash flow, etc.) and are generally trading at higher valuations due to that higher growth. While these portfolios can invest in US domiciled stocks, they typically make up less than 20% of the portfolio.

Foreign Small Mid Cap Value: Foreign Small Mid Value portfolios generally invest in the stock of companies which are domiciled outside of the US and are small from a market capitalization standpoint. These portfolios generally invest in stocks that land in the bottom 30% of the capitalization range of each economically integrated market (Asia ex-Japan, Europe). The value style is generally defined as stocks which are trading at low valuations. While these portfolios can invest in US domiciled stocks, they typically make up less than 20% of the portfolio.

Notes

Global Equity: This asset class represents investments in companies that operate in any market in the world. Investing overseas involves special risks, including the volatility of currency exchange rates and, in some cases, limited geographic focus, political and economic instability, and relatively illiquid markets.

Global Macro: Macro managers invest in a broad range of securities and indices including, but not limited to, equities, fixed income, rates, currencies, commodities, credit, etc. and can use derivatives and economic leverage to express these views. The majority of macro strategies have a top down view and are trying to determine if broad asset classes are under or overvalued. Managers can use both discretionary as well as systematic techniques to find opportunities.

Hedged Equity: Strategy that seeks to reduce overall equity portfolio volatility by hedging and varying net equity market exposure by going long and short individual equities, equity ETFs and derivative products. Money managers will tend to have equity market betas in the range of 0.4–0.8 compared to the S&P 500. Strategies include long/short equity or using options to hedge equity market risk. Some funds that fall into this category will shift their exposure to long and short positions depending on their macro outlook or the opportunities they uncover through bottom-up research. By hedging downside risk, upside potential may be limited.

High Yield: A collective investment strategy that invests in bonds with low credit ratings. Because of the risky nature of high yield bonds, high-yield funds have greater volatility than the average bond fund and have a greater risk of default. Fixed Income Investments are subject to interest rate risk which is the risk that debt securities in a fund's portfolio will decline in value because of increases in market interest rates.

Inflation-Protected Bond: A special type of Treasury note or bond that offers protection from inflation. Like other Treasuries, an inflation-indexed security pays interest every six months and pays the principal when the security matures. The difference is that the coupon payments and underlying principal are automatically increased to compensate for inflation as measured by the consumer price index (CPI). Inflation Protected bonds are still subject to interest rate risk which is the risk that debt securities in a fund's portfolio will decline in value because of increases in market interest rates. Income distributions may fluctuate considerably more than a typical bond fund when the CPI fluctuates.

International Developed Markets: This asset class invests in companies located in foreign countries with developed economies and market such as Japan, Western Europe and Australia. Funds that invest in international securities involve special additional risks. These risks include, but are not limited to, currency risk, political risk, and risk associated with varying accounting standards.

International Emerging Markets: This asset class represents companies that operate in industrializing or emerging regions of the world. Funds that invest in international securities involve special additional risks. These risks include, but are not limited to, currency risk, political risk, and risk associated with varying accounting standards. Investing in emerging markets may accentuate these risks.

Intermediate Bond: This asset class represents fixed income securities with typical average maturity of 4 to 10 years. In general, the bond market is volatile and such funds are subject to interest rate risk and the inherent credit risk related to the underlying credit worthiness of the various issuers. Investors should be aware that bond prices and interest rates have an inverse relationship, when interest rates rise bond prices fall and vice versa.

Intermediate Muni: This asset class represents municipal bond securities with typical average maturity of 5 to 12 years. See "Fixed Income Sectors" for more information on Municipal Bonds. In general, the bond market is volatile and such funds are subject to interest rate risk and the inherent credit risk related to the underlying credit worthiness of the various issuers. Investors should be aware that bond prices and interest rates have an inverse relationship, when interest rates rise bond prices fall and vice versa.

International Bond: Bonds that are issued in a country by a non-domestic entity. International bonds include Eurobonds, foreign bonds and global bonds. In general, the bond market is volatile and such funds are subject to interest rate risk and the inherent credit risk related to the underlying credit worthiness of the various issuers. Investors should be aware that bond prices and interest rates have an inverse relationship, when interest rates rise bond prices fall and vice versa. Investing overseas involves special risks, including the volatility of currency exchange rates and, in some cases, limited geographic focus, political and economic instability, and relatively illiquid markets.

Inverse: These funds seek to generate returns equal to an inverse fixed multiple of short-term returns of an associated index. The compounding of short-term returns results in performance that does not correspond to those of investing in the index with external leverage. Many of these portfolios seek to generate a multiple typically negative 1 to negative 3 times the daily or weekly return of the reference index. Some strategies employ derivatives to obtain this exposure.

Large-Cap Core: This asset class represents companies with market capitalizations above approximately \$10 billion that may demonstrate above average consistency in earnings growth and reasonable market valuations. The market capitalization of large cap companies may change over time and is not authoritatively defined. While larger companies tend to be less volatile than small or mid cap companies, an investor can still lose money when investing in the stocks of large cap companies.

Large-Cap Growth: This asset class represents companies with market capitalizations above approximately \$10 billion that may exhibit above average growth potential, often demonstrated by accelerating revenue and earnings growth. While larger companies tend to be less volatile than small or mid cap companies, an investor can still lose money when investing in the stocks of large cap companies.

Large-Cap Value: This asset class represents companies with market capitalizations above approximately \$10 billion that often exhibit relatively low P/E ratios or are undervalued by other objective measures, such as price-to-book ratios. The market capitalization of large cap companies may change over time and is not authoritatively defined. While larger companies tend to be less volatile than small or mid cap companies, an investor can still lose money when investing in the stocks of large cap companies.

Leveraged: Leveraged portfolios seek to achieve overall exposure to the market consistently larger than the sum of fund assets. This exposure may be 1 to 3 times a reference index. This is achieved through borrowed cash invested in securities that can provide income or capital appreciation in excess of the borrowing costs. Some strategies employ derivatives to obtain this exposure.

Long Bond: This asset class represents fixed income securities with typical average maturity greater than 10 years. In general, the bond market is volatile and such funds are subject to interest rate risk and the inherent credit risk related to the underlying credit worthiness of the various issuers. Investors should be aware that bond prices and interest rates have an inverse relationship, when interest rates rise bond prices fall and vice versa.

Long Muni: This asset class represents municipal bond securities with typical average maturity greater than 12 years. See "Fixed Income Sectors" for more information on Municipal Bonds. In general, the bond market is volatile and such funds are subject to interest rate risk and the inherent credit risk related to the underlying credit worthiness of the various issuers. Investors should be aware that bond prices and interest rates have an inverse relationship, when interest rates rise bond prices fall and vice versa.

Long/Short Credit: Long-short portfolios hold sizable stakes in both long and short positions in bonds and related derivatives. Some funds that fall into this category will shift their exposure to long and short positions depending on their macro outlook or the opportunities they uncover through bottoms up research. Funds in this institutional category use individual short positions rather than derivatives to obtain short exposure.

Managed Futures: Portfolio investments made directly into derivatives contracts such as futures, forwards and options. Many managers will position investment in trend following or momentum based trading strategies. Managed futures

Notes

generally manage their clients assets using a proprietary trading system or discretionary method that may involve going long or short in futures contracts in areas such as metals, grains, equity indexes, soft commodities, as well as foreign currency and U.S government bond futures. Managed Futures portfolios can have both volatile and uncorrelated returns to equity and fixed income markets but have positive correlation to volatility in general (i.e. the VIX). Portfolios will tend to have market betas in the range of -0.3 to 0.3 to both fixed income and equity market indexes.

Market Neutral: Seeks to construct a portfolio of long and short equities market by balancing out net long and net short equity exposure across the portfolio. Some managers implement this by singling out stock picking ability and targeting zero equity beta. Portfolios will tend to have equity market betas in the -0.2 to 0.2 range. Techniques used include statistical arbitrage, quantitative trading strategies and relative value trades. In attempting to reduce systematic risk, these funds put the emphasis on issue selection, with profits dependent on their ability to sell short and buy long the correct securities.

Mid-Cap Core: This asset class represents companies with market capitalizations typically between \$2 to \$10 billion that may demonstrate above average consistency in earnings growth and reasonable market valuations. The market capitalization of mid cap companies may change over time and is not authoritatively defined. The securities of these companies may be more volatile and less liquid than the securities of larger companies.

Mid-Cap Growth: This asset class represents companies with market capitalizations typically between \$2 to \$10 billion that often exhibit above average growth potential, often demonstrated by accelerating revenue and earnings growth. The market capitalization of mid cap companies may change over time and is not authoritatively defined. The securities of these companies may be more volatile and less liquid than the securities of larger companies.

Mid-Cap Value: This asset class represents companies with market capitalizations typically between \$2 to \$10 billion that often exhibit relatively low P/E ratios or are undervalued by other objective measures, such as price-to-book ratios. The market capitalization of mid cap companies may change over time and is not authoritatively defined. The securities of these companies may be more volatile and less liquid than the securities of larger companies.

Multi-Strategy: A strategy whereby a money manager is diversifying across multiple alternative investment strategies within a portfolio to seek different sources of returns. Portfolios will tend to have equity market betas in the range of 0.3 to 0.7 compared to the S&P 500. An investor's exposure to different tactics may change slightly over time in response to market movements. Funds in this category include both funds with static allocations to alternative strategies and funds tactically allocating among alternative strategies and asset classes.

REITS: A security that sells like a stock on the major exchanges and invests in real estate directly, either through properties or mortgages or in companies that are involved in the real estate industry, either directly or indirectly. The investment can fluctuate over short or even long periods and over a long period of time like the stock market and can be effected by additional risks such as interest rate risks, REITS share price may decline because of adverse developments affecting the real estate market including changes in interest rates or general economic and market conditions. Additional risks associated with investment in securities of companies in the real estate industry can include declines in the value of real estate, local economic conditions, increases in property taxes, changes in zoning laws, casualty or property damage, or changes to the rental market.

Short Bond: This asset class represents fixed income securities with typical average maturity of less than 4 years. In general, the bond market is volatile and such funds are subject to interest rate risk and the inherent credit risk related to the underlying credit worthiness of the various issuers. Investors should be aware that bond prices and interest rates have an inverse relationship, when interest rates rise bond prices fall and vice versa.

Short Muni: This asset class represents municipal bond securities with typical average maturity less than 5 years. See "Fixed Income Sectors" for more information on Municipal Bonds. In general, the bond market is volatile and such funds are subject to interest rate risk and the inherent credit risk related to the underlying credit worthiness of the various issuers. Investors should be aware that bond prices and interest rates have an inverse relationship, when interest rates rise bond prices fall and vice versa.

Small-Cap Core: This asset class represents companies with market capitalizations typically of up to \$2 billion that may demonstrate above average consistency in earnings growth and reasonable market valuations. The market capitalization of small cap companies may change over time and is not authoritatively defined. Funds that invest in stocks of small companies involve additional risks, including relatively low trading volumes, a greater degree of change in earnings, and greater short-term volatility. Smaller companies typically have a higher risk of failure, and are not as well established as larger blue-chip companies.

Small-Cap Growth: This asset class represents companies with market capitalizations typically of up to \$2 billion that may exhibit above average growth potential, often demonstrated by accelerating revenue and earnings growth. The market capitalization of small cap companies may change over time and is not authoritatively defined. Funds that invest in stocks of small companies involve additional risks, including relatively low trading volumes, a greater degree of change in earnings, and greater short-term volatility. Smaller companies typically have a higher risk of failure, and are not as well established as larger blue-chip companies.

Small-Cap Value: This asset class represents companies with market capitalizations typically of up to \$2 billion that often exhibit relatively low P/E ratios or are undervalued by other objective measures, such as price-to-book ratios. The market capitalization of small cap companies may change over time and is not authoritatively defined. Funds that invest in stocks of small companies involve additional risks, including relatively low trading volumes, a greater degree of change in earnings, and greater short-term volatility. Smaller companies typically have a higher risk of failure, and are not as well established as larger blue-chip companies.

Fixed Income Sectors: The fixed-income securities in an investment's portfolio are mapped into one of 14 sectors, which in turn roll up to five super sectors. These sectors help investors and investment professionals compare and understand the sector exposure of each investment. This data is especially useful for comparing two investments that may be in the same category.

2 Reported benchmarks are not intended as direct comparisons to the performance of the portfolio. Instead, they are intended to represent the performance of certain sectors of the overall securities market (e.g. equities, bonds, etc.). Respectively, the volatility and performance of the reported benchmark may be greater than or less than the volatility and performance of the investment portfolio.

3 Actual fees will vary depending on, among other things, the applicable fee schedule, the time period, investment performance and account size. For example, if \$100,000 were invested and experienced a 10% annual return compounded monthly for 10 years, its ending value, without giving effect to the deduction of advisory fees, would be \$270,704 with annualized compounded return of 10.47%. If an advisory fee of 0.95% of the average market value of the account were deducted monthly for the 10-year period, the annualized compounded return would be 9.43% and the ending dollar value would be \$246,355. For a description of all fees, costs and expenses, please refer to your financial advisor's Disclosure Brochure. Past performance is not indicative of future results.

Notes

Annualized Alpha: A statistic that seeks to measure that portion of a stock, mutual fund, or composite's annualized return attributable to specific or nonmarket risk. Because Alpha seeks to measure non-market return, it is often used as an indication of how much value has been added or lost by a manager, based on that manager's investment decisions.

Annualized Return: Measures an investment's increase in value each year, including appreciation, compounded interest and dividends for a period longer than one year. Also called compound rate of return.

Asset Class/Capitalization Descriptions: Descriptions of asset classes and capitalization levels used in the Profile may not correspond to the asset classes and capitalization level descriptions used in other materials provided to you or available to your financial service provider.

Beta: Beta is a quantitative measure of the volatility of a given stock, mutual fund, or composite, relative to its assigned benchmark. It measures the systematic risk associated with a composite. For example, a composite with a beta of 1.10 is expected (based on previous performance) to perform 10% better than its benchmark index in up markets and 10% worse in down markets. As with any statistic based on past performance, there is no guarantee of future performance.

Down Market Capture: The down market capture looks at the performance of a portfolio versus that of the market (i.e. the appropriate index) in down markets. The better the capital protection given by the portfolio in down markets, the lower the down market capture.

Information Ratio: Measures the consistency with which a fund beats a benchmark. Calculated as annualized excess return divided by standard deviation of excess return.

Price/Book: The price/book (P/B) ratio of a portfolio is the weighted average of the price/book ratios of all the stocks in a portfolio. A company's P/B ratio is calculated by dividing the market price per share of its outstanding stock by the company's book value per share.

Price/Earnings: The price/earnings (P/E) ratio of a portfolio is the weighted average of the price/earnings ratios of all the stocks in the portfolio. A company's P/E ratio is calculated by dividing the market price per share of its outstanding stock by the company's trailing 12-month earnings per share.

R-Squared: A measure of correlation, r-squared ranges from 0 to 1 (or 0 to 100%) and reflects the percentage of a composite's variability that is explained by the variability of the benchmark. An r-squared measure of 0.25 (or 25%) means that the regression model only explains 25% of the variability. The higher the r-squared, the more useful the beta and annualized alpha statistics.

Sharpe Ratio: The Sharpe ratio seeks to adjust the return of a composite or fund based on the amount of risk taken to achieve it. It is calculated by dividing a composite's total risk premium by the standard deviation of its risk premium. The risk premium is defined as the return above the risk-free rate (usually T-bill rate).

Standard Deviation: Measures the total volatility or range of a fund or composite's return. It is often used to measure how much a composite's actual return deviates from its expected return for the measured period. Standard deviation measures total risk, which can be broken down into market risk and specific risk. The 3-Year standard deviation measures this total risk over a rolling period of 3 years, while the 5-Year standard deviation measures the total risk over a rolling period of 5 years.

Tracking Error: Measures how closely a fund's returns track those of a benchmark. Represents the standard deviation, or variability, of a fund's returns relative to the benchmark.

Up Market Capture: The up market capture looks at the performance of a portfolio versus that of the market (i.e. the appropriate index) in up markets. The better the performance in comparison with the market, the higher the up market capture.

FOR MORE INFORMATION

1-800-762-6111
pnc.com

The Investment Program and other wrap fee programs we provide may include investments in funds advised or serviced by our affiliates, including BlackRock, Inc. and PNC Capital Advisors, LLC, who receive compensation for their investment advisory and other services. The services provided by our affiliates and the fees they collect for these services vary and generally are disclosed in each fund's prospectus. These fees are paid directly by the fund and affect the total return of a shareholder's investment.

Past performance is no guarantee of future results, and Investments may lose money. Fund share price, yield and return may vary, and you may have a gain or loss when you sell fund shares. Current performance may be lower or higher than the performance data quoted. Contact your Investment Advisor for fee information.

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Wayne A. Hearn, CPA
Courtney C. Lang, EA
Harry M. Stroup, CPA
Michael A. McClain, CPA
Emily L. Byler, CPA

October 25, 2018

To the Board of Directors
American Society of Highway Engineers
Henderson, North Carolina

We have audited the financial statements of the American Society of Highway Engineers (the Organization) for the year ended May 31, 2018, and have issued our report thereon dated October 25, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit, which we previously discussed with you. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Organization are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the Organization during the year which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We evaluated the key factors and assumptions used to develop these estimates in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting or auditing matter, whether or not resolved to our satisfaction that could be significant to the financial statements or auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

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Facsimile (717) 935-9908

624 Valley View Blvd
Altoona, PA 16602
Telephone (814) 946-1300
Facsimile (814) 946-0090

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 25, 2018.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the governmental unit’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Organization and management of the Organization and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

CPA Associates

CPA Associates
Certified Public Accountants
Altoona, PA



**AMERICAN SOCIETY OF HIGHWAY
ENGINEERS**

AUDITED FINANCIAL STATEMENTS

**For the Year Ended
May 31, 2018**

AMERICAN SOCIETY OF HIGHWAY ENGINEERS
FINANCIAL STATEMENTS
May 31, 2018

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Wayne A. Hearn, CPA
Courtney C. Lang, EA
Harry M. Stroup, CPA
Michael A. McClain, CPA
Emily L. Byler, CPA

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
American Society of Highway Engineers
Henderson, North Carolina

We have audited the accompanying financial statements of American Society of Highway Engineers (a nonprofit organization), which comprise the statement of assets, liabilities, and net assets – modified cash basis as of May 31, 2018, and the related statement of revenues, expenses and changes in net assets- modified cash basis for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting as described in Note A; this includes determining that the modified cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall preparation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the assets, liabilities, and net assets of American Society of Highway Engineers as of May 31, 2018 and its revenues and expenses for the year ended in accordance with the modified cash basis of accounting as described in Note A.

Basis of Accounting

We draw attention to Note A of the financial statements, which describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to that matter.

CPA Associates

CPA Associates
Altoona, Pennsylvania
October 25, 2018

FINANCIAL STATEMENTS

AMERICAN SOCIETY OF HIGHWAY ENGINEERS
STATEMENT OF ASSETS, LIABILITIES AND NET ASSETS -
MODIFIED CASH BASIS
May 31, 2018

ASSETS

CURRENT ASSETS

Cash	\$ 69,424
Investments	<u>291,538</u>

TOTAL CURRENT ASSETS **360,962**

TOTAL ASSETS **\$ 360,962**

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Payroll Withholdings	<u>\$ 252</u>
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TOTAL CURRENT LIABILITIES **252**

TOTAL LIABILITIES **252**

NET ASSETS, UNRESTRICTED **360,710**

TOTAL LIABILITIES AND NET ASSETS **\$ 360,962**

See Independent Auditor's Report and Notes to the Financial Statements.

AMERICAN SOCIETY OF HIGHWAY ENGINEERS
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS -
MODIFIED CASH BASIS
For the Year Ended May 31, 2018

REVENUES

New Members	\$ 23,320
Dues Assessments	123,175
Life Member	160
Past President's Pins	1,320
Scanner Sponsorships	25,650
Multiview Sponsorships	6,062
Interest and Dividends	15,314
Conference Income and Reimbursements	8,000
Gain on Sale of Investments	5,100
Miscellaneous	1,410

TOTAL REVENUES

\$ 209,511

EXPENSES

Executive Committee Expenses	76,439
Membership Committee Expenses	7,019
National Board Expenses	78,230
National Conference Committee Expenses	4,345
New Section Committee Expenses	4,272
Public Relations Committee Expenses	1,697
Regional Outreach Committee Expenses	3,043
Scanner Committee Expenses	40,144
Student/ CEU Expenses	250
Technology Committee Expenses	3,996
Budget Committee Expenses	120
Strategic Planning Committee Expenses	721

TOTAL EXPENSES

\$ 220,276

INCREASE (DECREASE) IN UNRESTRICTED NET ASSETS

(10,765)

NET UNRESTRICTED ASSETS, Beginning of Year

371,475

NET UNRESTRICTED ASSETS, End of Year

\$ 360,710

See Independent Auditor's Report and Notes to the Financial Statements.

NOTES TO THE FINANCIAL STATEMENTS

AMERICAN SOCIETY OF HIGHWAY ENGINEERS
NOTES TO THE FINANCIAL STATEMENTS
May 31, 2018

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

This summary of significant accounting policies of American Society of Highway Engineers (the “Society”) is presented to assist in the understanding of the Society’s financial statements. The financial statements and notes are representations of the Society’s management, who is responsible for their integrity and objectivity.

Nature of the Reporting Entity

The Society is a not for profit organization, which provides technical engineering information to its members which are in excess of 6,000 members representing transportation agencies, legislature and other associations. Members are from various states, primarily in the eastern United States. The information is provided through monthly and annual publications and professional meetings during the year. The mission of the Society is to provide a forum for members of the highway industry that support education, innovation and fellowship; promoting a safe and efficient highway system for mobility now and in the future. The Society receives membership dues and provides members with its quarterly newsletter – *ASHE Scanner*.

Basis of Accounting

The financial statements of the Society are prepared using a modified cash basis of accounting. Under this method of accounting, revenues are recorded when received rather than when earned. Expenses, other than payroll liabilities, are recognized when paid rather than when incurred. The modifications are recognizing investments (at cost) and recording of employee tax withholding liabilities which are due at the end of the fiscal year. In addition, no statement of functional expenses is presented under the modified cash basis of accounting.

Income Taxes

The Society is a not-for-profit organization that is exempt from income taxes under Section 501(c)(6) of the Internal Revenue Code. However, income from certain activities not directly related to the organization’s tax-exempt purpose is subject to taxation as unrelated business income. For the year ended May 31, 2017, there were no income taxes paid. The Organization’s May 31, 2016, 2017 and 2018 tax returns are open for examination by Federal taxing authorities.

NOTE B – CASH AND CASH EQUIVALENTS

The Society considers all unrestricted highly liquid investments with an initial maturity of three months or less to be cash equivalents.

NOTE C – CONCENTRATION OF CREDIT RISKS

The Society maintains its cash with local banks. At May 31, 2018, no cash balances exceeded Federal Deposit Insurance Corporation (FDIC) insurance coverage limits of \$250,000. In addition, the investments are covered under the Securities Investor Protection Corporation (SIPC) up to a maximum of \$500,000.

AMERICAN SOCIETY OF HIGHWAY ENGINEERS
NOTES TO THE FINANCIAL STATEMENTS
May 31, 2018

NOTE D – INVESTMENTS

As of May 31, 2018, the Society had investments in various mutual funds with PNC Investments classified as follows:

	Cost	Unrealized Appreciation (Depreciation)	Market Value
Equities	\$ 192,226	\$ 29,085	\$ 221,311
Fixed Income	99,312	(187)	99,125
Total Investments	<u>\$ 291,538</u>	<u>\$ 28,898</u>	<u>\$ 320,436</u>

Investments are recorded at cost under this modified cash basis of accounting. The investments consist primarily of mutual funds which have a readily determinable market value. Amounts held in this investment account which are bank deposits are classified as cash for financial statement reporting. During the year ended May 31, 2018, dividends and capital gains earned on the investment totaled \$15,314. Realized gains on sales of investments during the year ended May 31, 2018 totaled \$5,100.

NOTE E – RELATED PARTY TRANSACTIONS

For the year ended May 31, 2018, \$3,300 was paid to the Society's Secretary for rental of office space to house the operations of the Society. In addition, \$500 was paid to the Society's Treasurer for internet cable access.

NOTE F – SUBSEQUENT EVENTS

Subsequent events were evaluated through October 25, 2018, which is the date the financial statements were available to be issued. No events have occurred which require disclosure.

REVIEWED

Budget / Audit Committee

12/16/18 (MDH)



Wayne A. Hearn, CPA
Courtney C. Lang, EA
Harry M. Stroup, CPA
Michael A. McClain, CPA
Emily L. Byler, CPA

To the Board of Directors
American Society of Highway Engineers
Henderson, North Carolina

In planning and performing our audit of the financial statements of the American Society of Highway Engineers as of and for the year ended May 31, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered the American Society of Highway Engineers' (the Society) internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we considered to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected or corrected on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency in the American Society of Highway Engineer's internal control to be a significant deficiency:

Lack of Segregation of Duties

With a minimal office staff, such as the Society has, it is simply not possible to design the layers of tasks referred to in the accounting literature. Standard practice regarding the design of a good system of internal controls relies on a system of checks and balances accomplished by having different employees perform various functions within the accounting cycle. These checks and balances are not possible when the same person performs all of an interrelated series of tasks. The close involvement of the Society's Board of Directors in the cash receipts and disbursements process is a compensating control that reduces the potential effects of this condition, and we urge the Board to continue this involvement. It would not be cost beneficial for the Society to hire the personnel needed to remedy this condition; however we have a responsibility to discuss it with you.

80 East Penn Street
Huntingdon, PA 16652
Telephone (814) 643-5200
Facsimile (814) 641-1040

4527 East Main Street
Belleville, PA 17004
Telephone (717) 935-9913
Facsimile (717) 935-9908

624 Valley View Blvd
Altoona, PA 16602
Telephone (814) 946-1300
Facsimile (814) 946-0090

This communication is intended solely for the information and use of the board of directors and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

CPA Associates

CPA Associates
Certified Public Accountants
Altoona, PA
October 25, 2018

REVIEWED

Budget / Audit Committee

12/16/18 (MDH)

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Wayne A. Hearn, CPA
Courtney C. Lang, EA
Harry M. Stroup, CPA
Michael A. McClain, CPA
Emily L. Byler, CPA

INDEPENDENT AUDITOR'S SEPARATE LETTER TO MANAGEMENT

October 25, 2018

To the Board of Directors
American Society of Highway Engineers
Henderson, North Carolina

In planning and performing our audit of the financial statements of the American Society of Highway Engineers (the Organization) as of and for the year ended May 31, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered the Organization's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

However, during our audit we became aware of matters that are opportunities for strengthening internal controls and operating efficiency. The information summarized below is our comments and suggestions regarding those matters. A separate report dated October 25, 2018 contains our report on significant deficiencies and material weaknesses in the Organization's internal control. This letter does not affect our report dated October 25, 2018 on the financial statements of the Organization.

Check Depositing

We reiterate our comment from the prior year audit that there appears to be, in some instances, long delays between when checks from the sections are received, and when they are actually deposited into the bank account. While this has improved somewhat from prior years, it appears the checks are being held in the North Carolina office for lengthy periods of time, before they are being sent to the treasurer for deposit. We recommend that at an absolute maximum, checks be held for no more than two weeks before they are sent to the treasurer for deposit. By not holding these checks for lengthy periods of time lessens the chance of being misplaced, and helps the cash flow of the Society.

We will review the status of these comments during our next audit engagement. We will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

Sincerely,

CPA Associates

CPA Associates
Certified Public Accountants
Altoona, PA

REVIEWED

Budget / Audit Committee

12/16/18 (MDH)

80 East Penn Street
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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
stan.harris@stantec.com
DDizuzio@tandmassociates.com
cleggett@ncdot.gov
makinnee@urbanengineers.com

Date: 12/20/18

Report Period: Fall 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:

1. None

Discussions to be brought before the board

1. None

Activities:

Reviewed proposed revisions to Potomac Section Bylaws. Provided comments on 12/18/18.

Finalize review and upload of section bylaws to the Cloud

Budget update

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



COMMITTEE STATUS REPORT

MEMBERSHIP COMMITTEE

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

Committee Members

Leigh Lilla, Chair

Tom Morisi

Alice Hammond

John Derr

Kevin Duris

Karl Bednarz

E-Mail

llilla@nelson-construction.com

Ashenationalsecretary@ashe.pro

alhammond@pa.gov

jderr@GFNET.com

Kevin.Duris@trumbullcorp.com

Karl.Bednarz@rsandh.com

Date: 12/21/18

Report Period: Fall - Sept

Meetings held since the previous Quarterly Report

1. 9/17/18 – Kevin Duris, Alice Hammond, Tom Morisi, Karl Bednarz, John Derr, Leigh Lilla
Discussed outcome of National Board meeting regarding communication plan for ensuring membership inquiries are properly followed up with as well as preliminary discussion about submitting membership electronically.
2. 10/30/18 – Meeting with Technology Committee & Co.: Leigh Lilla, Mindy Sanders, Tom Morisi, Dick Cochrane, Scott Jordan, Tim Matthews
Discussed feasibility of electronic applications using the database. Outcome was Leigh was to prepare a flowchart outlining the process for a membership inquiry via the ASHE.pro website now and its process through the structure to getting an application versus how streamlined this could be if accomplished electronically. As of the preparation of this report, this exercise has not been completed. Additionally, we were to get with Jake Morisi for an order of magnitude for the cost in making an update such as this one in order to consider the return on investment in streamlining the application process.
3. 11/5/18- Kevin Duris, John Derr, Leigh Lilla
Continued to discuss electronic membership application process – small meeting, was informal

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

Resolved: N/A

Discussions to be brought before the board

1. Feasibility of electronic membership application if back up can be prepared timely
- 2.

Activities

Pare Down Membership Application – further discussion required **COMPLETED**

Follow up on new member referrals from web site – all inquiries – communication of expectations to Regions / Sections - **COMPLETE WITH ROC COMMITTEE**

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: 12/19/18

Report Period: Fall 2018

Nikki Parris, Chair	nicole.parris@atkinsglobal.com
Mike Hurtt, Board Liaison	mhurtt@chacompanies.com
Jerry Pitzer	jerry1368@yahoo.com
Shirley Stuttler	sstuttler@hughes.net
Brad Winkler	winklerbs@pbworld.com
Roger Carriker	carriker@pbworld.com
Jim Shea	JShea@trcsolutions.com

Meetings held since the previous Quarterly Report

1. Date – 9/19/18 Members in attendance – 10 (includes conference chairs)
2. Date – 10/17/18 Members in attendance – 9 (includes conference chairs)
3. Date – 12/6/18 Members in attendance – 9 (includes conference chairs)
4. Date – 12/11/18 Members in attendance – 7 (Committee member only meeting)

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

NCC recommends the Central Ohio section for the 2022 Conference.

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 – Bank account and EIN have been closed out. The only remaining item is the final 990 with a zero balance to the National Treasurer.

2018 – Final report has been received and they are working on final payments, so they can close out their bank account, EIN and submit their final 990. Technical program power points have been uploaded to the website for attendees that want to review them.

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 \$69K in sponsorship commitments as of early December and will be sending out solicitations for exhibitors in December. The NCC has their draft conference agenda and is reviewing it. Due to the timing of the conference, the agenda and registration forms will not be able to go out in the scanner so a mass email will go out and 2019 will work with individuals who need assistance registering. 2019 has chosen cvent for their registration software which is who 2018 used so it should be seamless transition.

2020 – They have finalized the contract with the convention center and used most of the seed money to pay the deposit. They have also received some seed money from the region to help with cash flow for deposits that will be needed prior to sponsorship solicitation can start. They have developed a preliminary budget but are refining it. They developed a logo 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. The big item they are working on now is the video for the gala which the NCDOT has offered help with production. In addition they are looking at items for their giveaways at the conference.

2021 – They have received seed money from National. The NCC toured the hotel at the board meeting on 9/28/18 and made a recommendation to the board to approve it for the hotel site for 2021 which was done at the September board meeting. They have executed the contract with the hotel and paid the initial deposit. 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. They have also started a preliminary website populated with limited information. Please note the dates of the conference are June 9-13, 2021.

2022 – Solicitation for 2022 conference has been sent out and two letters of interest have been received – Franklin, PA and Columbus, OH.

Status of committee activities

Guidelines up-to-date – A new draft has been distributed to the NCC for review.

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

Cloud access – Jim Shea from our committee is going to work on getting this information up 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. -378.85 (Jerry Pitzer 2021 site hotel visit)
3. **Current Budget Balance:** \$25,921.15 (Previous balance was \$26,300)
4. **List any Non-Budget Items that should be considered – N/A**



2018 ASHE CONFERENCE

12/8/2018

Lake Erie Section – Great Lakes Region

May 17 - 20, 2018

Jim Shea & Kirsten Bowen Co-Chairs

Activities to Note Since last Report:

Committee Reports/Activity

Financial (Jamie Scott)

- Account Balance – \$14,103.98
- Final reimbursements for shipping, conference gifts and final printing bills will be finished up by the end of year.
- National to expect letter and final profit split shortly following the new year. Expected to be around \$12k split.
- May 2019 will be the final 990.

PR (Rachael Weiss)

- Technical Presentations are being posted on the website by end of year.

Next Items to Note on the Horizon:

N/A

Attachment

N/A



National Conference Report – December 20, 2018 (3rd 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**.
<http://assets.gaylordhotelsmarketing.com/group/attendance-boosters/videos/demo-opryland/>
 - Golf Course selected Gaylord Springs and contract **executed** -
<https://www.gaylordsprings.com>
 - Friday Night Off-Site Event contracted **executed**: <http://wildhorsesaloon.com>
- Saturday Evening Ent. Contract **executed** – Farewell Angelina
www.farewellangelinamusic.com
- PSAV (Sound and video) contract **executed**

- Technical Program Set
 - 3 Guest Speaker at opening Session
 - 24 Technical Track Presentations (30 minutes each)
 - 2 Technical Tours (Saturday only)
- Guest Program
 - 6 Different Guest Tours Available
- Exhibit Hall (Freeman) contract is still **being negotiated**.
- Hotel:
 - Book your room via:
<https://book.passkey.com/gt/217217675?gtid=f848c8d6a583d9aa8e1b33e5fc9642ff>
 - Gov't Rate needed" contact Timothy.Colvett@tn.gov for code.
- Major Actions this coming Quarter
 - Solicit Exhibitors
 - Continue solicit Program Book Ads
 - Continue Soliciting Sponsorships – Currently at \$95K in commitments
 - Insurance
 - Final Transportation
 - Finalize Conference Agenda Template and load into registration module for cvent

2019 ASHE National Conference Schedule of Activities		
Time	Room/Location	Event/Activity
Wednesday, May 8, 2019		
4 - 7 PM	TBD	Registration
7PM - 12 AM	TBD	Hospitality Suite
Thursday, May 9, 2019		
7 AM - 5 PM	TBD	Registration
6 - 8 AM	TBD	Breakfast
7 AM - 2 PM	Off Property	Gaylord Springs Golf Links (Includes Breakfast & Lunch)
9 AM - 1 PM	Off Property	Guest Tour 1 - Fontanel
5 - 8 PM	Ryman Exhibit Hall B2 & B3	Exhibits Open (Hall opens for setup at 1PM)

2019 ASHE National Conference Schedule of Activities		
Time	Room/Location	Event/Activity
6 - 8 PM	Ryman Exhibit Hall B2 & B3	Icebreaker Reception with Exhibitors
8 PM - 12 AM	TBD	Hospitality Suite
Friday, May 10, 2019		
7 AM - 5 PM	TBD	Registration
7 - 8 AM	Ryman Exhibit Hall B2 & B3	Breakfast in Exhibit Hall
7 AM - 2:00 PM	Ryman Exhibit Hall B2 & B3	Exhibits Open
8:30 - 10 AM	Tennessee Ballroom DE	Opening Session
10 - 10:30 AM	Ryman Exhibit Hall B2 & B3	Break with Exhibitors
10:30 - 11:30 AM	TBD	Region / Section Officers Meeting
10:30 - 1:30 PM	Opry House	Guest Tour 2 - Grand Ole Opry Backstage Tour
10:30 - 1:30 PM	Off Property	Guest Tour 3 - The Hermitage: Home of Pres Andrew Jackson (Lunch Included)
10:30	Session 1	
	Ryman Ballroom DE	1A - Coordination of Transit Projects with State DOTs: Nolensville Shelters
	Ryman Ballroom CF	1B - Vert Geofoam Br Embankments: Poplar Ave over CSX and Walnut Grove
	Ryman Ballroom AB	1C - Frankford Avenue Bridge: Rehab of the Oldest Bridge in the United States
11:00 AM	Session 2	
	Ryman Ballroom DE	2A - Designing Like We Live: Bringing Town Branch Commons to Life
	Ryman Ballroom CF	2B - Permanent Sheet Pile Wall System, Pennsylvania Turnpike, MP 40.84 WB
	Ryman Ballroom AB	2C - Liberty Bridge Emergency Repair
11:45 - 1:15 PM	Tennessee Ballroom DE	Luncheon Honoring Past Presidents' and Robert E. Pearson Award Luncheon - Includes Project of the Year Awards
1:30 - 2:30 PM	TBD	Past Presidents' Meeting (Past National Presidents Only)
1:30 PM	Session 3	
	Ryman Ballroom DE	3A - Urban Multi-modal Accommodation
	Ryman Ballroom CF	3B - Inventorying Geohazards of Ohio's first P3 Roadway Project

2019 ASHE National Conference Schedule of Activities		
Time	Room/Location	Event/Activity
	Ryman Ballroom AB	3C - Bridges to Prosperity
1:30 - 4:30 PM	Off Property	Guest Tour 4 - Ryman
1:30 - 4:30 PM	Off Property	Guest Tour 5 - Tennessee State Museum
2:00 PM	Session 4	
	Ryman Ballroom DE	4A - I-40 at Donelson Pike Interchange Access Request
	Ryman Ballroom CF	4B - TDOT Locally Managed Advanced Delivery Process
	Ryman Ballroom AB	4C - The Big Slide: Replacing Dual Bridges in One Weekend
2:30 - 3 PM	TBD	Break
3:00 PM	Session 5	
	Ryman Ballroom DE	5A - Bringing the Turbo-Roundabout to the US
	Ryman Ballroom CF	5B - I-24 Fast 4 ABC DBB project
	Ryman Ballroom AB	5C - Remote Concrete Thermal Monitoring
3:30 PM	Session 6	
	Ryman Ballroom DE	6A - Innovative Approaches to Reclaiming Highways for Communities
	Ryman Ballroom CF	6B - The Concept of Merging Two Major Modes of Transportation
	Ryman Ballroom AB	6C - Louisville – Southern Indiana Ohio River Bridges Project (LSIORBP)
4 - 5:00 PM	TBD	Hospitality Suite
5:30 - 10 PM	Downtown Nashville	Friday Night Event (Wildhorse Saloon)
10 PM - 12 AM	TBD	Hospitality Room
Saturday, May 11, 2019		
6 - 11 AM	TBD	Registration
6 - 9 AM	TBD	Breakfast
8:30AM	Session 7	
	Ryman Ballroom DE	7A - The Establishment of ASHE Student Chapters
	Ryman Ballroom CF	7B - Urban freight deliveries

2019 ASHE National Conference Schedule of Activities		
Time	Room/Location	Event/Activity
	Ryman Ballroom AB	7C - Five (5) Mile Belt Parkway Reconstruction Project, Brooklyn, NY
9:00AM	Session 8	
	Ryman Ballroom DE	8A - Effective Data Quality Measures for Infrastructure Asset Management - Douglas Frith- Quality Engineering Solutions, Inc
	Ryman Ballroom CF	8B - LiDAR's Role in a Nationwide Move to 3D for Transportation Projects
	Ryman Ballroom AB	8C - Rebuilding Puerto Rico in the Aftermath of Hurricane Maria
9:30AM	Ryman CF then Off Property	Technical Tour 1: TIMS
9:30AM	Ryman AB then Off Property	Technical Tour: 2 I-440 DB
9 AM - 4 PM	Off Property	Guest Tour 6 - Jack Daniels Distillery
9 AM - 4 PM	Off Property	Guest Tour 7 - Country Music Hall of Fame Tour
		Transportation Only (To & From)
4 - 5:30 PM	TBD	Hospitality Suite
6 - 7 PM	Tennessee Ballroom DE	President's Reception
7 - 10 PM	Tennessee Ballroom DE	President's Reception & Annual ASHE Banquet with Entertainment
10 PM - 12 AM	TBD	Hospitality Suite
Sunday, May 12, 2019		
7 - 8:30 AM	TBD	Breakfast
8 AM - 12 PM	TBD	National Board Meeting (National Board Members Only)
9:00 - 11 AM	TBD	Conference Debrief

National Conference Report – December 19, 2018

2020 ASHE NATIONAL CONFERENCE

Venue: Raleigh Convention Center
Host Hotel: Marriott Downtown
Dates: June 3-6, 2020

Conference Co-Chairs: Drew Joyner & Terry Snow

Executive Committee - Confirmed:

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

Subcommittees – Confirmed:

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

Activities & Accomplishments:

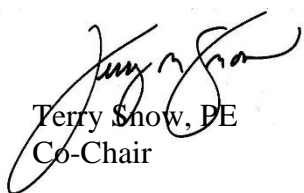
- Developed a Conference Logo
- Refined conference action plan/schedule
- Obtained \$8k loan from ASHE Mid-Atlantic Region
- Developed a sponsorship plan/strategy
- Held a Planning Committee/Subcommittee Workshops on October 17, 2018
- Engaged Carolina Piedmont Section requesting active participation on 2020 Planning Committee
- Completed a Financial Report (see attached)

- Uploaded planning documentation to ASHE Cloud site and implemented the repository use of this location
- Revised the DRAFT conference budget after feedback is received from NCC
- Refined preliminary conference agenda
- Solicited bids from printing company for program book, design letterhead, and envelopes
- Compiled list of potential exhibitors
- Compiled list of potential sponsors
- Guest Programs – developed a list of potential tours and entertainers
- Selected Pinehurst as the golf venue
- Selected Deep River Sporting Clays as the shooting venue

Major Actions for First Quarter 2019

- Solicit bids from two additional printing company for program book, design letterhead, and envelopes
- Refine conference budget after feedback from subcommittees
- Refine conference action plan/schedule
- Refine preliminary conference agenda
- Select printing company for program book, design letterhead, and envelopes
- Refine list of potential exhibitors
- Refine list of potential sponsors
- Refine list of potential Guest Programs
- Select transportation vendor
- Decide of technical tours and session topics
- Solicit volunteers for registration committee and select guest gift options
- Schedule and hold bi-weekly Planning Committee/Subcommittee Workshops in 2019

Respectfully submitted,



Terry Snow, PE
Co-Chair

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

ATTACHMENTS

Financial Report

ASHE 2020 National Conference Financial Report (as of 12/18/18)

DATE	DEPOSITS	DEBITS	CHECK NUMBER	BALANCE	NOTES
2017					
6/8/2017	\$ 20.00			\$ 20.00	from CWL
7/21/2017		\$ 12.00		\$ 8.00	Service Charge
8/21/2017		\$ 12.00		\$ (4.00)	Overdraft Service Charge (OSC)
8/21/2017	\$ 4.00			\$ -	ODP Advance from credit card
8/23/2017	\$ 8,000.00			\$ 8,000.00	check from ASHE National -account balanced 8/31
9/6/2017		\$ 6.06		\$ 7,993.94	Harland Clarke checks
9/21/2017		\$ 12.50		\$ 7,981.44	Service Charge - account balanced 9/30
10/3/2017		\$ 4.07	1001	\$ 7,977.37	BB &T for OSC - acct. balanced 10/31
11/2/2017		\$ 7,000.00	1002	\$ 977.37	Convention Center Deposit to City of Raleigh
11/30/2017				\$ 977.37	account balanced with BB&T
12/29/2017				\$ 977.37	account balanced with BB&T
2018					
1/22/2018		\$ 12.00		\$ 965.37	BB&T Service Charge -account balanced 1/31/18
2/21/2018		\$ 12.00		\$ 953.37	BB&T Service Charge -account balanced 2/28/18
3/21/2018		\$ 12.00		\$ 941.37	BB&T Service Charge - account balanced 3/30/18
4/23/2018		\$ 12.00		\$ 929.37	BB&T Service Charge - account balanced 4/30/18
5/21/2018		\$ 12.00		\$ 917.37	BB&T Service Charge - account balanced 5/31/18
6/21/2018		\$ 12.00		\$ 905.37	BB&T Service Charge - account balanced 6/30/18
7/23/2018		\$ 12.00		\$ 893.37	BB&T Service Charge - account balanced 7/31/18
7/24/2018		\$ 20.00	1003	\$ 873.37	Check to Calvin Leggett - refund for opening loan 6/8/17
8/21/2018		\$ 12.00		\$ 861.37	BB&T Service Charge - account balanced 8/31/18
9/21/2018		\$ 12.00		\$ 849.37	BB&T Service Charge - account balanced 9/28/18
10/22/2018		\$ 12.00		\$ 837.37	BB&T Service Charge
10/23/2018	\$ 8,000.00			\$ 8,837.37	check from Mid-Atlantic Region-account balanced 10/31/18
11/30/2018				\$ 8,837.37	current bank balance



NATIONAL CONFERENCE REPORTS – December 21, 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
- Site visit set for Sept 28 at 10:00 am
- Web site populated with preliminary information (<http://2021conference.ashe.pro>)
- Agreement executed with Kalahari Resort

AMERICAN SOCIETY OF HIGHWAY ENGINEERS (ASHE)
NATIONAL CONFERENCE GUIDELINES

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1. PURPOSE OF THIS DOCUMENT

This document provides the procedures that are to be followed by the Conference Host for the annual American Society of Highway Engineers (ASHE) National Conference.

2. OBJECTIVE OF AN ASHE NATIONAL CONFERENCE

- A. Provide a quality venue for ASHE Members and industry stakeholders to meet, conduct annual business, install Officers, conduct technology exchange, recognize special contributions and participate in appropriate social activities.
- B. Exercise due diligence when financial decisions are made to keep costs affordable for all attendees. This is to be accomplished by:
 - 1.Obtaining financial sponsors from the highway/transportation industry and associated services.
 - 2.Negotiating prices when selecting facilities and activities to keep costs in reasonable proximity to past Conference.
 - 3.Minimizing Profits.
- C. Conference Host is expected to host the Conference as though you are welcoming friends into your home. The primary objective is for attendees to leave with a positive appraisal of the event, exchange information, foster and develop fellowships with our industry advocates and get attendees to look forward to future Conferences.

3. POLICIES & PROCEDURES

- A. The National Board of Directors (National) has established a National Conference Committee (NCC) to provide assistance and guidance and to act as the representative of National in matters related to the annual National Conference.
- B. In the fall, the Chair of the NCC will send a letter to all of the Regions and Sections of ASHE soliciting interest in hosting a future National Conference. The Conference Host can be an individual Section, a group of Sections or an entire Region. The interested Conference Host shall respond, in writing by a date set by the NCC, to the Chair of the NCC expressing interest in hosting a future Conference. This response shall include supplemental information that will be used by the NCC when evaluating expressions of interest.

Selecting a Conference Host will be done by using an objective procedure with the goal of providing an equitable geographical distribution of Conference sites. Conference Hosts are selected three years in advance of the proposed National Conference date.

The NCC will submit a recommendation of a Conference Host to National at the January National Board Meeting. National will approve the Conference Host. All sections/regions who expressed an interest in hosting a Conference will be notified, in writing, by the Chair of the NCC of the final selection.

- C. By requesting to host an annual National Conference, the Conference Host is agreeing to adhere to the current ASHE National Conference Guidelines.
- D. The financial success of the Conference is the sole responsibility of the Conference Host. The NCC and National Board will assist and provide suggestions to the Conference Host leadership in preparing for their conference, but financial commitments and responsibilities rest with the Conference Host

4. RESPONSIBILITIES OF THE CONFERENCE HOST

- A. Within three months of selection as the Conference Host, a Conference Host Committee shall be established that includes representation from all the Sections in the Region that choose to participate in the Conference. This Committee shall select a Chair(s), Secretary and Treasurer. The Committee shall provide the NCC with the names and contact information for the individuals holding these positions as soon as they are identified, but not more than six months after the selection as Conference Host.
 - 1. The Chair(s) of this Committee is the official Conference Host representative in matters related to the ASHE National Board and the NCC. The position of Conference Chair may be shared equally by two or more individuals.
 - 2. The Treasurer also serves as Chair of the Financial Subcommittee.
 - 3. The Conference Host Committee selects and oversees all the subcommittees described later in these guidelines.
- B. Conference Host Committee shall establish Conference Subcommittees to perform the various duties listed under each subcommittee. *Attachment 1* lists the suggested subcommittees and their duties. Additional subcommittees may be created as needed.
- C. Obtain an EIN (Employer Identification Number) from the IRS and provide this information to the National Treasurer. To close your conference EIN account, send the IRS a letter that includes the complete legal name of the conference, the EIN, the business address and the reason you wish to close the account. If you have a copy of the EIN Assignment Notice that was issued when your EIN was assigned, include that when you write to the IRS. Send the letter to the same address for the IRS that you used to obtain the EIN.
- D. Once the EIN has been obtained, open banking accounts (checking, savings, etc.) in the name of the conference and apply for a conference advance from National. Do NOT co-mingle conference funds with other ASHE accounts (Section or Region banking accounts.)
- E. Advance (seed) funds of \$8,000 are available from National. Funds may be requested after the Committee contact information has been provided to the NCC and a bank account and EIN number has been established. All requests for funds from National shall be submitted to the NCC Chair in writing on letterhead from the Conference who will review the request with the NCC and forward to the National Treasurer with a recommendation on approval or not. This request cannot be made sooner than three years out from the proposed conference to line up with National budgets.
- F. Establish dates and the location of the National Conference site to best serve the general membership and technical interests of ASHE members. The Conference shall be scheduled in May or June. Conflicts with holiday weekends and other local events should be considered.

After a Conference hotel facility has been selected by the Conference Host Committee, it must be approved by the National Board prior to a signed contractual agreement. Upon notification by the Conference Host, the NCC (or designated representative(s) of same) will visit the hotel to review the accommodations and confirm/provide feedback to the Conference Host on space allocation, location, and any logistics associated with the site based on their background and experience. When possible, this visit will be scheduled to coincide with a National Board Meeting at the preferred site, preferably three years before the National Conference dates. Expenses for the NCC representatives' visit to the proposed site are not the responsibility of the Conference Host.

The NCC makes a recommendation and the National Board votes regarding approval of the hotel. This vote takes place no later than the first Board Meeting following the site visit. As soon as possible after the Board Meeting, the NCC Chair notifies the Conference Host regarding the Board's decision on the site.

The Conference facility contract is executed between the Conference Host Executive Committee and the hotel facility. The person signing the contract should be a Conference Host member authorized by the Conference Host Committee. The individual signing the agreement should do so in their capacity as a member of the Conference Host Committee. The NCC is available to review and comment on the hotel contract. The Conference Host is encouraged to utilize this service. The Conference Host Committee shall provide the NCC and National with a copy of the signed contract for the Conference, as soon as it is finalized. Please note that the contract with the Conference facility shall not be in the name of just ASHE but rather ASHE 20XX Conference or something similar.

- G. Conference Host Committee members should plan for incurring out-of-pocket expenses for such things as Conference shirts, meals at Conference meetings and similar items. The Conference Host Committee shall identify eligible reimbursement items and establish criteria for individual eligibility for reimbursement and submit this information to the NCC for review and approval. Reimbursement shall be made after the Conference is completed and only if there are sufficient profits from the Conference to cover these expenses. These expenses should be taken into consideration and allowed for in the Conference Host's budget.
- H. A "post Conference Committee appreciation event" is encouraged. However, reimbursement from conference proceeds is subject to available Conference profits to cover these costs.

5. ADDITIONAL RESPONSIBILITIES OF CONFERENCE HOST

- A. Review records from previous Conferences. (It is suggested to refer to the "*Summary of ASHE Conferences*" spreadsheet which is a summary of previous national conferences. The NCC will provide this documentation to the Conference Host)
- B. Keep complete records to document all activities associated with planning and conducting the Conference.
- C. Keep detailed financial records of all Conference expenditures and receipts. (Recommended that the Conference Host decide on a time frame, but not less than seven years, to keep important documents, receipts, contract and insurance information following the National Conference in case of an audit question, liability issue, etc.)
- D. At least 36 months prior to the Conference, the Conference Host Executive Committee should develop and provide a ***Critical Action Plan*** Schedule (*sample copy will be provided by the NCC for your use*) for the Conference to the NCC. This schedule includes:
 - 1. All the planning and procuring activities that will be accomplished - beginning 36 months prior to the Conference.
 - 2. The percentage of each activity that will be accomplished per quarter (beginning of January, April, July and October) during the 36 month period.

The NCC reviews the Conference Host's Critical Action Plan Schedule, approves or requests specific modifications and returns it within three months.

- E. Beginning (36) months prior to the Conference, the Conference Host Committee provides a quarterly report to the NCC. This information should be forwarded at least two weeks prior to each National Board Meeting to the NCC Chair. The report shows the actual progress of each activity compared to the proposed progress contained in the Critical Action Plan Schedule.
- F. When two or more Sections "partner" as Conference Host, a Memorandum of Understanding (MOU) is recommended to outline the responsibilities assigned to each Section. These may include, but are not limited to:
 - 1. Conference Co-Chairs
 - 2. Conference Executive Committee Members
 - 3. Sub-Committee Chairs
 - 4. Conference Profit (or Loss) percentage to be split between Host Sections

6. CONFERENCE HOST SHALL

- A. Obtain general liability insurance policy (a minimum of \$1 million) for the Conference, to cover participants and also listing National as co-insured. Cost of this coverage shall be paid by the Conference Host. Provide National with a copy of the insurance at least three months prior to the Conference. It is recommended that the Conference start looking for insurance providers at least one to two years out. The NCC can provide guidance based on previous liability insurance policies about items that should be included in insurance policy.
- B. At the Conference's expense, provide current and incoming National Presidents and the Robert E. Pearson/Person of the Year recipient with room, meals and registration including spouses/minor children. This includes the Luncheon Honoring Past Presidents, the Friday evening event and the annual banquet. The cost of tours, golf and other activities is not included. However, if the individual wishes to participate in these activities, the Conference Host will facilitate their registration. The Conference Host should make sure these expenses are captured in the conference budget as it is developed.

Solicit their Conference registration and travel arrangements in advance by both a letter from the Conference Host and subsequent phone calls. Advise them in advance to avoid confusion or duplicate reservations. This coordination will also involve working with the National President's assistant.

- C. Provide 'welcome gift' in rooms for the outgoing and incoming National Presidents.
- D. Provide shuttle service to and from local designated airport for National Board Members and their family. It is recommended this service be complimentary. Check in advance with National Board Members for their flight information (arrival/departure times and dates, airline, number in party, etc.) If shuttle service is not provided or offered by a third party (i.e. hotel shuttle) the Host Committee should assist as necessary in the coordination of the National Board Member's transportation to and from airports or train stations they will be using to attend the conference, if not driving.
- E. Invite local (non-ASHE) consultants, contractors, public agency employees and college engineering students (such as local student chapters) to the technical sessions and exhibits at minimal costs. Remember to include any discounts to these audiences (i.e. volunteers helping at the conference) in the Host Conference's budget.
- F. Prepare the following information for four issues of the scanner in the Conference year.
 - 1. Fall issue, prior to the Conference, shall have a full page ad announcing the Conference. Submission date is July 15th to the scanner committee
 - 2. Winter issue shall have an article promoting the Conference. Submission date is October 15th to the scanner committee
 - 3. Spring issue shall have the registration package for the Conference of up to 6 pages) in length. It is recommended that of these six pages all the necessary registration forms are included. By December 15th, the Conference Host shall provide the NCC with a "draft" registration packet for their review/comments. Following approval by the NCC, the Conference Host shall submit the registration package to the scanner committee by January 15th.
 - 4. Fall issue, following the Conference, shall have an article describing the Conference and shall include several pictures. Submission date is July 15th to the scanner committee
 - 5. The scanner cost of publishing this information will be paid by National.
- G. It is suggested but not required as a Conference expense, to provide Conference logo shirts to National Board Members and National Committee Chairs. The NCC will provide a list of shirt recipients as well as sizes if the Conference Host decides to offer these. To maximize exposure and advertising benefits for the Conference, the shirts should be provided as soon as practical prior to the Conference.
- H. Provide "non-revenue" booth spaces for National's strategic and affiliate partners representatives (i.e. IBC, ASCET, SMPS, scanner, ASHE store and others). National will identify, six months prior to the Conference, the number of booth spaces needed. Each booth space will come with all of the amenities that are accorded a full revenue booth space at the conference (i.e. conference registrations – maximum of two, conference gift, breakfast, ice breaker, technical sessions, etc.). The cost of attending any of the other conference functions that have a separate cost (i.e. banquet, luncheon, tours, golf, etc.) as

well as the cost of any booth “enhancements” will be paid by the strategic and affiliate partner’s representatives. For budgetary purposes, the Conference Host should consider allowance for four (4) of these partner booth spaces. Please note that agreements with some partners require less amenities and the Conference host shall work with the NCC to determine these specifics.

National will pay the conference a stipend per “non-revenue” booth. This stipend is presently set at \$400 and is to generally cover the actual cost to the conference for providing the booth (i.e. booth pipe and drapes, ice breaker event, breakfasts, etc.). The conference must invoice the National treasurer to obtain the stipend.

- I. Provide a complimentary booth space for the following year’s Conference Host. This booth space does NOT include any other benefits normally associated with a booth space such as registrations, etc.
- J. Prepare an exhibit at the prior year’s Conference and man the exhibit booth. In addition, develop and present a brief (5-10 minute) marketing presentation that will be part of the Annual Banquet. Coordinate audio visual requirements with the Conference Host.
- K. Conference Host Chair and a minimum of one other Conference Host Committee Member must attend at least two prior National Conferences, including the immediately prior Conference. These individuals must attend the debriefing meeting held the morning following the Conference (typically conducted on Sunday). The Conference Host Committee may choose to reimburse all, some or none of the expense to attend the Conferences per Section 4-E.
- L. Provide meeting rooms for the Past Presidents’ Meeting, the Region/Section Officers Meeting, the National Board Meeting (Sunday) and other meetings that may be requested during the Conference. The Region/Section Officer meeting typically is set up classroom style with accommodations of 35-40 people minimum. The Conference Host will check with National Secretary and Treasurer about any additional AV items needed for this meeting. The National Board Meeting room shall be set up in a “U” shape or hollow box and be able to accommodate at least 25 people.
- M. On the morning following the Conference, hold a debriefing meeting with representatives of future Conferences. The Conference Host Committee chair and the Chair of key subcommittees shall attend this meeting. The purpose of the meeting is to convey “lessons learned” and other information that may be useful in hosting future Conferences. The room selected for this meeting should accommodate at least 25 people.
- N. National’s “Web Host Consultant” shall receive, at no cost, recognition as a Conference sponsor at a level equivalent to a \$5,000 contributor. The “Web Host Consultant” shall not receive any of the benefits associated with this sponsorship other than the recognition (i.e. named as sponsor on the website, banners, placards, Conference booklet, etc.) Coordination of information needed from the “Web Host Consultant” in the conference program book will need to be done as part of the planning for the program. The NCC will assist in this coordination if requested by the Conference Host
- O. Conference Host Committee is encouraged but not required to use the ASHE Company Store to purchase Conference items, such as logo shirts, registration gifts, etc.

7. MINIMUM CONFERENCE REQUIREMENTS

- A. A hospitality room, with complimentary drinks and snacks, for traditional periods during the Conference, should be provided. Generally, the hospitality room should be open when no other Conference activities are scheduled, including all evening functions.
 - B. Complimentary breakfast (full or continental) for the attendees each morning of the Conference. The NCC suggests you work with the host hotel on which option is most cost effective.
 - C. A one-day registration fee to increase attendance at technical sessions and tours.
 - D. A reduced registration rate for retired and unemployed ASHE Members.
 - E. Display the American and State flags, as well as the ASHE Region/Section Banners, at the business meeting and other appropriate events. The NCC suggests checking the hotel if they have flags available.
1. Coordinate arrangements and request all Regions/Sections to either bring or mail their banners for display at the Conference. This will involve coordination with the host

facility/hotel and the Conference Host. The Conference Host shall check with the hotel to see if there are any shipping/storage/displaying requirements that need to be considered and accounted for in the conference's budget.

2. Return the banners at the Conference's expense. (Note: Encourage Region/Section representatives to take their banners home to minimize this expense.)
 3. Check with Conference site to see if banners must be fire retardant. If so, be sure the Regions/Sections are made aware of this requirement.
- F. Cover Luncheon Honoring Past Presidents costs for ASHE Past National Presidents and special invited guests, such as a speaker (includes spouse/guest/children of ASHE Past National Presidents and special invited guests). The NCC suggests providing codes or other mechanisms for these folks to enter to cover the costs for this event.
1. Notify the Past National Presidents and the Robert E. Pearson/Person of the Year Award recipient in advance that there will be no charge to them for this luncheon.
 2. Arrange reserved seating for all Past National Presidents (and spouses/guests) at the Luncheon Honoring Past Presidents. (Note: Reserved seating cards should indicate "Seating for Past National Presidents".)
 3. Provide reserved seating for up to 8 seats for National Project Award winners. The National Project Award Committee shall coordinate the registration of lunch attendance with the award recipients and the Conference Committee. The cost for the meals for these attendees will be covered by the National Project Award Committee. The Conference Committee should also provide time during the luncheon to present these awards.
 4. The Conference Committee shall allot at least 15 minutes for the National Project Award Committee to present the National Project Awards during lunch. The Conference Committee shall work with the National Project Award Committee regarding any audio/video equipment they will require for presenting the awards.
- G. After the Conference, the Conference Host shall:
1. Reimburse National for any advanced funds that were issued no later than October following the Conference.
 2. Distribute Conference profits by December following the Conference. The first \$12,000 will remain with the Conference Host. Any amount over \$12,000 will be split equally between the Conference Host and National.
 3. Provide National with one hard copy (for the National Secretary) and ten CD's of the National Conference Summary Report, by October following the Conference, for distribution to future hosts, National's records and NCC members. Files shall be indexed, and where practical, shall be in Microsoft Word/Excel documents in lieu of pdf files. This will facilitate their use by future Conference Hosts. The conference host is expected to provide this information prior to the next year's conference.
 4. Within two weeks after the close of the Conference, provide continuing education documentation to the Conference participants. The Conference Host may consider issuing CEU/PDH certificates at the conference but needs to ensure the sessions are approved prior to the conference and issuance is consistent with the *ASHE Professional Development Certification Program* guidelines which can be found on the ASHE National website.
 5. The Conference Host will be responsible for submitting an IRS 990 Tax Form for the conference to the National Treasurer, representing the balances and incomes/expenses as of the end of May each year they have an open bank account, including in the year of the conference and the following year if necessary to close the account. The NCC will work with the Conference Host on this item leading up to and immediately after the conference so that the necessary documentation is provided to National as part of this administrative requirement. This is MANDATORY and conferences that elect not to submit these will be responsible for filing their own taxes in the following year.
 6. The Conference Host will be responsible for preparing a 1099 worksheet for unincorporated vendors that were paid more than the current IRS maximum (Check with current National Treasurer for IRS requirements and 1099 worksheet). The accountants used by National will prepare the actual 1099 and the costs for the accountant will be paid for by the NCC.

7. The Conference Host will be responsible for closing the EIN number with the IRS once all outstanding bills and expenditures have been paid and the banking accounts have been closed. To close your conference EIN account, send the IRS a letter that includes the complete legal name of the conference, the EIN, the business address and the reason you wish to close the account. If you have a copy of the EIN Assignment Notice that was issued when your EIN was assigned, include that when you write to the IRS. Send the letter to the same address for the IRS that you used to obtain the EIN. Copies of these letters should also be sent to the NCC for forwarding to the National Treasurer.

8. RESPONSIBILITIES OF NATIONAL BOARD AND NATIONAL CONFERENCE COMMITTEE

A. The NCC is to:

1. Monitor closely the progress of each Conference Host and report that progress to the Board.
2. Provide active communication between the National Board and the Conference Host.
3. Provide assistance and, where necessary, intervene with the Conference Host planning process to accomplish compliance with National Conference Guidelines.
4. Following the National Conference, the NCC will review the National Conference Guidelines annually to determine if revisions are required. This will include:
 - a. Review the Conference Guidelines so that revisions can be issued/posted on the National web site by the end of the calendar year or early in the year following a conference
 - b. Solicit suggested changes from the Conference Host Committees, Past National Presidents, National Board members and conference attendees.
 - c. Prepare “draft” National Conference Guidelines with proposed changes by December.
 - d. Submit proposed changes to National Board for approval by the January National Board meeting.

B. National will provide the following financial support to the Conference:

1. If requested, provide advance funds (up to \$8,000) to the Conference Host per Section 4-C.
2. Based on revenue from prior Conference, the National Board will make every effort to be the sole sponsor the Luncheon Honoring National Presidents, purchase a full page ad in the program book and provide other sponsorship of the Conference. It is anticipated that National Board’s Conference sponsorship will total \$4,000. The request for this sponsorship shall be made to the NCC in writing who will then forward to the National Treasurer. This request can be made as soon as the previous conference has concluded. The National Board will identify how this anticipated \$4,000 will be allocated based on the Conference hosts’ sponsorship opportunities.
3. National will be responsible for the cost of the Conference information published in the scanner. This will include Conference ads, registration package and an article on the highlights of the Conference. The conference ad with registration package should be limited to 6 pages. All other ads should be limited to one page.

C. National Society History Committee will provide the Conference Host with the following electronic files for their use in the Conference Program Book:

1. ASHE Mission Statement
2. List of Previous Convention/Conference Hosts
3. List of Past National Presidents
4. List of National President Award Recipients
5. List of Current and Incoming National Officers and Directors
6. Bio and Photo of Current and Incoming National President

7. Reason for Awards/Grant Presentations and Bios: Including Robert E. Pearson/Person of the Year, George K. Hart, Gene G. Smith, Robert E. Yeager, Terence D. Conner, Member of the Year, Young Member of the Year, Life Time Achievement and Project of the Year Awards.
 8. List of Previous Honorees of the Robert E. Pearson/Person of the Year Award
 9. List of Previous Recipients of the George K. Hart, Gene G. Smith, Robert E. Yeager, Terence D. Conner, Member of the Year, Young Member of the Year and Life Time Achievement Awards
 10. List of Section Names and Charter Dates
- D. National will assist in coordination of the complimentary Conference package to the four Section recipients of the George K. Hart, Gene G. Smith, Robert E. Yeager, Terence D. Conner Awards and complimentary Conference package to the individuals receiving the Member of the Year, Young Member of the Year and Life Time Achievement Awards. This package is to include one Conference registration, one attendance to Luncheon Honoring Past Presidents, one evening dinner, one attendance to the Annual Banquet and a maximum stipend of \$500 for travel expenses. This package is to be paid by National. The recipient Sections should register their representatives in the normal manner and then seek reimbursement from National. The recipients of the Member of the Year, Young Member of the Year and Life Time Achievement Awards shall also register in the normal manner and then seek reimbursement from National.
- E. During the Conference, National will do the following:
1. Conduct the Annual Business Meeting, Luncheon Honoring Past Presidents and the Annual Banquet, including installation of National Board Officers and Directors.
 2. Provide and present the following National Awards during the Conference functions: Robert E. Pearson/Person of the Year, George K. Hart, Gene G. Smith, Terence D. Conner, Robert E. Yeager, Young Member of the Year, Member of the Year, Life Time Achievement and Project of the Year Awards
 3. A Past National President (typically the immediate Past President) will conduct the installation of National Board Officers and Directors at the Annual Banquet.
 4. Conduct a combined meeting for Regional Officers, Section Presidents, Secretaries, Treasurers and other officers during the Conference. (National Board strongly encourages Region/Section Officers to attend this session.)
 5. Conduct a National Board Meeting at the Conference site the morning following the banquet (typically Sunday).

Attachment 1 - Conference Host Subcommittees and Duties

All Committees will be expected to provide a summary of their experiences at the end of the conference to help with the next year's conference planning.

1. FINANCIAL SUBCOMMITTEE (Minimum Size/Chair +2)

- a. Help develop realistic Subcommittee budgets with assistance of each Subcommittee Chair.
- b. Develop a Conference budget based on a rigorous evaluation to establish estimated costs and income.
- c. Keep an up-to-date detailed record of Conference expenditures and income.
- d. Develop a detailed treasurer's report at least every three months that includes Conference expenditures and receipts, and submit this report to the Conference Host Executive Committee and the National Conference Committee. Each report shall include an assessment of the Conference funding status.
- e. Work with appropriate Subcommittee to establish the attendee price for all Conference items.
- f. Obtain EIN (Employer Identification Number) from the IRS and provide a copy to the National Treasurer. Once obtained, open a checking account in the name of the conference and apply for a conference advance from National. Do NOT co-mingle conference funds with other ASHE accounts (Section or Region banking accounts.)
- g. Deposit and disburse conference funds.
- h. Complete and submit an IRS 990 form every year the conference host has an open bank account
- i. Coordinate 1099 forms as necessary for vendors
- j. Close out EIN and submit copy of documentation sent to the IRS to NCC for forwarding to the National Treasurer
- k. Keep detailed financial records of all Conference expenditures and receipts in case an audit question, liability issue, etc. should arise. The Conference Committee should decide on a time frame, but not less than seven years, to keep these records. This should be documented in writing as a part of the Financial Subcommittee's roles and responsibilities.

2. SPONSORSHIP SUBCOMMITTEE (Minimum Size/Chair + 5)

- a. Establish Subcommittee budget and schedule of fees.
- b. Establish layout size of program book, ad sizes, option of color and graphic art format from the selected printer. The format determines the graphic art resolution and will differ with each printer. The resolutions and format determines the clarity of the ad. Select printer early on in planning. This should be done prior to soliciting sponsors. NOTE: Program book should fit in a suit jacket pocket. Typical size is 4.5" wide by 8.5" long.
- c. Start advertising solicitation as soon as possible after the prior Conference using a list of advertisers from last year's conference in electronic form with emails
- d. Solicit advertising from companies, organizations and ASHE Regions/Sections for the printed Conference Program Book.
- e. Develop sponsorship levels (overall and work with committees such as golf, entertainment, etc. that need sponsorship)
- f. Establish a minimum quota of income from advertisements and sponsors.
- g. Establish schedule of mailing, income of returns and follow-up. Suggested that you maintain a master contact list in electronic form so you can easily track % of target you have received as well as tracking any follow up (if needed).
- h. Develop a realistic plan to solicit required Conference funding. Solicit and disburse Conference funds to the Conference Committee Treasurer.
- i. This subcommittee is responsible for the ad portion of the conference program book. The balance of the program book, including printing, is handled by the Program Subcommittee.

3. TECHNICAL SUBCOMMITTEE (Minimum Size/Chair + 5)

- a. Establish Subcommittee budget.
- b. Develop timely technical topics of interest to the national highway industry and provide CEU's (Continuing Education Units) and PDH (Professional Development Hour) credits for attendees at Technical Sessions. Identify recognized speakers who are qualified to present these topics. A technical tour may be substituted for a session. If possible provide CEU/PDH certificates at the conference or have a process in place to distribute after the conference.

- Note Individual(s) providing the CEU/PDH Certification must do so in accordance with the *ASHE Professional Development Certification Program* guidelines or local jurisdiction governing their issuance.
- c. Provide appropriate time slot for National Board Representatives to conduct Section and Regional Officers meeting. (Note: A total of two hours should be allocated).
- d. Provide a time slot for the National Past Presidents' Meeting immediately following the Luncheon Honoring Past Presidents.
- e. Solicit commitments from the speakers early and follow-up to ensure that their schedules do not change.
- f. Develop a technical program schedule that does not compete with other important conference activities.
- g. Select and train local ASHE members as session moderators and AV specialists to ensure that presentations progress without delays and attendees receive the appropriate information related to Conference events.
- h. Arrange for AV equipment as needed. Consider using volunteer equipment rather than an AV company for significant cost savings. Have back up equipment. Require speaker presentations be sent prior to the conference. Preloaded presentations on computers.
- i. Ensure that appropriate signs are placed to direct participants to the technical session locations.
- j. Coordinate with Registration and Facilities Subcommittees to ensure the meeting rooms will accommodate the Session attendees.
- k. Coordinate with session presenters (speakers) regarding their anticipated arrival time and needs. Arrange for someone to meet the speakers and help them find their session room.
- l. Ensure any gifts for speakers can travel easily by plane with them.
- m. Provide a location the morning following the Conference for the National Board Meeting (8:00 a.m. till 3:00 pm).
- n. Provide a location the morning following the Conference for a debriefing meeting with the current host and future conference hosts (typically Sunday morning from 8:30 to 10:30 am).

4. EXHIBIT SUBCOMMITTEE (Minimum Size/Chair + 3)

- a. Develop Subcommittee budget and exhibitor fee schedule.
- b. Estimate number of exhibitors and establish space required.
- c. Develop requirements of exhibitor tables, chairs and electrical connection.
- d. To encourage industry participation at this and future Conferences, coordinate the exhibitor location and schedule with other Conference activities to maximize their exposure. For example: plan receptions and breakfasts in or near the exhibit area.
- e. Collect exhibitor contact information from prior ASHE Conferences and other available national and local resources.
- f. Start solicitation for exhibitors as soon as possible after the conclusion of the prior Conference.
- g. Mailings are important but personal calls from industry associates are most effective.
- h. It is recommended that solicitations for exhibitors be combined with solicitations for financial sponsors.
- i. Provide free exhibit space for next year's Conference host and provide space for any of our partnerships. A stipend for partnership space will be paid by National. See Conference Guidelines for details of stipend. Include listing of the locations of all upcoming conferences that have been approved.
- j. Consider adding an 'exhibitor only' registration or clearly define how many folks can attend the conference on an exhibitor registration.
- k. Provide non-revenue booth space to strategic and affiliate partners. The number of booths will vary dependent on conference location but historically have been around four.
- l. Coordinate exhibitor registration with registration committee, program committee and sponsorship committee to ensure exhibitors and associated registrations are accounted for.

5. PROGRAM SUBCOMMITTEE (Minimum Size/Chair +3)

- a. Establish Subcommittee budget.
- b. Coordinate with other Subcommittees to develop theme and logo for Conference during early planning stage.
- c. Establish program of events for Conference with input from other Subcommittees.
- d. Produce Conference Program with cooperation of Advertising Subcommittee and designated printer.
- e. Plan opening session and solicit prominent speakers that will attract attendance.
- f. Work with Entertainment and Financial Subcommittees to plan banquet and social events subsidizing cost when possible with industry sponsorship.

- g. Coordinate with National Board on keynote speakers and annual banquet award presentations. [National Nominating Committee will contact the winner of the Robert E. Pearson/Person of the Year Award and provide them with initial information regarding the Conference. In turn, the National Nominating Committee will provide the Conference host with information for their program booklet. National will also provide the plaque.]
- h. Coordinate with other Subcommittees, National Society History Committee and designated Conference printer to develop and produce Conference Program Book that includes:
 - 1) A schedule of all Conference events.
 - 2) Description, time and location of all events.
 - 3) Map of the Conference facility.
 - 4) List of incoming and outgoing National Officers/Directors.
 - 5) Bio and photo of incoming and outgoing National President and Robert E. Pearson recipient.
 - 6) Description of awards and bios for Robert E. Pearson/Person of the Year, George K. Hart, Gene G. Smith, Robert E. Yeager, Terence D. Conner, Member of the Year Young Member of the Year and Life Time Achievement Awards.
 - 7) Project of the Year Award recipients including photograph space. Information for this section to be provided by the National Project Awards Committee.
 - 8) List of previous honorees for the Robert E. Pearson/Person of the Year Award and recipients of the George K. Hart, Gene G. Smith, Robert E. Yeager, Terence D. Conner, Young Member of the Year and Member of the Year and Life Time Achievement Awards.
 - 9) List Past National President's names and terms of office – designate 'deceased' if appropriate.
 - 10) List of Conference sponsors based on level of support.
 - 11) List of exhibitors with map of exhibitor location.
 - 12) Details related to future Conferences - including dates and locations.
 - 13) Local information, not easily available in the hotel, which might be useful to Conference attendees.

6. **REGISTRATION AND RECEPTION SUBCOMMITTEE (Minimum Size/Chair +5)**

All Conference Host members are asked to be involved in reception activities. This is the most important element of a successful Conference.

- a. Establish Subcommittee budget.
- b. Provide on-line registration by utilizing 123 Sign Up, Walcom, RegOnline, Cvent or out source to a company of your choice. Have this service on line four months prior to the Conference.
- c. Refer to attached Registration Pamphlet Check List of Items that should be included.
- d. Develop registration form.
Note CEU & PDH credits offered for technical session attendance.
- e. Coordinate with Publicity Subcommittee to develop the Conference registration packet. (Attached are Guidelines for Registration Packet)
- f. Prepare a minimum of one page ad to be published in the fall issue of the scanner at the expense of National.
- g. Provide National Conference Committee with a 'draft' copy of the registration packet no later than January 1st, for their comments/suggestions, prior to printing. No later than January 15th forward registration packet information to scanner representative, (currently Tammy Farrell), for publishing in the spring issue which is distributed in April. Scanner costs will be paid for by National.
- h. Conference Registration Packet to be included in on-line registration as well as in the spring scanner.
- i. Develop name tags for all participants with:
 - 1) Colored ribbons designating officers, Committee members, speakers, guests, spouses, etc.
 - 2) Name of the attendee, their Section name and the name of their business or employer.
 - 3) Conference Logo incorporated into nametag format
 - 4) Clear plastic protector that can be displayed without adhesives or pins.
- j. Provide computer and printer at registration site so that nametags, identical to the original, can be printed or modified, as necessary.
- k. Develop Conference attendee packets that includes:
 - 1) Name tag with colored ribbons designating officers, Conference Committee members, speakers, spouses, etc.
 - 2) Tickets for events, if required.

- 3) Conference program.
- 4) Local attractions.
- 5) Conference attendee mementos
- l. Secure volunteer or paid personnel to perform the registration process.
 - 1) Recommend coverage from 7:00 a.m. to 7:00 p.m. daily in order to assist early/late arrivals.
 - 2) Provide complete Conference attendee packet to all registrants.
 - 3) Create nametags for onsite registrants and recreate nametags when modifications are required.
 - 4) Maintain accurate pre-registration and on-site registration records.
- m. Regardless of the registration personnel status (paid or volunteer) an adequate number of local ASHE Members shall be available and trained to serve as hosts, and be able to answer questions related to Conference activities, at the registration desk and at all Conference activities, including tours.
- n. Prepare all necessary signs (Registration Desk, Hospitality Room, Meeting Rooms, Luncheon, Dinner, etc.)
- o. Meet with dignitaries on arrival and act as official escort throughout Conference.
- p. Provide host hospitality room for attendees and guests.
- q. Provide message board for display at/near registration table showing upcoming conference schedule, events and activities.

7. ENTERTAINMENT SUBCOMMITTEE (Minimum Size/Chair +3)

- a. Establish Subcommittee budget.
- b. Research the popularity of different types of entertainment programs at prior ASHE Conferences. The NCC and National Board will share experience if needed.
- c. All entertainment should appeal to the broad age range of ASHE participants.
- d. Plan all organized entertainment for Conference with assistance from Program Committee. See “Suggested Conference Format” to determine the times and activities where special entertainment is suggested.
- e. Activities that require consideration are as follows:
 - 1) First evening “ice breaker” reception.
 - 2) Opening session.
 - 3) Presidents’ Luncheon
 - 4) Second evening dinner and entertainment.
 - 5) Third evening annual banquet and entertainment.
- f. Coordinate with Transportation Subcommittee for off site activities.
- g. Coordinate with Facilities Subcommittee for onsite activities.

8. PR/PUBLICITY SUBCOMMITTEE (Minimum Size/Chair +4)

- a. Establish Subcommittee budget.
- b. After National approval, begin promoting the conference to attract the large number of workers needed to properly conduct the event.
- c. Create promotional items such as lapel pins and caps to distribute or wear during ASHE events to enhance Conference exposure.
- d. Create logo shirts to be made available to the Conference Committee Members and Committee Chair Members. It is recommended but not required to provide shirts if budget allows to the National Board as well. Recommend these shirts be worn during the ice breaker. Coordination between the NCC and National PR Committee (while referencing *Branding and Public Relations Guidelines*) should be done prior to selecting a logo.
- e. Plan to display and promote Conference at prior year’s Conference.
- f. Prepare complete advance coverage on Conference and distribute to various news media organizations such as:
 - Highway Builder Publications
 - ASHE scanner ad needs to be submitted no later than January 1st prior to the Conference.
 - DOT Publications/Newsletters
 - Local Newspapers/Radio/Television
 - Trade Publications
- g. Immediately following the previous National Conference, establish and maintain a Conference Website to be linked to the National Website. Conference Committees are to provide the National Technical Chair for forwarding to the website coordinator the appropriate information that is to be incorporated on the National Website.
- h. Take photographs of Conference events and candid photographs for display during Conference creating a photographic record of Conference events which can be used in publicizing future ASHE events.

- i. Coordinate with Registration Subcommittee to develop pre-conference mailing to all ASHE members detailing lodging costs, registration fees, location, general program, pre-registration data, etc.
- j. Prepare and submit an ad for your Conference to be published in the most recent National Conference Program Book.
- k. Prepare scanner articles on Conference activities and a summary of the Conference, with photos, for the summer edition of the scanner.
- l. Consider developing a “disclaimer statement” to include in the conference registration packet/form and/or web site stating that attendees of the conference waive their rights or are at least aware that pictures will be taken during the conference. This precaution may want to be taken just so that ASHE is covered and conference attendees are aware of pictures being taken.

9. GOLF OUTING SUBCOMMITTEE (Minimum Size/ Chair +4)

The Golf outing is not required but strongly encouraged. It is permitted as an option for the portion of Conference attendees who are golf enthusiasts. It is not to be subsidized with general sponsorship funds that might otherwise be used to reduce the attendee cost for activities related to traditional Conference events. Specific sponsorships such as Hole Sponsor, Food Sponsor and Beverage Sponsor will be allowed to offset the cost of the golf. The golf outing should be a breakeven event.

- a. Establish Subcommittee budget.
- b. Secure golf course early.
- c. Develop flyer with information including cost.
- d. Coordinate with Registration Subcommittee to incorporate golf information in registration packet.
- e. Coordinate with Publicity Subcommittee to include golf information in publicly.
- f. Solicit prizes.
- g. Set-up foursomes.
- h. Provide lunch/refreshments to participants.
- i. Establish scoring rules for golf event.
- j. Golf outing should not conflict with Luncheon Honoring Past Presidents/Robert E. Pearson Award or other traditional Conference activities.
- k. Golf awards should be distributed the same day after the event is completed and should be accounted for in the golf outing budget
- l. Coordinate with the Transportation committee on transportation needed to get attendees to the golf course ensuring the vehicle used is large enough to accommodate golf clubs.

10. TRANSPORTATION SUBCOMMITTEE (Minimum Size/Chair + 3)

- a. Establish Subcommittee budget
- b. Coordinate with Program Subcommittee to provide transportation for:
 - Dignitaries participating in the program.
 - Registrants attending off site Conference events.
 - Speakers
- c. Provide shuttle service to and from airport for National Board Members and family. (It is recommended this service be complimentary.)
- d. Coordinate with Facilities and Registration Subcommittees to assess the need to shuttle registrants, if more than one hotel is required to house registrants.
- e. Coordinate with Guest Program Subcommittee to provide transportation for off site guest activities.
- f. Coordinate with Technical, Golf and Guest Programs Subcommittees to determine if buses (or other types of travel) are necessary for technical tours. In addition, coordinate any refreshments that are needed on the buses with these subcommittees.
- g. Coordinate with Program Chair and Publicity Chair to create a transportation summary page for the Program Book.
- h. Coordinate with Publicity Chair to create signs for airport arrivals and buses. In addition, help develop directional signs to buses during the conference.
- i. Contact public carriers for discount rates/fares.
 - Airlines
 - Rental Car
 - Bus Passes
 - Rail Passes
 - Parking facilities near/around host hotel
- j. Host Region/Section to underwrite costs of travel for individual receiving Robert E. Pearson Award and his/her guest.

11. GUEST PROGRAM SUBCOMMITTEE (Minimum Size/Chair + 3)

- a. Establish Committee budget.
- b. Determine the times during the Conference when guest activities are appropriate.
 - 1) Do not plan activities during the “ice breaker” reception, opening meeting and evening social activities.
- c. Research local activities that might be of interest to the guests of ASHE Members attending the Conference.
- d. Investigate the details of local activities that are considered appropriate:
 - 1) Can it be accomplished within time restraints?
 - 2) Is the price reasonable or can it be negotiated?
 - 3) Does it require special equipment or clothing?
 - 4) Do you have to commit in advance for a specific number?
- e. Select and make necessary arrangements for activities.
- f. Establish participant cost for each activity.
- g. Work with Registration Subcommittee to include guest activities in registration material.
- h. Provide transportation when necessary.
- i. Provide lunch/refreshments when appropriate.

12. FACILITIES SUBCOMMITTEE (Minimum Size/Chair + 2)

- a. Identify the facilities within the Region that are capable of accommodating the Conference requirements.
- b. Research prior ASHE Conferences and other professional conferences to determine the hotel price range that is acceptable. The NCC need to approve the costs that attendees will be charged for the hotel prior to signing the contract with the hotel.
- c. Obtain the best value for Conference attendees by:
 - 1) Using someone experienced at negotiating for conference hotels.
 - 2) Negotiating with more than one hotel to stimulate competition.
 - 3) Negotiating the total package of hotel services not just the room rate.
 - 4) Negotiating complimentary rooms for outgoing and incoming National Presidents and upgrades for National Board members.
 - 5) Negotiate parking concessions when a conference is at a downtown area and parking is an issue
- d. After the Conference Host Executive Committee is satisfied with the hotel contract, submit it to the National Board for review prior to signing.
- e. Arrange for a National Conference Committee site visit prior to signing a contract.
- f. Arrange for accommodations and meet with the National Conference Committee representatives when they evaluate the site prior to signing the contract.
- g. After the site has been approved by the National Board, execute the contract to secure the Conference facility.
- h. Serve as the primary point of contact with the hotel facility.
- i. If parking at the hotel is not adequate, share alternate parking locations in the area of the conference hotel with conference attendees on the conference website.
- j. Work with other Subcommittees to identify and secure appropriate rooms for all Conference activities.

Attachment 2- Annual General Assembly/Business Meeting Guidelines

NOTE: Responsible Areas May Be Split Between Conference Chair and Co-Chair(s)

(Conference Chair or Co-Chair)

- Pledge of Allegiance
- Call on Person for Invocation (typically someone from local section)
- Introduce Head Table
- Welcome to the Conference
- Call on National President

(National President Welcoming Remarks)

- Introduce National Secretary – acknowledge the remainder of National Board not at Head Table and needs to call the meeting to order

(National Secretary)

- Secretary's Report
- Roll Call of Sections (*Conference Committee Members Assist as Counters*)
- Introduce National Treasurer

(National Treasurer)

- Treasurer's Report

(National President)

- Introduce Chairperson of National Nominating Committee
(This is the Current Past National President)

(Immediate Past National President)

- Read List of New National Officers to be Installed at the Banquet and ask them to stand when their name is called

(National President)

- Make a motion that the aforementioned names be elected to their respective stated positions
- Adjourn Business meeting

(Conference Chair or Co-Chair)

- Introduce Guest Speaker(s)
- Note Any Changes to Conference, Agenda & General Housekeeping Items
- Adjourn

Annual General Assembly/Business Meeting Guidelines

Guidelines for Head Table

<u>A u d i e n c e</u>									
A	Podium								B
1	2	3	4	5	6	7	8	9	

A and B (United States Flag + Conference Host’s State Flag)

- 1 – Person Providing Invocation
- 2 – Guest Speaker (Providing Program)
- 3 – National Treasurer
- 4 – National Secretary
- 5 – Conference Co-Chair

(Podium)

- 6 – Conference Chair
- 7 – National President
- 8 – Guest Speaker(s)
- 9 – Past National President

Attachment 3 – Luncheon Honoring Past National Presidents and Pearson Award winner Guidelines

It is recommended that the Conference Host coordinate this meeting’s presentations, speakers, and format with the NCC and a representative of the National Board prior to the conference. Items such as speaking roles, content, and order of speakers/events and awards during the Luncheon Honoring Past Presidents should be understood by all parties prior to the conference.

(Conference Chair or Co-Chair)

- Welcome to Past National Presidents’ Luncheon
- Introduce Head Table
- Invocation

Lunch

(National Project Award Committee Member – this can be done during lunch)

- Conference Co-chair to introduce National Project Award Committee Member
- Brief discussion of National Project Awards
- Brief description of National Project Award winner – verify with NPAC if AV equipment is necessary here
- Call on Award Winner and Present Award

(Conference Chair or Co-Chair)

- Call on National President

(National President)

- Introduce Past National Presidents
(Have List of Names Available for Him/Her)

(National President)

- Read Reason for Person of the Year/Robert E. Pearson Award [Attached]
- Read Robert E. Pearson bio [Attached]
- Read Russell Horn Grant Information [Attached]
- Read Nomination Correspondence (read bio of recipient)
- Call on Recipient and Present Award

(Award Recipient)

- Acceptance – give a time limit to recipient (10-15 minutes max)
- Announce Name of Charity to Receive the Grant Monies – consider inviting someone from Russell Horn foundation to present the award

(Conference Chair or Co-Chair)

- Introduce guest speaker (if applicable)
- Adjourn

NOTE: Arrange reserved seating for all Past National Presidents (and spouses/guests/children) at the Past National Presidents Luncheon.

Audience									
				Podium					
1	2	3	4			5	6	7	8

Head Table Seating

- 1 – National Treasurer
- 2 – National Secretary
- 3/4 – Person of Year Award Recipient & Spouse if Applicable

(Podium)

- 5 – Conference Chair or Co-Chair(s)
- 6 – National President
- 7 – Invocation Presenter

Robert Pearson, P.E./Person of the Year Award

Sections are asked to select a nominee for this most prestigious award. Consideration is to be given, by the ASHE Section, as to whether this person is active in any highway related societies, has had impact on the highway industry statewide, that the person is willing to give personal time for the good of the industry and does this person have overwhelming respect of his/her peers.

Robert (Bob) Pearson, PE spent his entire career in the highway industry, beginning in his home state of Alabama. He moved to North Carolina and joined the North Carolina Department of Transportation in the early 1960s to assist in the development of North Carolina's interstate highway system. He continued as a leader in roadway planning and design for 30 years. Upon retirement from NCDOT, he worked in the consultant industry for the LPA Group (now Michael Baker) maintaining his focus on the advancement of highway design.

For ASHE, Bob served as the chairman for the formation committee for the Carolina Triangle Section and served as the section President in 1992 and 1993. He also served as a National Director from the Triangle section from 1992 until the National Board was regionalized in 1996. At that point he served as the National Director for the old Region 8. In 1997, Bob was elected National Second Vice President and was entering his term as National First Vice President at the time of his death in 1998. He played a key role in the formation of several sections including the Carolina Triangle, Carolina Piedmont, Tampa Bay and Georgia. He served on numerous ASHE National committees and continued to promote ASHE and increase the stature of the highway industry until his death.

Russell Horn \$1,000 Grant

A \$1,000.00 Grant is given to the favorite charity of the recipient of the Robert E. Pearson/Person of the Year Award.

Russell E. Horn Sr., P.E., is the Founding Father of the York, Pennsylvania Engineering Firm, Buchart-Horn, Incorporated. He is a Charter Member of the First Section of the American Society of Highway Engineers in Harrisburg, PA and is the 17th name to appear on the Original Charter.

Attachment 4 - Guidelines for Annual Banquet & Installation of Officers Ceremony

It is recommended that the Conference Host coordinate this meeting's presentations, speakers, and format with the NCC and a representative of the National Board prior to the conference. Items such as speaking roles, content, and order of speakers/events and awards during the Annual Banquet and Installation of Officers Ceremony/Meeting should be understood by all parties prior to the conference. The NCC will help facilitate a meeting between the necessary parties of the National Board and the Conference Host 2-3 months prior to the conference.

(Conference Chair)

- Welcome to Annual Banquet Dinner & Introduce Head Table
- Invocation

(Dinner)

(Conference Chair or Co-Chair)

- Call on National Secretary

(National Secretary)

- Present Gene Smith Award
- Present George Hart Award
- Present Terence Conner Award
- Present Robert Yeager Award

(Conference Chair or Co-Chair)

- Call on Present National President

(Present National President) – Work with photographer to ensure that photos can be taken of awardees with National President during presentation

- Present Young Member of the Year Award (see http://www.ashe.pro/manual/YOUNG_MEMBER_OF_THE_YEAR_PROGRAM.pdf for brief intro of award)
- Present Member of the Year Award (see http://www.ashe.pro/manual/MEMBER_OF_THE_YEAR_PROGRAM.pdf for brief intro of award)
- Present Life Time Achievement Award (see http://www.ashe.pro/manual/ASHE_LIFETIME_ACHIEVEMENT.pdf for brief intro of award) – Allow for Lifetime Achievement award winner to give remarks if they want to
- Present President's Award (Example of President's Award remarks are attached)
- Present Plaques to National Board Members Whose Term Ended
- Outgoing President's Remarks

(Conference Chair or Co-Chair)

- Call on Current Past National President for Installing National Officers

(Current Past National President - Installing National Officers) (**Provide Person with List of Officers & the Installation Speech** (see Operations Manual - http://www.ashe.pro/manual/INSTALLATION_OF_OFFICERS_CEREMONY.pdf)

- Installation of Officers

(Outgoing President)

- Present In-Coming President with the ASHE Gavel
- Call on New National President

(New National President)

- Present Outgoing President with Past President's Pin and Plaque
- Incoming President Comments

(Conference Chair or Co-Chair)

- Recognition of Conference Committee Members
- Special Thanks
- Call on Future Conference Spokesperson

(Future Conference Spokesperson)

- Invite to the next ASHE National Conference

Consider providing a brief restroom break/time to get drinks if entertainment is something where people are seated and generally aren't moving around

(Conference Chair or Co-Chair)

- Entertainment Introduction

Guidelines for Annual Banquet & Installation of Officers Ceremony

Head Table Seating:

- 1 - Conference Chair
- 2 - Conference Chair’s Spouse/Guest
- 3 - National President
- 4 - National President’s Spouse/Guest
- 5 - National Treasurer
- 6 - National Treasurer’s Spouse/Guest
- (Podium)
- 7 - Conference Co-Chair
- 8 - Conference Co-Chair’s Spouse/Guest
- 9 - Incoming National President
- 10 - Incoming National President’s Spouse/Guest
- 11 - National Secretary
- 12 - National Secretary’s Spouse/Guest

Please note that it is acceptable not to have a Head Table at this event as long as the above mentioned people have reserved seating at tables near the front to allow for easy access to podium.

Example of President’s Award Remarks

This is an award that I get to give out to a person I feel has done a tremendous job over the past year. As usual the recipient of this award is completely unaware they are receiving it.

The person I have chosen this year I consider an outstanding individual that works extremely hard at everything they do. I’m proud and honored that I could work with this person.

List ASHE resume and any other personal remarks about individual

Sample Annual National Conference Agenda

Pre-Conference Activities Prior to Day 1 are Optional

Day 1

The beginning times of these events are optional

1:00 p.m.

6:00 p.m.

10:00 p.m. - 12:00 a.m.

- 7:00 p.m. Conference Registration Desk Open
(Where _____)Main Lobby/Convention Center

- 5:00 p.m. Golf (Optional)

- 5:00 p.m. Field Trip/Tour/Local Attractions (Optional)

- 5:00 p.m. Set-Up Exhibit Area

- 10:00 p.m. Ice Breaker/Welcome Party for Attendees & Guests
Where _____
How Paid _____
Entertainment _____
Food Arrangement/Dessert Buffet _____
Hospitality Room Open _____
Exhibits Open _____
Technical Sessions _____
Field Trip/Tours _____
Guest Program/Tours _____

Hospitality Room
Where _____

Day 2

7:00 a.m.

7:00 a.m.

8:30 a.m.

- 10:00 a.m. Continental Breakfast/Exhibits Open

- 7:00 p.m. Conference Registration Desk Open

- 9:30 a.m. Opening of Conference/Annual Meeting (General Assembly) for Members & Guests
Where _____
Who MC's _____
Who Speaks _____
Roll Call of Sections _____
Election of National Officers _____
Secretary/Treasurer's Report _____
Head Table _____
Keynote Address _____

10:00 a.m.

- 5:00 p.m. Technical Sessions/Speakers
Where _____
Who _____
How Many Attendees _____

OPEN FORMAT Break/Exhibits Open

9:30 a.m.

- 5:00 p.m. Guest Program/Field Trips/Tours
Where _____
What _____
Who _____
When _____

10:00 a.m.

- 12:00 p.m. Section & Regional Presidents/Treasurers/Secretaries Forum by National Board Members
Where _____
What _____
Who _____
When _____

12:00 p.m.

- 2:00 p.m. Luncheon Honoring Past Presidents'/Robert E Pearson Award
Where _____
Who MC's _____
Who Speaks _____
When _____
Invocation/Pledge _____
Head Table _____
Flowers _____
How Many _____
Luncheon Program/Menu _____

(Make arrangements for the Past National Presidents Meeting following the luncheon.)

2:00 p.m.

6:00 p.m.

7:00 p.m.

- 5:00 p.m. Hospitality Room
Where _____

- 7:00 p.m. Host Region/Section Reception/Cocktail Party
Where _____
How Paid _____

- 10:00 p.m. Dinner/Program/Entertainment
Where _____
Who MC's _____
How Many _____

Head Table _____
Invocation/Pledge _____
Flowers _____
Menu _____
10:00 p.m. - 12:00 a.m. Hospitality Room
Where _____

Day 3

7:00 a.m. - 10:00 a.m. Continental Breakfast
7:00 a.m. - 7:00 p.m. Conference Registration Desk Open
Where _____
10:00 a.m. - 5:00 p.m. Golf Outing (Optional)
Where _____
Starting Time _____
Organizers _____
Foursomes _____
Prize Awards _____
9:00 a.m. - 5:00 p.m. Guest Programs/Field Trips/Tours
How Many _____
Buses _____
Admissions _____
Lunch _____
2:00 p.m. - 5:00 p.m. Hospitality Room
Where _____
6:00 p.m. - 7:00 p.m. President's Reception/Cocktail Party
Where _____
When _____
How Paid _____
7:00 p.m. - 9:00 p.m. Annual Banquet - Officers/Directors Installation
Where _____
Who MC's _____
President's Award to Society Member _____
Section Attendance Award _____
Membership Increase Awards _____
Menu _____
Who Speaks _____
Head Table _____
Invocation/Pledge _____
Flowers _____
How many _____
9:00 p.m. - 11:30 p.m. Entertainment

Open Bar

Check Out Day

7:00 a.m. - 10:00 a.m. Continental Breakfast
8:00 a.m. – 3 pm National Board of Directors Meeting
(by Invitation Only)
8:30 a.m. – 10:30 a.m. National Conference Committee Debriefing
12:00 Noon Check Out Time
No Scheduled Activities
Have a Safe Return Trip Home

National Conference Guidelines

Registration Pamphlet Check List of Items That Should Be Included

Welcome Invitation

Brief outline of what attendees can expect at the Conference.

Technical Sessions

Topic/Speaker/Date/Time and Explanation of Program
Note that CEU’s are Being Offered
Provide a Room Location if Known

Tours/Activities

Date/Time/Activity & Explanation/Cost & Note if Lunch Included

Featured Speakers

Provide Short Bio

Exhibitor Set Up

Date(s)/Cost & What is Included/Registration Form

Conference Schedule

List Date/Time of all Activities for the Conference
Provide a Room Location if Known

Featured Events

Ice Breaker Reception/Annual Business Meeting/Luncheon Honoring Past Presidents
/Special Evening Dinners/Banquet Dinner (*Note type of attire required at each event.*)

Sponsorship

Breakdown of Each Type of Sponsorship/Cost/Extras Included with Each Level
Type of Art Work is Acceptable (i.e. Digital in .tif, .jpg or .eps format on disk, CD
or e-mail.

Include Form to Complete - Where to Submit Form - Make Check Payable To

Golf Outing

Golf Course/Date/Time/Cost & What is Included/Registration Form

Registration Form

Name/Mailing Address/Telephone Number/E-Mail Address
Company/Agency
ASHE Member (Y-N)/Section Name
National Board Member Position (If Applicable)
Past National President (Y-N)
Conference Sponsor (Y-N)
Exhibitor (Y-N)
Need Any Special Access/Mobility Requirements (Please Explain)
Need Any Special Dietary Requirements (Please Explain)
Spouse/Guest Attendee Information - Name/ASHE Member (Y-N)/Section Name
Children Attending with Registrant - Name
Discount Cutoff Date to Register
Refund Policy and Cutoff Date
Cost List
 ASHE Member
 ASHE Member - Government Discount
 Non ASHE Member
 Qualifying Sponsor/Exhibitor
 Spouse/Guest/Children
 One Day Registration
 Each Day
 Technical Sessions
 Tours Separated
 Breakfast
 Dinners
 Special Events (Luncheon Honoring Past Presidents /Banquet)

Hotel Information & Directions

Name/Location/Telephone & Fax Numbers
Room Rate

Available Parking (Cost If Applicable)
Note Shuttle Service (If Applicable)
Directions
Overflow Accommodations (If Needed & Note 1st Come Basis)

Mailing Address for Completed Registration Form & Check Payable To

Websites of Local Area (if applicable)

Note to Sections/Region/Section to Provide Their Banners (Include Mailing Instructions)

Airlines and/or Car Rental Discounts (if applicable)

Parking information (if applicable)



COMMITTEE QUARTERLY REPORT

NEW SECTIONS COMMITTEE

Committee Members

Sam Mody, Chair

Brian O'Connor, Co-Chair

Mark Kinnee, Board Liaison

Brian Krul, former NE Region Director

E-Mail

smody@keller-engineers.com

brian.oconnor@tylin.com

makinee@urbanengineers.com

bakrul@transystems.com

Date 1/5/2019

Motions or Discussions to be brought before the National Board (January 11th-12th, 2019)

1. None

Meetings held since the previous Quarterly Report (VIA Phone)

1. Date - 10/1/2018 Sam Mody, Chris Wickman
2. Date – 10/9/2018 Brian O'Connor, Sam Mody, Mark Kinnee, Scott Jordan and John Midyette
3. Date – 12/4/2018 Brian O'Connor, Sam Mody, Scott Jordan, Rex Bush and Ashley Ann Adams
4. Date – 1/2/2019 Brian O'Connor, Sam Mody, Scott Jordan, Mark Kinnee, Scott Jordan and Brian Krul (the 12-22-18 report was updated after this committee call)

Established Meeting Dates already set before the next Quarterly Report

1. Date: Week of 2/4/19
2. Date: Week of 3/11/19

Current activities started or underway to identify, promote and support the New Sections endeavors.

Alabama – Champion, Rex Bush, former Alabama DOT (ALDOT) Senior Executive

- A conference call was held on 9/20/18 between Brian O'Connor and Rex Bush; subsequent to the call, a New Section's Committee Toolbox was distributed to Rex.
- A follow-up conference call was held 12/4/18 (see Meetings) with Rex and Ashley Ann Adams to discuss next steps including the prospects of ASHE presenting at the ALDOT conference in February, 2019 but we learned the following day, all the slots were full.
- The NS committee will focus on presenting at the ALDOT Spring Conference scheduled in April. Rex and Ashley Ann will work on recruiting the core group membership and we will look for a date/time to host the initial information exchange luncheon. We are also going to encourage their prospective core members to attend the ASHE National Conference in May.
- The NS committee (led by Brian O. and Scott) will prepare an estimate to attend the ALDOT Spring Conference, including hotel, registration, meals, airfare/travel and any miscellaneous

costs. Ashley Ann's Dad, another former ALDOT employee and senior to Rex, will be a resource in securing the necessary cost figures from 2018 since the program has not yet been formalized.

Mississippi – prospective Champion, Brian Smith

- The New Section's Committee Toolbox was sent to Brian Smith on 9/20/18. We need to follow up with a conference call when all the party's schedules are in alignment.

South Carolina – Champion, TBD

- A conference call was held on 10/9/18 (see Meetings) with John Midyette.
- John's firm, InfraMap, is no longer working in South Carolina so a new champion needs to be identified to lead this initiative.
- Scott Jordan has reached out to Susie Bender (ICE consulting) and Brittany Williams (Mead and Hunt) and both individuals have expressed an interest in leading the effort. We are planning to host a conference call in January, 2019 to get the ball rolling. An e-mail has been distributed to Susie and Brittany to exchange available dates and schedule the call. During the call, we will inquire if either Susie or Brittany are interested in spearheading this new section initiative.
- The ACEC-SC conference was held in December – action for us to secure the attendance list of registrants and sponsors. There are many engineering consultants who are based in Georgia and have a presence in South Carolina.
- The 2019 SASHTO Annual meeting will be held in Savannah, GA this year. Thirteen States are members of SASHTO including Alabama, Mississippi, South Carolina and Texas where we are focusing our NS Committee resources.
- The NS committee will prepare an estimate to attend the SASHTO conference in August, 2019 including hotel, registration, meals, airfare/travel and any miscellaneous costs.

Austin, TX – Champion, Chris Wickman

- A check-in call was held between Sam Mody and Chris on 10/1/18 (see Meetings) to see how he is progressing with attracting local core group members.
- Chris has emphasized the importance of joining ASHE to his fellow colleagues in a Member-at-Large capacity, in the interim, as the Section progresses towards the Charter date.

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

- No new activity to report.
- We have experienced difficulties in connecting with Nathan over the past quarter with e-mails exchanged with him in October, November and December receiving no response.
- Brian K. has been contacted to see if he has had any positive communication with Nathan over the past 3 months.
- TranSystems has an office in San Diego, Santa Ana and Oakland, CA. Brian K. has agreed to connect with his colleagues based on the West Coast and see if they are interested in assisting us with this endeavor.

Hartford, CT – Champion, Ryan Thompson, public sector employee

- No new activity to report.
- Brian K. will continue to be the primary point person and maintain communication with our Champion.
- Urban Engineers has an office in Hartford, CT with most of the major engineering consultants, including AECOM, Baker, STV and WSP. Mark has agreed to connect with his colleagues and see if they are interested in assisting us with this endeavor.
- The NASTO Conference will be held this year in Wilmington, DE between July 8th and 10th. The NS Committee will evaluate the merits of exhibiting at this conference.
- The DOT is located in Rocky Hill, CT.

Other activities.

Dallas Fort-Worth Section – new President, Markus Neubauer

- On-going dialogue has ensued between Markus, Mark Kinnee and Sam Mody about the prospects of reinvigorating the membership of this Section.
- A calendar has been established by the Section for hosting general membership meetings in calendar year 2019: 1/22, 2/28, 3/25, 4/23, 5/28, 6/25, 8/27, 9/24, 10/22 and 11/19.
- Sam and Mark are discussing the prospects of attending the March or April meeting at the recommendation of Markus.
- Please refer to the Section report for more details about their activities.

Houston Section –

- The Section has hosted several quality presentations in 2018 which were well received by their membership.
- The Section has seen an increase of 16 new members this year with a full list of programs scheduled in the Fall.
- Please refer to the Section report for more details about their activities.

Regional Initiatives –

- Follow up with the Great Lakes Region to ascertain if they need any assistance with their startup endeavors in Detroit, MI.

Budget update

1. **2018 – 2019 Budget:** \$8,900.00; balanced was reduced by \$4,156.00 in September report.
2. **Spent – List items and \$ spent this quarter**
 - a. None
3. **Current Budget Balance:**
 - a. \$4,744.00 (confirmed by National Treasurer on 12/24/18)
4. **List any Non-Budget Items that should be considered in the 2018 – 2019 budget:**
 - a. None

Note: Email this form in a Word format to Shirley Stuttler 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	gdutton@cpc-eng.com	WINTER 2019	12/19/18
Shirley Stuttler	ssuttler@hughes.net		
Charlie Flowe	cflowe55@gmail.com		
Dave Greenwood	greenwoodda@cdmsmith.com		
Sam Mody	smody@keller-engineers.com		
Tom Morisi	tmorisi@keller-engineers.com		

Meetings held since the previous Quarterly Report

- 1. 10/03/18** *Teleconference - Participating: Dave Greenwood, Charlie Flowe, Sam Mody, Shirley Stuttler, Tom Morisi, Greg Dutton*
- 2. 01/03/19** *Teleconference - Participating: Charlie Flowe, Sam Mody, Shirley Stuttler, Tom Morisi, Greg Dutton. Could not participate: Dave Greenwood*

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

- 1. Accept the slate of officers and Directors** (see attachment on page 3)

Discussions to be brought before the board

- 1. Slate of 2019-20 officers and directors**

Activities

- 1. Nomination of officers and directors:** 1st Solicitation Letter requesting nomination of officers and directors was sent to the Sections through the Regions on 08/03/17. Several follow-up reminders were sent. Deadline was changed to December 10, 2018. The final recommendation was received on 12/12/18. The nominee for 2nd VP from the Mid-Atlantic Region was not accompanied by a confirmed recommendation from the Region. The Great Lakes Region recommendation for 3-year National Director nominee was received on 1/3/19. The following are the submitted recommendations:

OFFICER SOLICITATION:

National 2nd VP: Two (2) recommendations, one from SE Region (Leigh Lilla), one from Mid-Atlantic Region (Anis Shaikh)

DIRECTOR SOLICITATION:

3-Year Director: Southeast: One (1) recommendation (Jason Hewitt)

3-Year Director: Great Lakes: One (1) recommendation (Frank Bronzo)

3-Year Director: Northeast: One (1) recommendation (Don DiZuzio)



The final slate of officers and Directors as recommended by the Nominating Committee is attached as the final page of this report.

2. *Nomination of honorary award winners:* 1st Solicitation was sent on 9/16/18. 2nd solicitation was sent out on 12/10/18.

3. *Next Meeting:* TBD

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*

Respectfully Submitted on behalf of the Nominating Committee,

Greg Dutton
Committee Chair



The ASHE National Nominating Committee makes the motion to accept the following slate as the National Board for the 2019-2020 term:

ASHE 2019-2020 National Board

Slate of Officers (Executive Committee)

President:	Michael Hurtt, P.E. - Northeast Region – Albany Section
1st Vice President:	Tim Matthews, P.E. - Southeast Region - Georgia Section
2nd Vice President:	Leigh Lilla, P.E. - Southeast Region - Tampa Bay Section
Past President:	Richard Cochrane, P.E. - Northeast Region - North East Penn Section
OOC* Chair:	Stan Harris, P.E. - Great Lakes Region - Triko Valley Section
Secretary:	Thomas Morisi - Northeast Region - Altoona Section (Year 2 of first 3-year term)
Treasurer:	Frank O'Hare, P.E./P.S. - Great Lakes Region - Central Ohio Section (Year 2 of second 3-year term)

**Operations and Oversight Committee*

Slate of National Board Directors

3 Year Directors

Frank Bronzo, Great Lakes Region - Cuyahoga Valley Section
Donato DiZuzio, Northeast Region - North Central New Jersey Section
Jason Hewatt, Southeast Region - Georgia Section

2 Year Directors

Roger B. Carriker, P.E., Mid-Atlantic Region - Chesapeake Section
Stan Harris, P.E., Great Lakes Region - Triko Valley Section
Kathryn Power, P.E. Northeast Region - Pittsburgh Section

1 Year Directors

David A. Greenwood, P.E., Mid-Atlantic Region - Chesapeake Section
Scott Jordan, P.E., Southeast Region - Georgia Section
Mark A. Kinnee, P.E., Northeast Region - Delaware Valley Section



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

Date: 12/18/2018

Report Period: 9/15/18-12/18/18

Meetings held since the previous Quarterly Report

1. Date – 12/6/18 Members in attendance – Harris, Lilla, Kinnee, Hammond, Greenwood

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

Resolved: The Operations and Oversight Committee proposes that the attached Internal Communications Plan be adopted by the Board of Directors and distributed to the Regions and Sections.

Discussions to be brought before the board

1. Follow up from 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:

- Conducted three training sessions on October 30, 31 and November 1 via WebEx. Presentations conducted by Chairman of OOC, National President, National Secretary and National Treasurer.

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

Status –Review current communications plan – Draft was developed via email between committee members and discussed during 12/6 conference call. Revisions made after meeting and presented to Board for vote at January meeting.

Status – Project of the Year program, including publicity – See POY sub-committee report. Scanner.

Budget update

- 1. 2018 - 2019 Budget: \$5,000**
- 2. Spent – List items and \$ spent this quarter**
 - a. \$171.20**
- 3. Current Budget Balance: \$4,699.02**
- 4. List any Non-Budget Items that should be considered.**
 - a.**



ASHE National Headquarters
65 Beacon Hill
Henderson, North Carolina 27537

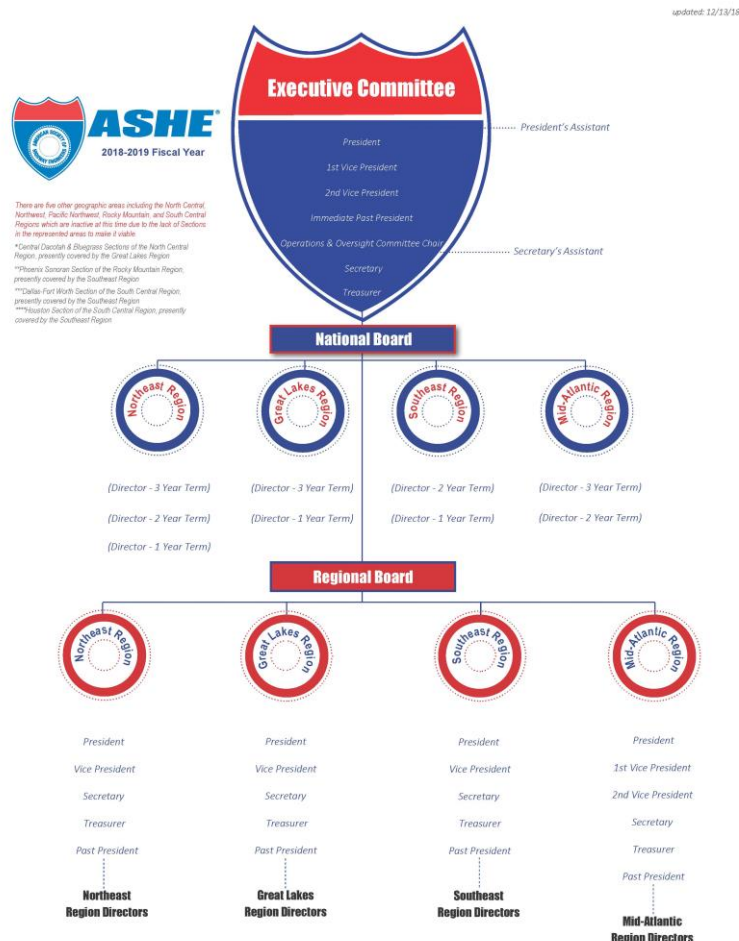
ASHE Communication Plan January 2019

Purpose

The purpose of this plan is to provide a concise reference for communication protocol for all members of the American Society of Highway Engineers (ASHE). This document is a living document with the continuing goal of improving internal communications while promoting efficiency and preventing duplication of effort by members and staff.

Organization

ASHE is comprised of three levels of organizational structure, National, Regional and Sections. The National Board is comprised of a governing body to oversee the Regions. Regional boundaries are established by the National Board. Sections are then grouped into appropriate Regions. The Regions have their own governing body to oversee the Sections within their Regions. Sections also have their own governing bodies. See Organizational Chart below. Current office holders are identified on the ASHE web site, see Communications Tools section below.



Flow of Communication

The following notifications and information requests, distributed from National, are to be sent to the attention of Region Secretaries with the National Directors, Region President, and Region Vice President copied for their awareness. It is then the Region Secretary's responsibility to disseminate this information to their respective Sections, compile responses where applicable, and submit the requested information back to National. The timeline for several of these notifications and requests are provided under "ASHE Calendar" below.

- Scholarship Totals and Requests for Updates
- Quarterly Notice on Scanner Articles Due
- National Board Nominations (2nd VP, Secretary, Treasure, and National Directors)
- 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
- 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 National Directors, Region President, Region Vice President, and Region Secretary.

- Dues Assessments
- Updates to the Database
- Inquiries to Join ASHE from our Website
- Request for 990 Forms for all Sections.
- Guideline Letter to New President/Secretary for Each Section

Communication Tools Available

The following communication tools are available for your use:

- Officer Email & Telephone information - contact information for Officers & Directors found at the ASHE Website, specifically: <http://ashe.pro/oandd.html>
- Information Regarding ASHE Documents is in the Resource Center on the ASHE website <http://ashe.pro/resourcecenter.html>
- ASHE Cloud is available for use. Access is requested by emailing the Technology committee chair.
- If you have any specific questions, they are likely best addressed via email. The ASHE Officers are happy to assist with anything that is needed. Correspondences are best addressed to the Region Secretary, copying your Region Directors so the inquiry can be best routed from there.

ASHE Calendar

Some communications typically occur or are due on the same dates every year. Examples of these dates include the following:

- January 15 – Sections/Regions file IRS 1099's as required
- January 31 – Sections/Regions submit summary of scholarships awarded for previous calendar year
- February 15 – Nominations for National Awards (other than Project of the Year) are due
- June 15 – IRS forms 990 due to National Treasurer
- July 15 – Report any advertising income to National Treasurer
- July 31 – National Secretary sends invoices to Sections for member assessments
- July 31 – Sections to submit summary of membership meetings/programs to National
- October 1 – Payment due to National for membership assessments
- December 1 – Nominations due for National Officer positions

The dates listed above may be changed at the discretion of the National Officers and Board of Directors. Dates for other communications vary from year to year and will be established by the National Board of Directors and/or national committee chairs.



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: 12-18-18

Report Period: Winter

Meetings held since the previous Quarterly Report

1. No meeting held since September.
2. **Motion(s) to be brought before the National Board:**

Resolved: None

Discussions to be brought before the board: None

Status of action items

None at this time.

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: 12-18-18

Report Period: Winter

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 started her work on the booklet full time and estimate completion by late April in time to go to the printer .
2. The format needs changed since our Region setup was changed in June 2010 to the Great Lakes, Mid-Atlantic, Northeast and Southeast.
3. Some Sections and all the Region previous submittals had information only through 2017. All Regions and the following Sections were notified to submit their updated history reports for 2018. Harrisburg, Clearfield, Altoona, Southwest Penn, Williamsport, East Penn, Pittsburgh, Delaware Valley, North East Penn, Cuyahoga Valley, North Central WV, Central Ohio, Lake Erie, Southern New Jersey, First State, Mid-Allegheny, Chesapeake, Potomac, Old Dominion, North Central NJ, Northwest Ohio, Carolina Triangle, Central Florida, Central Dacotah, Carolina Piedmont, Georgia, Greater Hampton Roads, New York Metro, Middle Tennessee, Derby City, Central New York, Blue Ridge, Long Island, Dallas/Fort Worth and Bluegrass.

The following Sections submitted their updates for 2018: Franklin, Triko Valley, Tampa Bay, Northeast Florida, South Florida, Albany, Phoenix Sonoran and Houston.

Status of action items

1. None at 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

12/23/2018

Quarterly Report Period

Winter - January

Motions or Discussions to be brought before the National Board

1. None

Meetings held since the previous Quarterly Report

1. 12/19/18 Coordination Meeting with Mindy Sanders, Chair of the Web Site Committee and President Cochrane
2. E-mail correspondence regarding the 2019 NPA

Other Activities:

- 11/22/19: Call for Entries for 2019 NPA sent to all Region Presidents and Secretaries
- 12/19/18: Second Notice of Call for Entries for 2019 NPA sent to all Region Presidents and Secretaries
- 12/19/18: 2019 NPA Material provided to the Mindy Sanders, Web Site Chair to post on ASHE National Web Site

Established Meeting Dates already set before the next Quarterly Report

There are no scheduled meetings at this time.

1. Date: [Click here to enter a date.](#) Time
2. Date: [Click here to enter a 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: None
3. 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 [sstuttler@hughes.net](mailto:ssuttler@hughes.net)



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: January 8th 2019

Report Period:

2nd QTR 2018-2019

Meetings held since the previous Quarterly Report

1. Date - October. 24,2018 Members in attendance: Cochran, Schumacher, Pitzer, Bronzo
Date December 17, 2018 Members in attendance : Cochran, Kinnee, Bronzo
(Partnership Committee)

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

Resolved: Adopt Display Booth Guidelines

Discussions to be brought before the board

1. Update Partnership committee- outreach committee

Activities involving coordination among PR, New Sections, etc.

PR committee with Student Chapter committee to publicize the Student Conference

Outreach committee to coordinate with Partnership committee to discuss transition

Budget update

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

AMERICAN SOCIETY OF HIGHWAY ENGINEERS (ASHE) EXHIBIT DISPLAY BOOTH GUIDELINES

1. PURPOSE OF THIS DOCUMENT
2. OBJECTIVE OF THE EXHIBITION
3. POLICIES & PROCEDURES
4. Attachment 1 – Exhibit Display Booth Request Form

1. PURPOSE OF THIS DOCUMENT

A. This document provides the procedures that are to be followed when utilizing the ASHE Exhibit Display Booth at a conference or event representing the American Society of Highway Engineers (ASHE)

2. OBJECTIVE

A. The exhibit booth host shall define goals for the exhibition. The objective and goals will help define involvement of other national committees, executive board members, Regions, and sections for the purpose of achieving the goals.

B. The exhibit booth graphics, advertisements should at a minimum, support the mission and values of ASHE, include new membership information, and provide a way to collect visitors contact information

3. POLICIES & PROCEDURES

A. The exhibit booth host shall complete the Exhibit Display Booth Request Form (located under the Resources tab on the National Website) and submit it to Amanda Schumacher National PR Committee Chair arc.schumacher@gmail.com. The form shall be submitted a minimum of 15 business days prior to the event.

C. Conduct a pre-exhibition conference call. Be sure to invite those who were identified while defining your objective for the exhibition.

C. Shipping and or pick up and drop off schedule for the display booth and necessary graphics and marketing materials will be coordinated through the PR Committee Chair.

D. Develop a plan to have the booth manned during the appropriate times during the event. Assigned ASHE representatives manning the booth shall be well versed in ASHE's objectives and goals for the event and be coached to gather contact information from visitors.

E. Develop a plan to follow up with all visitors to the booth in a way that helps support the ASHE goals and objectives.

F. Conduct a debrief meeting to review the ASHE Goals for the Exhibition, define any addition action items for follow up. It is important to invite those who were identified while defining your objective for the exhibition.



EXHIBIT DISPLAY BOOTH REQUEST FORM

The ASHE Exhibit Display Booth Request Form must be submitted (15) business days prior to your need.

Submit Request To:

Amanda Schumacher
516 Main Street
Hellertown, PA 18055

Check one:

☐ Tabletop Display
☐ Pull-out Vertical Banner Display

Ship To:

Contact: _____

Company: _____

Street Address: _____

City, State, ZIP: _____

Phone: _____

E-Mail: _____

See **page 2** for what is included with the booth. Note here what you do NOT want included, if anything
_____.

Agreement:

I, _____ of the _____
(Name) (Section/Region)

request the ASHE Exhibit Display for the period:

From: _____ To: _____

I/we agree to conditions stated in the ASHE Exhibit Display Policy.

Signature

Date



EXHIBIT DISPLAY BOOTH REQUEST FORM

WHAT ARE YOU GETTING WITH YOUR BOOTH?

Booth Display

1. Tabletop Booth and/or Banner Style Booth – (black case) - assemble carefully please!
2. Tablecloth (blue round-ish case) – to be used over the display table provided by the conference

Brochures/Handouts

To be displayed on the table and given out/shown:

- 1) Brochures/Handouts
 - a. Why Join ASHE? Bi-fold with perforation
 - b. Mission Statement Change Flyer
 - c. ASHE Year in Review
 - d. Membership Guidelines/Accolades
 - e. ASHE Region/Section Map (also on the back of the Why Join ASHE? Bi-fold)
 - f. Membership Applications (2) – at-large & regular
- 2) Promotionals
- 3) Why Join ASHE? Membership video on DVD – needs to be shipped back!
- 4) Free membership sign & sign up sheet – promote a free membership if they follow the guidelines outlined – inform Amanda Schumacher of any new members gained



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: 12/20/18

Report Period: Water 4th Quarter

Committee Members /E-Mail

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

Stan Harris - stan.harris@stantec.com

Mark Kinnee (Board Liaison) - makinnee@urbanengineers.com

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

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

IECA Representative – Vacant

ASCET Representative – Mollie Gosnell - cadliz74@gmail.com

Meetings held since the previous Quarterly Report

1. No Calls/meetings held

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

Determination of making the Partnership Committee a sub-committee.

Discussions to be brought before the board

1. There have been ongoing discussions with the board on integrating within the Outreach Committee. As previously discussed, this group may operate better as an extension of another committee. It is not to say that committee members are not willing to continue to serve but a supporting role would be a better fit.
2. At this juncture, the active partners are SMPS and ASCET. Other organizations do not necessarily feel value in partnerships.
3. There may be potential in creating a liaison with American Planning Association. I recently attended the Arizona Statewide APA conference where James Drinan their executive director spoke on their desire to partner.

Actions:

Partnership updates.

ASCET - American Society of Certified Engineering Technicians-Mollie Gosnell

ASCET had their National Conference on November 1st in Black Hawk Colorado. Given the distance and viability, we did not participate in this conference.

IECA-International Erosion Control

This position continues to be vacant.

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

As previously reported, Leigh had reached out to NAWIC and they expressed they were not open to participating as a partner.

SMPS-Society for Marketing Professionals-Dawn Fortuna

No recent update.

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 TMorisi@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: December 21, 2018

Matheu Carter, Chair

matheu@udel.edu

Report Period: Sept – Dec 2018

Roger Carriker, National Board Liaison

Roger.Carriker@wsp.com

Frank Bronzo

fbronzo@envdesigngroup.com

Kathryn Power

kpower@pa.gov

Erin Collins

ecollins@wallacemontgomery.com

Eugene Cipriani

eugene.cipriani@aecom.com

Rob Snowden

rsnowden@urbanengineers.com

Meetings held since the previous Periodic Report:

1. Date: 11/1/2018 Members in attendance: Cipriani, Power, Carriker, Carter

Planned Meetings:

1. Date: 1/3/2019 Noon WebEx
2. Date: 2/7/2019 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 is essential that we enjoy active support from the Board of Directors and that Region Directors actively 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 PDHs issued in 2017 alone.
 - b. Solicitation for Calendar Year 2018 has begun with a targeted compliance date of January 31, 2019.
 - 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.



COMMITTEE STATUS REPORT

PUBLIC RELATIONS COMMITTEE

Committee Members

Amanda Schumacher, Chair
Corey Fenwick (social media)
Jonathan Daguilh (social media)
Kelli Weigle (NEW)
Tammi Nagucki (NEW)
Jen Hendricks (NEW)
Donato DiZuzio (Board Liaison)

E-Mail

Date: 12/21/18

Report Period: Winter 2018

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

Meetings held since the previous Quarterly Report

1. Date -12/14/18 Members in attendance - Amanda Schumacher, Jonathan Daguilh, Tammi Nagucki, Jen Hendricks, Dick Cochrane

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

Resolved:

1. Update PR contact information with new members:
 - a. Jennifer Hendricks – Harrisburg Section – CCJM - 717-730-4160, ext. 119 ; jhendricks@ccjm.com
 - b. Kelli Weigle – Georgia Section – THC, Inc. – 770.856.6535 - kweigle@thcinc.net
 - c. Tammi Nagucki – Cuyahoga Valley Section – Environmental Design Group – 330.416.0278 – tnagucki@envdesigngroup.com

Discussions to be brought before the board

1. Contest Winner from SASHTO conference for new membership: Scott Dubord, PE – Georgia section – if he is not a current member – take budget from PR

Activities (cumulative report):

- a. New members – Kelli Wiegler (THC, Inc), Tammi Nagucki (Env. Design Group), Jen Hendricks (CCJM)
- b. ASHE Booth
 - i. 10/25/18 – ASCET Conference, New Mexico – Mollie Gosnell – Also ran AD for the conference
 - ii. 1/28/19-2/4/19 - Going to Chesapeake, MD section – MdQI conference, Baltimore
- c. Logo & Message
 - i. Now includes premier – on web



- d. 60th Anniversary
 - i. Social media campaign to highlight history – ‘remember when’ campaign
 - 1. Jonathan D. will be requesting text from Shirley to develop campaign
- e. Committee Collaborations
 - i. Partnerships – look into placing ads or information into their newsletters to help cross market
 - ii. Outreach – working on ‘booth info sheet’ for those representing ASHE with the booth - guidelines/goals of the booth
- f. National Conferences
 - i. Nashville 2019
 - 1. Have not engaged need for national PR assistance as of yet
 - ii. Raleigh 2020
 - 1. Logo approved
- g. Project of the Year Awards – promotion
 - i. Due January 31, 2019
 - ii. Social media – photos from past awards & promote current
 - 1. LinkedIn
 - iii. ENR Blog – Aileen Cho, transportation lead – blogging (discussion with Joe Rikk Jr – awards chair)

- iv. Regions to Sections – promote at meetings
- h. Powerpoints updated for website – completed
- i. Photo library/picture database – google photos shared folder
 - i. Completed – link to upload photos directly on google photos:
<https://photos.app.goo.gl/U1H4ZUDWx345US8p2>
 - ii. Needs to be shared with regions and sections - eblast
- j. Multi-Briefs – ASHE Inside lane, contract renews in April
 - i. Article review happening consistently (weekly)
 - ii. Investigate new service - smart briefs? (AGC & ASCE uses this) ; Can we do both?
- k. How do we better connect with our membership?
 - i. Brainstorming ideas of membership directory, newsletters, social media content
- l. Organizational Chart updates – completed (Kelli)
- m. Social media report (+ = increase from Sept. 2018)
 - i. LinkedIn: 163 followers
 - 1. + 17 from previous
 - ii. Twitter: 120 followers
 - 1. +4 from previous
 - iii. Facebook: 62 likes | 65 follows
 - 1. +2 likes
 - 2. +2 follows

Upcoming PR Needs/Action Items

- n. Branding Guidelines – needs update (Amanda)
- o. Social Media Strategy – Corey and Jonathan to lead – all to participate as much as possible
 - i. Ideas for content: photo contest, projects, national conference, person of the year?
 - ii. Promote companies as well as members
 - iii. Scanner addition – include PR overview/platforms – January 15th Spring article deadline
 - iv. Website – make sure we have all platforms on website
 - v. Re-enforce posting strategy
 - vi. Need to engage with regions/sections to build membership/excitement
- p. Year in Review 2018 – in the works
 - i. Due March 2019

q. ASHE Materials

- i. Why Join ASHE? *Updated fall 2018 – needs to be distributed – waiting on electronic copy from Tammy*

r. ASHE Store – other options?

s. New Website – 4 responses received – decision on consultant in January 2019

- i. PR to assist in new website look/feel

t. New Sections Materials – work in tandem with New Sections leads to generate fresh material for enticing new sections

u. Membership at large/membership (Leigh) – collaborate for new materials, webinars? (Amanda S)

Budget update

1. 2018 - 2019 Budget: **\$4,900**
2. Spent – List items and \$ spent this quarter
 - a. \$56.30 – booth shipment
 - b. \$79.92 – committee travel (board meeting in Sept 2018)
3. Current Budget Balance: **\$1,511.88**
4. List any Non-Budget Items that should be considered.
 - a.

Note:

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



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

Date:

12/21/2018

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 Winter 2018
 - A. **Pittsburgh's Gateway from the East—A Time-Honored Bridge gets a 21st Century Upgrade**
ASHE Pittsburgh Section
 - B. **2018 FDOT District 7 Local Agency Safety Summit: Driving Down the Accident Rate in Tampa Bay, FL** **ASHE Tampa Bay Section**
 - C. **Small-Town Charm, Big-Time Trucks in Winesburg, OH** **ASHE Cuyahoga Valley Section**
 - D. **Newtown Pike Extension in Lexington, KY: Looking Down the Road to a Safer, More Prosperous Future** **ASHE Bluegrass Section**

E. **Shaping up the South Florida Express Lanes Network ASHE South Florida Section**

Budget update

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

See revision below

2. Spent

INVOICES	Period	Invoice #	Date	Amount
Printed	Summer 2018	4919	08/16/18	\$ 9,022.17
	Fall 2018	4945	11/12/18	\$ 3,811.17
	Winter 2019			
	Spring 2019			
Printed Expenses:				\$ 12,833.34
Electronic	Summer 2018	4923	08/15/18	\$ 429.60
	Fall 2018	4946	11/12/18	\$ 429.60
	Winter 2019			
	Spring 2019			
Digital Expenses:				\$ 859.20
Committee				
Travel				

3.

Total Invoices: \$ 13,692.54

Period Invoice # Date Amount

See revision below

Advertisers	Summer 2018	N/A	08/15/17	\$ 4,550.00
	Fall 2018	N/A		
	Winter 2019	N/A		
	Spring 2019	N/A		

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

Total Income: \$ 13,692.54

Target Income Amount: \$ 31,750.00

Amount Over/Under Income Budget: \$ 18,057.46

4. Current net Budget Balance:

\$57,657.46

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

a. N/A

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	4945	11/12/18	\$ 3,811.17
	Winter 2019			
	Spring 2019			
			Printed Expenses:	\$ 12,833.34
Electronic	Summer 2018	4923	08/15/18	\$ 429.60
	Fall 2018	4946	11/12/18	\$ 429.60
	Winter 2019			
	Spring 2019			
			Digital Expenses:	\$ 859.20
Committee				
Travel				

Total Invoices: \$ 13,692.54

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		\$ 9,050.00
	Winter 2019	N/A		
	Spring 2019	N/A		

Total Income: \$ 13,600.00

Target Income Amount: \$ 31,750.00

Amount Over/Under Income Budget: \$ 18,150.00

4. Current net Budget Balance:
\$57,657.46
5. List any Non-Budget Items that should be considered.
 - a. N/A

Advertiser Name	Date	Check Number	Amount Received	
AECOM	7/31/18	30377140	400.00	
ARORA and Associates				
ASHE Altoona Section/Builder's Club	8/1/18	2162	650.00	
ASHE North East Penn	10/18/18	1530	2400.00	
BEG Group, LLC	10/12/18	Credit Card	\$600.00	
Borton Lawson Engineering				
Buchart-Horn, Inc.	9/7/18	214914	\$400.00	
Burns Engineering, Inc.				
CHA Consulting, Inc				
Dewberry	10/31/2018	2056226	450.00	
Gannett Flemming Companies				
Gibson-Thomas Engineering Co				
Hill & Smith, Inc.				
Johnson, Mirmiran & Thompson, Inc,	9/28/18	113228	400.00	
Larson Design Group				
McMahon Associates, Inc				
Michael Baker Corporation				
Naik Consulting Group, PC				
O.R. Colan Associates	10/18/18	12665	1600.00	
WSP				
Sci-Tek Consultants, Inc.				
Stahl Shearer Engineering, LLC.				
Sucevic, Piccolomini & Kuchar Engineering				
Traffic Planning & Design				
The Markosky Engineering Group, Inc.				
TYLIN International	10/10/18	219578	550.00	
Urban Engineers				
Whitman, Requardt & Associates, LLP	10/24/18	336749	\$1600.00	
Whitney, Bailey, Cox & Magnani LLC				
Wichert Insurance				
Total			9050	



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.

Date: Period: Dec. 31, 2018

Committee Members

E-Mail

Date:

Gerald J Pitzer, Chair

jerry1368@yahoo.com

Kathryn Power (Pittsburgh)

kpower@pa.gov

412-608-2662

Mark Kinnee (Delaware Valley)

makinnee@urbanengineers.com

215-284-3124

Jen Hawkins (Northeast Florida)

HawkinsJL@pondco.com

904-396-3556

Scott Kroper (Northeast Florida)

????

????

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"

"Anticipate holding a conference call meeting in December to discuss the Strategic Plan and how it is being implemented. Meeting has not been scheduled as of Dec. 19, 2018."

Budget update:

- 1 . 2018 - 2019 Budget: \$0
- 2 . Spent – List items and \$ spent this quarter
 - a.
- 3 . Current Budget Balance: \$0
- 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: December 21, 2018

Matheu Carter, Chair

matheu@udel.edu

Report Period: Sept-Dec 2018

Roger Carriker, National Board Liaison

Roger.Carriker@wsp.com

Frank Bronzo

fbronz@envdesigngroup.com

Kathryn Power

kpowers@pa.gov

Erin Collins

ecollins@wallacemontgomery.com

Eugene Cipriani

eugene.cipriani@aecom.com

John Caperilla

JCaperilla@borton-lawson.com

Aaron Muck

Aaron.Muck@terracon.com

Carrie Strehle

cstrehle@promatechinc.com

Meetings held since the previous Periodic Report:

1. Date: 09/13/2018 Members in attendance: Strehle, Cipriani, Caperilla, Collins, Power, Carriker, Carter
2. Date: 10/11/2018 Members in attendance: Strehle, Power, Caperilla, Carriker, Carter
3. Date: 11/08/2018 Members in attendance: Muck, Bronzo, Carriker, Carter
4. Date: 12/13/2018 Members in attendance: Cipriani, Caperilla, Strehle, Muck, Carter

Planned Meetings:

1. Date: 1/10/2019 Noon WebEx
2. Date: 2/14/2019 Noon WebEx
3. Date: 3/14/2019 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 have utilized the Region/Section reports to provide additional information on this topic.
 - b. The Committee is attempting an update in Fall 2018 (expect reporting in March-April 2019) 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.
 - c. The September 15, 2018 solicitation for information from Sections has resulted in only three responses to date and a reminder is being circulated mid-December.
2. 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 second annual was hosted October 6, 2018 by the Widener University Student Chapter and was again successful. Eleven students attended from five institutions (Widener University, Rowan University, Mercer County Community College, University of Delaware, and Rutgers University) and thirteen professionals attended, representing Delaware Valley, Chesapeake, First State, North Penn, Southern New Jersey, and NY Metro Sections. There was some confusion at sign in and we believe the actual attendance was just over 30.
3. Track student membership, either within or outside existing database:
 - a. This information is part of the ongoing solicitation.
 - b. Initiated a coordinated effort with the Membership Committee in trying to “track” the student members as they graduate and locate/connect them with a local Section wherever they land a job. Ongoing effort to continue/further develop in the first quarter of 2019
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 second edition was published August 30, 2018 to the website under Information and Downloads - <http://ashe.pro/downloads.html>. The updated guidelines were promoted to Sections and Regions in September.
- 5. ASHE logo table cloth/skirt program implementation:
 - a. Twelve table skirts were ordered at a cost of \$1,381.22 (~\$115.10 each).
 - b. The Committee has developed criteria for when these would be issued to a student chapter (bylaws, sustainability, etc.).
 - c. The table skirt debuted at the Student Chapter Conference at Widener University, October 6, 2018.
 - d. Distribute to initially qualifying student chapters is expected in the winter and spring of 2019.

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)
 - b. \$629.60 (student chapter conference at Widener University)
- 3. Current Budget Balance: \$1,089.18
- 4. List any Non-Budget Items that should be considered.
 - a. None, currently.



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
sjordan@seengineering.com
rcochrane@mctish.com
jmorisi@jmserversolutions.com
carock83@gmail.com

Date: 1/4/19

Report Period:
Winter 2018

Meetings held since the previous Quarterly Report

1. 12/21/18 – Discussion of RFPs

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

New Business: RFP for Website Update

Discussions to be brought before the board

1. Selection of Web Developer – A recommendation will be made for the web developer to produce the updated ASHE National Website

Status of action items:

Internet / World Wide Web

- Revise or replace existing web site to modern standards of navigation and appearance – An RFP was advertised 11/16/18. Four proposals were received that met the qualifications outlined in the RFP. The selection committee has reviewed the proposals and are currently following up with references and asking proposers to clarify items in their proposals as needed. We will be prepared to make provide a final recommendation to the Board at January's meeting.
- Ensure web content is up-to-date and can be easily modified – In progress; working with Craig Rock on new content to add: Training & Project Awards
- 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
- Updates are complete, but testing by Tom Morisi is ongoing

WebEx

- New Pricing Plans researched and selected to reduce cost and provide better service

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) - \$1,083.32
 - b. JMS Server (Database Portion) - \$416.68
3. Current Budget Balance: \$14,610.05
4. List any Non-Budget Items that should be considered.
 - a. None

Attachments:

1. RFP TC-1801: ASHE National Website Redesign (updated
2. RFP Proposals:
 - a. Prime Design Solutions
 - b. Stokes Creative Group
 - c. TNT Graphics
 - d. Out of Website

RFP TC-1801

for

ASHE National Website Redesign

Amended 11/15/18 (Changes are highlighted in yellow.)



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
678-986-7648

Current Website

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). 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). 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	mhsanders@pontengineers.com 678-986-7648	Main Point of Contact
Scott Jordan	sjordan@seengineering.com	Selection Committee
Richard Cochrane	ashenationalpresident@ashe.pro	Selection Committee
Tom Morisi	ashenationalsecretary@ashe.pro	Selection Committee
Amanda Schumacher	arcschumacher@urbanengineers.com	Will Oversee Branding During Development
Jacob Morisi	jmorisi@jmserversolutions.com	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. *If you are using a subconsultant to perform any portion of the work, you are encouraged to demonstrate that a prior working relationship on similar tasks has been established.*
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 – October 16th, 2018
- Inquiry Period Ends – October 31st, 2018
- ASHE Responds to any Questions – November 9th, 2018*
- Proposals Due – December 5th, 2018
- Evaluation Process – December 6th, 2018 to December 21st, 2018
- Presentation of Recommend Selection at Board Meeting – January 11-12, 2019
- Planned Contract Award Date – January 19, 2019
- **Go live date: On or before May 1, 2019**

* A list of all questions received and their responses will be available upon request.

Budget

The available budget is \$6,500.

American Society of Highway Engineers Template Website

November 2018

Prepared by Prime Design Solutions Inc



Confidentiality

This proposal is for internal use by American Society of Highway Engineers (ASHE) only. This document (including any part thereof) is not to be shown or distributed outside your organization without the express written consent of Prime Design Solutions Inc.

All information relating to ASHE that is known to be confidential or proprietary will be held in confidence by Prime Design Solutions and will not be disclosed or used by Prime Design Solutions except to the extent that such disclosure is required for the performance of services.

Introduction

Prime Design Solutions proposes the following solution for ASHE's online initiatives.

GOALS

The primary goal of this initiative is to promote awareness of the organization to highway engineers in the United States, as well as to promote the benefits of membership.

WEBSITE

Prime Design Solutions proposes to implement a WordPress template, up to 25 pages in size, for ASHE.

WordPress is a highly-customizable blogging engine that can be modified into a robust Content Management System (CMS) utilizing off-the-shelf plugins and components paired with custom development. This approach provides ASHE with the tools to maintain all aspects of the website, as well as positions the project for efficient growth of features and functionality.

Website administrators will be provided with the tools to update text and images on all pages, as well as create and delete pages within the website.

The CMS will feature an image upload capability that will provide website administrators with the ability to crop, rotate, and resize an image.

Administrators will also be able to maintain title and description tags for each page.

STRUCTURE

To be determined.

American Society of Highway Engineers

Template Website, November 2018

INTERACTIVE MAP

An interactive map will be developed to display the regions and sections of ASHE membership. This map will have the same scope as the existing map, but will be created as an interactive vector map.

DOCUMENTATION AND TRAINING

Documentation specific to the utilization of software as customized for the ASHE website will be provided upon project completion and a representative of Prime Design Solutions will schedule one web-based training session for ASHE website administrators. The training will cover WordPress, as customized for the website and give an overview of Google Analytics. This session will last up to two hours and will provide training to a maximum of two individuals.

PAGE OPTIMIZATION

Each page of the website will be created to include items which will aid in search engine optimization. Each page will contain a unique page title that reflects the content presented on that page. Additionally, the metadata tag "Description" will be added to each document. The description will contain a 25-30 word description of the content presented on the page.

Open graph image, description and title tags will be added to all pages. Open graph tags provide the content that is displayed whenever a page is shared to a social media site such as Facebook or Twitter.

In order to optimize Google's ability to index the site we will implement Google Search Console. This will include creating a custom sitemap that helps Google know which pages should be crawled first, which pages have been recently updated, and the change frequency of page updates within the site.

Due to fluctuations in the relative competitiveness of some search terms, recurring changes in the search engine algorithms, and other competitive factors, Prime Design Solutions cannot guarantee any specific rankings in search engine results for your website.

If a more thorough SEO campaign is desired, a quote can be provided.

RESPONSIBILITIES

ASHE is responsible for providing all content, including logo, text, photos, and videos. ASHE is also responsible for maintaining the membership database pages, which will be linked to on the website.

Prime Design Solutions is responsible for WordPress setup and content implementation.

PROJECT MANAGEMENT

Prime Design Solutions works to keep each project on track with a proven project management process. Project documentation, timelines, and an internal system of checks help to ensure that no detail is overlooked, expectations on both the technical and client sides are defined, and project goals are achieved.

ASHE's staff working on the website project will have a single point of contact within Prime Design Solutions, ensuring for effective communication throughout the design and development process.

Likewise, it is required that a single point of contact be appointed from ASHE in order to expedite the feedback/approval process.

Ownership

All services provided will be for the exclusive use of ASHE, except for the promotional use of the design firm. Upon payment in full, the following rights are granted:

WEBSITE

ASHE will retain unlimited usage rights to the delivered website. This does not include source files (.PNG, .PSD, etc.) or items that are outside the ownership rights of the design team (typefaces, rights managed photography, etc.).

CONTENT MANAGEMENT SYSTEM

The open-source CMS software selected for implementation within the framework of the ASHE website will use the GNU General Public License, as published by the Free Software Foundation. Prime Design Solutions neither holds, nor transfers, any copyright to the content management software. ASHE is free to use, transfer, and redistribute the software under the terms outlined in the license. Details regarding the GNU General Public License are available at <http://www.gnu.org/copyleft/gpl.html>.

Technical Information

The hosting server must meet the following requirements:

- Operating System: Linux
- Web Server: Apache
- Scripting Language: PHP 7 or above
- Database: MySQL 5.6 or above

CONTACT FORMS

While we use the latest email protocols when setting up the contact forms on your website, we cannot guarantee the form messages will be delivered to the intended recipient due to future changes in protocols, spam filters, and other email routing issues. As a fail-safe measure, all contact form submissions are automatically saved to a database and can be viewed from within the CMS. Best practices on how this should be monitored will be provided during the training.

SUPPORT

First 90 Days

Beginning on the first day of the official launch of the website, Prime Design Solutions will provide ninety (90) days of website support, for a maximum of five (5) hours, during regular business hours via telephone and email to ASHE. Support is limited to items defined within the scope of this document.

Within the ninety (90) day window, ASHE will notify Prime Design Solutions of any failure of the website to comply with the specifications defined within this document. In the absence of such notice from ASHE, the website shall be deemed accepted.

Ongoing Support

Website support beyond ninety (90) days or five (5) hours will be performed at the standard Prime Design Solutions rate, currently \$75.00/hour.

Server Support

If you choose to host your own website, Prime Design Solutions can provide server support on an as needed basis. Support will be performed at our server administrator rate, currently \$150.00/hour. Server support includes issues such as file and database backups or restoration, errors due to server upgrades, website errors due to php and mySQL updates, website not loading or loading slowly, cyber attacks and viruses, etc.

PROJECT COSTS

Task	Time Required	Cost
Template Customization	8 hrs	\$600
Project Documentation	4 hrs	\$300
Database Configuration/CMS Installation	2 hrs	\$150
CMS Implementation/Customization	16 hrs	\$1,200
Interactive Regions & Sections Map	10 hrs	\$750
Content Implementation	12 hrs	\$900
Page Optimization	4 hrs	\$300
User Guide Documentation	4 hrs	\$300
Training	2 hrs	\$150
Project Management	8 hrs	\$600
Testing	3 hrs	\$225
Site Launch	2 hrs	\$150
Post-Launch Support	5 hrs	\$375
WordPress Template	n/a	\$100
Plugin Allowance	n/a	\$100
Total		\$6,200

Timeline

Phase	Task	Responsible Party	Due Date
Planning	Project proposal	Prime Design Solutions	11/16/18
	*Contract Award	ASHE	01/19/19
	Project kickoff	All	02/04/19
	Site structure diagram	Prime Design Solutions	02/06/19
	Site structure review	ASHE	02/07/19
	Site structure revisions	Prime Design Solutions	02/08/19
	*Site structure sign-off	ASHE	02/11/19
Design	Template customization	Prime Design Solutions	02/14/19
	Template review	ASHE	02/18/19
	Template revisions	Prime Design Solutions	02/21/19
	*Template approval/sign-off	ASHE	02/24/19
Development	Content generation guide & photography listing document creation	Prime Design Solutions	02/24/19
	Content generation guide & photography listing document review	All	02/25/19
	Content management system installation	Prime Design Solutions	02/26/19
	Content management system implementation	Prime Design Solutions	03/04/19
	**Content delivery	ASHE	03/05/19

American Society of Highway Engineers

Template Website, November 2018

Implementation	Content implementation/basic search engine optimization	Prime Design Solutions	03/13/19
	Testing	Prime Design Solutions	03/14/19
	Website review	ASHE	03/18/19
	Content revisions	Prime Design Solutions	03/19/19
	*Website approval	ASHE	03/21/19
	Site launch	Prime Design Solutions	03/22/19
Training	Content management system help guide	Prime Design Solutions	03/26/19
	Content management system and Google Analytics training	ASHE	03/27/19

Previous Projects

PENNSYLVANIA-DELAWARE ASLA CHAPTER

Project Description

A WordPress template was implemented for the Pennsylvania-Delaware Chapter of the American Society of Landscape Architects in order to keep costs down for this extensive website. The contract included one year of post-launch support and is hosted on one of our web servers.

<https://padeasla.org/>

Launch Date

September 2017

Project Cost

\$9,020

Point of Contact

Kimberly Cossar, former Deputy Executive Director for PA-DE ASLA Chapter
K.cossar@redmountainsystems.com
717-736-2625

UPSTREET ARCHITECTS

Project Description

We implemented a highly customized WordPress template for UpStreet Architects. The site includes an interactive Google map that shows project locations and information. The contract also included on-site photography sessions at the two UpStreet locations, where we captured a series of interior and exterior photos of the office and portraits of all staff members. The website is hosted on one of our web servers.

<https://www.upstreetarchitects.com/>

Launch Date

June 2018

Project Cost

\$10,544

Point of Contact

Barbara Hauge, Landscape Architect at UpStreet Architects

bhaug@upstreetarchitects.com

724-349-3601 x109

UPSTUDIO LANDSCAPES

Project Description

The UpStudio Landscapes website implemented a WordPress template to keep costs down. The website is hosted on one of our web servers.

<http://www.upstudiolandscapes.com/>

Launch Date

August 2017

Project Cost

\$4,275

Point of Contact

Lisa Dugan, Founding Principal/Landscape Architect at UpStudio Landscapes

lisa.dugan@upstudiolandscapes.com

412-203-3524

Option: WordPress Security Maintenance

For self-hosted installations, Prime Design Solutions Inc. proposes to perform one (1) year of ongoing security management, performed on a quarterly basis.

ONGOING MANAGEMENT

Prime Design Solutions ongoing security management includes:

- update WordPress core files, plug-ins and theme, as applicable
- scan the website for malware and viruses and fix any issues that are found
- offline backups

SERVER REQUIREMENTS

The hosting server must meet the following requirements:

- Operating System: Linux
- Web Server: Apache
- Scripting Language: PHP 7 or above
- Database: MySQL 5.6 or above

If your hosting server does not meet the requirements, a quote for hosting can be provided.

Prime Design Solutions must be provided with access to the website's database (through cPanel or phpMyAdmin) and an FTP account allowing access to ASHE's area of the web server.

PROJECT COSTS

Task	Time Required	Cost
Quarterly management (per year)	8 hrs	\$600
Total	8 hrs	\$600

Option: Marketing

SUMMARY

Prime Design Solutions offers comprehensive marketing services from planning to implementation.

Development of a 12 month marketing plan starts at \$2,250. Implementation of the marketing plan recommendations is performed on a retainer basis and starts at \$750/month.

Company Information

OVERVIEW

Prime Design Solutions Inc is a Johnstown-based, full-service marketing agency specializing in marketing planning, Web-based communication, corporate identity packages and printed marketing materials.

We work closely with a variety of client sizes and types, helping them to plan their marketing, establish an identity, promote their brand and communicate with their targeted audience.

CAPABILITIES

Our proficiency in marketing strategy, design aesthetic and technical production and development enables us to provide a wide range of services from a single source. Prime Design Solutions capabilities include, but are not limited to:

- Website design and development, including e-commerce packages, Content Management Systems and custom application interface design
- Email marketing campaigns
- Brochures and product literature
- Postcards and other direct mail items
- Corporate identity packages, including logo, business card and stationery system design and production
- Billboards and signage
- Trade show booth graphics
- Copywriting and content authoring
- Portrait, product, and event photography
- Marketing strategy and public relations
- Social media marketing
- One-on-one and group marketing training

To learn more about our services and to view samples of select projects, please visit our website at <http://www.primedesignsolutions.com>.

Cost Summary

Template Website.....\$6,200

Option (check all that apply):

☐ WordPress Security Maintenance (yearly).....\$600

Payment Terms

Prices listed are fixed. Any change to the project scope will require a written change order. Change orders may affect the price and/or delivery date. This quotation is valid until 1/31/2019.

An initial payment of 50% of the estimated project cost is required prior to the start of the project, with remaining 50% due prior to the launch of the website. All payments are due within 15 days of receipt of invoice.

Price does not include non-reimbursable expenses, such as photography, hosting costs, domain registration fees, email, plug-in costs or use/sales tax (where applicable) unless otherwise specified.

Cancellation Policy

Project cancellation must be received in writing. Completed work will be billed at the standard hourly rate of \$75 per hour and deducted from the initial payment, the balance of which shall be returned to the Client. If, at the time of the project cancellation, work has been completed beyond the amount covered by the initial payment, the Client shall be liable to pay for all work completed at the standard hourly rate of \$75 per hour as well as for any non-reimbursable expenses purchased.

Agreement

To designate agreement to this contract, please sign and return to Prime Design Solutions Inc via mail (514 Coleman Avenue, Johnstown, PA 15902), fax (814.248.3180), or email (contracts@primeds.com).

	Prime Design Solutions Inc	American Society of Highway Engineers
Authorized Signer	Brian M. Law	
Signature		
Date	11/15/18	



STOKES Creative Group, Inc.

WBE/DBE/SBE/WBENC



Submitted to:

ASHE National Board

RFP TC-1801 for ASHE
National Website
Redesign
Proposal # 18572

Nov. 16, 2018

Stokes Creative Group, Inc. Overview

With three decades of experience, Stokes Creative Group, Inc. (Stokes) has been consistently offering exceptional web design services for state agencies, organizations and both public and private companies. Stokes understands ASHE, and we are proud to be a member of this great organization for over 15 years. Our team of professional designers, developers, writers and photographers has the talent and knowledge to put forward a quality end-product that is both pleasing to the eye and easily navigated and will capture visitors. We do all work in-house, ensuring a seamless process for your project. We have the experience and knowledge to analyze your current site and recommend redesign options that will be relevant and still adhere to your desired objectives and budget.

Stokes is a leader in the creation of digital content. We take pride in creating not only visually stunning work but also work that strengthens the brand and identity and delivers the desired message and content. Stokes is not only a web designer but a full-service marketing agency that specializes in the transportation and construction industries, so not only do we have the knowledge and expertise to design and program a winning website, we also are a part of the industry that ASHE serves. We understand the goals of ASHE and we understand the audience you are serving.

1.0 Project Description

To meet the needs of the client, Stokes plans to redesign the ASHE National website, modernizing it so that it is aesthetically and functionally attractive to prospective members. Documents will also be stored and made easily accessible to current members. Stokes will assist ASHE National Board with content review and layout, enhancing the existing website with industry-standard layout.

1.1 Website Design

The current website is full of content that will be ported to the new site using dynamic website design. The backend of the site will be built on a CMS platform. This will allow site administrators to create navigation, pages or content on the fly. These changes will then be viewable on the site and will be seamlessly integrated into the site without any technical or web development knowledge. This solution provides great security to the site as well as gives ASHE National staff the ability to review content before it is “published” to

the site. A strong feature of this CMS solution is the ability to pull data off the site and archive it for later use. The posting of videos will be easily incorporated, and, since we also produce video content for client websites, we know exactly what is required to display them properly. In addition, the website will be programmed using open source tool and will help the ASHE National Board to keep maintenance costs down as there will be no fees associated with upgrades or version changes. The website needs to be professional, clear and stylish with a HIGH-END user interface that quickly establishes the organization as the best and most advanced to belong to among its membership and prospective members in the Engineering, Transportation and Construction industry.

Stokes will provide the site with capabilities to address items important to the ASHE National Board now and in the future such as:

- WYSIWYG functionality
- Searchable for archived documents sorted by date, categories, other metrics
- Back-up server in the event of main server going down
- Embed third party content, i.e. videos, webmaps, widgets
- Automatic sitemap updates as pages are added/deleted

Layout Design & Site Navigation

Based on the information gathered from ASHE National Board, Stokes communication specialists will generate and outline the pages and structure of the website to ensure it is easy for all users to understand and navigate. The outline will be reviewed by ASHE National Board staff and any requested changes will be made. Additional charges will apply for more than 1 round of edits.

Our graphic design team will then create a mock-up for updating the visual appearance, layout, theme and color scheme of the site using the outline and site map provided by our communication specialists. The designs will incorporate the organization's logo, mission, graphics, tagline and font/color palette to maintain consistency and promote brand recognition.

The home page and internal page mock-up will be presented to ASHE National Board in digital format. ASHE National Board will receive 1 round of edits, allowing them the opportunity to request changes and revisions. After all requested changes are complete, the design will be subject to final approval.

1.2 Website Marketing

Content Review & Editing

The current website is full of content that will be ported to the new site using dynamic website design including updates and new content supplied by ASHE National Board. All content will be proofed, and suggestions may be made to modernize text or make it more favorable from a marketing perspective.

Marketing

Stokes' has the experience and capabilities to provide additional marketing services including graphic design for print and digital collateral, social media marketing, promotional event photography and video and campaign development and management. Stokes is open to further discussion with the ASHE National Board to review goals, objectives and budget in order to supply ASHE with a proposal that meets your needs.

1.3 Website Reprogramming

Once the design and content are approved by ASHE National Board, our technical programmer will begin programming the site. The website will first be built as a test site and reviewed with the client before going live on the web for public view. This will give ASHE National Board staff the opportunity to experience firsthand how the site will look and function online and make requests for changes and revisions. An interactive review will be performed. Additional fees and charges will be applied if changes exceed 1 round.

Mobile Optimization

Stokes will also ensure that the website is programmed to include mobile optimization. The website will be programmed utilizing responsive web design, also known as RWD. This allows the site to be properly displayed on the screen in which it will be viewed; mobile phone, tablet, etc. The site will have a modern, clean user interface or "UI" and will incorporate RWD. ASHE National Board can be confident that the website will be easily navigable to users on any device - creating a seamless and successful experience for all users.

Code and Content

The reprogrammed website will be developed with what is known in the industry as “clean” code. Our reprogramming of code and content will minimize loading time for pages across all devices, display optimally across all devices and will allow for future features to be added to the site including calendars, discussion boards, Social Media inclusion, potential sponsor/advertiser’s logos, etc.

Links to membership database access pages will be linked within the new site, which will utilize WordPress as ASHE National Boards’ Content Management System. We feel WordPress will suit your needs for administration and future development very well.

1.4 Training

At the completion of the website redesign, Stokes will provide a personal small-group training session with time for questions. We will also provide an instruction guide that will cover routine usage as well as common maintenance workflows.

1.5 Project Approach

Immediately after receiving Notice to Proceed, Stokes Creative Group will schedule a kickoff meeting to discuss concept development and begin an outline of the site navigation. Pertaining to the concept development, ASHE National will have two (2) mockups to review. Each of these design concepts will incorporate appropriate logos to maintain consistency and promote brand recognition. These options will be presented to ASHE National as visual mockups, at which time a preferred alternative will be selected. ASHE National will have one round of edits to request changes and revisions to the selected mockups. After all requested changes are complete the design is subject to final approval by the ASHE National Board.

Stokes will conduct meetings with ASHE National Board for data collection, status updates, draft review and final approval. The schedule of meetings will be established at the project kickoff meeting including tasks, responsible parties and due dates to ensure timeliness and efficiency of the project.

Upon Final Approval we assure a seamless transition with no interruption of service to visitors of the site. Should there be any extenuating circumstances where the website will experience downtime, we have the experience and knowledge to adjust with minimal disruption. In the event ASHE National wishes to transition services to another provider, this can easily be accomplished within one day. Stokes is fully capable of providing all

the required elements as most of these items are standard programming elements. Please refer to the estimated project schedule below for additional information regarding our web development process.

Estimated Schedule

		WEEK	Milestones	Responsible Party
A S E	Planning	1	Project Kickoff Meeting	Stokes & ASHE
			Begin Concept Development	Stokes
	2		Submit Site Navigation-outline	Stokes
			Approve Site Navigation-outline	ASHE
	Layout Design & Content Development	3	Submit Content Outline	Stokes
			Approve Content Outline	ASHE
		5	Site Content Submission	ASHE
		6	Review & Proofread Content Submission	Stokes
		7	Website layout design (Mockups) & Content Review Meeting	Stokes & ASHE
			Submit final design mockups	Stokes
		8	Approve final design mockups	ASHE
			Submit finalized Site Content	Stokes
			Approve finalized Site Content	ASHE
		9	Begin Web Programming	Stokes
			Launch Test Site	Stokes
	Programmin g & Launch	11	Test Site Review Meeting	Stokes & ASHE
		12	Approve Final Site	ASHE
			Website Launch	Stokes

REFERENCES

Relevant Project	Client	Contact	Year
Tappan Zee Bridge Replacement Project Website www.newnybridge.com	New York State Thruway Authority	John Comanzo 518-471-4353 john.comanzo@thruway.ny.gov	2013 - Present
Delaware River Joint Toll Bridge Commission Website www.drjtbc.org	Delaware River Joint Toll Bridge Commission	Charles Straccioli 267-790-1044 cstraccioli@drjtbc.org	2016- Present
South Jersey Port Corporation Website southjerseyport.com	South Jersey Port Corporation	Jay Jones 856-757-4939 jjones@southjerseyport.com	2016- Present
Long Island Rail Road Expansion Project Website www.amodernli.com	Metropolitan Transportation Authority	Chris Scrivo 646-252-3400 CScrivo@mtacc.info	2017 – Present
New Jersey Alliance for Action “On the Road” Campaign	New Jersey Alliance for Action	Phil Beachem 732-225-1180 pbeachem@allianceforaction.com	2015
ASHE National Convention 2015 http://2015conference.ashe.pro/	ASHE Chesapeake	Roger Carriker, P.E. 410-752-9621 Roger.Carriker@wsp.com Marco V. Avila, P.E. 410-440-0473 Marco.Avila@wsp.com	2015

**To preserve client confidentiality, we do not put client contract amounts in print.*

Project Investment

Task Item	Service Type	Cost Estimation
Concept Development	<ul style="list-style-type: none"> • Creation of overall concept for web style and function • Schedule of production including due dates and responsible party • Outline of website 	\$500
Layout Design and Site Navigation	<ul style="list-style-type: none"> • 2 color mock-up – 1 rounds of edits • Approved navigation site map • Approved layout design mock-up 	\$750
Content Assessment and Editing	<ul style="list-style-type: none"> • Review of supplied content from client • Proofread and text recommendations 	\$400
Website Programming	<ul style="list-style-type: none"> • Custom RWD programming • Database can be used for email blasts • 1 Round of edits to overall test site • Testing of website before final release • Finalized mobile-friendly live website 	\$4,850
Training	<ul style="list-style-type: none"> • Train employees on basic functions of website maintenance • Provide instruction guide 	Incl.
Total Web Investment		\$6,500
Maintenance	<ul style="list-style-type: none"> • On-call service hours (10) to be used towards: • Website maintenance & updates • Graphic design Update of Content and image replacement 	Available for additional fee - See attached agreement

Terms and Conditions: At project kick-off the client, ASHE National Board, will be provided with a finalized work schedule to be agreed upon by both client and Stokes. The agreed-upon work schedule will require the client to provide necessary information to Stokes to meet the targeted completion date(s). In the event the client does not provide the necessary information in a timely manner and impedes the progress of the project beyond the targeted completion date(s), there will be additional charges due to delay. Alterations or deviations from above specifications will incur extra cost over the above estimate. Stokes will notify ASHE National Board ahead of time and will not produce receivables without clear written approval of increased budget and timeline by the client.

Payment: One third deposit prior to start with remainder billed on monthly progress. Prices DO NOT include taxes, printing, shipping, and out-of-pocket expenses.

Signature: *By signing this document you represent to Stokes that you are a duly authorized representative of your organization and on its behalf agree to be legally bound by its terms and conditions. You hereby accept and authorize the commencement of and payment for the project described above.*

This proposal may be withdrawn by Stokes if not accepted within 30 days

Signature: Patty Egan Date: 11/16/18
Patty Egan
Stokes Creative Group, Inc.

Accepted by: _____ Date: _____
AHSE National



Stokes Creative Group 2019-20209 Website Maintenance and Service Plan Agreement This Maintenance and Service Plan Agreement provides clients whom Stokes Creative Group, Inc. has designed and programmed websites for the opportunity to **consistently maintain and update these sites** with ongoing Photography (Aerial, Project, Progress, Architectural, Corporate), Copy Writing & Text Updates, Site Redesign, Logo Updates or Changes, and Addition or Revision of Multimedia Elements (Photo, Video, Graphics, Project Sheets, Downloadable Files).

In order for a website to be effective it is essential that the information, visual elements, and content remain up to date. While we normally bill at \$150.00/hour for these services, clients with Maintenance and Service Plans enjoy access to these services at deeply discounted rates, allowing for the ability to solicit any included Web Maintenance support services on an on-call basis for a term of one year, renewable upon the expiration of the plan. With the purchase of a Maintenance and Service Plan we will also host your website on our server free of charge.

Select Your Plan:

☐ **Bronze Plan:** includes up to **5 hours** of updates **per year** from the date of signature at the reduced rate of **\$700.00**. Additional hours will be billed at \$135.00 per hour.

☒ **Silver Plan:** includes up to **10 hours** of updates **per year** from the date of signature at the reduced rate of **\$1,350.00**. Additional hours will be billed at \$125.00 per hour.

☐ **Gold Plan:** includes up to **20 hours** of updates **per year** from the date of signature at the reduced rate of **\$2,500.00**. Additional hours will be billed at \$115.00 per hour.

☐ **Platinum Plan:** includes up to **32 hours** of updates **per year** from the date of signature at the reduced rate of **\$3,300.00**. Additional hours will be billed at \$100.00 per hour.

☐ **Diamond Plan:** includes up to **50 hours** of updates **per year** from the date of signature at the reduced rate of **\$4,500.00**. Additional hours will be billed at \$85.00 per hour.

Remitted by:

Approved by:

Patty Egan 11/16/18
Patty Egan Date
Stokes Creative Group, Inc.

Client Signature Date
ASHE National

Please Note: Updates and Maintenance requests from agreement holders will be handled within 5 business days from the date the request is received. Plan will automatically renew one year from date of signature unless written notification of a change in plan is received by Stokes prior to the end of the one-year term.

Upgrading: Plan Agreement holders may elect to upgrade their plan at any time throughout the one-year term of the agreement to allow for additional hours by paying the cost difference between the plan they currently hold and the plan to which they wish to upgrade.

Payment terms: 50% deposit required at time of purchase, followed by MONTHLY billing. Clients who opt to pay in full at time of purchase will receive a 10% discount.



proposal

date: 12/05/18

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

PROJECT: redesign web site

Having provided design of ASHE's quarterly magazine, *scanner*, since spring 2014, I am submitting a proposal for ASHE's web site redesign. Working as a designer since 1979, I would refer you to my web site for an overview of my design talents and abilities. www.mytntgraphics.com particularly web sites I've designed at <http://www.mytntgraphics.com/design-portfolio/web-sites/>

As you will notice I have not designed *many* web sites. However the ability and heart intent is the same as when ASHE entrusted the *scanner* magazine to TNT in 2013 (when decided.) Just as my intention for *scanner* was to improve the look and therefore the reputation of the organization, so to increase interest and membership. This will be my same objective with the new web site look and purpose.

I have worked mostly with a web developer for about 10 years, who free-lances but works full time at Penn State. This has not presented any timeliness or response problems. However he has declined the additional work for now of ASHE's new web site. So I have a second option in place, Amber Ebersole, a recent grad of Penn State in IT. I explain all this detail to say my experience working with freelancers has proven to be very cost effective for my clients and has not been cause for any problems.

I will gladly provide client contacts if you wish to get references from those for whom I have designed their web site and provide my design services. Penn's Cave would be the closest example to the extent of the ASHE web site however their hosting company did the web development.

Timeline: my experience has been it's best not to be rushed, however I recognize the better online tool for ASHE is beneficial. I would desire to get started on design as soon as possible after the new year in order for it to be live in May!

Thank you for this opportunity and I look forward to answering any questions or discussing further if you wish, after my very lengthy letter here!

Tammy Farrell
designer/owner
TNT GRAPHICS



proposal

date: 12/05/18

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

PROJECT: redesign web site

- 1) redesign ASHE.pro web site, to include administrative access, create with more simplified navigation menu to assure ease for introducing ASHE to potential members as well as a go-to tool for current members alike (see example of WordPress example at <https://www.honey.com/> that I think is attractive and eye catchy however WordPress offers many looks through it's template structure.)

(depending on final number of pgs w/redesign?) **\$4,500-\$5,850**

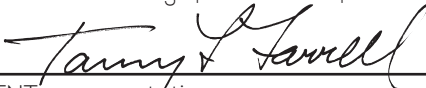
optional costs: -writing of text @ \$60/hr; edit/proofing @ \$45/hr.

-stock photos @ \$10-\$25/ea (using pix I have on file from *scanner* articles would be great, would ask author first)

For thought and discussion: could TNT (*scanner*) also manage banner advertising for the web site (is this what was referenced as Internet Marketing on the RFP)?... it could be beneficial also an option to package it with *scanner* advertising?

TNT's time to maintain this would be minimal, for example \$80-\$160/quarter. I strongly suggest this concept be considered as a good opportunity for ASHE's marketing. So often when I speak with a potential new *scanner* advertiser, almost always they ask if there are opportunities for web banner advertising. I reluctantly have to send them to MultiViews, for them to gain the bulk of business or income.

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



TNT representative

Client

Website Proposal

Submitted To:

ASHE National

October 2018

Prepared By:

Out of Web Site!

www.outofwebsite.com

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Introduction

Out of Web Site strives to build websites of the highest caliber and professionalism. Our goal is to make our clients look like leaders in their field with websites that look great and have the latest features. We try to achieve a perfect balance of form and function that makes a strong impact and lasting impression.

Some of the great features you can look forward to in your new website include:

- A professional and modern design that appeals to your target audience, and makes you look like a true leader.
- A Content Management System (CMS) that allows you to easily update your website on your own.
- A responsive website that looks good on all devices, from desktop computers to mobile devices such as tablets and smart phones.
- A solid foundation that will allow your website to expand and grow into the future.

We make a dedicated effort to understand our client's business upfront, gaining valuable knowledge such as their main objectives and target audience. This understanding allows us to design a website with a focused brand and message that serves as a vital asset to the success of the business.

Having been in business since 1997, we are an established company that you can trust and depend on. We are extremely responsive to our customer's needs, and work hard to meet your expectations. We want you to feel like you are our most important client, and strive to offer outstanding customer service before, during, and after the project.

Approach

This section describes the solutions we provide, and how we plan on developing your website.

General Solutions

WordPress Platform

Your website will be built using the WordPress platform. WordPress is the world's most popular website platform, and for good reason. It is powerful, open source, easy to use, widely supported, and comes with a built-in Content Management System (CMS), and blog. We love it as developers, and our clients love it because it is powerful and easy to use.

One of the main benefits of WordPress is the number of features that you can easily add to it. There are literally thousands of add-ons, called plugins, available. Just about any feature you may need is available through a plugin. There are plugins for social media integration, forms, surveys, discussion boards, calendars, and thousands of other functions. WordPress itself is free, and most plugins are either free or inexpensive.

Best of all WordPress is very easy to use. Any member of your staff can edit the website in a few easy steps. You can edit pages, add pages, or delete pages – all on your own. The learning curve is short, so you will be proficient very quickly.

Graphical Design

WordPress offers some of the highest quality, professional graphical designs available. These designs, called “themes”, can be purchased and then customized to give your site a unique look and feel. The best

themes are highly polished and have been developed by professional designers over hundreds of hours. We use a proven theme that offers the best mix of features, ease of use, and developer support.

Content Management System

The CMS system that comes with our preferred WordPress theme is very easy to use, and does not require any technical background. That means that any member of your staff can update the website on their own.

Making content updates is very intuitive and simple, and easy to learn. The basic process just consists of editing a content area, such as a block of text, and pressing the save button. We will provide a reference manual that describes how to edit your website step-by-step.

Responsive Website

The new site will be a responsive website that looks good on all devices, from mobile devices such as tablets and smart phones, to desktop computers. This is also a very important factor for your search engine ranking, since Google now takes into account whether your site is mobile friendly or not.

Search Engine Optimization

We are experts at Search Engine Optimization (SEO), and will build your website using the most effective, legal SEO techniques available. We have consistently been able to achieve top rankings in the major search engines.

Proven Foundation

Your website will be built on a foundation that will serve you well into the future. WordPress is a proven, robust platform with wide support. Being able to easily add new features will allow you to keep your website up-to-date as your needs change. And of course we will always be available to guide and advise you as your website grows.

Web Hosting

Your new website can either be hosted on your own Web server, or we can setup Web hosting with a third-party provider for you.

Note that one of our clients, ASHE Delaware Valley, has had issues with the web hosting service from JM Server Solutions.

We highly recommend using a larger, established web hosting company that specializes in WordPress hosting. Our preferred web hosting provider specializes primarily in WordPress hosting, and offers the best-in-class security and backup options. It is probably the best hosting service for WordPress available anywhere. Plans start at \$29 per month.

Additional Solutions

Photography

Modern websites make extensive use of photography, and good photography is an absolute must for a modern website. Animated sliders with full-width photo backgrounds are very popular. Header areas or other content areas that use photos are also common. The best sites use high quality photography throughout the site. We have a great eye for photography, and will help you search for and choose photos for your new site.

Site Reorganization

Reviewing your current site, we feel that it can benefit from some site reorganization and streamlining. Throughout the design process, we will provide recommendations for the organization of your website.

Technology

Your membership database (www.database.ashe.pro) is offered by a third-party and is not part of this assignment.

Your current website uses some Flash content, which almost all browsers now block by default, due to security issues. We recommend removing the Flash content, and replacing it with regular HTML content.

Internet Marketing

Although not part of this proposal, we do offer marketing services. Our experience is quite extensive and includes branding, messaging, and marketing solutions.

Cost & Schedule

Estimated Cost

Website Design & Development

The price is largely determined by the amount of content that your website will have.

Task	Cost
Graphical Design	\$2,500
Site & Page Construction	\$3,500
Technical & Logistical	\$500
Project Management	\$1,000
Total	\$7,500

Other Expenses: theme purchase (\$60), and stock photos if needed.

Website Maintenance

After the project, we charge an hourly rate for website maintenance tasks that you ask us to perform. For more significant tasks, we can provide a fixed-cost estimate upon request.

Estimated Schedule

The website can be completed within 6-8 weeks. This schedule is dependent upon the delivery of content, assets, responses, and other project information that we request from you.

Company Information

We have extensive experience in website design, having built websites for companies of all sizes in a variety of industries nationwide. Our mission is to build a high quality, professional website that meets or exceeds your expectations.

Qualifications

We have been in business since 1997, and have designed hundreds of successful websites for all types of industries. We offer a complete set of website design and development services as summarized below:

Graphical Design
Content Management
Search Engine Optimization
Responsive Web Design

WordPress Web Design
Social Media
Blogs & Forums

Client Websites

ASHE Delaware Valley

<http://delvalley.ashe.pro>

This site was developed about 2 years ago at a price lower than this proposal. This is a responsive website, and includes a CMS system that allows the client to manage the content on their own.

For additional examples of our work, please visit our website at <http://www.outofwebsite.com>

You can view a variety of websites in various industries. For each website, you can view a screenshot of the site, as well as read a description. Most of these sites are in the same price range as this proposal.

Conclusion

We offer a complete set of web design services, and specialize in building high quality websites that look professional, are easy to use, and are packed with the most useful features.

We will work closely with your staff throughout the entire project to design a website that meets all of your objectives. Your new site will be completely updated with a new modern design. You will be able to easily maintain the site on your own using the Content Management System. Your website will be built using industry standards, and proven technologies that form a solid foundation for the future. As your needs change, we will offer guidance and expert advice.

We want you to feel like you are our most important client. To achieve this, we strive to offer an outstanding level of customer service that will be with you before, during, and after the project.

Appendix: Staff Bios

Jerry Kopec, Graphical Design

Jerry Kopec is a graphical designer with a great eye for visual design and layout. Jerry's proven strategic, brand-building expertise has garnered phenomenal results for over 20 years for clients such as the Seattle Mariners, Microsoft, AT&T, Safeco, REI, T-mobile, Albertsons, Blue Cross/Blue Shield and Redhook. Jerry offers a unique and invaluable combination of business savvy and creative talent.

Chris Berthold, Programming

Chris Berthold is the technical guru who will be building and programming the actual Web pages. Chris has over 20 years experience in the field, and has vast expertise in website design and development, graphical design, computer programming, database development, and app development.

Appendix: Client Testimonials

The following quotes are excerpts from clients showing their appreciation of our work. Additional testimonials are available on our website.

"You have the office in a virtual buzz with what you have done thus far. People are raving about your work here, just raving!"

"I would like to express to you my deepest and sincerest gratitude for the time and attention that you have given us during our harried development timeline. "

"Choosing Out of Website was absolutely the right decision."

"Competent, responsive, and responsible."

"They asked many insightful questions and made it clear that they had done their homework and wanted to help us succeed in capturing the essence of our company. "

"They were able to anticipate our needs before we were even aware of them. They have earned our confidence and respect. We could not recommend them more highly."

"Out of Web Site! possesses the rare combination of being technically inclined, creative, and communicative – an amazing combination of skills that I'm sure is the envy of the web design industry."

"The biggest and best compliment I can give Out of Website is to say that I really feel as though somebody was watching over me when I chose them to design a new site for us. "

"They've clearly done this many times before, and gave us solid guidance throughout the project. My impression is that they really know their stuff, and I recommend them highly."

"It's a Ferrari in a sea of Chevys! Given my experience with Out of Website! I would highly recommend them to create your company website."

"To state it simply, I have never worked with a more capable web design company than Out of Web Site. "

"Appreciate web site designers who will really listen to your ideas and collaborate with you to build a web site that really suits your expectations."

"Possessing many wonderful, creative ideas, Out of Web Site brought a great deal of insight to the table."

"Since mailing a press release regarding our new web site to various organizations around the country, we have received numerous wonderful compliments on the appearance and maneuverability of our site, in addition to having many organizations link their web sites to ours."

"After interviewing all the top web design firms in Seattle, Out of Web Site was easily the best choice."

"We feel very fortunate that our Web site has been designed by one of the best web designers in the business."

"Right from the beginning, we knew we had made an excellent decision in choosing Out of Web Site!"

"Our website is a success and I am happy that I worked with Out of Website in developing our site. The response from our customers has been overwhelmingly positive."

"The web site they created turned out great. It captures the essence of what we do, and at the same time is informative and easy to use."



Attachment 2: Region and Section Reports



REGIONAL REPORT
Great Lakes Region
Regional Directors Quarterly Report
(September 2018 – December 2018)

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

Activities:

Great Lakes Region held a Board Meeting on October 1, 2018. The meeting discussed the following:

- Ron Mattox and Julie Burkert are coordinating on GLR audit. Valerie Klingman (Central Ohio Member) will be assisting in this process.
- As part of the budget discussion the OTEC booth was discussed. Central Ohio decided to not secure a booth for ASHE this year due to difficulty in staffing and did not communicate that with the Region. Central Ohio was not opposed to paying for the cost of the booth and other sections were not opposed to assisting in the cost, but having it staffed at all times was the deciding factor. OTEC booth serves a function as a 'home base' for the National President while visiting so should be considered next year. Additional coordination will be needed as some felt a booth was important.
- 2019 Conference Section Sponsorship – GLR discussed sponsoring the 2019 ASHE National Conference. The GLR has not been solicited yet and program book advertisement costs were not posted on the 2019 Conference website. No action was taken.
- Stan Harris and Frank Bronzo provided brief National report.
- Two GLR Project of the Year Awards are distributed. One for greater than \$5M construction costs and one for less than \$5M construction costs. 2018 Award winners include: Under \$5M - The PIC-CR22-6.95 Scioto Darby Rd Project and over \$5M – Newark Downtown Revitalization. These projects will be forwarded to National for consideration for the National awards to be presented at the 2019 ASHE National Conference.

Great Lakes Region held an Officers Meeting on December 4, 2018. The meeting discussed the following:

- Ongoing Budget development discussion
- New Officer Feedback – Overall the feedback has been positive and that it serves as a good communication tool for Section leadership to feel more engaged with the National officers. It is expected for the training to occur annually, during the summer, to engage newly elected officers. This will give them an opportunity to ask questions when they are new to a position.
- Discussion on the status of Detroit. The main champions in the area have relocated so there is a small step back in the progress. Kirsten will share all of the information she has on the Detroit progress with the group so that we can develop a plan to move forward.
- There was ongoing discussion related to Section compliance in the State of Ohio with the Secretary of State and Attorney General's Offices.
 - Background – When the ASHE Lake Erie Section needed to open the 2018 Conference bank account and switch bank providers, they needed to register with the Secretary of State and provide an EIN number. The Lake Erie Section and the 2018 Conference appear to be the only Sections in Ohio who are registered.



- The actions needed by the Lake Erie Section to open/change bank accounts have highlighted that other Section in Ohio may not currently be in compliance.
- ASHE National has clearly communicated that it is the responsibility of each Section to be in compliance and not the responsibility of National.
- Jim Shea and Stan Harris will work together to get a message out to the Ohio Sections letting them know that they need to look into gaining compliance and also appropriate steps to get the Region into compliance.

Operating Budget (As of 12/29/2018)		Membership (As of 12/29/2018)	
Starting Balance	\$8806.80	Starting Membership	972
Revenue	\$0	Losses	37
Expenses	\$624.74	Gains	24
Ending Balance	\$8,182.06	Ending Membership (paid)	959

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

Events scheduled during next quarter:

- Great Lakes Board Region Mtg: January 31, 2019 cc 9-11 AM
- Great Lakes Board Region Mtg: April 11, 2019 cc 9-11 AM
- Great Lakes Board Region Mtg: May 23, 2019 cc 9-11 AM

Miscellaneous Items:

- None

Milestones:

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

- None



SECTION REPORTS
Central Ohio
Regional Directors Quarterly Report
(September 2018 – December 2018)

President:	Emily Preston	epreston@msconsultants.com	2018 – 2019
1st Vice President:	Sean Oatman	Sean.Oatman@ohm-advisors.com	2018 – 2019
2nd Vice President:	Tom Less	tom.less@woolpert.com	2018 – 2019
Secretary:	Mike Taricska	Mike.Taricska@burgessniple.com	2018 – 2019
Treasurer:	Mike Raubenolt	mraubenolt@structurepoint.com	2018 – 2019

Activities:

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

- Held luncheon at the Ohio Transportation Engineering Conference (OTEC) in October at the Crowne Plaza in downtown Columbus
- Held Scholarship Fundraiser Dinner to raise scholarship funds in November. Booked magician/entertainer to draw larger turnout to this event.

YTD Operating Budget (As of 11/2018) (Includes Investment Accounts)		Membership (As of 9/18)	
Starting Balance	\$ 36,125.68	Starting Membership	198
YTD Revenue	\$ 32,537.32	Losses	0
YTD Expenses	\$ 21,229.29	Gains	1
Ending Balance	\$ 47,433.71	Ending Membership (paid)	199

Events scheduled during next quarter:

- Planning to hold Capital Improvement Projects luncheon in January, which typically draws our largest crowds
- Leading E-Week this year, which will feature speakers for the Hyperloop research from MORPC and University of Cincinnati
- Planning to hold an ethics seminar at OTEC in February 2019.

Miscellaneous Items: Nothing Additional

Milestones: Nothing Additional



SECTION REPORTS
Bluegrass, KY Section
Regional Directors Quarterly Report
(September 2018 – December 2018)

President:	Kevin Damron	KDamron@Palmernet.com	2016-2018
Vice President:	Adam McLain	Adam.Mclain@Stantec.com	2016-2018
Secretary:	Jim Brannon	Jim_Brannon@GSPnet.com	2016-2018
Treasurer:	Jay Main	JMain@GRWinc.com	2016-2018

Activities:

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

- Submitted an article for Scanner Magazine
- Held joint meeting with ASHE Derby City on October 16, 2018 in Frankfort
- Participated with a joint ASHE hospitality day at Churchill Downs on November 16, 2018 with the Derby City Section
- Held a Section Board meeting on 11/13/2018

<u>Operating Budget (As of 11/30/18)</u>		<u>Membership (As of 11/30/18)</u>	
Starting Balance	\$3,710.67	Starting Membership	65
Revenue	\$870.03	Losses	5
Expenses	\$1,266.46	Gains	2
Ending Balance	\$3,314.24	Ending Membership (paid)	62

Events scheduled during next quarter:

- Fourth section meeting on December 13, 2018

Student Chapter Update:

Miscellaneous Items:

-

Milestones:

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

-



SECTION REPORTS
Cuyahoga Valley Section
Regional Directors Quarterly Report
(September 2018 – December 2018)

President:	Nick Loukas	nick.loukas@cantonohio.gov
Vice President:	Dean Wolosiansky	dwolosiansky@lindsayprecast.com
Secretary:	Scott Basinger	smbasinger@starkcountyohio.gov
Treasurer:	Denny Flechtner	denny319@att.net

Activities:

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

- 10/25/18 Akron Canton Airport presentation
- 11/15/18 Drone use in Highway Industry

<u>Operating Budget (As of 12/7/18)</u>		<u>Membership (As of 12/7/18)</u>	
Starting Balance	\$8,090.22	Starting Membership	122
Revenue	\$918.71	Losses	5
Expenses	\$1,255.00	Gains	8
Ending Balance	\$7,753.93	Ending Membership (paid)	125

Events scheduled during next quarter:

- 1/17/19 Annual Construction Forecasters Night (w/ OCA)
- 2/20/19 E-Week Canton Banquet
- 2/21/19 E-Week Akron Banquet
- 3/19 Annual ASHE/NEOCEA Billiards Tournament

Student Chapter Update: None.

Miscellaneous Items:

Milestones:

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



SECTION REPORTS
Derby City, KY Section
Regional Directors Quarterly Report
(September 2018 – December 2018)

President:	Erica Albrecht	Erica.Albrecht@hdrinc.com	2018-2019
Vice President:	Craig Klusman	Craig.Klusman@aecom.com	2018-2019
Secretary:	Brian Meade	brian.meade@urs.com	2018-2019
Treasurer:	Jonathan Berry	jon.berry@burgessniple.com	2018-2019

Activities:

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

- September 19, 2018—ASHE Derby City Board of Directors Meeting at Jade Palace
- November 16, 2018—ASHE Hospitality Suite at the ACEC/KYTC Partnering Conference

<u>Operating Budget (As of 12/19/18)</u>		<u>Membership (As of 12/19/18)</u>	
Starting Balance	\$6,487.47	Starting Membership	85
Revenue	\$3,072.71	Losses	0
Expenses	\$3,754.80	Gains	3
Ending Balance	\$5,805.38	Ending Membership (paid)	88

Events scheduled during next quarter:

- January 22, 2019—ASHE Derby City Quarterly Chapter meeting at Knights of Columbus; Travis Thompson (KYTC) will be presenter
- April 24th or 25th, 2019– ASHE Derby City Quarterly Chapter Meeting (location TBD); Presentations for Project of the Year
- June ??, 2019-- ASHE Derby City Quarterly Chapter meeting at Knights of Columbus; Presenter TBD

Student Chapter Update:

Miscellaneous Items:

•

Milestones:

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



SECTION REPORTS
Lake Erie Section
Regional Directors Quarterly Report
(September 2018 – December 2018)

President: Jim Shea, P.E.; JShea@trcsolutions.com; Term ends May 2019
Vice President: Sean Milroy, P.E.; smilroy@mbakerintl.com; Term ends May 2019
Secretary: Kathy Johnson, P.E.; kgjohnson@trcsolutions.com; Term ends May 2019
Treasurer: Steve Tyneski, P.E.; Steven.Tyneski@dot.ohio.gov; Term ends May 2019

Activities:

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

- September 10th, 2018; (Attendance 95) Annual ODOT Kickoff with District Deputy Directors by Howard Huebner, John Picuri, and Myron Pakush. Held at the Holiday Inn Cleveland-South.
- ASHE Lake Erie advertised and attended the OTEC Luncheon hosted by ASHE Central Ohio on October 2, 2018 in Columbus, Ohio.
- October 23rd, 2018; (Attendance 49) Cuyahoga River Bridges Boat Tour, a repeat of the tour held during the National Conference for the local ASHE members. By Dave Lastovka, PE, Bill Vermes, PE, and Wesley Weir, PE.
- November 28th, 2018; (Attendance 87) Cleveland Innerbelt CCG6A & B Project Coordination by Dave Rinehart, Jackie Guttman, and Jason Wise. Held at the Holiday Inn Cleveland-South.
- December 12th, 2018; (Attendance ~155) Planned and co-hosted the Joint Holiday Party at The Harp in Cleveland, Ohio with ASCE, WTS, ABCD, ACEC, and ITE.
- November 7th, 2018; Board Meeting held at MottMacDonald office. Nine of twelve board members present. Notable discussions included membership update, bank transition, Region report, student membership update related to coordination with CSU, and program changes required due to construction at the Holiday Inn.

<u>Operating Budget (As of 11/30/18)</u>		<u>Membership (As of 12/5/18)</u>	
Starting Balance	\$19,211.72	Starting Membership	173
Revenue	\$20,506.00	Losses	0
Expenses	\$7,691.84	Gains	4*
Ending Balance	\$32,025.88	Ending Membership	177

*3 new member applications pending and one transfer in from the Cuyahoga Valley pending.

Events scheduled during next quarter:

- January 16th, 2019; Ethics Presentation
- February, 2019; Drive Ohio
- March, 2019; Project of the Year



Student Chapter Update:

- Meeting with representative from CSU, determined steps for increasing student involvement for events. Will also hold a panel discussion for students in the spring and continue attending local career fair.

Miscellaneous Items:

- None

Milestones:

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



SECTION REPORTS
NW Ohio Section
Regional Directors Quarterly Report
(September 2018 – December 2018)

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

Activities:

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

- 09/20/18 – Jon Prier, PE, ODOT, Office of Hydraulic Engineering, ODOT Design updates from Ohio EPA's Updated Construction General Permit
- 11/15/18 – Mike Gramza, PE, ODOT D2 Capital Programs Administrator, Local Construction Updates

<u>Operating Budget (As of 12/21/18)</u>		<u>Membership (As of 12/21/18)</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 January 17, 2019 Speaker TBD

Miscellaneous Items:

Milestones:



SECTION REPORTS
Triko Valley Section
Regional Directors Quarterly Report
(September 2018 – December 2018)

President: Steve Mary, Steve.Mary@stantec.com, 2018-2019 term
First Vice President: Tom Nicholson, tnicholson@pretekgroup.com, 2018-2019 term
Secretary: David Emerick, david.emerick@duke-energy.com, term continuing
Treasurer: Eric Kistner, eric.kistner@stantec.com, term continuing

Activities:

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

- October 9, 2018-Board of Directors Meeting was held at the Terracon offices in Cincinnati. The holiday meeting was discussed along with the plan for honoring lifetime members.
- November 13, 2018-John Greenhalge, Executive Director of the State Board of Registration for Engineers and Surveyors presented ethics information at our general membership meeting.
- December 5, 2018 – Approximately 90 persons attended the annual holiday party at DeSha's jointly held with ACEC.

<u>Operating Budget (As of 12/6/18)</u>		<u>Membership (As of 12/6/18)</u>	
Starting Balance	\$32,675.32	Starting Membership	181
Revenue	\$6,295.00	Losses	22
Expenses	\$11,072.88	Gains	6
Ending Balance	\$27,897.44	Ending Membership (paid)	165

Events scheduled during next quarter:

- January 8, 2019-Board of Directors meeting at Terracon
- January 22, 2019--General Membership Meeting-Schramm Project Awards Presentations
- February 12, 2019- Board of Directors meeting at Terracon
- March 19, 2019- General Membership Meeting-Capital Improvements Program

Student Chapter Update:

Miscellaneous Items:

- 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.



SECTION REPORTS
Central Dacotah Section
Regional Directors Quarterly Report
(September 2018 – December 2018)

President:	Scott Whaley	swhaley@tensarcorp.com
VP:	Andrew Gottsman	andrew.gottsman@bartwest.com
Secretary:	Dan Schriock	dschriock@nd.gov
Treasurer:	Mark Kvas	mark.kvas@bartwest.com

<u>Operating Budget (As of 12/10/18)</u>		<u>Membership (As of 12/10/18)</u>	
Starting Balance	\$45,077.75	Starting Membership	102
Revenue	\$4,714.00	Losses	5
Expenses	\$2,776.63	Gains	0
Ending Balance	\$47,015.12	Ending Membership (paid)	97

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 – “Dynamic Cone Penetrometer Testing” Scott Whaley - Tensar
- October 16, 2018 – “Medina Rest Area Improvements” Steve Windish - Ulteig
- November 13, 2018 – “Ozark County Route PP Bridge” Bob Gilbert – Bartlett & West

Miscellaneous Items:

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

Milestones:

- N/A

End of Report



MID-ATLANTIC REGION Quarterly Report (4th Quarter, 2018) October 2018 – December 2018

by Nimish Desai P.E., President, Officers of the Board, 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

The fourth quarter was a transition period for the new Mid-Atlantic Region board, and we are pleased to say that the transition went smoothly. We appreciate the efforts of the previous region board members for their full cooperation during this transition process.

Now that the summer and fall are officially over, the eight Sections in the Mid-Atlantic Region have been busy with their section meetings including following the national PDH issuance guidelines. Each section has started following the national “Professional Development Certification Program” guidelines for issuance of PDH credits and administering them at the section level including maintaining appropriate documentation vs. the previously utilized SoP the Mid-Atlantic Region had been following for the years leading up to the issuance of the 2016 national guideline. The process has been going smoothly and the Mid-Atlantic Region’s only involvement has been to guide the sections in the right direction for issuance of PDH credits if needed. Note: The Sections have already started to assemble their documentation as required by National and look to have their reports submitted by the end of January 2019 as per the National Profession Development committee’s request.

All sections within the region have submitted their membership rosters. Overall membership in the ASHE Mid-Atlantic Region grew slightly based on the information provided below. Membership reconciliation will continue with Sections and National until all numbers jive. Thanks to all Sections and National for their continued coordination.

The Region acknowledges the solicitations by the National Student Chapter Committee (distributed on 9/17/18 and 12/14/18) to the Regions/Sections asking for information related to student chapter efforts and any interaction with universities related to potential student chapter creation. The Sections continue to discuss and provide feedback to Matt Cart, National committee. TBD/Ongoing.

The Mid-Atlantic Region was very active in many activities during the period. We held two teleconference BoD meetings during the period: October 12 and December 7, 2018. John Harman (GHR) graciously agreed to chair the region’s Strategic Planning committee. The Strategic Planning committee is hoping to complete a SWOT analysis by March 2019. John McDowell (Pot) volunteered to chair the region’s Project Awards committee. The Project Awards committee will be extremely busy in selecting the best projects within the region for submission to the National by 01/31/2018.

The Mid-Atlantic Region passed their first budget for the 2018-2019 fiscal year. The Region Board also voted to invest \$25,000 from the checking account into an investment fund. The goal of the investment fund is to create a future funding source to fund some of the sections initiatives through an exposure grant program and/or scholarship programs. TBD. The board also continued discussion about ideas for starting a section in the South Carolina geography. One of the ideas is to host a conference in the fall of 2019 in South Carolina (e.g. Columbia SC) and invite representatives from the local companies and DOTs to the conference to help charter a section. Our closest Section being Carolina Piedmont, will hopefully and should be involved in this initiative along with others in the region’s New Sections committee, led by John Midyette (OD). Coordination with and through the National New Sections committee will also be involved.

Brian Post of the Chesapeake Section and the current Treasurer of the Mid-Atlantic Region graciously agreed to chair the 2019 Regional Technical Conference. The conference will be held in Charlottesville potentially sometime between mid-March and early April. Dates for the conference are still being finalized.

The region also provided a loan in the amount of \$8,000 from their funds to assist the Carolina Triangle Section with their 2020 National Conference initiative.

The Mid-Atlantic BoD wishes everyone a Happy Holiday season and prosperous New Year. Our next call will be scheduled during the third week of January.

Regional Financial activities during the period

The financial activity during this reporting period included an expense in the form of an \$8,000 loan to the 2020 National Conference (Carolina Triangle Section) for use as seed money. During the first quarter of 2019, the Region anticipates to have minor expenses related to the Regional Technical Conference that is held each Spring. The final expenses and revenue from the conference will be reported in the second quarter of 2019 after the finances are reconciled. The current balance in the Region's checking account is \$44,665.50.

SECTION REPORTS

Blue Ridge Section Region Directors Quarterly Report (October 2018 through December 2018)

Activities:

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

- November – Section Lunch Meeting – Aerial Mapping and Surveying Presentation
- November – Board Meeting – Planning events scheduled for the next quarter and into Spring of 2019.

Operating Budget (as of 12/01/18)	
Starting Balance	\$5,474.14
Revenue	\$875.00
Expenses*	\$290.00
Ending Balance	\$6,059.14
Scholarship \$ awarded in CY 2018	\$3,500.00

Membership (as of 12/18/18)	
Starting Membership	79
Gains*	10
Losses*	31
Current Membership	58 (Paid)
Student members (estimated)	TBD

Events scheduled for next quarter:

- January thru March – Project Presentation each month
- Spring 2019 – Greenway Bike Ride and Social

Carolina Piedmont Region Directors Quarterly Report (October 2018 through December 2018)

Activities:

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

Past Period:

- Technical/Member Meeting - NCDOT & Division 10 Update with Brett Canipe, PE Deputy Division Engineer for NCDOT Div 10 – September 19
- Annual ASHE Sporting Clays Scholarship Tournament – October 5
- Holiday Social – November 8
- Board Meeting – December 6

Upcoming Meetings:

- January 2019 – Technical Meeting, TBD
- February 2019 – Winter Social
- March 2019 – On Site Visit – Charlotte Airport
- April 2019 – Spring Social
- May 2019 – Golf Tournament

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

<u>Operating Budget</u> (as of 11/27/2018)		<u>Membership</u> (as of 11/27/2018)	
Starting Balance	\$22,417.30	Starting Membership	76
Revenue	\$8,722.47	Losses (Transfer/Dropped)	18
Expenses	\$6,986.62	Gains	11
Ending Balance	\$24,153.15	Ending Membership	69
Scholarship \$ awarded in CY 2018	\$2,500	Student members (estimated)	0

**Carolina Triangle Section
Region Directors Quarterly Report
(October 2018 through December 2018)**

Activities

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

- November 15, 2018 – Board of Directors Meeting and Dinner Meeting
 - Previous Minutes approved
 - Committee Reports
 - 39 Century Club members for 2018-2019 (most in Section history)
 - 2020 National Conference in Raleigh (hosted by Carolina Triangle Section) planning
 - Dinner Meeting – Presentation by Chris Werner, Director of Technical Services, NCDOT
 - “NCDOT’s Use of Technology to Prepare for and Respond to Hurricane Florence”

Other:

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

<u>Operating Budget</u> (as of 11/31/18)		<u>Membership</u> (as of 11/31/18)	
Starting Balance	\$ 16,128.37	Starting Membership	225
Revenue	\$ 14,312.02	Losses (Transfer/Dropped)	0
Expenses	\$ (7,165.42)	Gains (Renewals)	7
Ending Balance	\$ 23,274.97	Ending Membership	232
Scholarship \$ awarded in CY 2018	To be provided	Student members (estimated)	TBD

**Chesapeake Section
Region Directors Quarterly Report
(October 2018 through December 2018)**

Activities:

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

- Chesapeake Board of Directors meetings
 - October 30, 2018
 - Planned for November Technical Session and winter technical sessions
 - Committee Reports
 - December 11, 2018
 - Board Holiday Party
- September 27, 2018 – Younger Member Event
 - Tour of Guinness Brewery and Networking
- October 16, 2018 – Traffic Technical Meeting
 - MDOT SHA TSMO
 - Connected & Automated Vehicles
 - North Avenue Tiger Grant Project
 - Dinner Speaker: Maryland STEM Festival
- November 20, 2018 – Planning Technical Meeting
 - MDOT MTA: Impact of New Mobility Solutions on Transportation Network
 - MDOT: Draft 2040 Transportation Plan
 - City of Frederick and Frederick County 2018 Bike and Trail Plan
 - Dinner Speaker: Waterfront Partnership Healthy Harbor Initiative
- Other:
 - Attended the Regional Student Chapter Conference on October 6 at Widener University.
 - Currently have 2 student chapters in the Section. We're working on getting these two student chapters re-established. Universities include: University of Maryland and Morgan State University.

Operating Budget (as of 10/30/2018)	
Starting Balance (as of 09/25/2018)	\$57,971.02
Revenue	\$6,500.00
Expenses	\$(5,624.09)
Ending Balance (as of 10/30/2018)	\$58,846.93
Scholarship \$ awarded in CY 2018	\$10,500

Membership (as of 10/01/2018)	
Starting Membership (as of 09/30/2018)	286
Losses (Transfer/Dropped)	46
Gains	0
Ending Membership (as of 10/01/2018)	240
Student members (estimated)	5

**Greater Hampton Roads Section
Region Directors Quarterly Report
(October 2018 through December 2018)**

Activities

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

- September Dinner Meeting, September 18, 2018 – Full Depth Restoration – Mr. Michael Galli, PE (ECS), meeting held at Westin Town Center, Virginia Beach, Virginia. 13 PDH certificates issued for 13 hours.
- Lesner Bridge Site Tour – October 19, 2018 – Mr. Timothy Barry, PE (RS&H)
- December Lunch Meeting, December 4, 2018 – Cold Central Plant Recycled Material – Mr. Tom Tate, PE (VDOT), meeting held at the Hampton Roads District Office, Suffolk, VA. 23 PDH certificates issued for 24 hours.

Upcoming Events:

- January 22, 2019 – Dominion Blvd. – Earl Sorey (Owner), Mike Prezioso (Contractor), Scott Lovell (Designer).
- March 2019 – Topic and presenter to be determined.
- May 2019 – Roundtable

Operating Budget (as of December 18, 2018)	
Starting Balance (8/22)	\$18,201.98
Revenue	\$11,480.00
Expenses	\$6,365.74
Ending Balance (12/18)	\$23,316.24
Scholarship \$ awarded in CY 2018	\$8,000

Membership (as of December 18, 2018)	
Starting Membership	101
Losses	0
Gains	0
Ending Membership	101
Student members (estimated)	TBD

**North Central West Virginia Section
Region Directors Quarterly Report
(October 2018 through December. 2018)**

Activities:

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

- October, 2018: Fall Golf Outing, Tygart Lake Golf Club October 12, 2018
- November, 2018: Board of Director's Meeting
- December, 2018: Board of Director's Meeting (MOY Recipient chosen)

Other:

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

Operating Budget (as of 12/05/18)	
Starting Balance	\$21,819.00
Revenue	\$4,505.00
Expenses	\$3,427.00
Ending Balance (est.)	\$22,900.00
Scholarship \$ awarded in CY 2018	\$2,250

Membership (as of 12/05/18)	
Starting Membership	47
Gains	0
Losses	0
Ending Membership	47
Student members (estimated)	0

**Old Dominion Section
Region Directors Quarterly Report
(October 2018 through December 2018)**

Activities

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

- Technical Session Topic: Atlee Road Extension Presentation by Brian Copeland, PE, Timmons Group; October 10, 2018; Location: VDOT Central Office Auditorium
- Board of Directors Meeting; Date: September 26, 2018 , Location: Kimley-Horn
- Membership Appreciate Social; November 20, 2018; Capital Ale House (Downtown)
- 2019 Scholarship Fundraiser Golf Tournament; October 18, 2018; Birkdale Golf Club
- Board of Directors Meeting; November 28, 2018; Location: Timmons Group

Operating Budget (as of 11/14/18)	
Starting Balance	\$16,891.43
Revenue	\$2,999.35
Expenses	\$5,871.85
Ending Balance	\$14,018.93
Scholarship \$ awarded in CY 2018	To be provided

Membership (as of 11/14/18)	
Starting Membership	96
Gains	0
Losses	5
Corrections	
Ending Membership (Paid)	101
Student members (estimated)	TBD

**Potomac Section
Region Directors Quarterly Report
(October 2018 through December 2018)**

Activities

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

- 10/17/2018 – Dinner meeting at VDOT where a panel of VDOT officials presented the state of the department and the current and upcoming projects.
- 11/3/2018 - Supported the GMU students in organizing a fundraising event for the Engineers for International Development. With our support the students raised \$1,500 for their project in Ecuador.
- 11/14/2018 – Dinner meeting held at Westwood Country Club. The guest speaker was Richard Clifton and we had approximately 110 attendees at this event.
- 11/29/2018 – Young (and young at heart) Member Event – Happy Hour event at Breakers Sky Lounge. We had 24 registrants and approximately 2 attendees at the event.

Operating Budget (as of 12/07/2018)		Membership (as of 12/01/2018)	
Starting Balance (10/1/2018)	\$41,728.76	Starting Membership – current number of members	170
Revenue	\$16,380.66	Losses	
Expenses	(\$13,151.90)	Gains	36
Ending Balance	\$44,957.52	Corrections	0
		Ending Membership (Paid)	206
Scholarship \$ awarded in CY 2018		Student members (estimated)	

Events scheduled during next quarter:

- February-March Monthly Dinner Meetings
- January-February Young Member Event
- January-March Field Trip

Miscellaneous Items:

- Breakfast Board Meetings – Held on October, November and December at the Silver Diner in Fairfax, VA. Discussed financials, programs, PDHs, newsletter, webpage, membership, younger member events, and nominations for the National Board, Award Nominations, Scholarship and Golf Tournament.
- Submitted a request to update by-laws and update or edit the Installation Ceremony for the Section.
- Continued 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.

End of Mid-Atlantic Region 2018 4th Quarter Report



Northeast Region
American Society of Highway Engineers
Quarterly Report - 3rd Quarter 2018

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 most recently met via teleconference on November 16, 2018. Meeting highlights:

- The region has a balance \$9,910.18 (as of 11/16/18), with no financial dealings during this reporting period.
- The region has been using WebEx for Board of Directors' meetings, except for one meeting per year as part of the National Conference.
- Discussed the officer training held the first week of November. Positive feedback was received from all attendees.
- Don DiZuzio was nominated for a 3-year term for the position of National Director for the Northeast Region. The Northeast Region did not submit a nomination for the National 2nd VP position.
- The Franklin Section submitted an application to host the 2022 ASHE National Convention.
- Other items were discussed (POY due dates, quarterly report due dates, insurance policy for sections, student chapter activity, development of a section operations manual)
- Section reports were then given/discussed for each attending section. Sections reported healthy attendance at events and most held one event per month.

Enclosed on the following pages are the Quarterly Reports by Section.

Albany Section

Regional Directors Quarterly Report

(September 2018 to December 2018)

Officers:

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

Activities:

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

- October 10, 2018: **Annual Dinner** held at the Century House, Latham, NY. The keynote speaker was **Eric Celia, PE – NYSDOT Director of Project Management Office/Design-Build Program Director**. The Albany Section swore in new board members and also awarded two, \$500 Scholarships
- October 23-25, 2018: Sponsor for 2018 Statewide Conference on Local Bridges, Syracuse, NY.
- December 11, 2018: **Holiday Social Gathering** benefiting the US Marine Corps' Toys-for-Tots campaign; 5:30 to 8:00 at Brown's Brewery in Troy, NY.

<u>Budget (As of 09/30/18)</u>		<u>Membership (As of 11/06/18)</u>	
Starting Balance	\$15,945.04	Starting Membership	102
Income	\$4,175.00	Members – New	0
Expenses	(\$4,472.00)	Members - Dropped	0
Ending Balance	\$15,648.04	Members - Reinstated	0
		Ending Membership (paid)	102

Events scheduled during the next quarters:

- January 12, 2019: **Capital City Future City Competition**, co-sponsored by the ASHE Albany Section; Armory at Sage College in Albany, NY from 8:00am to 4:00pm.
- February 14-15, 2019: **Engineer's Week** (ASHE Albany Section sponsors a booth); at the Albany Marriott on Wolf Road, Colonie, NY.
- 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 9th Annual Golf Outing** at Van Patten Golf Course in Clifton Park

Student Chapter Update:

- Not Applicable

Miscellaneous Items:

- None

Milestones:

- None

End of Report

Altoona Section
Regional Directors Quarterly Report
(May 1, 2018 – December 14, 2018)

Officers:

President:	Joshua England, PE	JEngland@Walshgroup.com
Vice President:	Bill Wieserman, PE, CBSI	w.wieserman@GAIconsultants.com
Secretary:	Michele Girolami	michele.girolami@gibson-thomas.com
Treasurer:	Ed Stoltz	e57s@verizon.net

Activities:

The following is a summary of key activities for the past two quarters:

- July 9, 2018: Annual Section Golf Outing at Scotch Valley Country Club
- September 19, 2018 – Tour of the Johnstown Flood Museum, then walk down the street to the Press Bistro for social hour including drinks and dinner.
- October 18, 2018 – Joint event with ASHE Clearfield to tour the Pennstress plant in Roaring Spring with lunch at Champs. This was a daytime tour because Pennstress is only open until 2 PM.
- October 18, 2018 ASHE Altoona Adopt-a-Highway utilizing a new route.
- November 9, 2018 – Rocky Gap Casino Trip (alternative events create conflicts with APC and Thanksgiving).
- December 11, 2018 – Holiday gathering at the US Hotel. Proceeds benefited the Mountain Lion backpack program. There was a Transportation Trivia Game and a raffle of the donated items.

<u>Operating Budget (As of 12/5/2018)</u>		<u>Membership (As of 12/14/2018)</u>	
Starting Balance (4/26/2018)	\$25,361.00	Starting Membership (5/1/2018)	210
Revenue	+\$11,082.69	Losses	-0
Expenses	-\$10,370.00	Gains	+8
Ending Balance (12/5/18)	\$26,073.69	Ending Membership (paid)	218

Events scheduled during next quarter:

- January 16, 2019 – Dinner Meeting at the Park Hills Country Club. There will be a Roundabout presentation by Andy Duerr from Wallace Montgomery.
- February 20, 2019 – UPJ Dinner Meeting. Joint with ASHE Mid-Allegheny. Tentative plans include a presentation on the US 30 Smart Mobility Corridor and student presentations on the concrete canoe.
- March 20, 2019 – Moxham Bridge near Johnstown High School by SAI.
- April 2019 – PennDOT District 9-0 Workshop –
- April 18, 2019 – Joint Meeting with Secretary Richards. Includes Pittsburgh, Southwest, & Mid-Allegheny Sections
- May 15, 2019: Annual Banquet and Awards
- July 8, 2019: Annual Section Golf Outing at Scotch Valley Country Club

Student Chapter Update:

- Not Applicable

Miscellaneous Items:

- None

Milestones:

- None

End of Report

Central New York Section

Regional Directors Quarterly Report

No Report

Clearfield Section
Regional Directors Quarterly Report
(September 2018 to December 2018)

Officers:

President:	Ed Jones	ed.jones@cdicorp.com
Vice President:		
Secretary:	Diane Purdy	dppurdy@urbanengineers.com
Treasurer:	Karen Michael	kmaichael@pa.gov

Activities:

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

- 9/20/18: A tour of the Russell Stone Products and their historic quarries located in the heart of rural Pennsylvania. Seventeen (17) people were in attendance for the tour, followed by dinner at Denny's Beer Barrel Pub in Clearfield.
- 10/18/18: Joint event with ASHE Clearfield and Altoona Sections and consisted of a tour of PennStress, a prestressed/precast manufacturer servicing the Mid-Atlantic region. The tour guide was Greg Gorman of PennStress. Thirty-four (34) people were in attendance for the tour, followed by lunch at Champs Sports Grill in Altoona.
- 11/09/18: Presentation for Bridges to Prosperity (B2P) Penn State Chapter and the opportunity to build a suspension bridge in Machacamarca, Bolivia. Our B2P presenters were: Jack Blarr – Bolivia Travel Team Member 2018; and Megan Smajda – President, Bolivia Travel Team Member 2018. Twelve (12) people were in attendance for the meeting at Duffy's Tavern in Boalsburg.
- The Section does not meet during the month of December because of impending holiday schedules. Scholarship information and applications were distributed.

Operating Budget (As of 12.13.2018)		Membership (As of 12.13.2018)	
Starting Balance	\$ 30,875.98	Starting Membership	183
Revenue	\$ 1,703.89	Losses	0
Expenses	\$ 5,155.01	Gains	0
Ending Balance	\$ 27,424.86	Ending Membership	183

Events scheduled during the next quarters:

Date	Event	Location
01.17.2019	Holiday Gathering	Clearfield
02.28.2019	District 2-0/Political Update	Clearfield
03.21.2019	TBA	TBA

Student Chapter Update:

- Not Applicable

Miscellaneous Items:

- None

Milestones:

- None

End of Report

Delaware Valley Section

Regional Directors Quarterly Report (September 2018 to December 2018)

Officers:

President:	John Caperilla	jcaperilla@borton-lawson.com
Vice President:	Alexa Harper	aharper@gannettfleming.com
Secretary:	Nate Parrish	nparrish@hntb.com
Treasurer:	Isaac Kessler	ikessler@rve.com

Activities:

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

- October 6, 2018 – Student Chapter Conference
- October 17, 2018 – Dinner Meeting – I-95, Section BR0
- November 7, 2018 – Dinner Meeting – 422 Pottstown to Stowe
- November 7, 2018 – Technical Session – Concrete Roadway and Deck Repair
- December 12, 2018 – Happy Hour with ASCE

<u>Operating Budget (As of 12/17/18)</u>		<u>Membership (As of 12/17/18)</u>	
Starting Balance (7/1)	\$34,898.36	Starting Membership (7/1)	358
Revenue	\$55,082.50	Losses	44
Expenses	\$41,028.39	Gains	47
Ending Balance	\$48,952.47	Ending Membership (paid)	361

Events scheduled during next quarter:

- January 16, 2019 – Frankford Avenue Stone Arch Rehab (Joint meeting with ASCE)
- February 20, 2019 – Passyunk Avenue Drawbridge and Technical Session.
- March 20, 2019 – Ross Fording Bridge
- April 17, 2019 – Project of the Year, Engineer of the Year, Section Activities.

Miscellaneous Items:

- A total of 33 firms are registered to participate in the section sponsor program (DVSP). The program allows firms to advertise in the section newsletter and website.
- The section continues to coordinate with the local universities to setup and maintain student chapters. Chapters have been established at Widener University and Temple University. Student member events held at Widener University and Temple University. Efforts are being made to establish sections at Villanova and Drexel.
- Scholarship applications were due on November 2, 2018.
- The section is in the process of developing a manual which will contain committee chair responsibilities.
- ASHE Delaware Valley Section will send judges for the Future City Competition on January 19, 2019.
- ASHE Delaware Valley Section will send judges for the Delaware Valley Science Fair in April 2019.
- The section submitted a nomination for Alexa Harper for the DVEC - Young Engineer of the Year, John Pierce as DVEC - Engineer of the Year and Leo Leonetti for Outstanding Contribution.
- A clothing drive was completed in November. Over 40 bags of clothes were collected.

Student Chapter Update: Not Applicable

Miscellaneous Items: None

Milestones: None

End of Report

East Penn Section
Regional Directors Quarterly Report
(October 1, 2018 to December 31, 2018)

Officers

President:	Julianne Wolfe	juli.wolfe@rettew.com
Vice President:	Richard Ames	richard.ames@wsp.com
Vice President:	Heather Heeter	hheeter@borton-lawson.com
Secretary:	Raymond M Boretski	rboretski@pennoni.com
Treasurer:	Carl McGloughlin	cmcgloughlin@jmt.com

Activities:

There are no more active events for this quarter.

<u>Operating Budget (As of 12/03/18)</u>		<u>Membership (As of 12/03/18)</u>	
Starting Balance (9/30)	\$38,416.83	Starting Membership (9/30)	120
Revenue	\$6,524.67	Losses	23
Expenses	\$9,948.73	Gains	17
Ending Balance	\$34,992.77	Ending Membership (paid)	114

Events scheduled during next quarter:

- **Wednesday, January 23, 2019:** Phantoms vs. Hershey Bears, 7:05 PM, PPL Center, Allentown
- **Wednesday, February 6, 2019:** Smith Siromaskul, PE, HDR – Innovative Intersections/Interchanges, Hotel Bethlehem
- **Thursday March 7, 2019:** George Roberts, PE – PennDOT D 4-0 District Executive (*tentative*) and Mike Rebert, PE – PennDOT D 5-0 District Executive, State of the Districts, Kalahari Resort
- **Wednesday, April 3, 2019:** Becky Bradley – Exec. Dir., Lehigh Valley Planning Commission, Homewood Suites by Hilton, Center Valley, PA
- **Wednesday, May 1, 2019:** Project of the Year Awards/Installation of Officers, Hotel Bethlehem

Student Chapter Update:

- Not Applicable

Miscellaneous Items:

- None

Milestones:

- None

End of Report

First State Section

Regional Directors Report

(October 1 – December 31, 2018)

Officers

President:	Gregory Pawlowski	Gregory.Pawlowski@DRBA.net
1 st Vice President:	Brian Kisner	bkisner@centuryeng.com
2 nd Vice President:	Shellie Baird	sbaird@amtengineering.com
Secretary:	Matheu Carter	matheu@udel.edu
Treasurer:	Preston Ayars	gl.preston.ayars@gmail.com

Activities:

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

- September 19, 2018 – Fred Mueller Memorial Golf Outing to support the First State scholarship program
- October 12, 2018 – Barbeque, hosted by ASHE@UD Student Chapter at the University of Delaware
- October 18, 2018 – Dinner meeting – Speaker was Eileen T. Sien, P.E., Project Manager, MAA Capital Improvements; “What is Construction Partnering?”; also, recognition of student scholarship winners
- November 15, 2018 – Dinner meeting – Speaker was Dr. Nenad Gucunski; “Nondestructive Evaluation of Bridge Decks and Prediction of their Future Performance”
- November 30, 2018 – First State Section Christmas Gala

Operating Budget (As of 12/6/18)		Membership (As of 12/6/18)	
Starting Balance	\$ 22,151.33	Starting Membership	153
Revenue	\$ 27,878.00	Losses	24
Expenses	\$ 13,213.05	Gains	26
Ending Balance	\$ 36,816.28	Ending Membership (paid)	155

Events scheduled during next quarter:

- **January 17, 2019** – Dinner meeting – Chief Engineer of DelDOT
- **February 21, 2019** – Dinner meeting – Port of Wilmington
- **March 28, 2019** – Dinner meeting – First State Section Project of the Year awards
- **April 18, 2019** – Dinner meeting – speaker TBD
- **May 15, 2019** – Dinner meeting - Hall of Fame Dinner awards
- **June 2019** - Collaborative happy hour and Blue Rocks game with ASCE Delaware Chapter

Student Chapter update:

- ASHE@UD, the student chapter at U. of Delaware has been robustly active now for over nine years.
- The student chapter hosted the section for a barbeque on the UD campus at the Structures Lab (10/12).
- ASHE@UD participated in the 2nd Annual Student Chapter Conference, held at Widener in Philadelphia.
- The latest ASHE@UD Resume Book was published and distributed November 19th.
- Eight students have attended professional dinner meetings this fall.
- Breanna Kovach, DelDOT, spoke at a campus meeting of ASHE@UD, regarding DelDOT’s EIT Program.
- New ASHE@UD Officers were elected 12/4 and will start at the beginning of the spring semester.

Miscellaneous Items:

- Two education sessions are in planning for 2/19 & 3/19. These will likely be 3hrs each and pdh certificates will be issued. One topic will likely be ethics.

Milestones:

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

End of Report

Franklin Section
Regional Directors Quarterly Report

No Report

Harrisburg Section
Regional Directors Quarterly Report
(from Sept 22, 2018 to December 18, 2018)

Officers:

President:	Steve Roman	sroman@wbcm.com
Vice President:	Brad Heigel	bjheigel@paturnpike.com
Secretary:	Bob Leonard	leonardrj@erdmananthony.com
Treasurer:	Bea Walters	walters@veengineeringinc.com

Activities:

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

- Oct 1, 2018 – Dinner Mtg, Aaron Hoover -APC; topic: Econstruction and Permitting
- Oct 11, 2018 – Adopt-a-Highway Litter Pick-Up
- Nov 5, 2018 – Lunch Mtg, Michael Keiser, PE, District Executive – PennDOT District 8-0; topic: state of District 8-0
- Dec 3, 2018 – Lunch Mtg, Cheryl Moon-Sirianni, District Executive – PennDOT District 11-0; topic: Route 30 Slide Project
- Dec 19 – Joint organization member social

<u>Operating Budget (As of 11/27/18)</u>		<u>Membership (As of 12/18/18)</u>	
Starting Balance (8/31/18)	\$95,034.03	Starting Membership (9/1/18)	391
Revenue	\$11,749.52	Losses	0
Expenses	\$15,280.74	Gains	13
Ending Balance	\$91,502.81	Ending Membership (paid)	404*

**Has not been rectified with National Database*

Events scheduled during next quarter:

- Jan 7, 2019 – Dinner Mtg, Alicia Nolan – FHWA PA Division Administrator
- Feb 4, 2019 – Lunch Meeting, Leslie Richards – PennDOT Secretary
- March, 2019 – Dinner Meeting, Mark Compton – PTC Chief Executive Officer
- April 12, 2019 – ASHE/PENNDOT/PTC Workshop

Student Chapter Update:

- Not Applicable

Miscellaneous Items:

- None

Milestones:

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

- None this period

End of Report

Long Island Section
Regional Directors Quarterly Report
(September 1, 2018 – October 21, 2018)

Officers:

President:	Bill Barrett, PE	wbarrett@gpinet.com
Vice President:		
Secretary:	Margaret Conklin	Margaret.conklin@dot.ny.gov
Treasurer:	Paul Curcio	pcurcio@blcompanies.com

Activities:

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

- December 4, 2018: Continuing education presentation and dinner on Empire State Trail Long Island Extension Feasibility Study.

<u>Operating Budget (as of 9/1/18)</u>		<u>Membership (As of 10/21/18)</u>	
Starting Balance	\$4,718.79	Starting Membership	63
Revenue	\$0	Losses	
Expenses	\$108	Gains	3
Ending Balance	\$4,610.79	Ending Balance (paid)	66

Events scheduled during next quarter:

- TBD

Student Chapter Update:

- Not Applicable

Miscellaneous Items:

- None

Milestones:

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

- None

End of Report

Mid-Allegheny Section

Regional Directors Quarterly Report (May 2018 – November 2018)

Officers

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

Activities:

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

- May 10, 2018: Dinner Meeting with Presentation of Outstanding Highway Engineering Award; Presentation of Scholarship Recipients – Presentation by Gannett Fleming on Awarded Project
- May 1, 2018: Golf Outing – Lenape Heights – Ford City
- June 8, 2018: Lindy Paving Summer Tour - Pittsburgh
- July 19, 2018: Summer Board Meeting – Spike Bare and Grille – Chestnut Ridge Golf Course – Blairsville
- July 29, 2018: Summer Sporting Clay Shoot at Promise Land – Freeport
- September 13, 2018: Dinner Meeting - Cardno Advances in Subsurface Utility Engineering – Brian Teschke
- October 19, 2018: Fall Sporting Clay Shoot at Promise Land – Freeport
- November 8, 2018: Dinner Meeting – The Good, Bad and Ugly-District 10 Construction – Paul Koza

Operating Budget (As of 11/28/18)		Membership (As of 11/28/18)	
Starting Balance (5/1)	\$13,709.63	Starting Membership (4/1)	133
Revenue	\$34,064.85	Losses	12
Expenses	\$29,676.92	Gains	10
Ending Balance	\$18,097.56	Ending Membership (paid)	131

Events scheduled during next quarter:

- January 10, 2019: Dinner Meeting – Moraine State Park Access – Eric Buchan / Robert Schmidt.
- February 20, 2019: Joint Dinner Meeting w/ Altoona Section – University of Pittsburgh at Johnstown, US 33 Smart Mobility Corridor and UPJ-ASCE Student Chapter 2019 Events and Teams
- March 14, 2019: Dinner Meeting – Frankford Avenue Bridge – TranSystems
- April 18, 2019: Joint Dinner Meeting w/ Secretary of Transportation
- April 26, 2019: 20th Annual Golf Outing – Lenape Heights Golf Course.
- May 16, 2019: Dinner Meeting with Presentation of Outstanding Highway Engineering Award; Presentation of Scholarship Recipients – Presentation by Jim Andrews, PennDOT District 10-0 ADE-Design

Student Chapter Update:

- Not Applicable

Miscellaneous Items:

- None Noted

Milestones:

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

- No applicable milestones for this quarter.

End of Report

NY METRO Section
Regional Directors Report
(September- December 14, 2018)

Officers

President:	Tanvi Pandya, PE	2tanvi@gmail .com
Vice President:	Maria Losyeva, PE	Maria.Losyeva@jacobs.com
Secretary:	Anthony Grosso, PE	agrosso @gpinet.com
Treasurer:	Karim Palomino, PE	kpalomino@primeeng.com

Activities:

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

- Board Meetings on October 12, November 13 and December 11, 2018
- Past President's Luncheon on October 12
- site tour to Bayonne Bridge construction project on September 27
- Presentations at Club 101 on 9/24- BQE Triple Cantilever; 10/16- Rebuilding LaGuardia Airport
- 11/20- Belt Parkway Reconstruction

<u>Operating Budget (As of 12/14)</u>		<u>Membership (As of 12/14)</u>	
Starting Balance (6/1)	\$22,125.49	Starting Membership (7/1)	170
Revenue	\$71,764.36	Losses	41
Expenses	\$30,832.40	Gains	
Ending Balance	\$63,057.45	Ending Membership (paid)	129
		Student Membership if known	NA

Events scheduled during next quarter:

- Presentations at club 101
- 1/15 Penn Access
- 2/19 EWR Terminal 1
- 3/ 19 Breakfast Forum at CUNY Graduate Center

Student Chapter Update:

- Not Applicable

Miscellaneous Items:

- Committee to be initiated o 12/18

Milestones:

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

- None

End of Report

North-Central New Jersey Section

Regional Directors Report

(October 2018 – December 2018)

Officers

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

Activities:

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

- October 9, 2018; Route 206 over Stony Brook Project Presentation (NJDOT/Arora) [PDH]
- October 29, 2018; Membership Drive at the NJ Turnpike Authority Offices
- November 8, 2018; Bridge Emergencies & Forensic Analysis (JMT) [PDH]
- December 13, 2018; Walk Bridge Program – Geotechnical & Foundation Design (HNTB) [PDH]

<u>Operating Budget (As of 11/8/18)</u>		<u>Membership (As of 12/12/18)</u>	
Starting Balance (9/30/18)	\$ 76,660	Starting Membership (9/30/18)	131
Revenue / Income	\$ 4,500	Losses	16
Expenses	\$ 3,898	Gains	14
Ending Balance	\$ 77,262	Ending Membership (paid)	133
		Student Membership	0

Events scheduled during next quarter:

- January 10, 2019; **Joint Meeting with ASCE** – George Washington Bridge Restoration [PDH]
- February 7, 2019; Presentation on I-280 over NJ 21 (Baker) [PDH]
- March 14, 2019; Monmouth County, NJ Bridge Replacement MA-14 (Monmouth Co. & GPI) [PDH]
- April 11, 2019; Project of the Year Awards

Student Chapter Update:

- We have formed an Education Committee. We have a chair and one member. No other activities this period.

Miscellaneous Items:

- Preceding every monthly meeting, there is a board meeting
- 2019 Scholarships (4) in the amount of \$15,000 will be awarded at the February Meeting

Milestones:

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

- None

End of Report

North East Penn Section **Regional Directors Quarterly Report**

- No report
-

**Pittsburgh Section
Regional Directors Quarterly Report
(October 2018-December 2018)**

Officers

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

Activities:

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

- ASHE Pittsburgh Motorcycle Ride for October 13, 2018
- Adopt A Highway October 6, 2018
- Pittsburgh Section Dinner Meeting October 17, 2018
- University of Pittsburgh Student Chapter Presentation October 22, 2018
- Pittsburgh Section Past Presidents' Banquet November 3, 2018
- Moon Area High School Outreach November 21, 2018
- 5th Annual Holiday Happy Hour December 12, 2018

<u>Operating Budget (As of 12/01/2018)</u>		<u>Membership (As of 12/01/2018)</u>	
Starting Balance (07/01)	\$67,843	Starting Membership (07/01)	558
Revenue	\$46,007	Losses	-
Expenses	\$11,150	Gains	7
Ending Balance	\$102,700	Ending Membership (paid)	665

****NOTE: Ending Balance appears high because Past Presidents' Banquet bill was recently paid and doesn't show up on statement yet.**

Events scheduled during next quarter:

- Pittsburgh Section Dinner Meeting January 9, 2019
- Pittsburgh Section Dinner Meeting February 6, 2019
- Young Member Event TBD
- Bowling Tournament January/February TBD
- Educational Seminar at University of Pittsburgh March 20, 2019
- Joint Section Event with Secretary Leslie Richards April 18, 2019

Student Chapter Update:

- Not Applicable

Miscellaneous Items:

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

Milestones:

- None at this time

End of Report

Southern New Jersey Section

Regional Directors Quarterly Report

(October 2018 – November 2018)

Officers

President:	Matthew Bencoter	matthew.bencoter@mbakerintl.com
Vice President:	Michael Frabizzio	mfrabizzio@aidpe.com
Secretary:	Heather Jones	hjone@arh-us.com
Treasurer:	Joe Macios	joemacios@hotmail.com

Activities:

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

- October 16, 2018 : Scholarship Fundraiser/Social Event at River Horse Brewing Co.
- October 22, 2018: A Board of Directors Meeting was held prior to the dinner meeting.
- October 22, 2018: Dinner Presentation on County Route 530 at O'Connors American Bar and Grille.
- November 2018: A Board of Directors Meeting was held prior to the dinner meeting.
- November 2018: Dinner Presentation on Construction Management Technical Session at The Conference Center at Mercer County Community College.

<u>Operating Budget (As of 11/30/18)</u>		<u>Membership (As of 11/30/18)</u>	
Starting Balance (10/1/18)	\$112,063.72	Starting Balance (10/1/18)	\$112,063.72
Revenue	\$ 12,330.43	Revenue	\$ 12,330.43
Expenses	\$ 9,296.87	Expenses	\$ 9,296.87
Ending Balance (11/30/18)	\$115,097.28	Ending Balance (11/30/18)	\$115,097.28

Events scheduled during next quarter:

- December 11, 2018: A Board of Directors Conference Call will be held.
- December 12, 2018: SBE and Technology Open House at The Hamilton Manor, 30 NJ-156, Hamilton Township, NJ 08620.
- January 9, 2018: A Board of Directors Meeting will be held prior to the dinner meeting.
- January 9, 2018: Dinner Presentation on Ethics at Maggianos, Cherry Hill, NJ
- February 13, 2018: A Board of Directors Meeting will be held prior to the dinner meeting.
- February 13, 2018: Joint Dinner Presentation on Route 37 Mathis Bridge at Maggianos, Cherry Hill, NJ

Student Chapter Update:

- Not Applicable

Miscellaneous Items:

- None

Milestones:

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

- None

End of Report

SW Penn Section
Regional Directors Quarterly Report
(September, October & November 2018)

Officers:

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:

- September – Monthly Meeting at Stone Villa Winery
- October – Monthly Meeting at Caporella's Italian Ristorante, Uniontown, PA. Presentation by Domenic Sacchetti. Topic: La Guitarrilla, Nicaragua Build
- November – No Meeting

<u>Operating Budget (As of 9/1/18)</u>		<u>Membership (As of 9/1/18)</u>	
Starting Balance (6/1)	\$96,857.24	Starting Membership (6/1)	294
Revenue	16,272.74	Losses	0
Expenses	22,642.05	Gains	2
Ending Balance	90,852.01	Ending Membership (paid)	296

Events scheduled during next quarter:

- None

Student Chapter Update:

- Not Applicable

Miscellaneous Items:

- None

Milestones:

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

- None

End of Report

Williamsport Section
Regional Directors Quarterly Report
(August 2018 – October 2018)

Officers

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

Activities:

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

- 9/26/18 Pennsylvania Sinkholes- Joint meeting with Northcentral Penn Chapter of the Construction Specifications Institute along with the Pennsylvania College of Technology Construction Management Association.
- 10/18/18 High Steel/CSV T Project

<u>Operating Budget (As of 10/31/18)</u>		<u>Membership (As of 10/31/18)</u>	
Starting Balance (8/1)	\$8,457.72	Starting Membership (8/1)	81
Revenue	\$1,695.02	Losses	0
Expenses	\$4,289.40	Gains	0
Ending Balance	\$5,863.34	Ending Membership (paid)	81

Events scheduled during next quarter:

- N/A

Student Chapter Update:

- Not Applicable

Miscellaneous Items:

- N/A

Milestones:

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

- None

End of Report

REGION REPORT

Southeast Region Regional Directors Report (from –9/1/18 to period)

Regional Officers

President:	Ron Osterloh	osterlohr@pondco.com
Vice President:	Len Pappalardo	lpappalardo@keville.com
Secretary:	Holly Painter	holly.painter@kci.com
Treasurer:	Donna McQuade	McQuadeD@pondco.com

Reporting Regions:

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

Activities:

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

- October 10, 2018; Regional Conference Call
- Leigh Lilla nominated for National 2nd Vice President
- Jason Hewatt nominated for SE National Director

<u>Operating Budget (As of 12/17/18)</u>	
Starting Balance	\$ 1,220.53
Revenue	\$ 0
Expenses	\$ 68.00
Ending Balance	\$ 1,152.53

Events scheduled during next quarter:

- February 28, 2019; Regional Conference set in person Jacksonville, FL

End of Report

NE FLORIDA (www.northeastfl.ashe.pro)

**Northeast Florida Section
Regional Directors Report
(from 9/01/18 to 12/21/18)**

Officers

President:	Stephen Park, PE	stephen.park@rsandh.com
1st Vice President:	Will Lyon, PE	wlyon@prosserinc.com
2nd Vice President:	Brett Harbison, PE	bharbison@meskelengineering.com
Secretary:	Jen Hawkins, AICP	HawkinsJL@pondco.com
Treasurer:	Donna McQuade	McQuadeD@pondco.com

Activities:

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

- Sept 27th, 2018 - ASHE+CMAA BIM 4D Luncheon
- Oct 12th, 2018 - ASHE-NEFL Annual Golf Tournament
- Nov 14, 2018 - ASHE -NEFL Luncheon - Greyhound Transit Building
- Dec 6th, 2018 - ASHE Holiday Party

<u>Operating Budget (As of 12/17/18)</u>		<u>Membership (As of 8/28/18)</u>	
Starting Balance	\$ 64,584.29	Starting Membership	196
Revenue	\$ 29,458.65	Losses	0
Expenses	\$ 28,344.64	Gains	9
Ending Balance	\$ 64,698.30	Ending Membership (paid)	205

Events scheduled during next quarter:

- Jan 17th, 2019 - ASHE -NEFL Luncheon - FDOT and County Work Programs
- Feb 21st, 2019 - ASHE -NEFL Luncheon - TPO Discussion
- Mar 21st, 2019 - ASHE -NEFL Luncheon - DRMP Mobile LIDAR/Drone Technology

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

End of Report

SECTION REPORT

Central Florida Section Regional Directors Report (September – January 2019)

Officers

President:	Glenn Pressimone, PE	Glenn.Pressimone@CFXWay.com
Vice President:	Erin Kelley	ekellev@icj-insurance.com
Secretary:	Sherman Klaus, PE	sklaus@balmoralgroup.us
Treasurer:	Gary Kuhns, PE	glkuhns@g-e-c.com

Activities:

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

- **Tuesday, September 25th**, 5:00-8:00pm at the Hammered Lamb in Orlando we held *Trivia Night*. This social event was the kick-off for the new season and our first Transportation Tuesday Social event and proved to be as successful as our Casino Night 25th Anniversary Celebration.
- **Tuesday, October 9th**, we had our monthly Transportation Tuesday Social Event at The Guesthouse. **Tuesday, October 30th** we held our New Member Breakfast & UCF Professional Round table out at the UCF campus. This was a membership event to try to energize our student involvement.
- **Monday, November 12**, we had a Food Drive Social where we partnered with ASCE-YMS and on **Tuesday, November 27th**, we held our monthly Transportation Tuesday Happy Hour at Orlando Brewing.
- Finally, on **Thursday, December 6th** we held our *Transportation Holiday Mixer Social* event (in partnership with WTS) as well as the *Ugly Sweater Social* which was well attended by both organizations.

Operating Budget ⁽¹⁾		Membership ⁽²⁾	
Starting Balance (12/12/18) (Checking and PayPal Account)	\$4,795.31	Starting Membership (11/30/17)	48
Revenue Expected	\$2,700.00	Losses	31
Expenses Expected	\$2,250.00	Gains	59
Ending Balance Expected	\$5,245.31	Ending Membership As of (12/7/18)	76

Notes:

1. Does not include Petty Cash of \$305.00 or Valencia Foundation Scholarship Fund of \$10,500.00.
2. Membership has been reconciled with National.

Events scheduled during next quarter:

- **Tuesday, January 15th**, 5:00-7:00pm at The Harp and Celt and The Escape Room, we will hold our monthly Transportation Tuesday event.
- **Transportation Summit (February)**
- **5th Annual Clay Shoot (April 12th)**

Miscellaneous Items:

- None

Milestones:

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

- Create involvement with our members by organizing events that members and new members can attend and grow our membership by having our events open to everyone in the industry.

End of Report

SECTION REPORT

South Florida Section Regional Directors Report (August 2018- December 2018)

Officers

President:	Naldo Gonzalez	ngonzalez@gfnet.com
Vice President:	Jose Gomez	jgomez@ecslimited.com
Secretary:	Yamila Hernandez	yamila.hernandez@wsp.com
Treasurer:	Hugo Gutierrez	Hugo.Gutierrez@hdrinc.com

Activities:

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

- Board Meeting on October 5, 2018 to discuss adding new board members (several candidates identified)
- Met with local chapter of ACEC/ FES (Florida Engineering Society) to discuss combining meeting and sponsoring and promoting each other's events.

<u>Operating Budget (As of 12/17/18)</u>		<u>Membership (As of 12/17/18)</u>	
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:

- Technical Meeting in March 2019 on Resiliency in Transportation

Miscellaneous Items:

- Items

Milestones:

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

End of Report

SECTION REPORT

Tampa Section Regional Directors Report (from 8/31/18 to 12/21/18)

Officers

President:	Sunil Jakhadi, PE	Sunil.Jakhadi@wsp.com
Vice President:	Pavan Paiavula, PE	PPaiavula@drmp.com
Secretary:	Lance Croft	lcroft@mc2engineers.com
Treasurer:	Carlos Ramirez, PE	cramirez@garretteg.com

Activities:

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

- Sept 29, 2018 – Annual Transportation Supersession
- Oct 2018 – City of Tampa Speaker (TBD)
- November 2018 – Tracy Hood, FDOT Consultant PM
- December 2018 – Social event at Hard Rock Café

<u>Operating Budget (As of 12/10/18)</u>		<u>Membership (As of 12/10/18)</u>	
Starting Balance	\$ 9,006.49	Starting Membership	85
Revenue	\$ 56,900.28	Losses	26
Expenses	\$ 39,690.06	Gains	8
Ending Balance	\$ 26,216.71	Ending Membership (paid)	67

Events scheduled during next quarter:

- January Membership Meeting: Christina Kopp (Tampa Hillsborough Expressway Authority)
- February E Week Banquet
- March Membership Meeting: Speaker from Florida Turnpike Enterprise (FTE)

Miscellaneous Items:

- Scholarship Funding:
 - \$50,000 endowment at University of South Florida, which sustains two \$1500.00 scholarships annually.

Milestones:

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

- n/a

End of Report

SECTION REPORT

Georgia Section Regional Directors Report (September – January 2019)

Officers

President:	Mindy Sanders, P.E.	mhsanders@pontengineering.com
1st Vice President:	Richard Meehan, P.E.	richard.meehan@loweengineers.com
2nd Vice President:	Shawn Fleet, P.E.	sfleet@heath-lineback.com
Secretary:	Lindsay Dunnahoo, P.E.	lindsey.dunnahoo@aec.com
Treasurer:	Sarah Blackburn, P.E.	sarah.blackburn@greshamsmith.com
Co-Treasurer:	Brad Cox, P.E.	bcox@clarkpatterson.com
Director:	Kelli Weigle	kweigle@thcinc.net
Director:	Jason Hewatt	Jason.Hewatt@forterrabp.com
Director:	Pervez Iqbal, P.E.	PIqbal@chacompanies.com
Past President:	Rob Dell-Ross, P.E.	rdellross@roswellgov.com

Activities:

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

- September 21st – Lunch Meeting featuring State DOT speaker. Topic was the ongoing 285/400 interchange project. 111 people attended.
- October 19th – Lunch Meeting featuring consultant speaker. Topic was special event operations around the new Mercedes-Benz Stadium. 77 people attended.
- October 24th – Kaiser Permanente Corporate 5K Run-Walk. ASHE members participated along with several private companies
- November 8th – Georgia Transportation Summit in Athens, GA. Many ASHE members participated in the technical sessions and presentations with their companies. ASHE organized a Happy Hour networking social through sponsorship, over 200 attendees.
- December 6th – Annual Holiday Social. 200+ attendees. Free event for members + spouse. Georgia Section also uses this event as a toy drive benefitting Toys for Tots. National President, VP and 2nd VP were also in attendance. GA Section Annual Awards were announced.
-

<u>Operating Budget (As of 11/30/18)</u>		<u>Membership (As of 11/30/18)</u>	
Starting Balance (9/1)	\$133,910.97	Starting Membership (9/1)	511
Revenue	\$12,353.26	Losses	0
Expenses	\$22,521.51	Gains	4
Ending Balance	\$123,742.72	Ending Membership (paid)	515

Membership Update:

- Current Membership: 556
- Membership submitted to National in Fall 2018: 304 (renewing members from 2018 assessment)
- Membership submitted to National in Fall 2017: 326 (renewing members from 2017 assessment)

Events scheduled during next quarter:

- **January - Lunch Meeting**
- **February 2nd – Volunteer Service Day at Open Hands Atlanta (first-time event for our chapter)**
- **February Social Event – Poker Tournament**
- **March 3 - 2019 Transportation Winter Workshop, partner with Georgia ITE to organize a 1.5 day technical program geared towards younger members**

Ongoing Discussion Items/Hot Topics

- Changes to Bylaws
- Research on Banks
- Communication with members using Constant Contact and IT issues with firewalls and spam blocks. We've started using a Google Calendar.
- New Social Media accounts: LinkedIn, Twitter, Facebook, Instagram

End of Report

SECTION REPORT

Middle Tennessee Section Regional Directors Report (From September– December)

Officers

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

Activities:

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

- September 10 Annual ASHE Golf Tournament was held and raised \$5200
- October 13 Annual Fall Social at Gentry's Farm (Pumpkin patch, corn maze, etc.)
- December 5 Scholarship awards: One \$2000 and three \$1000 scholarships were awarded
- Dec. 8 Salvation Army Angel Tree Volunteer Day
- The September lunch meeting included KCI Technologies presenting on advanced technologies for surveying and mapping.
- The November lunch meeting included Applied Pavement Technology presenting on TDOT Aeronautics Airport Pavement Management Program
- The December lunch meeting included a presentation from outgoing TDOT Commissioner John Schroer on a look back and ahead for TDOT. In recognition of the significant support for ASHE that the Commissioner has provided during his term, a \$1000 donation was made to CASA which is a non-profit agency that he and his family support.

Events scheduled during next quarter:

- Lunch meetings

Miscellaneous Items:

- 2019 ASHE National Conference – planning and preparation is underway

Operating Budget (As of 12/4/2018)		Membership (As of 12/4/2018)	
Starting Balance	\$31,818.02	Starting Membership	352
Revenue	\$17,187.30	Losses	28
Expenses	\$24,284.58	Gains	25
Ending Balance	\$24,720.74	Ending Membership (paid)	349

End of Report

SECTION REPORT

Phoenix Sonoran Section Regional Directors Report (September– December)

Officers:

President, Steve Boschen, Arizona DOT, sboschen@azdot.gov

Vice President, James Barr, T.Y. Lin, james.barr@tylin.com

Secretary, Melissa Boyles, Jacobs Engineering, Melissa.boyles@jacobs.com

Treasurer, Susie Mason, Gannett Fleming, smason@GFNET.com

Activities:

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

Dec. 11, 2018 – SR-89A Washout Repair in How Many Hours? Speaker: Aundra Merrick, PE, ADOT District Engineer, Northcentral District

Nov. 13, 2018 – Julian Dresang, PE, PTOE, City Traffic Engineer, City of Tempe – City of Tempe Vision Zero Program Overview

Oct. 9, 2018 – Audra Koester Thomas, Transportation Planning Program Manager, Maricopa Association of Governments – Planning for Proposition 500

Sept. 14, 2018 – ASCE/ASHE Annual State Conference

Sept. 11, 2018 – Anne Kurtenbach, Special Projects Administrator, Design & Construction Services, City of Phoenix Aviation Department – Sky Train Construction Update

Special Events:

- December 2018 – Conducted Food Drive for St. Mary's Food Bank and Toy Drive to St. Luke's Hospital; Children's Ward
- November 2018 – Conducted Food Drive for St. Mary's Food Bank
- October 2018 – Partnered with WTS Phoenix to host Women in Leadership Panel Presentation

Treasurer's Report:

Treasurer's Financial Report

for Month Ending: 11/30/18

11/01 through 11/30/2018 (Cash Basis)

Beginning Balance:	\$	29,998.00
INCOME		1,350.00
Memberships:Initiations Fees \$25		100.00
Memberships:Local Dues \$30		120.00
Memberships:National Dues \$20		80.00
Late fee collected		
Newsletter Sales		
Program Mtg. Sales		1,030.00
St. Mary's Food Bank		20.00
Golf Income		
EXPENSES	0.00	1,580.11
Fees & Charges:SquareUp Fees		21.80
Bank Fee		1.00
Membership Expenses:Appreciation Exp		
Membership Expenses:Initiation Fees Exp \$25		100.00
Membership Expenses:National Dues Exp \$20		80.00
Program Meeting Cost		1,169.13
Postage & Shipping		
2019 Golf Tournament		
Food & Beverage		208.18
student chapter 3/21/18		
ACEC Ice cream joint picnic		
Board Mtg. lunch		
Section Assessment		
Gifts - past president pin /Linda Smith		
OVERALL TOTAL		-230.11
Ending Operating Cash		29,767.89
Scholarship Fund	\$	15,314.30
Golf proceeds/expenses		
TOTAL Scholarship Fund Income	\$	15,314.30
ENDING CASH BALANCE	\$	45,082.19

Event Cost Analysis

10/9/2018

Cost	Income	Profit
1,169.13	1,030.00	(139.13)

Attendees	Members	Non-members	Guest
40	33	6	1

53-58 average attendee each month

Membership Total:

164

Events Scheduled During the Next Quarter

Jan 2019 – City of Mesa Presentation

Feb 2019 – ADOT Director State of the State Presentation

Miscellaneous Items:

Distributed Fall 2018 Scholarships:

- 1st-Tied \$3,000 – Samantha Cole (NAU – Civil Engineering)
- 1st-Tied \$3,000 – Cole Maurer (ASU – Civil Engineering)
- 2nd \$2,000 – Jay Nguyen (ASU – Construction Management)
- 3rd \$1,000 – Allyson Marnocha (NAU – Civil Engineering)

Milestones:

N/A

End of Report

SECTION REPORT

Houston Section Regional Directors Report (from October 2018 – December 2018)

Officers

President:	Ahmed K. Valdez	avaldez@akvce.com
1st Vice President:	Inas Aweidah	inas.aweidah@aecom.com
2nd Vice President:	Kim Sachtleben	ksachtleben@costelloinc.com
Secretary:	Adam White	Adam.White@ngi.no
Treasurer:	Alena Mikhaylova	alena.mikhaylova@rinkerpipe.com

Past Monthly Meeting Activities:

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

- 9/13/18; September General Lunch Meeting – *SH 288 Toll Project in Harris County – Latest updates. Project delivery using Comprehensive Development Agreement (CDA)* presented by Greg Snider, P.E. (PPP Project Manager for TxDOT)
- 10/4/18; October General Lunch Meeting – *“Highway Technology Innovations and Perspectives on how it will impact the industry”* presented by Quincy Allen, P.E. -District Engineer for TxDOT’s Houston District, Catherine McCreight -Senior Transportation Planner for the TxDOT Houston District, John Song, P.E. -Traffic and ITS Group Lead of AECOM, Brian Stiene -Smart Cities Lead of Transportation and Smart Cities and Ugonna Ughanze, P.E.
- 11/8/18; November General Lunch Meeting – *“How to Conduct Business with TxDOT Consultants – contractors”* presented by Lucio Ortiz, P.E. (TxDOT Director of Construction-Houston District) and Sargon Youhannazad, P.E. (Procurement Engineer Director PEPS Houston Metro Service Center, TxDOT Houston)
- No lunch Meetings were held in December

Other Activities:

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

- 12/6/18 – Young member event – Houston Transtar Tour
- 12/13/18 – Board meeting and tour of Costello’s new office building

<u>Operating Budget (As of 11/30/18)</u>		<u>Membership (As of 9/30/13)</u>	
Starting Balance (6/1)	\$5,803.23	Starting Membership (7/1)	45
Revenue	\$27,091.64	Losses	0
Expenses	\$(17,961.44)	Gains	16
Ending Balance	\$9,130.20	Ending Membership (paid)	61

Events scheduled during next quarter:

- TBD – Social Event and membership recruitment @ Top Golf

Milestones:

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

- First ASHE Houston section Newsletter Issued Nov 27, 2018

End of Report

SECTION REPORT

Dallas/Fort Worth Section Regional Directors Report (10/01/2018 – 12/15/2018)

Officers

President:	Markus Neubauer	MNeubauer@pkce.com
Vice President:	Laura Weber	LJWeber@laneconstruct.com
Secretary:	Siva Pathivada	siva.pathivada@terracon.com
Treasurer:	Hossein Hosseiny	HHosseiny@bgeinc.com

Activities:

(Note in particular PDH-worthy events and joint meetings & events)

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

- October 17; Board of Directors' meeting
- November 14; Board of Directors' meeting

<u>Operating Budget (As of 12/15/18)</u>		<u>Membership (As of 12/15/18)</u>	
Starting Balance (9/1)	\$ 11,633.16	Starting Membership (9/1)	4
Revenue	\$ 0.00	Losses	0
Expenses	\$ 0.00	Gains	0
Ending Balance	\$ 11,633.16	Ending Membership (paid)	4

Events scheduled during next quarter:

- January 22; General member lunch meeting
- February 26; General member lunch meeting
- March 26; General member lunch meeting

Student Chapter update

Miscellaneous Items:

- N/A

Milestones:

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

- N/A

End of Report