



**CALL TO ORDER:** Richard N. Cochrane, PE

Mr. Cochrane called the meeting of the National Executive Committee of the American Society of Highway Engineers to order at 10:00 AM. The meeting was held via WebEx.

**ROLL CALL:**

<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
	Stan A. Harris, PE	Regions Director and ROC Chair
<u>Absent:</u>		

**Note:** Actions of the Executive Committee are highlighted in yellow.  
Assignments or actions pending are highlighted in green

**PRESIDENT'S REPORT:** Richard N. Cochrane, PE

- President Cochrane reported that he recently attended the Franklin Section Venison Dinner as well a Georgia Section event.

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

- Mr. Morisi reported that he has fallen a bit behind and there has been an increase in activity associated with ASHE of late. He reported that his current priorities are: arrangements for the Lexington National Board Meeting, arranging for and ordering Section and individual awards for the Conference, assisting with training of the new Administrative Assistant, and working through the ASHE National address change.
- Mr. Morisi also reported that he and Lynnell are in the middle of working on roster issues with the following Sections: Carolina Piedmont, Southern New Jersey, Potomac, and Lake Erie. He noted that a number of Sections have been working diligently over the past year to reconcile their rosters with National and those efforts have gone well. He noted appreciation to those at the Section level that have been working hard to do this.
- Mr. Morisi noted that the Blue Ridge Section has not paid their 2018-2019 assessment and he will reach out to them again.

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

- Mr. O'Hare reported that all paperwork is complete for the onboarding of Nancy Morisi as the new Administrative Assistant. It was necessary to purchase Workman's Compensation Insurance due to Pennsylvania law.
- Mr. O'Hare reported that the transfer of investments at PNC in accordance with prior direction of the Board is complete.
- Mr. O'Hare reviewed the cash flow report. He noted scanner sponsorships are approximately \$3,000 behind last year; payroll to Lynnell is exceeding last year; and the President's expenses are exceeding budget. He also noted that National should end the year under budget. Mr. Morisi noted that Lynnell has been very busy over the past few months processing new member applications and preparing for the transfer of records. Lynnell had stated she doesn't remember a busier time.

**OLD BUSINESS**

- **Blanket Insurance Policy:** Richard N. Cochrane, PE; President Cochrane reported that he is having difficulty obtaining a quote from our current provider, DesignPro. He also noted they will not provide Directors and Officers Insurance for the entire organization. They have not submitted a proposal as requested. Solutions for the Nonprofit, who has provided a quote, is willing to insure the entire organization. Mr. O'Hare will make contact with his representative at DesignPro in an attempt to obtain the quote. Mr. O'Hare recommended we have our attorney review the policy/agreement prior to making any changes, if we change carriers.
- **SASHTO 2019:** Michael D. Hurtt, PE; The New Sections Committee has requested approval to attend and man a booth at the 2019 SASHTO Conference. If they do this, they will exceed their budget at a later date with other activities they have planned. The

Committee may proceed with attendance at the 2019 SASHTO Conference but will need to come back to the Board in the future to increase their budget if they plan other expenditures. **President Cochrane will notify the Committee.**

- **Sexual Harassment Policy:** Richard N. Cochrane, PE; President Cochrane noted that the issue with Section has been resolved and the individual is satisfied with the resolution. Our attorney is looking at our Code of Ethics to see if adjustments are needed to address this issue. They are also looking at our bylaws where they address suspension or expulsion of a member. Legal counsel recommends addressing the issue through these two documents and not developing a specific policy. National will proceed with any recommended changes. Those changes will be reviewed with the Sections at a future training event.

#### NEW BUSINESS

- **2019-2020 Budget:** Michael D. Hurtt, PE; Mr. Hurtt reported that progress has been made on the upcoming budget following a meeting between him, Mr. O'Hare, and Mr. Matthews at the most recent National Board Meeting. Time will be allotted at the March National Board Meeting for presentation and review of the draft budget.
- **Rocky Mountain Region/North Central Region Participation:** Richard N. Cochrane, PE; Mr. Cochrane noted there was an issue as to whether these Regions should be treated separately for National Project Awards or included with the Regions with which they currently report and coordinate. The issue has been resolved and they will participate with the Regions with which they currently report and coordinate.
- **Section Awards:** Thomas S. Morisi; Mr. Morisi noted that there is a tight timeframe this year to order and obtain the Section awards prior to the Conference. Awards will be determined based on a database snapshot as of March 1<sup>st</sup>. **Motion by Harris to allow Mr. Morisi to proceed with determination of award recipients and purchase of awards; seconded by Matthews; all in favor.**

#### REGION REPORTS

- **Director's Travel:** Richard N. Cochrane, PE; President Cochrane noted there have been some errors of late in reporting Directors' travel to Sections within their Region. In light of this, Mr. Cochrane has reached out to all Directors to verify information reported and obtain additional detail.

#### ADJOURNMENT:

- The meeting adjourned at 11:15 AM.

Respectfully Submitted,

Thomas S. Morisi  
National Secretary